

**REQUEST FOR PROPOSAL**

**Title: Request for Proposal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Due Date/Time: August XX, 201\_; 12PM**

**Location: U.S. Mail/Messenger/Fed Ex/UPS**

**Columbia University**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(department name)***

 **615 West 131st Street, 2nd Floor**

 **New York, New York 10027**

**Columbia Representatives:**

 Phone:

E-mail:

Phone:

E-mail:

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**INFORMATION AND INSTRUCTIONS TO BIDDERS**

 **Section 1**

**General Information to Bidders**

**Introduction:**

Subject to the conditions set forth in this Request for Proposal, Columbia University is requesting **sealed** Bids for the following project:

**Bid Name**: Request for Proposal

**Bid Deadline**: 12PM, August XX, 201\_\_

**Submission of Bids:** Department Contact

Department Name

Columbia University

615 West 131st Street, 2nd Floor

New York, NY 10027

Bidders may submit their Bids by US Mail, messenger, Fed Ex, or UPS. Electronic response to questions via email are appreciated in addition to hard copy Bids. ***Faxed Bids will not be accepted.***

**Columbia Representatives**:

 Phone:

E-mail:

Phone:

E-mail:

# **Definitions**

Except as otherwise specifically provided, definitions are set forth as follows:

***Columbia***— Refers to Columbia University.

***Request for Proposal (RFP)*** - Refers to the document named Columbia’s Request for Proposal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Addenda*** — Refers to the written or graphic instruments issued by the Columbia Representative prior to the Bid Deadline, which modifies or interprets the RFP by additions, deletions, clarifications, or corrections.

***Bidder*** – Refers to the firm that is interested in and/or responds to the RFP.

***Bid***- Refers to all documents that the Bidder must submit to the Columbia Representative prior to the Bid Deadline.

***Bid Deadline*** - Refers to the time and date indicated in the RFP as the latest date and time that a Bid will be accepted.

***Contract*** *–* Refers to the final agreement reached between the successful Bidder and Columbia.

***Contractor*** - The term Contractor shall mean the successful Bidder awarded the Contract.

***Subcontractor***— The term Subcontractor shall mean any individual, company, or corporation to whom the Contractor assigns any part of the Contract.

# **Code of Conduct and Fair Competition**

It is the responsibility of the Bidder to notify the Columbia Representatives in writing of any possible conflict of interest as set forth below. Columbia will investigate the matter and determine if an actual conflict of interest exists.

A conflict of interest arises when a Columbia employee, officer or agent involved in the RFP process or Contract has a financial or any other interest in a Bidder. If a conflict of interest exists, the Bidder may not submit a Bid.

Columbia employees, officers and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from Bidders, Contractors, or parties to sub-agreements. Any such actions must be reported to the Columbia Representatives immediately.

Columbia reserves the right to cancel the award if, in its sole discretion, it determines that any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the Bidder. Columbia’s determination regarding any questions of conflict of interest shall be final.

###### **Compliance with Federal, State and Local Laws**

Bidder warrants in submitting a Bid and in the performance of an award as a result of the Bid, that Bidder has complied with, or will comply with, all applicable federal, state, University, and local laws, ordinances and all lawful orders, rules and regulations hereunder. The Bidder, by submitting the Bid or performance that results from an award by Columbia, agrees not to discriminate against any employee or applicant based on an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, sexual orientation, marital status, medical condition (cancer-related) and disability, and otherwise as required or permitted by law. Bidder further agrees that any sub-contract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation.

**Limitation of Liability**

Columbia makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, timely, or that such information accurately represents the conditions that would be encountered in pursuing the work or at the site(s) of work now or in the future. The furnishing of such information by Columbia shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Bidder, by submitting its Bid, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold Columbia liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of Columbia, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Bidder required by this Request for Bid and that it shall not hold Columbia liable or responsible therefore in any manner whatsoever.

Neither the Trustees of Columbia, nor any officer, agent, or employee thereof shall be charged personally with any liability by a Bidder or another or held liable to a Bidder or another under any term or provision of this RFP or any statements made herein or because of the submission or attempted submission of a response hereto or otherwise.

