

# REQUEST FOR PROPOSAL (RFP)

Title: Request for Proposal (RFP) for the purchase of 100 units of the product.

technology (and, as and where applicable, physical) security protocols and safeguards, including any potential or realized gaps in compliance with international, federal, and state regulations. The assessment should also provide recommendations to address any gaps identified and to realign existing or additional SMU resources for ongoing compliance. Examples of the regulations to be reviewed include, but should not be limited to:

Questions should be submitted in writing via email. Written questions should be directly tied to the RFP and should be asked in consecutive order, following the organization of the RFP and referencing the RFP section. General questions will be shared with all those Consultants participating in the process.

Short procedural inquiries may be accepted by telephone or email, however, oral explanations or instructions given over the telephone shall not be binding upon SMU.

### **2.3 Consultant Responsibility**

Each Consultant assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given because of a printer's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the Consultant represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

### **2.4 Cost Liability**

SMU assumes no responsibility and bears no liability for costs incurred by Consultants or printers in the preparation and submittal of proposals in response to this RFP.

### **2.5 Revisions to this RFP**

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by an Amendment. Any RFP Amendment will be emailed to all participants. Any amendment to this RFP shall become part of this RFP.

### **2.6 Proposal Acceptance/Rejection**

SMU reserves the right to reject any or all proposals, to accept or reject any or all the items in the proposal and to award the Contract, in whole or in part, as deemed to be in the best interest of SMU. SMU reserves the right to negotiate with any Consultant if such action is deemed to be in the best interest SMU.

## **3. Scope of Work**

SMU is soliciting proposals from Consultants in the business of providing services as listed in this RFP. Each proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of a proposal.

- A. Demonstrated Qualifications and Capabilities of the firm and assigned personnel.
1. The Consultant shall present evidence that the firm or its officers have been engaged for at least the past five (5) years in providing services as listed in this RFP.
  2. Provide a description of Consultant, how long it has been in business, an organizational chart indicating all individuals (name, title, address, telephone & fax number, and email address) that will be assigned to provide services to SMU.
  3. Provide the length of time that the individuals that will be assigned to SMU have been with the firm, their qualifications, and resumes.

4. Provide the total number of qualified personnel that could be available if SMU needs them, along with location(s) of the firm.
5. Acknowledgement and acceptance of SMU's terms and conditions. Any requested and proposed exceptions must be submitted with justification and alternate language and MUST be submitted with the proposal.
6. Demonstrated experience providing similar services to other institutions of higher education of similar (or larger) size and scope (specifically provide detail on this experience in the State of Texas).
  - a. Include a summary of at least three (3) comparable projects (preferably in connection with institutions of higher education); and
  - b. Include the methodology for conducting a risk assessment.
7. Describe any other relevant experience that Consultant may have.
8. Demonstrate satisfaction of minimum insurance requirements of no less than \$1 million errors and omissions.

B. References

Provide three (3) current and two (2) former client references that Consultant has provided similar services, including the institution's name, contact name, position, and telephone number. Preference will be given to proposals that include references from institutions of higher education.

C. Fee Proposal

Each Consultant shall submit a detailed cost proposal to include all aspects of providing the scope of work associated with this RFP, to include consulting fees and expected reimbursables, if applicable.

No other fees will be paid unless agreed to in writing prior to service being rendered. Fees paid by SMU (and/or SMU's outside counsel) shall constitute full payment for all services rendered. No other fees of any kind shall be earned unless there is prior written disclosure to SMU and subsequent approval by SMU.

State Consultant's fee schedule for the various types of services offered, to include expenses, which are to remain firm for the entire award period including any contract extensions. All costs must be identified in Consultant's proposal, as SMU will not pay for any hidden costs.

State the name, telephone & fax number and e-mail address of the person authorized to represent and speak for Consultant in all business and contractual matters relating to this RFP.



