

**REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR**

**INDEFINITE-DELIVERY INDEFINITE-QUANTITY
CONTRACT PROCESS DEVELOPMENT
SERVICES FOR**

**PROJECT MANAGEMENT
INFORMATION SYSTEM**

FOR

THE TEXAS STATE UNIVERSITY SYSTEM

RFQ/P No.:

758-18-00047

Submission Date:

October 17, 2017 – 1:00 p.m., (C.D.T.)

Prepared By:

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**REQUEST FOR QUALIFICATIONS/PROPOSALS FOR
CONTRACT PROCESS DEVELOPMENT SERVICES FOR
PROJECT MANAGEMENT INFORMATION SYSTEM
RFQ/P No.: 758-18-00047**

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

- 1.1 **GENERAL INFORMATION:** The Texas State University System (“Owner”) is soliciting Statements of Qualifications/Proposals for the selection of at least one but no more than two firms (“Firms”), to provide Indefinite-Delivery, Indefinite-Quantity services in support of the System and its campuses in the utilization and optimization of the Owner’s Project Management Information System (PMIS). The Owner currently uses and expects to continue to use e-Builder as its PMIS. **Firm(s) submitting to this RFQ/P must have extensive knowledge of and experience using the e-Builder PMIS.**

The component institutions (“Components”) comprising the Texas State University System are Texas State University, Sam Houston State University, Lamar University, Sul Ross State University, Lamar Institute of Technology, Lamar State College – Orange, Lamar State College – Port Arthur, and Sul Ross State University Rio Grande College. The Firm(s) responding to this RFQ/P need to be aware that processes currently used at the Components do have distinct variations based on the internal organization of each Component. Services which are expected to be required include but are not limited to analyzing the current processes utilized in the e-Builder system during all phases of the design and construction process at each Component; interviewing e-Builder users to determine satisfaction with the processes in place and desired enhancements to the e-Builder system processes; development of execution plans to optimize the utilization of the e-Builder System based on current and proposed enhancements to the e-Builder System including additional data point collection to enhance reporting requirements for the Owner at the Component and executive levels; development of project “dashboards” for campus project managers as well as for middle and upper management for the Components and the System Office; and development of video teaching tools including but not limited usage of processes and data population in the e-Builder System. The Firm(s) will be providing a monthly maintenance type arrangement with the Owner and to be on call during normal business hours to assist campuses with questions or problems as they arise. The Firm(s) will be expected to maintain a log of the calls for each month to record the nature of such calls and determine the need for additional modifications to the e-Builder processes. The Firm(s) will render these services as needed, with no minimum or maximum (subject to the fee limitation stated below) amount of services specified. In particular, the Firm(s) must be prepared to assign at least one person with significant e-Builder experience for the duration of the term of the contract. No substitution of the named person will be permitted without prior written approval by the Owner. Any contract with the selected Firm(s) will be issued as an indefinite quantity contract with a **2-year initial term and an option for the Owner to extend the contract for one additional year. The total value of the Contract will not exceed \$500,000 for the life of the contract.**

The Owner is requiring that Statements of Qualifications, Pricing Proposal and HUB Subcontracting Plan be submitted at the same time, but submitted in separate, sealed packages.

- 1.1.1 The evaluation of qualifications is the first step the Owner will take in a three-step process for selecting the Firms. This RFQ/P solicitation package provides the information necessary to prepare and submit Qualifications for consideration and initial ranking by the Owner. During this first step in the selection process, Owner will evaluate and rank

Respondents according to fixed evaluation criteria, considering only their qualifications and independent of any cost and compensation considerations.

- 1.1.2 In the second step of the process, Owner will open and evaluate the Pricing Proposals submitted in accordance with Section 5 of this RFQ/P. The results of the Qualifications and the Proposal evaluations will then be combined to determine the “best value” proposition for the Owner.

In the third step of the process, the “most” qualified Respondents may be requested to attend an interview with the Owner to confirm their Proposal and answer additional questions. This step usually only involves three to five of the highest ranked Respondents. Based on interview results, the Owner may readjust its evaluations of those interviewed. **Owner reserves the right to conclude the procurement and make a best value selection without conducting interviews.**

Whether or not the Owner holds interviews, the Owner may request a Best and Final Offer from the highest ranked Respondent(s) prior to concluding the procurement.

- 1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ/P information.

- 1.2.1 **Public Information Pertaining To The Official Business Of Governmental Bodies And To Contracts By Certain State Governmental Entities That Involve The Exchange Or Creation Of Public Information.** Each respondent is required to make any information created or exchanged with the state pursuant to this contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state. The following format(s) shall be deemed to be in compliance with this provision: PDFs.

- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of an Indefinite-Delivery Indefinite-Quantity Agreement to be negotiated with each successful respondent. The agreement will specify that the Owner is under no obligation to request any minimum amount of services thereunder. All services shall be rendered as needed upon request of the Owner and negotiation and execution of an appropriate project assignment.

- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ/P that materially affect or change its requirements will be posted by the Owner as an addendum on all media channels where it was initially advertised. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due as part of the RFQ/P, and respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

- 1.4.1 Addenda, if required, will be issued by the Texas State University System for this RFQ/P via the Electronic Business Daily section of the State Comptroller’s Website by referencing

Agency: *Tx State Univ. Syst. Board of Regents – 758* at the following URL Link:
<http://esbd.cpa.state.tx.us/>

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 QUALIFICATIONS, PRICING PROPOSAL and HUB SUBCONTRACTING PLAN DEADLINE, AND LOCATION: The Owner will receive Qualifications, Pricing Proposal and HUB Subcontracting for RFQ/P No. 758-18-00047 at the time and location described below. **Statements of Qualifications, Pricing Proposal and HUB Subcontracting Plan shall be submitted at the same time, but must be submitted in separate, sealed packages. Mark all three envelopes on their exterior so that they can be identified without opening (who the Offeror is and whether it is the Statement of Qualifications, Pricing Proposal or the HUB Subcontracting Plan). INCLUDE THE NAME AND EMAIL ADDRESS OF THE PERSON TO BE CONTACTED FOR NOTIFICATION ON ALL ENVELOPES. Receipt of submissions will be at the following time and location:**

1.5.2 The Owner will receive Qualifications, Pricing Proposal and HUB Subcontracting Plans at the time and location described below.

October 17, 2017 - 1:00 p.m. (C.D.T.)

Mr. Rob Roy Parnell, AIA, RAS
Associate Vice Chancellor for Facilities
Texas State University System
208 East 10th Street, Suite 600
Austin, Texas 78701
Phone: 512-463-1808

1.5.3 Submit **(1) one** PDF format of all solicitation documents required herein on a disc or thumb drive for archival purposes. The disc or thumb drive must be packaged in a separate, sealed package different from the Statement of Qualifications, the Pricing Proposal package and the HUB Subcontracting Plan.

1.5.4 Submit **(2) two** identical copies of the Qualifications. An original signature must be included on the “Execution of Offer” under Article 3.6.14 document submitted with each copy with the Qualifications.

1.5.5 Submit **(1) one original** and **one (1) copy** of the HUB Subcontracting Plan (HSP) as separate attachments to the Qualifications and Pricing Proposals as described in Section 1.13. The HSP information can be found on the State of Texas Comptroller’s Website at the following URL link:
<http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

1.5.6 Submit **(1) one** Pricing Proposal as required under Section 5 of this RFQ/P.

1.5.7 Qualifications/Pricing Proposal/HUB Subcontracting Plans received after the deadline in 1.5.2 will be returned to the respondent unopened.

1.5.8 The Owner will not acknowledge or consider Qualifications/Proposals that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

- 1.5.9 Properly submitted Qualifications/Proposals will not be returned to respondents.
- 1.5.10 Qualifications materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person named in section 1.6; the package must clearly identify the submittal deadline, the RFQ/P number, inside contents of the box or container and the name and return address of the respondent. The HUB subcontracting plan shall be included as a separate sealed envelope from the Statement of Qualifications packet and the Pricing Proposal.
- 1.5.11 The names of the submitting Respondent(s) will be read aloud immediately following the date and time published in Article 1.5.2.
- 1.6 POINT-OF-CONTACT: The Owner designates the following person as its representative and Point-of-Contact for this RFQ/P. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ/P No. 758-18-00047, including questions regarding terms and conditions and technical specifications **in writing via email only**, to the Point-of-Contact person.
- Mr. Rob Roy Parnell, Associate Vice Chancellor for Facilities
Texas State University System
Email: robroy.parnell@tsus.edu
- 1.7 EVALUATION OF QUALIFICATIONS: The evaluation of the Qualifications shall be based on the requirements described in this RFQ/P. All properly submitted Qualifications will be reviewed, evaluated, and ranked by a Selection Committee appointed by the Vice Chancellor for Contract Administration, Peter E. Graves. The top three or fewer ranked respondents may be selected by the Owner for further consideration by participating in an interview wherein qualifications will be presented and examined in further detail and where questions will be posed by the Selection Committee and answered by the respondent.
- 1.7.1 Qualifications submittals should not include any information regarding respondent's proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the best qualified firm.
- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all submissions and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ/P for any project and no such representation is intended or should be construed by the issuance of this RFQ/P.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ/P, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ/P shall be at the sole risk and responsibility of the respondent.
- 1.11 PRE-SUBMITTAL CONFERENCE: There will be no pre-submittal conference conducted for this selection process.

