

# Request for Bid

---

## **Alabama Community College System & Alabama Higher Education Joint Purchasing Agreement**

MANUFACTURER SUPPLIED TECHNOLOGY EQUIPMENT WITH  
PERIPHERALS,  
SOFTWARE, NETWORKING, EQUIPMENT, MAINTENANCE AND  
PROFESSIONAL SUPPORT SERVICES BID

January 16<sup>th</sup>, 2019

Bid #: ACCS-2019-01

**Return by: February 15<sup>th</sup>, 2019 at 4:00 PM CST**

---

1 Alabama Community College System and other Alabama Higher Education Entities

2 REQUEST FOR BID

3 INTRODUCTION ..... 4

4 1.1 Purpose of This Request for Bid ..... 4

5 1.2 Summary Scope of Work ..... 4

6 1.3 Scope of Procurement ..... 4

7 1.4 Definition of Terminology ..... 4

8 CONDITIONS GOVERNING THE PROCUREMENT ..... 5

9 2.1 Explanation of Events ..... 5

10 2.1.1 Issue of RFB ..... 5

11 2.1.2 Clarification and Responses ..... 5

12 2.1.3 Deadline to Submit Written Questions ..... 5

13 2.1.4 Response to Written Questions/RFB Amendments ..... 5

14 2.1.5 Submission of Bid ..... 5

15 2.1.6 Bid Evaluation ..... 6

16 2.1.7 Selection of Finalists ..... 6

17 2.1.8 Clarification from Finalists ..... 6

18 2.1.9 Contract Award ..... 6

19 GENERAL REQUIREMENTS AND SPECIFICATIONS ..... 6

20 3.1 Acceptance of Conditions Governing the Procurement ..... 6

21 3.2 Incurring Cost ..... 6

22 3.3 Vendor Responsibility ..... 6

23 3.4 Serving Subcontractors ..... 6

24 3.5 Amended Bids ..... 7

25 3.6 Vendors' Rights to Withdraw Bid ..... 7

26 3.7 Bid Offer Firm ..... 7

27 3.8 Disclosure of Bid Contents ..... 7

28 3.9 No Obligation ..... 7

29 3.10 Legal Review ..... 7

30 3.11 Governing Law ..... 7

31 3.12 Basis for Bid ..... 7

32 3.13 Agreement Terms and Conditions ..... 8

33 3.14 Vendor Qualifications ..... 8

34 3.15 Change in Vendor Representatives ..... 8

35 3.16 Equipment and Services Schedules ..... 8

36 3.17 Benefit of Cost Reduction ..... 8

37 3.18 Bid Terms ..... 8

38 3.19 Fiscal Funding ..... 8

39 3.20 Insurance ..... 8

40 3.21 New Products ..... 9

41 SPECIFICATIONS ..... 9

42 3.22 Product and Services Delivery Overview ..... 9

43 3.23 Reporting ..... 9

44 3.24 Electronic Commerce ..... 10

45 3.25 Breadth of Offering ..... 10

46 3.26 Primary Account Representative ..... 11

47 3.27 References ..... 11

48 3.28 Pricing Level and Guarantee ..... 11

49 3.29 Oral Presentation and Demonstration ..... 11

50 3.30 Equipment and Services Schedule ..... 11

51 3.31 Scope of Work ..... 11

52 3.32 Title Passage ..... 11

53 3.33 Quantity Guarantee ..... 12

54 3.34 Order of Precedence ..... 12

55 3.35 Payment Provisions ..... 12

56 3.36 Shipment and Risk of Loss ..... 12

57 3.37 Warranties ..... 12

58	3.38	Price Guarantees .....	13
59	3.39	Technical Support .....	13
60	3.40	Product Delivery .....	13
61	3.41	Impracticality of Performance .....	13
62	3.42	Records and Audit .....	13
63	3.43	Use of Subcontractors .....	13
64	3.44	Indemnification .....	13
65	3.45	Website Maintenance .....	13
66	3.46	Ethics .....	14
67	3.47	Replacement Parts .....	14
68	3.48	FCC Certification .....	14
69	3.49	Site Preparation .....	14
70	3.50	Assignment .....	14
71	3.51	Survival .....	14
72	3.52	Lease Agreements .....	14
73	3.53	Vendor Disclosure Statement .....	14
74	3.54	Immigration .....	14
75	3.55	Agreement does not Constitute a Debt .....	15
76		<b>BID FORMAT AND ORGANIZATION .....</b>	<b>15</b>
77	4.1	Bid Format .....	15
78	4.1.1	Bid Organization .....	15
79	4.1.2	Letter of Transmittal .....	15
80		<b>EVALUATION .....</b>	<b>15</b>
81	5.1	Evaluation Process .....	15
82		<b>APPENDICES .....</b>	<b>17</b>
83	6.1	Appendix A - Alabama Community College System Institutions and Other Participants .....	17
84	6.2	Appendix B - Example Map .....	18
85	6.3	Appendix C - Example Required Usage Report .....	19
86	6.4	Appendix D - Vendor Disclosure and Immigration Compliance .....	20
87	6.5	Appendix E - Evaluation Submission form .....	21
88			

89

## INTRODUCTION

90 1.1

### Purpose of This Request for Bid

91 The Alabama Community College System (ACCS) is partnering with other Alabama Higher Education  
92 entities to request bids from technology equipment manufacturers and/or dealers on behalf of the  
93 System institutions and other authorized entities. The ACCS is comprised of the twenty-three (23)  
94 community colleges, two (2) technical colleges, one (1) military institution, and the Alabama  
95 Technology Network (Appendix A). Any institutions or programs that may be acquired or added to the  
96 ACCS during the life of this contract will automatically be added as entities eligible to procure products  
97 from the contract. Any four-year institution or K-12 district/system which wishes to join during the life  
98 of this contract may be added as an eligible entity. Additionally, the public K-12, two, and four-year  
99 institutions listed in Appendix A are also eligible to purchase from this contract.

100 Each entity will generate its own purchase orders, payments, etc., and delivery must be made  
101 according to the instructions on the purchase order. The intent of this request is to establish an annual  
102 contract for technology related equipment to be purchased on an as needed basis for the listed entities  
103 as needs arise during the contract period.

104 The purpose of this Request for Bid (RFB) is to establish a contract on a competitive basis with  
105 qualified technology equipment suppliers, distributors, and/or manufacturers who shall directly supply  
106 technology equipment and value-added professional services, including software and peripherals, and  
107 maintenance and support services to qualified purchasers. Peripheral and computer component  
108 manufacturers are excluded from this procurement.

109 This RFB is not designed to meet the E-Rate requirements specified by the Universal Service  
110 Administrative Company. The Alabama Community College System shall not negotiate on behalf of  
111 any party with a Letter of Agency. The System shall not certify an FCC Form 470, nor receive and  
112 evaluate bids, nor negotiate with service providers of E-Rate products and services.

113 The Alabama Community College System reserves the right to negotiate with vendors for a product or  
114 product line that was not available at the time of the Request for Bid.

