



Request for Proposal #648251

for

Fixed Asset Inventory Tracking System

April 22, 2008

RFP 648251
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Nancy Sterling, Phone: (540) 231-9517, e-mail: Nancy.Sterling@vt.edu.

DUE DATE: Sealed Proposals will be received until **May 22, 2008 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Information Technology Acquisitions, Computer Purchasing Office (0214), 1700 Pratt Dr., Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

PRE-PROPOSAL CONFERENCE: See Section IX for information regarding a pre-proposal conference.

TYPE OF BUSINESS: (Please check all applicable classifications)

- Large.**
- Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.
- Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.
- Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

| | | | |
|--|------------------|---|--|
| FULL LEGAL NAME (PRINT) <small>(Company name as it appears with your Federal Taxpayer Number)</small> | | FEDERAL TAXPAYER NUMBER (ID#) | |
| BUSINESS NAME/DBA NAME/TA NAME <small>(If different than the Full Legal Name)</small> | | FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small> | |
| BILLING NAME <small>(Company name as it appears on your invoice)</small> | | FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small> | |
| PURCHASE ORDER ADDRESS | | PAYMENT ADDRESS | |
| CONTACT NAME/TITLE (PRINT) | | SIGNATURE (IN INK) | DATE |
| E-MAIL ADDRESS | TELEPHONE NUMBER | TOLL FREE TELEPHONE NUMBER | FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS |

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for a Fixed Assets Inventory Tracking System by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia. In addition to the software this contract will cover the purchase of 10 hand held portable computing devices with bar code scanning capability, 10 extended batteries with rapid chargers, and USB connectivity capability to USB ports on both Desktops and Laptops, 15 extra extended batteries with bulk charger able to charge multiple batteries at a time, 6 holsters for the hand held computers

II. CONTRACT PERIOD:

The term of this contract is for three (3) year(s), or as negotiated. There will be an option for three one year renewals, or as negotiated.

III. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university's main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Virginia Tech is Virginia's largest university with over 28,000 students, 6,500 faculty and staff with an annual operating budget in excess of \$900 million. Virginia Tech currently manages approximately 65,000 assets valued at over \$360 million dollars within the university's fixed asset system. The university's fixed asset accounting system is maintained within the Fixed Asset Accounting Module of SunGard SCT Banner System. Virginia Tech's current fixed asset tracking system uses HandHeld Products Dolphin Portable Data Collector that has a built in laser scanner and an internally developed interface, that needs replaced, to the Banner Fixed Asset System. Inventory counts are scheduled by department. Current practice is to count each department every two years.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at www.eva.state.va.us and complete the Ariba Commerce Services Network registration. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your company conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVAcustomer@dgsvirginia.gov, or call 866-289-7367.

V. STATEMENT OF NEEDS:

A. Needed Services:

The Contractor should:

1. Fully furnish, install, start-up, troubleshoot, operate, and demonstrate hand held portable computing device and inventory tracking software using factory trained technicians.

2. Provide operational and maintenance training for the hand held portable computing devices and inventory tracking software to Virginia Tech personnel to achieve self-sufficiency in the required general maintenance and operation of the equipment.
3. Assure that all items are assembled and set in place, ready for use.
4. Provide user manuals and technical documentation for hand held portable computing devices and all software for both operational users and technical support group.
5. Provide a three-year parts and labor extended warranty program for the hand held portable computing devices and inventory tracking software that includes responsive preventive and corrective maintenance program support.