# **Qualification of Bidder**

Bidder must possess the potential ability to perform successfully under the terms and conditions set forth in the RFP. Consideration shall be given to such matters as Bidder integrity; record of past performance; and financial and technical resources*.*

Columbia shall make such investigations as deemed necessary to determine the ability of a Bidder to provide the specified equipment and perform professional services.

Columbia reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy Columbia that said Bidder is properly qualified to carry out the obligations of the final Contract.

**Section 2**

**Submission of Bids**

## **Preparation of Bid**

By submission of its Bid, the Bidder agrees that the Bid is predicated upon the acceptance of all the terms and conditions stated in the Request for Proposal, unless specifically excluded by the Bidder in its Bid. Part or all of the RFP and the successful Bid may be incorporated into the Contract.

Each Bidder shall furnish the information and documents required by the RFP. Failure to submit all required information may deem a Bid as non-responsive. Columbia is exempt from Federal Excise Taxes and is also exempt from New York State and local sales or use taxes. All costs associated with the Contract must be stated in U.S currency. By submitting a Bid, Bidder certifies that the prices proposed have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other Bidder or competitor. Bidders are cautioned to write all descriptions and prices clearly so there is no doubt as to the intent and scope of the Bid.

A person who is legally authorized to bind Bidder to a Contract shall sign the Bid. A Bid submitted by an agent shall have a current Power of Attorney attached, which evidences the agent’s authority to bind Bidder. The person signing the Bid shall initial erasures or other changes.

Unnecessarily elaborate Bids beyond what is sufficient to present a complete and effective Bid are not desired and may be construed as an indication of the Bidder’s lack of cost consciousness. Elaborate artwork, expensive paper and bindings are neither necessary nor desired. The cost incurred for the preparation of the Bid is the sole responsibility of the Bidder. Columbia does not assume any liability for any pre-contract activity and/or cost incurred by Bidders responding to this RFP.

Bid information is not considered confidential or proprietary. Trade secrets and other

proprietary data contained in Bids may be held confidential if the Bidder requests, in writing, that Columbia does so, and if Columbia agrees, in writing, to do so. Material considered confidential by the Bidder must be clearly identified. Such confidential/proprietary information must be easily separable from the non-confidential sections of the Bid. Marking the entire Bid as proprietary will be neither accepted nor honored. Notwithstanding any of the foregoing, Columbia reserves the right to use any of the ideas presented in any reply, Bid, discussion, negotiations or presentation related to the RFP.

If a Bidder intends to use subcontractor(s), the Bidder must identify in its Bid the names of the subcontractors and the portions of the work the subcontractors will perform.

**Communications Regarding the RFP**

**Requests for clarification and interpretations of the RFP must be made in writing during the period of August XX, 201\_ - August XX, 201\_.** All questions regarding the RFP shall be directed to the Columbia Representatives in writing or by e-mail. Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. Other questions may be more complex and may require a written amendment to the RFP. The Columbia Representatives will make that decision.

The Columbia Representatives shall make clarifications, interpretations, corrections, and changes to the RFP by written Addenda as specified below. **Questions will not be answered and clarification will not be given after August XX, 201\_.**

# **Addenda to RFP**

Addenda to the RFP will be issued in writing and will be communicated to all Bidders by e-mail and shall become part of the RFP. If the RFP is amended, all terms and conditions that are not modified by the Addenda remain unchanged and in effect as written. If an addendum is issued after Bids have been received and/or after a short list has been developed, the addendum may be provided only to those who submitted Bids or only to those on the short list, in the sole discretion of Columbia.

Each Bidder shall be responsible for making sure it has received all issued Addenda prior to submitting a Bid. **Addenda may be issued through August XX, 201\_.**

Columbia reserves the right to change the RFP schedule and to issue addenda. Columbia

also reserves the right to cancel, reissue, or to make corrections or amendments

to the RFP due to errors or changes identified by Columbia or suggested by a Bidder,

and to otherwise modify the terms of the RFP at any time in its sole discretion.