115 The thrust of the RFB is to obtain greater volume price discounts by combining the volume of  
116 purchases from participating entities within the State of Alabama with administrative savings that will  
117 result from the maintenance of a single, comprehensive contract for each selected vendor.

118 This RFB is prepared under the authority of ACT No. 2003-392.

119 This procurement will result in a multiple source award.

120 Term – Bid awards issued under this Request for Bids shall be for an initial period of one year to renew automatically  
121 for one additional year if not canceled by The System prior to the one-year anniversary date of the award letter. The  
122 System shall have the option to extend awards for an additional (third) year by giving notice of such extension prior  
123 to the two-year anniversary of the award letter.

### Summary Scope of Work

124 The selected vendor(s) shall accept purchase orders from and deliver technology equipment, including  
125 general-purpose software and peripherals, to authorized procuring entities. Vendors are required to  
126 provide maintenance services on equipment that is purchased. Optionally, vendors may provide  
127 installation, training and support services directly related to the efficient use or operation of the  
128 purchased equipment.  
129

### 1.2 Scope of Procurement

130 The scope of procurement includes a wide range of manufacturer supplied technology equipment,  
131 including peripherals, general-purpose software, maintenance, professional consulting services, and  
132 support services. Vendors shall not provide any form of application development services under the  
133 terms and conditions of the contract. Educational offerings including special purpose educational  
134 software and hardware configurations are included.  
135

### Definition of Terminology

136 This section contains definitions that are used throughout this procurement document, including  
137 appropriate abbreviations.  
138

139 “Contract” means an agreement for the procurement of items of tangible personal property or services.

140 “Desirable” includes terms such as “may”, “can”, “should”, “preferably”, or “prefers” to identify a sought-  
141 after, but discretionary, item or factor.

142 “Equipment” refers to all technology-related equipment, including but not limited to desktop and laptop  
143 computers, servers, workstations, printers, displays, peripherals, LAN hardware, video-conferencing  
144 systems, multimedia and computer related hardware components and spare parts.

145 “Evaluation Committee” means a body appointed to perform the evaluation of vendor responses.  
146 “Finalist” is defined as a vendor who meets all the mandatory specifications of the Request for Bid and  
147 whose score on evaluation factors is sufficiently high to qualify that vendor for further consideration by  
148 the Evaluation Committee.  
149 “General purpose” includes, but is not limited to, the following classes of software: operating systems,  
150 report generators, spreadsheets, word processing, workgroup management, database, project

151 management, messaging and electronic mail, graphics construction and presentation, publishing, data  
152 communications, statistical and/or analysis, imaging, compilers and interrupters, utilities, programmer  
153 productivity tools, office productivity tools. Educational software designed for System usage is  
154 included.

155 "Local-Area-Network" ("LAN) refers to a high-speed communications system optimized for connecting  
156 information-processing equipment within a building or group of buildings. The communications  
157 devices that are required to transmit data between buildings via a public or private network are  
158 included.

159 "Mandatory" includes terms "must", "shall", "will", "is required", or "are required" to identify a compulsory  
160 item or factor. Failure to meet a mandatory item or factor will result in the rejection of the vendor's bid.

161 "Manufacturer" means the company that designs, assembles and/or markets technology equipment  
162 including servers, workstations, desktop and/or laptop personal computers.

163 "Vendor" is a technology equipment manufacturer who chooses to submit a bid.

164 "Request for Bid" or "RFB" means all documents, including those attached or incorporated by  
165 reference, used for soliciting bid.

166 "Responsible vendor" means a company who submits a responsive bid furnishing, when required,  
167 information and data to prove that financial resources, production or service facilities, personnel  
168 service reputation and experience are adequate to make satisfactory delivery of the services or items  
169 of tangible personal property described in the bid.

170 "System" means any and all entities comprising the Alabama Community College System or any other  
171 eligible entity.

172 "Universal Resource Locator" or "URL" means a standardized addressing scheme for accessing  
173 hypertext documents and other services using the WWW browser.

174

## 175 **CONDITIONS GOVERNING THE PROCUREMENT**

### 176 2.1 Explanation of Events

177 The following paragraphs describe the activities listed in the sequence of events.

#### 178 2.1.1 Issue of RFB

179 This RFB is being issued by Alabama Community College System (the "System").

#### 180 2.1.2 Clarification and Responses

181 Potential vendors may submit written requests (letter, fax or email) as to the intent or clarity of the  
182 RFB. Requests for clarification are to be addressed to the Joint Purchase Agreement Administrator  
183 as follows:

184 Alabama Community College System  
185 Attn: ITS  
186 Post Office Box 302130 Montgomery, AL 36130-2130  
187 Email: JPA-Notification@accs.edu  
188 Phone: 334-293-4507 Fax: 334-293-4605

#### 189 2.1.3 Deadline to Submit Written Questions

190 Potential vendors may submit written questions as to the intent or clarity of the RFB until close of  
191 business on January 25<sup>th</sup>, 2019.

#### 192 2.1.4 Response to Written Questions/RFB Amendments

193 Written responses to written questions and any RFB amendments will be posted online at  
194 [https://www.accs.edu/index.cfm/vendors/  
195 active-rfps-rfbs-or-rfqs/2019-joint-  
196 purchase-agreement/.](https://www.accs.edu/index.cfm/vendors/active-rfps-rfbs-or-rfqs/2019-joint-purchase-agreement/)

#### 197 2.1.5 Submission of Bid

198 Two (2) paper copies and an electronic copy (CDROM or USB drive) of the bid responses are required  
199 with a completed Evaluation Submission form (Appendix E). The electronic copy of the bid response  
200 should be a single PDF file that mirrors the bound, paper copies. Each copy of the response should  
201 be placed in a single volume where practical. All documents submitted with the response should be  
202 in that single volume. One copy "must" be marked as "original" with the company officer's signature.

203 Vendors may attend the bid opening, but no information or opinions concerning the ultimate contract  
204 award will be given at the bid opening or during the evaluation process. The results will not be available

205 to vendors until after an award is made. Bid results and tabulations will not be made available by  
206 telephone or mail. Information pertaining to complete files may be secured by visiting the System  
207 Office of the Alabama Community College System during normal working hours.

208 The bid opening will be held on Monday, February 18<sup>th</sup>, 2019 at 10:00 AM CST in the Board Room at  
209 the System Office of the Alabama Community College System (135 South Union Street, 5<sup>th</sup> Floor,  
210 Montgomery, Alabama 36104).

211 Sealed bids are to be addressed to the physical mailing address in the following manner:

212 Alabama Community College System  
213 Joint Purchase Agreement Initiative  
214 135 South Union Street Suite#135  
215 Montgomery, Alabama 36104

216 It is expected that this request will be complete and unambiguous. However, vendors seeking  
217 clarification to this request should deliver inquiries in writing to the Administrator as noted per section  
218 2.1.3.

219 Written replies of general significance will be posted online. Prospective vendors acknowledge that no  
220 other source is authorized to provide information concerning this request.

221 All information shall be entered in ink or typewritten in the appropriate space on the bid. Mistakes may  
222 be crossed out, corrected and initialed in ink by a company representative. An authorized individual  
223 must sign all bids in ink; failure to do so will result in rejection of response.