B. Equipment and Software Features Desired:

1. Inventory tracking software should fully integrate, with minimum modifications, to the Banner Fixed Assets system as modified by Virginia Tech.
2. All upgrades made to the hand held portable computing devices or resident software must be compatible with the Banner Fixed Assets software as modified by Virginia Tech.
3. The inventory tracking software must be compatible with at the minimum Windows CE 5.0 and should easily interface into an oracle database.
4. The hand held portable computing devices must have the capacity to download at the minimum, data for 125,000 assets to include each asset's inventory ID, department number, barcode tag, asset location code, equipment condition code, model, manufacture, serial number, description, acquisition date, acquired cost, ownership, and last inventory date. (field layout size included in Attachment C)
5. Hand held portable computing device must have the capability to be upgraded to an 802.11x wireless environment.
6. Inventory tracking software must allow the inventory taker to correct, through the handheld portable computing device, at a minimum the following equipment data elements: building location, room number, barcode tag, equipment condition code, model, manufacture, serial number, and description.
7. Inventory tracking software must include the ability to add a fixed asset using the handheld portable computing device ; this includes data entry of the following information: department number, barcode tag, manufacture, model, serial number, description, location code, acquisition date, purchase order number and acquired cost.
8. The inventory tracking software must include the ability to identify fixed assets listed for a room in the primary fixed assets database loaded into the portable computing device that were not located in the room during the scanning event; and to indicate the current disposition of each such asset; allowing change to the disposition if necessary .
9. When asset is scanned the software must have the ability to display in an easily readable format ; ownership, department number, model, manufacture, serial number, description, last date inventoried, custodian, and last known location, within 2 seconds.

C. System Specifications and Software Performance

1. **System**
 - a. Provide an overview of the system architecture.
 - b. Specify the Operating system used for the asset tracking software and the licenses needed under the proposed configuration. Specify any additional costs for using a university database license, if applicable.
 - c. Specify the Operating system used for the handheld device and the licenses needed under the proposed configuration.
 - d. Discuss the scalability of the system as proposed.
2. **Security**
 - a. Specify security capabilities and levels, including password management, controlling access to staff functions, audit trails, and encryption for handheld device and the tracking software.
 - b. Complete and return the VT Information Technology Security Checklist included as Attachment D.
3. **Authentication and authorization**
 - a. Describe how the system authenticates users.
4. **Server Hardware and System Software**
 - a. Detail proposed server hardware recommendations, including make, model, specifications, operating system, CPU requirements, etc., sufficient to manage system growth over the next three years or longer.

- b. Specify the recommended and maximum memory, number of CPUs, and disk space for the proposed server hardware.
- c. Specify whether back-up software is proprietary or commercial. If proprietary, describe back-up procedures and any options for unattended back-up. If commercial software, list recommended software products.
- d. Specify the maximum concurrent clients supported by the proposed hardware under typical and maximum load.

5. Server software

- a. Specify the release of software included in this proposal.
- b. Describe system performance characteristics. Include response time (as defined by the time elapsed from a keystroke that activates a system function and the instant when the first character of resulting data appears on the screen, excluding such things as banners, headers, or intermediate messages) during peak and normal conditions for http and https web connections. Normal load conditions are defined as periods when 40-75% of the specified numbers of users for each system are performing transactions. Peak load conditions are defined as periods when 76-100% of the specified number of users for each system are performing transactions
- c. Describe mechanisms to protect against unintentional loss of data and system programs to provide for full data and system program recovery.
- d. Identify third-party licenses required for implementation and use of the system, including those required for backup systems, test systems, etc.
- e. Describe process for determining enhancements that will be made to the application software and give examples of enhancements implemented that have been made to the system as a result of this process.
- f. Provide a copy of the enhancements under development and the schedule for implementation.
- g. Provide a copy of the enhancements made in the most recent release and the instructions provided to libraries for upgrading.
- h. Specify typical release schedule of new software versions and of patches for different hardware platforms.

6. Client Hardware and Software

- a. Provide an overview of the client software, including how the software fits into the client-server environment of the system.
- b. Specify supported browsers, including release numbers. Specify any features not implemented by a supported browser.
- c. Specify licensing requirements for clients.
- d. Specify software and drivers needed for staff to communicate with the server.
- e. Describe distribution of upgrades and enhancements to the client, including the frequency of patches and required revisions.
- f. Describe staff search capabilities.
- g. Describe staff capabilities to personalize and customize the workstation interface.
- h. Specify whether client profiles and configurations are maintained on the server or on the workstation, and describe the process for preserving personalized settings through software upgrades.
- i. Describe minimum and optimum PC workstation requirements for staff clients.
- j. Describe any functions not available with a graphical user interface, and any add-on services or software packages.
- k. Describe capability to perform staff functions from outside the office (e.g., telecommuting), and the security provisions in place.