# **Submission of Bids**

Bids are to be received in the designated office on or before the date and time specified as the Bid Deadline in the RFP. **Oral, telephone or telegraph, email or facsimile Bids will not be considered**. If a Bid is sent by mail, Bidder assumes full responsibility in assuring that its Bid is received by the Bid Deadline.

Bids shall be submitted in a sealed envelope or package as follows:

1. Addressed to the address specified on the cover page of this RFP,
2. Show the Bid Name, “**\_\_\_\_\_\_\_\_\_\_\_\_ RFP**”,
3. Give the Bidder’s name, primary contacts address, and
4. Show the date and time of the Bid Deadline as specified in this RFP

Columbia, or any Columbia representatives, officers, or employees, will not be held responsible for the pre-opening of, post-opening of, or the failure to open a Bid not properly addressed and identified.

# **Alternate or Substitute Bids**

Bidders may submit more than one Bid. Alternate or substitute Bids must comply with the terms and conditions of the RFP and must contain all required documents as specified in the RFP.

Columbia is seeking Bids that meet its **minimum** requirements as outlined in the Scope of Work. If more than one method of meeting these requirements is proposed, each should be labeled primary, secondary, etc., submitted separately, and they will be evaluated in the specific priorities.

# **Late Submissions, Modifications, and Withdrawals of Bids**

*Late Bids*: Bids received after the specified Bid Deadline will not be considered and shall be returned to the Bidder unopened.

*Bid Modifications:* Prior to the Bid Deadline, a submitted Bid may be modified by written notice, signed by a duly authorized person on behalf of the Bidder, to the Columbia Representative. The written notice shall be worded as not to reveal the amount of the original Bid.

Bid Modifications must contain all required documents as specified in the RFP. Failure to submit all required information can deem the Bid Modification as non-compliant and the contents of the Bid Modification will not be considered.

A previously submitted Bid will not be returned, unless written notice, signed by a duly authorized person, from the Bidding Company is received by the Columbia Representative.

*Bid Withdrawal Notifications*: Prior to the Bid Deadline, a submitted Bid may be withdrawn by written notice to the Columbia Representative up until the Bid Deadline. Written requests to withdraw must be signed by a duly authorized person on behalf of the Bidder and shall not reveal the amount of the Bid. Bids may not be modified, or withdrawn after the Bid Deadline.

A withdrawn Bid may be resubmitted prior to the Bid Deadline. All resubmitted Bids must fully comply with the RFP. Columbia will only consider the latest version of the Bid.

**Section 3**

**Evaluation of Bids**

**Opening of Bids**:

The assigned Columbia Representatives will not accept Bids after the specified date and time. Bid services and pricing will not be publicly announced. Bids will be reviewed and evaluated by Columbia. At any time, and from time to time after the opening of the Bids, Columbia may give oral or written notice to one or more Bidders to furnish additional information relating to its Bid and/or qualifications to perform the services contained in the RFP, or to meet with designated representatives of Columbia. The giving of such notice shall not be construed as an acceptance of a Bidder’s Bid.

All materials submitted in response to this RFP become the property of Columbia.

Selection or rejection of a response does not affect this right. All copyright of materials

produced under any contract or subcontract awarded as a result of this RFP shall be

retained by Columbia. All forms of documents and data generated as a result of this contract are owned by and shall be delivered to Columbia at the direction of the Columbia Representative. During the period of performance, the information may not be disclosed by the Bidder to third parties, except as expressly provided in the Contract, without the written permission of the Executive Director of Purchasing.

# **Postponement of Bid Opening**

If an emergency or unanticipated event interrupts normal University processes to cause the postponement of the scheduled Bid opening or the issuance of an addenda, the Columbia Representative will issue, in writing, to all Bidders, the new timeline and process.

# **Bid Evaluation and Selection Criteria**

**General Comments**

Columbia University requests proposals from qualified consulting firms to provide a range of \_\_\_\_\_\_\_\_\_\_\_\_\_ services related to the Columbia’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Evaluation Criteria**

Columbia may use a variety of procedures and techniques in evaluating Bids and Bidders, including, but not limited to, creating a short list of Bidders, using upset levels, banding, comparative pairing, and price conversion techniques, requesting Best and Final Offers, conducting discussions, oral interviews and presentations, site visits, and negotiations, checking references, determining financial capability, and performing reevaluations of Bids as necessary. Through use of any procedure or technique, Columbia may limit the number of Bids to one or more that it will continue to consider. Columbia reserves the right to reject any Bid that does not meet prerequisites or minimum requirements or which scores below average on any of the criteria.