224 2.1.6 Bid Evaluation

225 An Evaluation Committee will perform the evaluation of bids.

226 2.1.7 Selection of Finalists

227 The Evaluation Committee will select finalists. Only finalists will be invited to participate in the  
228 subsequent steps of the procurement. The schedule for the oral presentations or equipment  
229 demonstrations will be determined at this time (if deemed necessary).

230 2.1.8 Clarification from Finalists

231 Finalists may be asked to submit clarification to their bids (if deemed necessary).

232 2.1.9 Contract Award

233 After review of the Evaluation Committee, the System will award contracts to the most advantageous  
234 vendors.

235 Bids that are deemed most advantageous, taking into consideration the evaluation factors set forth in  
236 the RFB will be selected for award. No minimum or maximum number of awards has been  
237 predetermined. The System shall make reference to prices quoted by successful vendors on the  
238 Alabama State Department of Education Joint Purchase Agreement to determine the reasonableness  
239 of prices quoted in response to this Request for Bids.

240

241 **GENERAL REQUIREMENTS AND SPECIFICATIONS**

242 3.1 Acceptance of Conditions Governing the Procurement

243 Vendor must indicate their acceptance of the Conditions Governing the Procurement section in the  
244 letter of transmittal. Submission of a bid constitutes acceptance of the Evaluation Factors contained in  
245 this RFB. Vendor must also include ISO 9001 certification as required by State Code governing Joint  
246 Purchase Agreements. According to Alabama law, any companies or contractors whose affiliates,  
247 subdivisions, subsidiaries, or departments have ISO 9001 certification can bid on the information  
248 technology to be jointly purchased by educational institutions. ISO 9001 certification is only required  
249 for vendors who are providing hardware.

250 3.2 Incurring Cost

251 Any cost incurred by the vendor in preparation, transmittal, and presentation of any material submitted  
252 in response to this RFB shall be borne solely by the vendor.

253 3.3 Vendor Responsibility

254 The selected vendor(s) shall be solely responsible for fulfillment of the responsibilities under the terms  
255 and conditions of the contract. The procuring entities will issue purchase orders and make payments  
256 to only the named vendor(s).

257 3.4 Serving Sub-Contractors

258 The System recognizes the fact that the potential vendors have different business models for the  
259 delivery of support services. Whereas one potential vendor may provide support services through a  
260 wholly owned subsidiary, another may provide support services through a local business partner,  
261 certified education partner or qualified organization herein referred to as a servicing subcontractor.  
262 Therefore, vendors may propose the use of servicing subcontractors for the performance of local  
263 marketing, maintenance or technical support services in accordance with the terms and conditions of  
264 the contract. Servicing subcontractors may not directly accept purchase orders or payments for  
265 products or services from procuring entities under the terms and conditions of the contract.

266 3.5 Amended Bids

267 A vendor may submit an amended bid before the deadline for receipt of bids. Such amended bids  
268 must be complete replacements for a previously submitted bid and must be clearly identified as such  
269 in the transmittal letter. The Evaluation Committee will not merge, collate, or assemble bid materials.

270 3.6 Vendors' Rights to Withdraw Bid

271 Vendors will be allowed to withdraw their bids at any time prior to the deadline for receipt of bids. The  
272 vendor must submit a written withdrawal request signed by the vendor's duly authorized representative  
273 addressed to the representative listed above.

274 The right is reserved to waive informalities, select alternatives, and reject any or all responses, in the  
275 event such appears to be in the best interest of the System.

276 3.7 Bid Offer Firm

277 Responses to this RFB, including prices, will be considered firm for ninety (90) days after the due date  
278 for receipt of bids.

279 3.8 Disclosure of Bid Contents

280 The bids will be kept confidential until the contracts are awarded. At that time, all bids and documents  
281 pertaining to the bids will be open to the public.

282 All responses become a matter of public record at award. The System accepts no responsibility for  
283 maintaining confidentiality of any information submitted with any response whether labeled confidential  
284 or not.

285 3.9 No Obligation

286 This RFB in no manner obligates Alabama Community College System or any authorized entity to the  
287 lease or purchase of any products or services offered until a contract is awarded and vendor receives  
288 a valid purchase order from an authorized procuring entity.

289 The System has the right to cancel any contract, for cause, including, but not limited to, the following:

290 (1) failure to deliver within the terms of contract; (2) failure of the product or service to meet  
291 specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation  
292 by the vendor, (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with  
293 the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal  
294 law; and (6) any other breach of contract.

295 Termination - the System reserves the right, for its convenience and without cause or penalty, to  
296 terminate any agreement with 30 days written notice.

297 3.10 Legal Review

298 The System requires that all vendors agree to be bound by the General Requirements contained in  
299 this RFB. Any vendor concerns must be promptly brought to the attention of Alabama Community  
300 College System.

301 3.11 Governing Law

302 The vendor shall observe, perform and comply with or require compliance with all federal, state, and  
303 local laws, ordinances, rules and regulations and all amendments thereto which in any manner may  
304 affect the operation of vendor's activities undertaken pursuant to this Agreement. The vendor shall  
305 also comply with all state and local building, fire, health, zoning laws, codes and/or regulations that  
306 affect or that are applicable to vendor's activities and operations hereunder. This RFB and the final  
307 agreement shall be governed and construed in accordance with the laws of the State of Alabama  
308 without giving effect to any choice-or-conflict-of-laws, provision, or rules (whether of the State of  
309 Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other  
310 than those of the State of Alabama

311 3.12 Basis for Bid

312 Only information supplied by the System in writing or in this RFB should be used as the basis for the  
313 preparation of vendor responses.



314 3.13 Agreement Terms and Conditions  
 315 The agreement between the System and the vendor will follow the format specified and contain the  
 316 terms and conditions outlined in this request. However, Alabama Community College System reserves  
 317 the right to negotiate with a successful vendor provisions in addition to those contained in this RFB.  
 318 This RFB, as revised and/or supplemented, and the successful vendor's response will be incorporated  
 319 into and become part of the agreement.

320 Vendors are encouraged to submit specific alternate language to the terms and conditions, that vendor  
 321 believes would enhance the efficient administration of the agreement or result in lower product prices  
 322 or both. The System may or may not accept the alternative language. General references to the  
 323 vendor's terms and conditions or attempts at complete substitutions are not acceptable and will result  
 324 in disqualification of the vendor's response.

325 3.14 Vendor Qualifications  
 326 The Evaluation Committee may make such investigations as necessary to determine the ability of the  
 327 vendor to adhere to the requirements specified within the RFB. The Evaluation Committee will reject  
 328 the bid of any vendor who is not a responsible bidder or fails to submit a responsive offer as defined.

329 3.15 Change in Vendor Representatives  
 330 The System reserves the right to require a change in vendor representatives if the assigned  
 331 representatives are not meeting its needs adequately.

332 3.16 Equipment and Services Schedules  
 333 The vendor may offer only those products and services that are included on the Equipment and  
 334 Services Schedule (ESS). Vendors shall keep the schedule current and correct on an Internet website  
 335 maintained by the vendor and shall reflect changes in technology in accordance with the terms and  
 336 conditions of the contract.