- 1.12 **ELIGIBLE RESPONDENTS:** Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Qualification.
- 1.13 **HISTORICALLY UNDERUTILIZED BUSINESSES' SUBMITTAL REQUIREMENTS:** It is the policy of TSUS and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, specific plans and representations by respondents that appear to facilitate the State's commitment to supporting HUB enterprises will be favorably considered in the selection process. Failure to submit specific plans and representations regarding HUB utilization, and failure to address the subject at all, will be interpreted by the Selection Committee as an intention to not support the program.
- 1.14 **STATEMENT OF PROBABILITY:** The System has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part of the Respondent's Proposal.
- 1.15 **CERTAIN PROPOSALS AND CONTRACTS PROHIBITED:** Under Section 2155.004, Texas Government Code, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following statement, "Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.
- 1.16 **SALES AND USE TAXES:** Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include the TSUS. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."
- 1.17 **CERTIFICATION OF FRANCHISE TAX STATUS:** Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law (H.B. 175, Acts 70th Leg. R.S., 1987, Ch. 283, p. 3242). The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.
- 1.18 **DELINQUENCY IN PAYING CHILD SUPPORT:** Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

SECTION 2 – EXECUTIVE SUMMARY

2.1 **HISTORICAL BACKGROUND:** The Texas State University System is the oldest and third-largest higher education system in Texas. Beginning as an administrative means to consolidate the support and management of state teacher colleges, the System has evolved into a network of higher education institutions stretching from the Texas–Louisiana border to the Big Bend region of west Texas.

Today, eight component institutions offer a broad range of academic and career opportunities. Four four-year universities (Lamar University, Sam Houston State University, Sul Ross State University and Texas State University) and four two-year colleges (Lamar Institute of Technology, Lamar State College-Orange, Lamar State College-Port Arthur and Sul Ross State University Rio Grande College) are the component institutions of TSUS.

The Texas State University System is governed by a nine-member Board of Regents appointed by the governor. In addition, a nonvoting student regent is appointed annually to the board. The administration, which is headed by a board-appointed chancellor, is based in Austin, where it provides support to the System components and state government.

2.2 **DESCRIPTION, SCOPE AND BUDGET:** The selected Firm(s) will provide contract process development services on behalf of the Owner and its related campuses with respect to the support and enhancement of the PMIS (e-Builder). The scope of services is to provide contract services, as needed and upon request by the Owner after providing a proposal and executing a project assignment document. Refer to Section 1.1 for more information about the anticipated nature of the services to be requested by the Owner. Services will include representation of the Owner and the Components in connection with the services necessary to insure the successful utilization of the PMIS. The Firm(s) must be prepared to assign to at least one person with experience in the successful management of the PMIS (e-Builder). The assigned individual(s) may perform project-related management duties off-site but are expected to travel from time to time to the System Office and/or campuses based on any given assignment.

The selected respondent must demonstrate competency and successful experience with the provision of services similar to those detailed above. Previous experience undertaken on behalf of the State of Texas and its institutions of higher education is preferred.

2.3 **SCHEDULE:** Key schedule milestones (subject to change) are:

- 2.3.1 RFQ/P Submittal Questions Deadline (12:00 p.m. C.D.T.)..... October 10, 2017
- 2.3.2 Receive SOQ, Pricing Proposal and HSP (1:00 p.m. C.D.T) October 17, 2017
- 2.3.3 Interview Short Listed Respondents (if required) November 7, 2017
- 2.3.4 Owner Issues NTP to Successful Respondent(s) With Liability
Insurance in Good Order..... November 10, 2017

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete Statement of Qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and subject to rejection.

3.1 CRITERION ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE CONTRACT PROCESS DEVELOPMENT SERVICES FOR OWNER'S PROJECT MANAGEMENT INFORMATION SYSTEM (Maximum of two (2) printed pages per question)

- 3.1.1 Provide a statement of interest for the project including a narrative describing the Firm's unique qualifications as they pertain to the contract process development services described in this RFQ/P.
- 3.1.2 Provide a statement on the availability and commitment of the Firm and its principal(s) and assigned personnel to undertake the services described in this RFQ/P.
- 3.1.3 Provide a brief history of the Firm and each consultant proposed for the project.
- 3.1.4 Provide a graphic representation of the project team, identifying the Firm and any consultant proposed for the services described in this RFQ/P/.