7. Standards

- a. Specify industry standards enacted within the system, including version and degree of compliance.
- b. Describe the system's compliance with ADA standards for hardware and software.
- c. Describe how the use of standards has improved the system.

8. Test environment

- a. Specify whether the system supports a development, testing, and training environment in which records can be created, deleted, and updated without affecting the performance or data in the production database.

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required hardware, software and services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for furnishing and integration of portable computing device and the mobile software:
Describe your plan for integration of the portable computing device and the mobile software with the Banner Fixed Asset system. Include a complete description of the equipment and software offered including specifications, product literature, warranty information, service plan, training plan, installation plan, etc.
2. Price:
Provide pricing information for all items offered, including the three year parts and labor extended warranty.
3. Qualifications and Experience:
Describe your qualifications and experience in providing portable computing devices and mobile software suitable for use in a University inventory environment similar to Virginia Tech.

D. References:

Please provide four (4) recent references, either educational or governmental, for whom you have provided the type of goods described herein. Include the date(s) the goods were furnished, the client name, address and the name and phone number of the individual Virginia Tech has your permission to contact.

VI. PROPOSAL PREPARATION AND SUBMISSION:

A. General Requirements

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One **original** and five **copies** of each proposal must be submitted to:

Virginia Tech
Information Technology Acquisitions (0214)
Computer Purchasing
1700 Pratt Dr.
Blacksburg, VA 24061

Reference the Opening Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

In addition, please supply an electronic copy of the proposal in a generally used format(s) on CD or DVD media.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
 - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

B. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods. Offerors are required to submit the following information/items as a complete proposal:

1. The return of the General Information Form and addenda, if any, signed and filled out as required.
2. Response to the requirements detailed in Section V Statement of Needs
3. The completed VT Information Technology Security Checklist
4. Small, Women-owned and Minority-owned Business (SWAM) Utilization:

Describe your plan for utilizing small businesses and businesses owned by women and minorities if awarded a contract. Describe your ability to provide statistical reporting on actual SWAM subcontracting when requested. Specify if your business or the business or businesses that you plan to subcontract with are certified by the Department of Minority Business Enterprise.

VII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

| <u>Criteria</u> | <u>Maximum Point Value</u> |
|--|----------------------------|
| 1. Plan for furnishing and integration of the hand held computers and interface of inventory tracking software with the Banner Fixed Asset System. | |
| 2. Price | |
| 3. Qualifications and Experience | |
| 4. References | |
| 5. SWAM Utilization | |
| | <hr/> Total 100 |

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment B for sample contract form.

VIII. OPTIONAL PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held on **Wednesday, May 7, 2008 at 1:00 P.M. EDT** in Room #115, Research Building #14, Corporate Research Center, 1770 Forecast Drive, Blacksburg, VA. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

It is strongly recommended that you obtain a visitor parking permit for display on your vehicle prior to attending the conference. Visitor parking permits are available from the Visitor Information Center located on Southgate Drive, phone: (540) 231-3548 or from the Parking Services Department located at 455 Tech Center Drive, phone: (540) 231-3200.

IX. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.ita.vt.edu/FAITS-RFP.html>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

X. CONTRACT ADMINISTRATION:

- A. Kenneth Miller, University Controller at Virginia Tech or his/her designee or his/her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or his/her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his/her designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Information Technology Acquisitions Department through a written amendment to the contract.

XI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XII. ATTACHMENTS:

- Attachment A – Terms and Conditions
- Attachment B – Standard Contract Form
- Attachment C – Field Specifications and Hardware Requirements
- Attachment D – VT Information Technology Security Checklist