337 3.17 Benefit of Cost Reduction  
 338 The System is to be given the benefit of any reduction in price below the quoted price during the term  
 339 of this contract. Examples include but are not limited to; manufacturer price reductions and special  
 340 promotional offerings.

341 3.18 Bid Terms  
 342 By submitting a response, the vendor agrees that this contract is to be governed by the terms and  
 343 conditions set forth in the bid. Any exceptions to the specifications must be clearly identified in the last  
 344 section of the vendor's response.

345 3.19 Fiscal Funding  
 346 The continuation of the contract is contingent upon the appropriation of funds to fulfill the requirements  
 347 of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide the  
 348 continuation of a contract, the contract shall terminate on the date of the beginning of the first fiscal  
 349 year for which funds are not appropriated.

350 3.20 Insurance  
 351 The vendor shall bear the full and complete responsibility for all risk of damage or loss of equipment,  
 352 products, or money resulting from any cause whatsoever and shall not penalize the System for any  
 353 losses incurred in association with this agreement. Any insurance policy or policies shall cover the  
 354 entire travel service operation at the System including all areas that may in the future be placed under  
 355 the control or use of the vendor. The vendor shall maintain, during the life of this contract, the following  
 356 minimum insurance:

<u>KIND OF INSURANCE</u>	<u>MINIMUM LIMITS OF LIABILITY</u>
Worker's Compensation	Statutory – Alabama
Employer's Liability	\$2,000,000 (each employee, each accident and policy limit)
Commercial General Liability: Each Occurrence Personal and Advertising Injury Products/Completed Operations General Aggregate	\$2,000,000 \$2,000,000 \$2,000,000 \$3,000,000
Automobile Liability	\$2,000,000 each accident - combined single limit

359 These policies shall contain a thirty- (30) day written notice to the System before cancellation,  
360 reduction or other modification of any kind to the required coverage.

361 The vendor, at its cost, must provide acceptable evidence of compliance with the worker's  
362 compensation insurance requirements of the State of Alabama. In the event the vendor fails to  
363 maintain and keep in force, all of the insurance and Worker's Compensation coverage listed above,  
364 the System shall have the right to terminate this contract. The System and vendor shall each be listed  
365 as the named insured in said policy (ies) so that each is independently protected to the face amount  
366 of the policy.

367 Upon notification of award and prior to issuance of contract, the vendor shall provide the System with  
368 certification of insurance with the required kinds of insurance and minimum liabilities specified, issued  
369 by an insurance company licensed to do business in the State of Alabama and carrying an AM Best  
370 rating of A- or better, signed by an authorized agent. In the event of cancellation, material change or  
371 intent not to renew any of the insurance requirements specified, thirty (30) days written notice shall be  
372 given to the System by the party initiating any revision.

### 373 3.21 New Products

374 Unless specifically called for in this request, all products for purchase must be new, never previously  
375 used, and the current model and/or packaging. No remanufactured, demonstrator, used, or irregular  
376 product will be considered for purchase unless otherwise specified in the request. The manufacturer's  
377 standard warranty will apply unless otherwise specified in the request. All equipment should be  
378 supplied complete, ready to be installed, including all cabling and connectors where applicable.

379

## 380 **SPECIFICATIONS**

381 This section contains specifications and relevant information vendors should use for the preparation  
382 of their responses.

383 Vendors should respond as described to each specification. The responses along with the required  
384 supporting material will be evaluated and awarded points accordingly.

### 385 3.22 Product and Services Delivery Overview

386 Vendors must describe their ability to provide professional services, technology equipment including  
387 related products and support services to the System and the various authorized entities. The response  
388 to this requirement should, at a minimum, include a map with an indication of the locations where  
389 products may be delivered plus the number and type of support personnel or other resources that may  
390 be employed to service procuring entity purchase orders (a very basic example map for a fictitious  
391 company is provided in Appendix B). The narrative in response to this specification should include, at  
392 a minimum, a general overview of the proposed services and an overview of how the services are to  
393 be provided in the locations indicated.

394 Vendors must thoroughly describe their procedures for resolving customer problems and complaints  
395 including timelines and escalation measures.

396 Vendors must submit customer satisfaction statistics or survey results concerning the quality of the  
397 products and/or services offered.

398 Vendors must thoroughly describe their ability to provide value added technical services including  
399 installation, training or directly related optional services and the geographic area where the services  
400 may be provided. Vendors should provide a map with an indication of the locations where each type  
401 of value-added service may be provided.

### 402 3.23 Reporting

403 Vendors must agree to provide quarterly utilization reports to the System based upon the schedule  
404 and minimum content as described in this request. Quarterly reports must be submitted to The System  
405 Office to JPA-Notification@accs.edu. The electronic copy must be in the form of a PDF file. Vendors  
406 must describe their ability and commitment to meet this requirement and include a sample quarterly  
407 report with the bid response. The required report must be compiled and forwarded to the Joint  
408 Purchase Agreement Initiative Administrator within two weeks of the end of each quarter. Vendors  
409 may count quarters either from the calendar (i.e., the end of March will be the end of the first quarter)  
410 or from the time we awarded you the bid (i.e., May 1 will be the end of the first quarter). An example of  
411 the required reporting format is included in Appendix C. Failure to provide the required report in the  
412 specified format could result in removal from the contract.

413 Vendors are encouraged to describe and include additional sample reports. Vendors are encouraged  
414 to describe other reporting capabilities such as electronic delivery of reports or direct access to Internet

415 or other databases that may be used to administer the agreements or support marketing.

416

417 3.24 Electronic Commerce

418 Vendors must describe their ability to provide and maintain, at a minimum, an Internet website that  
419 contains the complete ESS as well as product specifications and options. Vendors are encouraged to  
420 describe an existing capability or commitment to implement a website that would provide procuring  
421 entities guidance and assistance with product selection, purchase order tracking, reporting or other  
422 relevant capability. The ability or commitment to accept and process purchase orders electronically  
423 should be thoroughly described. Internet URL's may be provided which reference sites that  
424 demonstrate the desired functionality.

425 3.25 Breadth of Offering

426 Vendors must, at a minimum, offer products or services in at least one of the following categories:  
427 Client Computers (Workstations, Desktops, Terminals, Laptops, Tablet, Notebook, Handheld  
428 Devices)  
429 Servers  
430 Printers  
431 Monitors  
432 Storage  
433 Networking Equipment  
434 Audio and Video Conferencing Equipment  
435 Multimedia Hardware  
436 VOIP/Unified Communications Solutions  
437 Video Surveillance Solutions  
438 Key and Access Control Equipment  
439 Software  
440 Professional Services  
441 Other  
442

443 Vendors must provide a comprehensive list of the models or variations available in each of the  
444 following categories for which a vendor offers products:

445 Client Computers (Workstations, Desktops, Terminals, Laptops, Tablet, Notebook, Handheld  
446 Devices)  
447 Servers  
448 Printers  
449 Monitors  
450 Storage  
451 Networking Equipment  
452 Audio and Video Conferencing Equipment  
453 Multimedia Hardware  
454 VOIP/Unified Communications Solutions  
455 Video Surveillance Solutions  
456 Key and Access Control Equipment  
457 Software  
458 Other

459 The narrative that is submitted in support of the list should provide the Evaluation Committee with a  
460 clear indication of the breadth of the product line flexibility and performance.  
461

462 Vendors must provide, at a minimum, a licensed operating system with each type of processor, where  
463 applicable. Vendors must provide a list of the operating systems for each of the following categories  
464 of processors:

465 Client Computers (Workstations, Desktops, Terminals, Laptops, Tablet, Notebook, Handheld  
466 Devices).  
467 Servers  
468 Networking Equipment  
469 Audio and Video Conferencing Equipment  
470 VOIP/Unified Communications Solutions  
471 Key and Access Control Equipment  
472 Other

473 The narrative that is submitted in support of the list should provide the Evaluation Committee with a  
474 clear indication of the number and type of operating systems that are proposed.