3.2 CRITERION TWO: FIRM'S ABILITY TO PROVIDE SERVICES

- 3.2.1 Provide the following information for the Firm:
 - Legal name of the company as registered with the Secretary State of Texas.
 - Address of the office that will be providing services.
 - Number of years in business or providing services for other entities.
 - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc.).
 - Number of Employees by skill group.
 - Annual revenue totals for the past three (3) years.
- 3.2.2 Provide the three (3) most recent audited financial statements documenting your firm's financial stability. CPA compiled financial statements are satisfactory for this RFQ/P.
- 3.2.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.2.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 3.2.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.6 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.

3.3 CRITERION THREE: QUALIFICATIONS OF ASSIGNED FIRM PERSONNEL AND THEIR LIKELY ROLES

- 3.3.1 Identify the key persons that will be involved in providing the requested services and their likely roles. Specifically name the person(s) who will be the assigned to be the main point of contract for this RFQ/P.

- 3.3.2 Provide resumes giving the experience and expertise of the persons that will be involved in providing contract process development services, including their experience with similar tasks, the number of years with the firm, and their city of residence.
- 3.3.3 Indicate whether the firm intends to use consultants or sub-consultants in rendering services to the Owner. If so, indicate the roles of such Consultants and describe the Firm's process in working with consultants and integrating them into the process of providing contract process development services.

3.4 CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE ENGAGEMENTS FOR SIMILAR SERVICES

- 3.4.1 List a maximum of (3) three engagements for which you have provided services that are most closely related to the services described in this RFQ/P. Any engagements with TSUS, other Texas public institutions of higher education and other Texas state-funded entities should be included. List the engagements in order of priority, with the most relevant engagement listed first. Provide the following information for each engagement listed:

- Location of engagement, and detailed description of the type of services provided
- Example color images (photographic or machine reproductions) of work products such as dashboard reports, executive reports and similar types of reports.

References (for each project listed above, identify the following):

- The Owner's name and representative who served as the day-to-day liaison(s) during the design and construction phases of the project, including telephone number.
- Length of business relationship with the Owner.
- References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ/P process.

3.5 CRITERION FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 3.5.1 Describe the Firm's philosophy, methodology, and its processes for providing the required services of this RFQ/P.
- 3.5.2 Provide specific examples of how these techniques or procedures were used in up to three (3) projects listed in response to Criterion 3.4.

3.6 CRITERION SIX: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY

RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT OWNER'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

- 3.6.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ/P is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ/P will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ/P; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ/P.
- 3.6.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ/P documents and contained herein.
- 3.6.3 By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Qualifications.
- 3.6.4 By signature hereon, a corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.
- 3.6.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, nor anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, ET. seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.
- 3.6.6 By signature hereon, Respondent represents and warrants that:
 - 3.6.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ/P;
 - 3.6.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ/P;
 - 3.6.6.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;
 - 3.6.6.4 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
 - 3.6.6.5 All statements, information and representations prepared and submitted in response to this RFQ/P are current, complete, true and accurate. Respondent acknowledges

that the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

- 3.6.7 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ/P is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.
- 3.6.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Bidder as defined in 34 TAC 20.32 (68).
- 3.6.9 By signature hereon, Respondent certifies as follows:
- 3.6.9.1 "Under Section 231.006, *Texas Family Code*, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate."
- 3.6.9.2 "Under Section 2155.004, *Texas Government Code*, the vendor or applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."
- 3.6.9.3 "Under Section 2254.004, *Texas Government Code*, the vendor or applicant certifies that each individual or business entity which is an engineer or architect proposed by Respondent as a member of its team was selected based on demonstrated competence and qualifications only."
- 3.6.10 By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of any TSUS component, or Respondent has not been an employee of any TSUS component within the immediate twelve (12) months prior to your RFQ/P response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.
- 3.6.11 By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ/P. (ref. Section 2155.004 Texas Government Code).
- 3.6.12 By signature hereon, Respondent agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.
- 3.6.13 By signature hereon, Respondent certifies that no member of the Board of Regents of the TSUS, or the Executive Officers of the TSUS or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

3.6.14 EXECUTION OF OFFER: IDIQ Contract Process Development Services for Project Management Information System for the Texas State University System – RFQ/P No. 758-18-00047

The Respondent must complete, sign and return this Execution of Offer as part of its submittal response. The Respondent’s company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification.