ATTACHMENT A

TERMS AND CONDITIONS

RFP General Terms and Conditions

See http://www.purch.vt.edu/html.docs/terms/GTC_RFP_011008.pdf

Special Terms and Conditions

SPECIAL TERMS AND CONDITIONS

1. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
2. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
3. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
4. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
A separate contract will be executed by each agency, institution or public body wishing to use any contract resulting from this solicitation.
5. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Virginia Tech, but shall be an independent contractor.
Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Virginia Tech, or to otherwise act on behalf of Virginia Tech, except as Virginia Tech may expressly authorize in writing.
6. **INSURANCE:**
By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.
INSURANCE COVERAGES AND LIMITS REQUIRED:
 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - D. Automobile Liability - \$500,000.00
 - E. Professional Liability to include errors and omissions- \$500,000.00/occurrence.The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
7. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to

offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

8. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page
Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University
Attn: John D. Krallman, Director
Information Technology Acquisitions (0214)
1700 Pratt Dr.
Blacksburg, VA 24061

and

Virginia Polytechnic Institute and State University
Attn: Kenneth Miller, University Controller
Controller's Office
201 Southgate Center
Blacksburg, VA 24061

9. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal received in response to this solicitation shall be valid for 120 days. At the end of the 120 days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
10. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
11. **PROPOSAL PRICES:** Proposal shall be in the form of a firm unit price for each item or service during the contract period.
12. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
13. **RENEWAL OF CONTRACT:** This contract may be renewed by Virginia Tech upon written agreement of both parties for up to three successive one year periods only under the terms and conditions of the original contract except as stated in A and B below. Price increases may be negotiated only at the time of renewal. Written notice of Virginia Tech's intention to renew shall be given (approximately 90 days) prior to the expiration date of each contract period.
- A.** If Virginia Tech elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional year shall not exceed the contract prices of the original contract increased/decreased by no more than the percentage increase/ decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- B.** If during any subsequent renewal period Virginia Tech elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
14. **COMMUNICATIONS:** Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the Information Technology Acquisitions Office rejects all proposals. Formal communications will be directed to the Information Technology Acquisitions Office. Informal communications including but not limited to, request for information, comments or speculations regarding this RFP to any University employee other than an Information Technology Acquisitions Office representative may result in the offending Offeror's proposal being rejected.

15. **CERTIFICATION TESTING AND ACCEPTANCE:** The system specified in the contract shall be considered ready for production testing upon receipt of documentation from the Contractor that a successful system audit or diagnostic test was performed at the site demonstrating that the system meets the minimum design/performance capabilities stipulated by the contract. The system shall be deemed ready for production certification testing on the day following receipt of this documentation. Virginia Tech shall provide written confirmation of its acceptance following successful completion of the production certification test. System (software and/or hardware) payment will be authorized after the successful completion and certification test(s).
16. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. CUCPG will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

ATTACHMENT B

**Standard Contract form for reference only
Offerors do not need to fill in this form**

**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract Number: _____

This contract entered into this ____ day of _____ 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____

ATTACHMENT C

Field sizes to be downloaded to the hand held portable computing device .

Hand Held Portable Computing Device

| Fields | Length | Type |
|---------------------|---------------|--------------|
| Inventory ID | 9? | Number |
| Department Number* | 6 | Alphanumeric |
| Barcode Tag* | 9 | Alphanumeric |
| Location Code* | 6 | Alphanumeric |
| Condition code* | 2 | Alphanumeric |
| Model* | 30 | Alphanumeric |
| Manufacture* | 35 | Alphanumeric |
| Serial Number* | 40 | Alphanumeric |
| Description* | 60 | Alphanumeric |
| Last Inventory Date | 8 | Date |
| Acquisition Date* | 8 | Date |
| Acquired Cost* | 12, 2 | Numeric |
| Ownership | 3 | Alphanumeric |

* Fields that should be editable using the handheld portable computing device and able to be updated into Banner Fixed Assets

Minimum physical specifications for handheld computers.

Must have alphanumeric keypad

Must be able to withstand multiple drops of 4 feet or greater onto concrete

Size can be no larger than 7.5 X 3.5 x 2 (length x width x depth)

Must be wireless and have Bluetooth capabilities

Minimum IP rating of 54

Weight can be no greater than 20oz.

Battery must last a minimum of 11 hours.

Display no smaller than 2.8" ¼ VGA color

RAM suitable to hold and operate efficiently with the field requirements in RFP

Data capture must be 3 of 9 barcodes and imaging abilities.