475  
476 Vendors may propose and provide a wide range of the general-purpose software products. Vendors  
477 may provide a summarized list of the general-purpose software that is proposed for each of the  
478 following categories of processors:  
479 Client Computers (Workstations, Desktops, Terminals, Laptops, Tablet, Notebook, Handheld  
480 Devices).  
481 Servers  
482 Networking Equipment  
483 Audio and Video Conferencing Equipment  
484 VOIP/Unified Communications Solutions  
485 Video Surveillance solutions  
486 Key and Access Control Equipment  
487 Other

488  
489 The narrative that is submitted in support of the list should provide the Evaluation Committee with a  
490 clear indication of the number and type of general-purpose software products that are proposed.

491  
492 Vendors may propose and provide a wide range of the technical services including installation, training  
493 and technical support:  
494 Client Computers (Workstations, Desktops, Terminals, Laptops, Tablet, Notebook, Handheld  
495 Devices)  
496 Servers Printers Monitors Storage  
497 Networking Equipment  
498 Audio and Video Conferencing Equipment  
499 Multimedia Hardware  
500 VOIP/Unified Communications Solutions  
501 Video Surveillance solutions  
502 Key and Access Control Equipment  
503 Other

504 The narrative that is submitted in support of the list should provide the Evaluation Committee with a  
505 clear indication of the number and type of technical support services that are proposed.

506 3.26 Primary Account Representative

507 Vendors must identify by name and location both the proposed primary account representative and  
508 the marketing supervisor who will be responsible for the performance of the agreement. Any changes  
509 to this information must be immediately sent to the Joint Purchase Agreement Administrator.

510 3.27 References

511 Vendors must submit three (3) references of entities of like size and complexity, and/or entities that  
512 have or are currently receiving similar products and services to those proposed by the vendor for this  
513 procurement. Each reference must include the name of the contact person, address, telephone  
514 number and description of products and services provided.

515 3.28 Pricing Level and Guarantee

516 Vendors must submit with their responses a narrative that describes the baseline (published) pricing  
517 and the initial pricing level discount that is proposed, by product class or category in the ESS. The  
518 response to this specification is expected to be in the form of a percentage discount from a published,  
519 baseline price listing. Vendors must describe the baseline pricing and provide information where the  
520 baseline pricing may be accessed and verified.

521 Firm Price – Initial quoted discount levels must remain constant throughout the term of this agreement,  
522 subject only to subsequent increased discount amounts.

523 3.29 Oral Presentation and Demonstration

524 If selected as a finalist, vendors agree to provide the Evaluation Committee the opportunity to meet  
525 with and question the proposed primary account representative at the oral presentation (if deemed  
526 necessary by the Evaluation Committee). The proposed primary account manager is expected to  
527 conduct the presentation. Vendors will be required to demonstrate their Internet based reporting and  
528 electronic commerce capabilities to the Evaluation Committee.

529 3.30 Equipment and Services Schedule

530 Vendors must submit with their responses a complete Equipment and Services Schedule including all  
531 the products and services offered, at the initial pricing level stated in response to section 3.25.

532 The ESS may be submitted in a single file, PDF format on a compact disc, USB drive, or made

533 available via a website.

534 3.31 Scope of Work

535 The vendor shall deliver computing system products and services to procuring entities in accordance  
536 with the terms of this agreement. Accordingly, the vendor shall provide products or services only upon  
537 the issuance and acceptance by vendor of valid "purchase orders". Purchase orders will be issued to  
538 purchase the license for software or to purchase or lease products listed on the ESS. A procuring  
539 entity may purchase any quantity of product or service listed in the ESS at the prices stated therein.  
540 For large orders, the procuring entity may negotiate quantity price discounts below the ESS price(s)  
541 for a given purchase order. Vendor may offer authorized educational institutions educational price  
542 discounts that result in prices below the ESS listed prices.

543 3.32 Title Passage

544 Title to equipment shall pass to the procuring entity upon acceptance of equipment.

545 3.33 Quantity Guarantee

546 This agreement is not an exclusive agreement. Procuring entities may obtain computing system  
547 products and services from other contract awarded vendors during the agreement term.

548 3.34 Order of Precedence

549 Each purchase order that is accepted by the vendor will become a part of the agreement as to the  
550 products and services listed on the purchase order only; no additional terms or conditions will be added  
551 to this agreement as the result of acceptance of a purchase order. In the event of any conflict among  
552 these documents, the following order of precedence shall apply:

- 553
- 554 A. the terms and conditions of this RFB
- 555 B. exhibits to this agreement
- 556 C. the list of products and services contained in the purchase order
- 557 D. vendor's response
- 558

559 3.35 Payment Provisions

560 All payments under this agreement are subject to the following provisions:

561 A. Acceptance

562 The procuring entity shall determine whether all products delivered to it meet the vendor's  
563 published specifications. No payment shall be made for any products until the products  
564 have been accepted by the procuring entity. Unless otherwise agreed upon between the  
565 procuring entity and the vendor, within thirty (30) days from the date the procuring entity  
566 receives written notice from the vendor that payment is requested for services or within  
567 thirty (30) days from the receipt of products, the procuring entity shall accept or reject the  
568 products or services.

569 B. Payment of Invoice

570 Payments shall be submitted to the vendor at the address shown on the invoice. Payment  
571 shall be tendered to the vendor within thirty (30) days from acceptance.

572 In the event an order is shipped incomplete (partial), the procuring entity must pay for  
573 each shipment as invoiced by the vendor unless the procuring entity has clearly specified  
574 "No Partial Shipments" on each purchase order.

575 C. Invoices

576 Invoices shall be submitted to the procuring entity.

577 3.36 Shipment and Risk of Loss

578 Vendor must ship all products F.O.B. destination regardless of price discounts. Risk of loss or damage  
579 to the products shall pass to the procuring entity upon delivery to the procuring entity. Vendor agrees  
580 to assist the procuring entity with the processing of claims for such loss or damage and to expedite  
581 the processing of claims for such loss or damage and to expedite replacement of lost or damaged  
582 products. Destination charges shall be included in the product price on the ESS.