#### **Selection**

Columbia reserves the right to make an award without further discussion of the Bids submitted; there may be no best and final offer procedure. Interviews and negotiations may be conducted with one or more of the Bidders, but there shall be no obligation to receive further information from any Bidder. Therefore each initial offer should contain the Bidder’s best terms from a cost or price, service, and technical standpoint.

Columbia may consult references familiar with the Bidder regarding its prior operations

and projects, financial resources, reputation, performance, or other matters. Submission of a Bid shall constitute permission for Columbia to make such inquiries and authorization to third parties to respond thereto.

Columbia may elect to initiate contract negotiations with one or more Bidders including

negotiation of costs/price(s) and any other issues or terms and conditions, including

modifying any requirement in the RFP. The option of whether or not to initiate contract

negotiations rests solely with Columbia. No Bidder shall have any rights against Columbia arising from such negotiations. The Bidders will be responsible for their travel and per diem expenses, required for any presentations, discussions, and/or negotiations.

Columbia reserves the right to award the Contract to a supplier other than the Bidder

presenting the lowest price. The Contract resulting from this solicitation will be

awarded to the Bidder(s) whose Bid(s) Columbia believes will be the most advantageous

to Columbia. The release of the RFP does not compel Columbia to purchase or to make

an award. Columbia shall not be obligated in any manner to any Bidder whatsoever until

a written Contract has been duly executed relating to an approved Bid.

Columbia reserves the right to award multiple contracts for the products, work and/or

services that are the subject matter of this Bid and Bidder(s) are hereby given notice that

they may not be Columbia’s only Contractor or Bidder for such products, work and/or

services.

As a result of the selection of a Bidder to supply products and/or services to Columbia,

Columbia is neither endorsing nor suggesting that the Bidder’s product or service is the

best or only solution. The Bidder agrees to make no reference to Columbia in any literature, promotional material, brochures, sales presentation or the like without the express written consent of Columbia.

The Bidder will be expected to enter into a Contract with Columbia which is substantially the same as the contract included with this RFP. In no event is a Bidder to submit its own standard contract terms and conditions as a response to this RFP. If a Bidder objects to any of the provisions of Columbia’s standard contract, it must identify in the Bid any clauses which are unacceptable and the reasons or problems and propose alternatives. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiation of the final contract.

# **Rejection of Bids**

Columbia has the right to reject any and all Bids for any reason.

# **Notification of Award**

The Columbia Representative will issue “Notification of Award” letter(s) once a selection has been made.

**Section 4**

**University Background Information**

###### **General Information**

Columbia University is an independent, privately supported, non-sectarian institution of higher education. One of the country's leading research universities, it seeks to make significant original contributions to the development of knowledge, to preserve and interpret humanity's intellectual and moral heritage, and to transmit that heritage to future generations of students. It pursues these missions through research and educational programs in a wide range of disciplines in the humanities, social sciences, the natural, biomedical and applied sciences, and various professions, and through cooperative agreements with other educational institutions, research centers and hospitals in the greater New York region, throughout the country and abroad.

**BID PART I - BIDDER'S DECLARATION**

This Bid is in response to Columbia’s request for a Bid (“RFP”) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This Bid consists of:

 Information & Instructions for Bidders

Bid Part I - Bidder’s Declaration

Bid Part II - Bidder Questionnaire

Bid Part III - Scope of Work (“SOW”)

Bid Part IV - Exceptions to Columbia Terms & Conditions and

Appendix A
Bidder agrees to perform in accordance with all provisions of the RFP documents and any addenda thereto, except as may be specifically stated in this Bid, at the prices set forth herein.

Bidder agrees that this Bid is a firm offer to Columbia which cannot be withdrawn for 120 calendar days from and after the Bid due date.