Touch screen for scanner to input data.

Processing speed will be at least 400 MHz.

Attachment D
Virginia Tech Security-related Questions/Requirements for System Procurements

1. Is your system susceptible to any of SANS Top 20 security vulnerabilities for Windows and UNIX described at <http://www.sans.org/top20> ?
 - a. If so, which ones?
 - b. What is your timetable for correcting these vulnerabilities?
2. What Operating System (OS) platform is required for your service?
 - a. What OS version and release does your product support?
 - b. What OS services are required for your product?
 - c. What ports does your product use?
3. What data is sent between systems in the clear?
 - a. Passwords?
 - b. Userids?
 - c. Customer data or information?
4. Are passwords masked on the screen when entered by the user?
5. How is access to your product's data controlled?
 - a. Can access permissions be assigned at multiple levels (group, department, individual)?
 - b. Can document access be managed at the document section and field level?
6. Is your product delivered with a default installation/administrative password? If so, does the product require changing that password at installation time?
7. Is there an audit trail that documents administrative access and functions performed?
 - a. Can these audit trails be copied or sent to a central server?
8. Can administrative functions (assigning account permissions, for example) be delegated as opposed to being centrally performed?
9. If applicable, what version of Java does your product require? 1.4? 1.5?
10. How does your product authenticate and authorize users?
11. Does your system support multifactor authentication? For example, a token or smart card and PIN represent two factors: something you have and something you know.
12. What encryption standard is used for data storage and transmission?
13. What encryption standard is used for session encryption?
14. How are upgrades and patches to your system tested and distributed?
 - a. Can the customer apply these upgrades/patches?
15. Virginia Tech must comply with regulations such as FERPA and HIPAA. How does your product facilitate such compliance? Does your product require PCI certification from the credit card industry?
16. What industry standards and protocols such as SSL, TLS and LDAP are enacted within your system? What versions are supported?
17. What security-related certifications do those in your company who are involved with this product's development and support hold? Examples of recognized certifications: SANS GSEC, CISSP, MCSE, and CCIE.
18. Are your developers specifically trained in writing secure code?
19. What is the best practice for locking down your product so that it is secure?
20. Do you have a security specialist within your company who can diagnose a security problem with your product? Do we have access to this person?
21. If our service experiences downtime due to an unresolved security issue with your product, what type of financial compensation are we granted?
 - a. Please describe any security disclaimers in your EULA.
22. What types of database access does your service require/allow?
23. How does your company alert your customers to vulnerabilities and security issues?
24. May we obtain an evaluation copy of your software in order to conduct a security assessment?

For hosted services, in addition to questions above:

1. What are your disaster recovery capabilities?
2. What type of application and OS redundancy is designed into your system?
3. If your product requires user accounts, is your product capable of using our LDAP for user authentication?
4. Is your product capable of using CAS for authentication?
5. If applicable, what version of Java is used by your system? 1.4? 1.5?
6. What is your guaranteed up time?

7. What type of intrusion detection systems and firewalls are utilized on the servers that would host our systems?
8. How many people administer the server on which our system resides?
9. How many people have accounts on the server that would host our service?
 - a. How are those accounts provisioned & decommissioned?
 - b. Are default accounts disabled?
10. How is your facility physically secured?
11. How are patches and upgrades tested and applied?
 - a. When are patches applied?
 - b. How are emergency patches/upgrades handled?
12. How are system or customer changes planned, reviewed, approved and documented?
13. How are systems monitored?
14. What are your technical support hours and response time for a reported incident?
15. What is the mean-time-to-fix an unknown problem?
16. What other services are installed on the server on which our service resides?
17. If other services reside on the same server as ours, how is our service configured to segregate it from the others?
18. What are your password rules for operating system administrators and users of our server?
19. How is our service isolated from internal company and test systems?
20. Does your network or facility undergo penetration testing to ensure your systems cannot be hacked easily?
Penetration testing involves your instructing someone to attempt to exploit vulnerabilities in your systems from outside your internal network.
 - a. If penetration testing is done, who performs it?
 - b. May we know the results?
21. Do you perform vulnerability scanning on your servers?