583 All license agreements or sales order contracts, which must be signed prior to delivery of proposed  
584 items, must be included with the bid for review by the System. Documents not submitted with the  
585 response will not be considered at a later date. In all cases, should there be a conflict of terms and  
586 conditions, those terms and conditions in this REQUEST and any resulting System purchase order will

589 prevail.

590 Whenever a procuring entity does not accept any product and returns it to the vendor, all related  
591 documentation furnished by the vendor shall be returned also. The vendor shall bear all risk of loss  
592 or damage with respect to returned products except for loss or damage directly attributable to the  
593 negligence of the procuring entity.

594 Unless otherwise agreed upon by the procuring entity, the vendor is responsible for the pick-up of  
595 returned equipment. Software and documentation will be returned via U.S. Mail at the expense of the  
596 procuring entity.

597 Unless otherwise arranged between the procuring entity and vendor, all shipments of products shall  
598 be by vendor truck, UPS, or Federal Express Second Day (or other way, specify).

599

600 3.37 Warranties

601 At a minimum, the products shall be covered under the manufacturer's warranties in effect at the time  
602 the products are delivered or the warranties in effect at the time of contract award, whichever is most  
603 beneficial to the procuring entity.

604

605 3.38 Price Guarantees

606 The procuring entity shall pay the lower of the prices contained in the ESS or an announced promotion  
607 price, educational discount price, general price reduction or large order negotiated price. Only general  
608 price reduction decreases will apply to all subsequent orders accepted by vendor after the date of the  
609 issuance of the revised prices. Vendor agrees to maintain ESS product prices in accordance with the  
610 volume price discount guarantees filed. Prices set forth in the ESS are subject to decrease without  
611 prior notice. Special pricing discounts offered by successful bidders after the award of bids shall remain  
612 in effect for a minimum of 30 days.

613

614 3.39 Technical Support

615 The vendor agrees to maintain a toll-free technical support telephone line. The line shall be accessible  
616 to procuring entity personnel who wish to obtain competent technical assistance regarding the  
617 installation or operation of products supplied by the vendor.

618

619 3.40 Product Delivery

620 Vendor agrees to deliver products to procuring entities within 30 days after receipt of a valid purchase  
621 order unless otherwise negotiated with procuring entity.

622 3.41 Impracticality of Performance

623 A party shall be excused from performance under this agreement for any period that the party is  
624 prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court  
625 order, provided that the party has prudently and promptly acted to take any and all steps that are within  
626 the party's control to ensure performance. Subject to this provision, such non-performance shall not  
627 be deemed a default or a ground for termination.

628 3.42 Records and Audit

629 Vendor agrees to maintain detailed records pertaining to the price of services rendered and products  
630 delivered for a period of three years from the date of acceptance of each purchase order. These  
631 records shall be subject to inspection by the procuring entity and appropriate governmental authorities  
632 with the state of Alabama. The procuring agency shall have the right to audit billings either before or  
633 after payment. Payment under this agreement shall not foreclose the right of the procuring entity to  
634 recover excessive or illegal payments.

635 3.43 Use of Subcontractors

636 The vendor may subcontract installation, training, warranty or maintenance services. However, the  
637 vendor shall remain solely responsible for the performance of this agreement. All procuring entity  
638 payments for products or services shall be made directly to the vendor. If subcontractors are to be  
639 used, the name of the authorized subcontractor(s) shall be identified in the applicable participating  
640 addendum(s).

641 3.44 Indemnification

642 The vendor shall indemnify and hold harmless the System from any loss, cost or expense suffered or  
643 incurred in connection with any claim, suit or proceeding brought against the System so far as it is  
644 based on defects in products provided to the System.

645 The vendor hereby covenants and agrees, at its sole cost and expense during the term of this  
646 agreement, to indemnify and hold harmless the System and its officers, agents and employees against  
647 and from any and all claims or demands by or on behalf of any person, firm, corporation or  
648 governmental authority, arising out of, attributable to or in connection with the use, occupation,  
649 possession, conduct or management of the vendor concerning the equipment or services performed  
650 and rendered hereunder, including, but without limitation, any and all claims for injury or death to  
651 persons or damage to property or any and all claims for Patent, Trademark, Copyright, Intellectual  
652 Property, or Trade Secret Infringement. The vendor also covenants and agrees, at its sole cost and  
653 expense, to hold the System and its officers, agents, and employees from and against all judgments,  
654 costs, counsel fees, expense and liabilities incurred in connection with any such claim and any action  
655 or proceeding brought thereon, and in case any action is brought against the System or against any  
656 of its officers, agents, or employees, by reason of any such claim, the vendor upon notice from the  
657 System will resist and defend such action or proceeding by qualified counsel. However, the provisions  
658 of this Section shall not apply to any claims arising from the negligent or willfully wrongful acts or  
659 omissions of the System, or its officers, agents, or employees.

660 For the purposes of paragraph 3.44, the term, the System, shall include all entities listed in Appendix  
661 A or any subsequent revision thereof and their respective officers, directors, employees, agents and  
662 assigns.

663 3.45 Website Maintenance

664 Vendor agrees to maintain and support an Internet website for access to the ESS, configuration  
665 assistance, product descriptions, product specifications and other aids in accordance with instructions  
666 provided by the contract. In addition, vendor may provide electronic commerce assistance for the  
667 electronic submission of purchase orders, purchase order tracking and reporting.

668 3.46 Ethics

669 The vendor warrants that it presently has no interest and shall not acquire any interest, direct or  
670 indirect, which would conflict in any manner or degree with the performance of services required under  
671 this agreement.

672 If any owner, officer, partner, board or director member, employee, or holder of more than 5% of the  
673 fair market value of your firm or any member of their households is a public official or public employee  
674 (including the System) as defined by the Code of Alabama Section 36-25-1, this information must be  
675 included in your response. Failure to disclose this information in your response will result in the  
676 elimination of your response from evaluation. If your firm is awarded any contract as a result of this  
677 request, the System reserves the right to furnish a copy of any resulting contract to the State of  
678 Alabama Ethics Commission as directed in the Code of Alabama, Section 36-25-11, within ten (10)  
679 days of award.

680 System employees are not allowed to accept personal gifts or gratuities.

681 3.47 Replacement Parts

682 Replacement parts may be refurbished with agreement of procuring entity.

683 3.48 FCC Certification

684 The vendor agrees that hardware supplied by the vendor meets all applicable FCC Certifications.  
685 Improper, falsely claimed or expired FCC certifications are grounds for contract termination.

686 3.49 Site Preparation

687 A procuring entity shall prepare and maintain its site in accordance with written instructions furnished  
688 by the vendor prior to the scheduled delivery date of any equipment or service and shall bear the costs  
689 associated with the site preparation.

690 3.50 Assignment

691 The vendor shall not assign nor transfer any interest in this agreement or assign any claims for money  
692 due or to become due under this agreement without prior written approval from procuring entity.

693 3.51 Survival

694 Certain paragraphs of this agreement including but not limited to Patent, Copyright, Trademark, and  
695 Trade Secret Indemnification; Indemnification; and Limit of Liability shall survive the expiration of this  
696 agreement. Software licensees, lease, warranty and service agreements that were entered into under  
697 the terms and conditions of this agreement shall survive this agreement.  
698

699 3.52 Lease Agreements

700 Vendor may lease equipment to procuring entities in accordance with terms and conditions approved

701 by the appropriate governing authority for the procuring entity.