Bidder certifies that it has thoroughly examined and fully understands all of the provisions of the RFP and the conditions of the contract documents attached thereto, as well as any addenda issued prior to the due date; that it has carefully reviewed and fully supports the accuracy of its Bid; has satisfied itself as to the nature and location of all work, the technical, general, and local conditions to be encountered in the performance of any work, the requirements of the Contract and all other matters which may in any way affect performance or the cost thereof; and that Columbia shall not be responsible for any errors or omissions on the part of the undersigned in preparing this Bid.

If awarded a Contract, Bidder agrees to execute the Contract and deliver it to Columbia within 15 calendar days, of such award, along with any required certificates of insurance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Signatory Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Company Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Company Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Telephone Number Federal Taxpayer I.D. Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email Address DUNS Number **BID PART II**

**BIDDER QUESTIONNAIRE**

**A. Bidder Business Structure**

1. Provide your company's name and address, and the primary RFP contact's name, phone number, e-mail address and fax number.
2. Please give a brief history of the firm including the year organized, the year the firm began providing audit related services, and the nature of the firm's ownership and specific details with regard to any affiliated companies or joint ventures.
3. Please provide the location of each of your firm's offices. Indicate which office would service this account.
4. Please list your firm's lines of business and the approximate contributions of each business to your organization's total revenue. If you are an affiliate or subsidiary of an organization, what percentage of the parent firm's total revenue does your subsidiary or affiliate generate?
5. Please discuss the overall business objectives of your firm with respect to future growth. Comment on any present or planned areas of emphasis over the near future.
6. Is Bidder incorporated? If so, in what state and as what type of corporation?

**B. Bidder Financial Information**

1. Please provide your Dun and Bradstreet (DUNS) Number, if any.

2. Please provide your current DUNS rating:

3. Please provide your Standard and Poor’s rating:

4. Bidder must attach its most recent annual report or certified financial statement as well as most recent SEC 10K filing.

5. Please provide your previous year’s revenues.

6. What percentage of Bidder’s annual revenues would any contract resulting from this Bid represent?

7. Please describe any subcontractor relationships that would be involved in the support of any Columbia contract. (use of any subcontractor requires Columbia approval in advance. Failure to do so may result in termination of contract.)

**C. Business Information**

 1. List any material claim asserted or threatened against Bidder that may have a significantly adverse effect on Bidder or adversely affect Bidder’s ability to provide the goods or services required by this RFP.

2. List any business issue currently confronted by Bidder that may have a significantly adverse effect on Bidder or adversely affect Bidder’s ability to provide the goods or services required by this RFP.

3. List 5 of your customers using the service covered by this Bid similar in size, industry sector, and geographical presence to Columbia. Please provide:

 - Customer name and address
 - Customer employee size

 - Contact names and telephones (business and technical)
 - Brief description of the service provided
 - How long has Customer been using Bidder to provide services?

4. List information regarding 2 of your customers (must currently be operational)

previously using Bidder to provide services that **no** longer is using Bidder to do so. Please provide:

 - Customer names and addresses
 - Describe service provided by Bidder
 - Contact names and telephones
 - How long were these Customers using Bidder to provide the service?
 - Why did these Customers cease their business relationship with Bidder?

5. Describe other current products/services Bidder has provided to Columbia (if applicable).

6. Describe any existing or pending contracts between Bidder and Columbia.

1. What policies and procedures do you have in place to prevent any conflict of interest?

8. Describe the relevant aspects of your staffing:

 - Bidder’s organizational structure with a chart
 - Bidder’s staffing by major division
 - How is staff allocated among Bidder’s customers?

9. List the name and location of primary individual(s) who would be responsible for our account and provide brief biographies including titles, functions, academic credentials, and relevant experience. Include the role of each consultant for this assignment, the role of back-up personnel and how many clients are assigned to each person named above?

**D. Bidder Diversity**

It is the policy of Columbia to promote and increase the participation of minority-owned business enterprises (“MBE’s” or “MWL’s”) as suppliers and second-tier providers. A MBE is defined as a business enterprise more than 50% of which is owned by women or minorities. To the extent practicable, maximum opportunity shall be given to qualified MBEs to participate as suppliers and contractors to Columbia. All qualified suppliers are provided equal opportunity to compete and participate in the Columbia’s procurement process subject to all the established purchasing policies and procedures.