Respondent’s Company Name: _____

Respondent’s State of Texas Tax Account No: _____
(This 11 digit number is mandatory)

If a Corporation:

Respondent’s State of Incorporation: _____

Respondent’s Charter No: _____

Identify by name, each person who owns at least 25% of the Respondent’s business entity:

(Type Name)

(Type Name)

(Type Name)

(Type Name)

Submitted and Certified By:

(Type Respondent’s Name)

(Type Title)

(Type Street Address)

(Type Telephone Number)

(Type City, State, Zip Code)

(Type Fax Number)

(Authorized Signature)

(Type Email Address) required for RFQ/P Notification

(Type Date)

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 **GENERAL INSTRUCTIONS**

- 4.1.1 Qualifications shall be prepared **SIMPLY AND ECONOMICALLY**, providing a straightforward, **CONCISE** description of the respondent's ability to meet the requirements of this RFQ/P. Emphasis shall be on the **QUALITY**, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 The Statement of Qualifications shall be a maximum of 50 printed and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, HUB Subcontracting Plan, if any, and Execution of Offer do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ/P and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ/P shall become the property of the Owner.
- 4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ/P documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ/P. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ/P when deemed to be in Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ/P. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

4.2 **PAGE SIZE, BINDING, DIVIDERS, AND TABS:**

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.**
- 4.2.2 Additional attachments shall **NOT** be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ/P will be used by the Owner for evaluation.
- 4.2.3 Separate and identify the response to each of the criteria in Section 3 of this RFQ/P by use of a divider sheet with an integral tab for ready reference.

4.3 TABLE OF CONTENTS:

4.3.1 Submittals shall include a “Table of Contents” and give page numbers for each part of the Qualifications.

4.4 PAGINATION:

4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of any HUB Subcontracting Plan.

SECTION 5 – PRICING PROPOSAL

5.1 GENERAL INSTRUCTIONS: Respondent shall prepare a pricing proposal, dated and on company letterhead, that provides hourly rates for the person(s) and their assigned roles denoted in Article 3.3 of this RFQ/P. For the maintenance portion of the contract, provide a separate fee rate structure for person(s) and their assigned role based on 15 hours per month.

-END OF REQUEST FOR QUALIFICATIONS/PROPOSAL-

Addendum No. 1

Issued October 11, 2017

**REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR
INDEFINITE-DELIVERY INDEFINITE-QUANTITY
CONTRACT PROCESS DEVELOPMENT SERVICES
FOR
PROJECT MANAGEMENT
INFORMATION SYSTEM
FOR
THE TEXAS STATE UNIVERSITY SYSTEM**

RFQ/P No.:

758-18-00047

Notice To All Respondents:

The following is Addendum No. 1 to the Request for Qualifications/Proposals (RFQ/P)
ESBD Posting No. 758-18-00047 was posted on September 26, 2017

Prepared By:

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I. GENERAL:

A. Below are the Questions that were presented along with Answers to each in relation to this RFQ as of October 10, 2017:

- 1. Question:** Would a young company with less than 3 years of audited or CPA compiled financial statements still be considered responsive if we are only able to submit two fiscal years of CPA compiled financial statements to comply with Section 3.2.2 of the RFQ/P?
Answer: That will be satisfactory.
- 2. Question:** Does the TSUS own the software/hosting site for creating the training videos (e-Learning) or should we factor this cost into our proposal? If owned by TSUS, what software will be provided?
Answer: No, TSUS owns no software that supports eBuilder. Any training videos required/requested will be requested under a specified work order on an amount using the hourly rate sheets provided by the respondent.
- 3. Question:** Approximately how many processes are currently configured in the e-Builder account for review?
Answer: Approximately 15. The established processes are divided into 3 types based on the campus which best fits their organizational needs.
- 4. Question:** Does TSUS involve trade partners (AE, GC) in their processes?
Answer: Yes, when warranted.
- 5. Question:** How many project managers are currently active or anticipated to be active in the system during this engagement?
Answer: Approximately 75.
- 6. Question:** For the dashboards, will the standard dashboard tools in e-Builder meet your needs, or will there be a need to deploy other 3rd party tools or integrate data from other sources?
Answer: Third parties already under contract are working on high level reporting dashboards.
- 7. Question:** Would travel between the 8 component institutions be required or would the component teams assemble at the system office for process reviews/interviews?
Answer: It will be dependent on the assignments/work orders issued.

8. **Question:** Are travel expenses reimbursable?
Answer: Yes, as a direct expense with no expense modifier and at the rates for travel and lodging as established by the state of Texas.
9. **Question:** What are the insurance requirements as requested in Section 3.6.6.4 of the RFQ/P?
Answer: The contract will not contain a requirement for insurance. Delete Section 3.6.6.4 in its entirety.

- **END OF ADDENDUM NO. 1** -