702

703 3.53 Vendor Disclosure Statement

704 Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids,  
705 contracts, or grant proposals to the State of Alabama in excess of \$5,000. In circumstances where a  
706 contract is awarded by competitive bid, the disclosure statement shall be required only from the  
707 person receiving the contract and shall be submitted within ten (10) days of the award.

708

709 Upon being awarded the contract, Alabama State Law requires that the vendor must complete a  
710 Vendor Disclosure Statement. The 2-page form and the instructions are available online as noted per  
711 Appendix D. The completed forms must be returned to the Joint Purchase Agreement Administrator  
712 by Thursday, February 28<sup>th</sup>, 2019. The form is required by the vendor and covers the duration of the  
713 bid.

714

715 Vendor agrees, for the duration of the agreement, that they will not violate federal immigration law or  
716 knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State  
717 of Alabama in compliance with the Beason-Hammon Alabama Taxpayer & Citizen Protection Act (Act  
718 2011-535). Upon being awarded the contract, Alabama State Law requires that the vendor must  
719 complete the Business Entity Employer Contractor Compliance form as proof that the vendor has  
720 enrolled in the E-Verify program as required by state law. The form and the instructions are available  
721 online as noted per Appendix D. E-Verify documentation, which is unavailable due to the Federal  
722 Government shutdown, will be deferred until such documentation may be obtained from any federal  
723 agency.

724

725 It is furthered agreed that the terms and commitments contained herein shall not constitute a debt of  
726 the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended  
727 by Amendment Number 26. If any provision of the agreement shall contravene any statute or  
728 constitutional provision, either now in effect or which may be enacted during the term of this agreement,  
729 then the conflicting provision of this agreement shall be deemed null and void. Vendor understands,  
730 acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise for or  
731 relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.

732

733 In compliance with Act 2016-312, the vendor hereby certifies it is not currently engaged in, and will not  
734 engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with  
735 which this state can enjoy open trade.

736

737

738 **BID FORMAT AND ORGANIZATION**

739 4.1 Bid Format

740 All bids must be typewritten on standard 8 ½ x 11 paper (larger paper is permissible for  
741 charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

742 4.1.1 Bid Organization

743 The bid response must be organized and indexed in the following format and must contain,  
744 as a minimum, all listed items in the sequence indicated.

745 A. Letter of Transmittal

746 B. Evaluation Submission Form

747 C. Table of Contents

748 D. Bid Summary (optional)

749 E. Response to General Requirements and Specifications

750 Within each section of the bid, vendors should address the items in the order in which they  
751 appear in this RFB.

752 Any bid that does not adhere to these requirements may be deemed non-responsive and rejected  
753 on that basis. A bid summary may be included by vendor to provide the Evaluation Committee  
754 with an overview of the technical and business features of the response; however, this material  
755 will not be used in the evaluation process unless specifically referenced from other portions  
756 of the vendor's response.

757 4.1.2 Letter of Transmittal

758 Each response must be accompanied by a letter of transmittal. The letter of transmittal



- 759 MUST:
- 760 A. Identify the submitting organization
- 761 B. Identify the name and title of the person authorized by the organization to
- 762 contractually obligate the organization
- 763 C. Identify the name, title and telephone number of the person authorized to
- 764 negotiate the contract on behalf of the organization
- 765 D. Identify the names, titles and telephone numbers of persons to be contacted for
- 766 clarification
- 767 E. Explicitly indicate acceptance of the Conditions Governing the Procurement
- 768 F. Be signed by the person authorized to contractually obligate the organization
- 769 G. Acknowledge receipt of any and all amendments to this RFB.

770

771

## **EVALUATION**

772 5.1

### Evaluation Process

773

All responses will be reviewed for compliance with the mandatory requirements stated within the RFB.

774

775

Bids deemed non-responsive will be eliminated from further consideration.

776

777

The System may contact the vendor for clarification of the response.

778

779

The Evaluation Committee may use other sources of information to perform the evaluation.

780

781

Responsive bids will be evaluated on factors that have been assigned a point value. The responsible vendor(s) with the highest scores will be selected as finalist(s) based upon the bids submitted. The responsible vendors, whose bids are most advantageous, taking into consideration the evaluation factors, will be recommended for award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score. This procurement is expected to result in a multiple source award. The right to reject any or all bids, or any portions thereof, is reserved.

782

783

784

785

786

787

788 **APPENDICES**

789

790 6.1 Appendix A - Alabama Community College System Institutions and Other Participants

791

792

793

**Community Colleges**

794

795

Bevill State Community College, Sumiton, AL

796

Bishop State Community College, Mobile, AL

797

John C. Calhoun Community College, Decatur, AL

798

Central Alabama Community College, Alexander City, AL

799

Chattahoochee Valley Community College, Phenix City, AL

800

Coastal Alabama Community College Bay Minnette, AL

801

Enterprise Community College, Enterprise, AL

802

Gadsden State Community College, Gadsden, AL

803

Jefferson State Community College, Birmingham, AL

804

J.F. Drake State Community and Technical College, Huntsville, AL

805

T.A. Lawson State Community College, Birmingham, AL

806

Lurleen B. Wallace Community College, Andalusia, AL

807

Northeast Alabama Community College, Rainsville, AL

808

Northwest-Shoals Community College, Muscle Shoals, AL

809

Shelton State Community College, Tuscaloosa, AL

810

Snead State Community College, Boaz, AL

811

Southern Union State Community College, Wadley, AL

812

H Council Trenholm State Community College, Montgomery, AL

813

George C. Wallace Community College, Dothan, AL

814

Wallace State Community College, Hanceville, AL

815

George Corley Wallace State Community College, Selma, AL

816

817

**Technical Colleges**

818

J.F. Ingram State Technical College, Deatsville, AL

819

Reid State Technical College, Evergreen, AL

820

821

**Military Academy**

822

Marion Military Institute, Marion, AL

823

824

**Statewide Development Training**

825

Alabama Technology Network (ATN), Montgomery, AL

826

827

**Other Participating Public Institutions of Higher Education**

828

Alabama A & M University, Normal, AL

829

Alabama Fire College, Tuscaloosa, AL

830

Alabama State University, Montgomery, AL

831

Athens State University, Athens, AL

832

Auburn University-Montgomery, Montgomery, AL

833

Jacksonville State University, Jacksonville, AL

834

Troy University, Troy, AL

835

University of Alabama, Tuscaloosa, AL

836

University of North Alabama, Florence, AL

837

University of West Alabama, Livingston, AL

838

839

**Other Participating Public Institutions K-12**

840

Tuscaloosa County School System

842

843

### 844 My Company Locations

845

846

847

848

849

850

851

852

853

854

855

856

857

858

859

860

861

862

863

864





865

866

867

868

869

- 870  Corporate Headquarters
- 871  Manufacturing/Distribution Center
- 872  Retail Store with Service Center
- 873  Service Center