1. Is the ownership of Bidder *(check all that applies)*:

 - American Indian or Alaskan Native?
 - Asian or Pacific Islander?
 - Black (African American)?
 - Hispanic?
 - Non-Minority Woman?

- Woman

2. Are the owner(s) of Bidder United States citizens?

3. Has Bidder ever been certified as an MBE by any agency? If so, please provide a copy of the certification.

4. Please provide the name(s) and phone numbers of any dedicated Bidder personnel who deal with MBE issues.

5. Please discuss Bidder’s own MBE program, and if Bidder is not a MBE itself, describe Bidder’s ability to provide any “second-tier” reporting to Columbia. Second-tier reporting provides details of Bidder’s expenditures, by ownership category, with MBE’s related to any contract.

6. Zip codes that govern the use of MWL suppliers are:

* + 10025 - 10027
	+ 10029 - 10040
	+ 10451
	+ 10454 – 10455
	+ 10474

7. As Columbia is committed to the hiring of qualified local residents from the above mentioned local areas when possible:

* + Does your proposal address the hiring of local residents?
	+ Has your company engaged local talent in any previous engagements (through any contract whether or not with Columbia)? If so, please describe.

**E. Other Bidder Information**

1. How do your people, consulting processes, and tools differentiate your firm from your competitors?
2. How do you propose to provide value to and partner with Columbia?
3. Based on the information provided in our plans, please provide a fee quote for the related services (See Bid Part III). Are you willing to guarantee this fee for a certain period of time? If so, for how long? Please include a copy of a sample Statement of Work for these services, including the terms and conditions on which your firm would work with Columbia.
	1. Please include the billing rates of each person
	2. Describe your billing structure
	3. Detail any load or ancillary charges that may be incurred (that are not included in the bid price)

**BID PART III**

**SCOPE OF WORK (“SOW”)**

This RFP is to provide Columbia with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** in accordance with all requirements stated within, to its various facilities.

The following items outline the general requirements and standards in Columbia’s current operating environment. The operation is customer focused and expected to provide competitively priced products and services at a world class level. Please review the detail below and provide feedback as requested.

\*\*All RFP’s are to include the following section in the SOW:

**MINORITY AND LOCAL PLAN**

What operations, if any, are currently located in the New York Empowerment Zone (NYEZ)? Can you present options how this area of the Columbia community can be integrated into this program?

See below for zip codes that comprise this referenced area.

- We encourage bidders to explore potential partnering or subcontracting arrangements with MWL vendors to maximize Minority & Local participation. Please detail any plans you may have with regard to creative partnering or subcontracting with MWL vendors.

***NYEZ zip codes:***

* 10025 – 10027
* 10029 – 10040
* 10451
* 10454
* 10455
* 10474

 Columbia attaches great importance to the bidder’s ability to utilize MWL (Minority, Women, and or Locally) owned businesses in the performance of this contract. This can be accomplished by, 2nd Tier MWL vendor usage, opening of a facility within the New York Empowerment Zone (NYEZ) region, maximization of minority, women owned and local subcontract participation and innovation in recruitment and training of employees through community work force development.

**BID PART IV**

**CONTRACT ACKNOWLEDMENT**

**DATE:** August 24, 2016

**FROM:** Vendor Name

 *Address*

**TO:** Columbia University in the City of New York

 **RE: PROPOSAL/BID DESCRIPTION**

 Project Description

 Quotation #

Please be advised that we have carefully read the Exhibit “A”, Service Provider Agreement enclosed in the package. We acknowledge that if we are ultimately awarded the contract we will promptly execute an agreement containing identical terms and conditions. We understand that there will be no negotiation of the terms and conditions of the Agreement upon award.

***(Please note any contract exceptions in the space below or provide an attachment with appropriate signature. Type NONE if you do not have any exceptions.)***

***Note Exceptions:***

Signature:

Name:

& Title:

**APPENDIX A**

Columbia University

Standard University Agreement