872

873

874

875

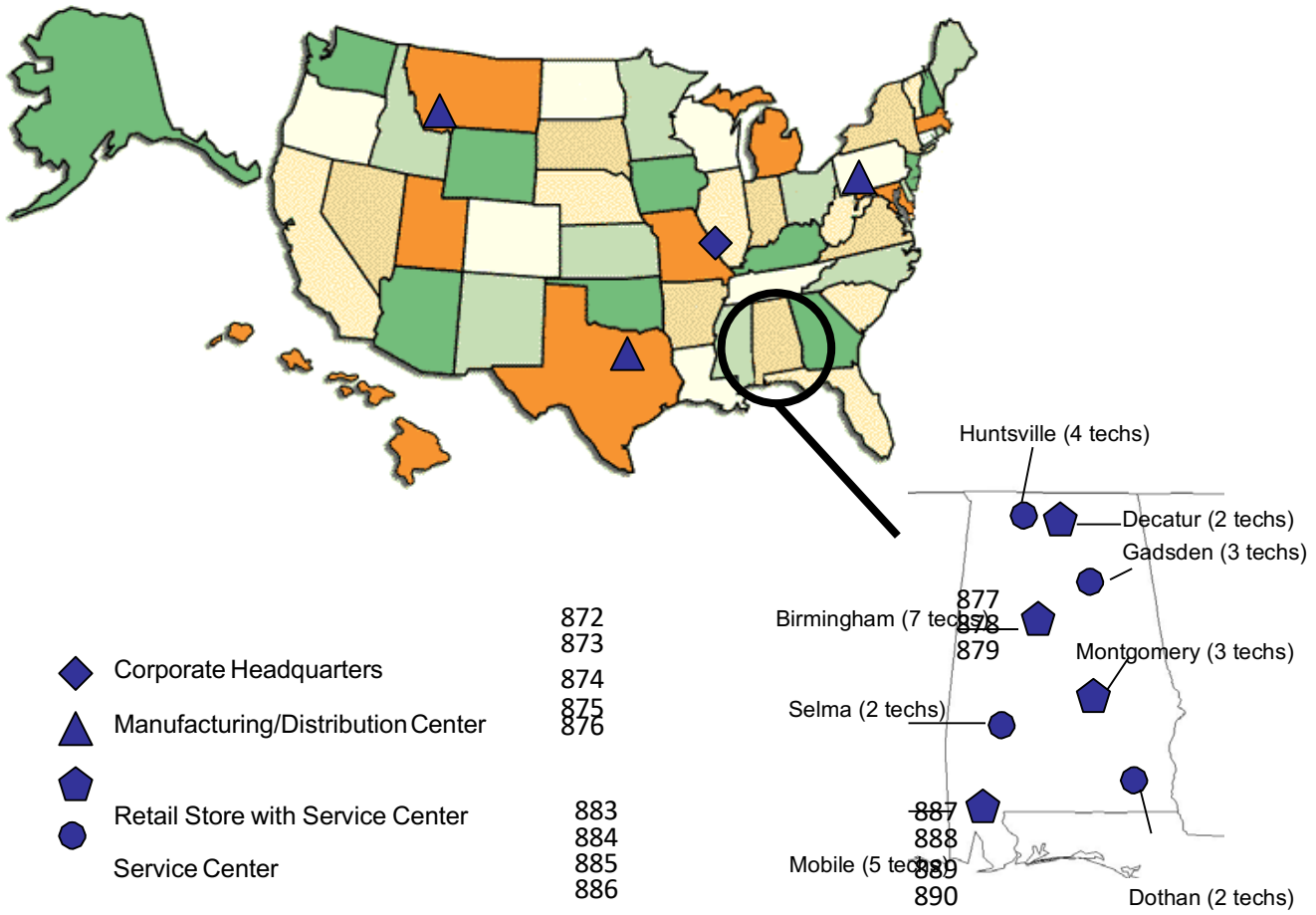
876

883

884

885

886



877

878

879

887

888

889

890

882

891 6.3 Appendix C - Example Required Usage Report  
 892  
 893

894 This example contains the bare minimum information provided. Vendors are encouraged to submit their  
 895 own report data in their own format.  
 896  
 897

		902	903	904
		<b>Fictitious Company Name</b>		
		<b>Quarterly Usage Report</b>		
		905	906	907
		First Quarter	Jan 2010-Mar 2010	Contact #: ACCS2010-10T
908	<b>Procuring Entity Name 1</b>			<b>\$ 999,999,999</b>
	Category 1	\$999,999		
	Category 2	\$999,999		
	Category 3	\$999,999		
	Category n	\$999,999		
	<b>Procuring Entity Name 2</b>			<b>\$ 999,999,999</b>
	Category 1	\$999,999		
	Category 2	\$999,999		
	Category 3	\$999,999		
	Category n	\$999,999		
	<b>Procuring Entity Name n</b>			<b>\$ 999,999,999</b>
	Category 1	\$999,999		
	Category 2	\$999,999		
	Category 3	\$999,999		
	Category n	\$999,999		
	<b>GRAND TOTAL</b>			<b>\$ 999,999,999</b>

909

910 6.4 Appendix D - Vendor Disclosure and Immigration Compliance

911  
912

913 Vendor disclosure forms and instructions are available at:

914

915 <http://www.ago.state.al.us/Page-Vendor-Disclosure-Statement-Information-and-Instructions>

916

917 Immigration Compliance information and forms are available at:

918 <http://immigration.alabama.gov/Default.aspx>

919

1. Click on **Resources**

920 2. Under the E-Verify Resources header, download and complete the "Business Entity Employer  
921 Contractor Compliance Form"

922 6.5 Appendix E - Evaluation Submission form

923 The purpose of this form is to provide a single summary document per submitting vendor that references  
 924 required materials. This document is intended to assist the Evaluation Committee easily find specific  
 925 items of information during the evaluation process and to assist participating agency personnel in locating  
 926 specific vendor information after the award of the bid.

927  
 928 **Vendor Contact Information**

929 This will be published for participating agencies to streamline the vendor contact process. Vendors may  
 930 not have all of these departments/positions/titles. Please complete this information as accurately as  
 931 possible. If the information below changes, please send a revised version of this page to [JPA-Notification@accs.edu](mailto:JPA-Notification@accs.edu).  
 932  
 933

934 Vendor Name: \_\_\_\_\_ Last Updated: \_\_\_\_\_  
 935

936 JPA Website Address: \_\_\_\_\_

	Name(s)	Phone Number(s)	E-mail Address(s)
Primary Contract Executive(s)			
Sr. Account/Sales Manager(s) (by region if necessary)			
Account/Sales Manager(s) (by region if necessary)			
Technical Support			

937

938 **BID INFORMATION INDEX**

939 Please complete the following form to assist the Evaluation Committee in finding specific information as  
 940 related to your bid response.  
 941

	Document Name	Page Number(s)
Product and Services Delivery Overview		
Geographic Coverage		
Availability of Technical Support		
Problem Resolution		
Customer Satisfaction		
Value Added Services		
Reporting		
Electronic Commerce		
Breadth of Offering		
Primary Account Representative		
References		
Pricing Level and Guarantee		

942