



**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract No. UCPJMU7013

This contract entered into this 9th day of September 2024, by Southern Recognition Inc, hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From September 10, 2024 through September 9, 2025 with four (4) one year renewal options.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal RFP DKM-1214 dated June 17, 2024
 - (a) The Statement of Needs,
 - (b) The General Terms and Conditions,
 - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
 - (d) Addendum No. One dated June 25, 2024
 - (e) Addendum No. Two dated June 28, 2024
 - (f) Addendum No. Three dated July 3, 2024
- (3) The Contractor's Proposal dated July 10, 2024 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations Summary, dated September 2, 2024
 - (b) PAC Agreement, dated September 9, 2024

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

CONTRACTOR:

By: 
(Signature)

Zach Muller

(Printed Name)

Title: **Vice President of Championship Sales**

PURCHASING AGENCY:

By: 
(Signature)

Dylan Morris

(Printed Name)

Title: Buyer Senior

9/2/2024

1. Contractor's pricing schedule is as follows:

a. Championship Ring & Pendant:

Ring & Pendant Size	Metal Composition (Phantom, Gold, Rose, Silver, Abyss)	Unit Price	1-50 (Units Purchased)	51-100 (Units Purchased)	101-150 (Units Purchased)	151-200 (Units Purchased)	201+ (Units Purchased)
Small-Large	Single Vibrantium	\$225	\$225	\$220	\$215	\$210	\$205
	Dual Vibrantium	\$250	\$250	\$245	\$240	\$235	\$230
	Triple Vibrantium	\$275	\$275	\$275	\$275	\$275	\$275
XL-3XL	Single Vibrantium	\$250	\$250	\$245	\$240	\$235	\$230
	Dual Vibrantium	\$275	\$275	\$270	\$265	\$260	\$255
	Triple Vibrantium	\$300	\$300	\$300	\$300	\$300	\$300
4XL-6XL	Single Vibrantium	\$275	\$275	\$270	\$265	\$260	\$255
	Dual Vibrantium	\$300	\$300	\$295	\$290	\$285	\$280
	Triple Vibrantium	\$325	\$325	\$325	\$325	\$325	\$325
Small - Large (Action Bezel)	Single Vibrantium	\$350	\$350	\$350	\$350	\$350	\$350
	Dual Vibrantium	\$375	\$375	\$375	\$375	\$375	\$375
	Triple Vibrantium	\$415	\$415	\$415	\$415	\$415	\$415

b. Alternative Championship Jewelry/Options:

JMU Letterwinner Ring (Men's & Women's)	Medium & XL	Single Vibrantium	\$179.00
JMU Letterwinner Pendant (Men's & Women's)	Medium & XL	Single Vibrantium	\$179.00

*Same unit price for all units purchased

JMU Scholar Athlete Medallion	Single Vibrantium	\$49.95
JMU Letterwinner Ticket Stub	Single Vibrantium	\$119.95
JMU Letterwinner Challenge Coin	Single Vibrantium	\$199.00

- For any purchase, excluding Point-of-Sale purchases, the University will issue an eVA purchase order based upon a quote provided by your firm. No additional agreements, orders forms, or signatures shall be required.
- Firm waives all credit card fees for all purchases related to this agreement.



**RFP # DKM-1214, Athletic Award Rings & Jewelry
Negotiation Summary for Southern Recognition**

4. Any changes in the pricing and products offered described herein shall be mutually agreed upon by the Purchasing Agency and Contractor with all changes first being authorized through either a contract modification and/or a change order issued by the Purchasing Agency
5. Parties agree that this Negotiation Summary modifies RFP # DKM-1214 and the Contractor's initial response to RFP # DKM-1214, and in the event of conflict this negotiation summary shall take precedence.
6. Firm acknowledges that the VHEPC PAC Agreement shall be incorporated as a part of this contract.
7. Firm shall agree that all fees have been disclosed. No additional fees will be accepted.

**AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT (PAC)**

This Agreement, effective the 9th day of **September 2024**, is by and between James Madison University (the “University”), on behalf of the Virginia Higher Education Procurement Consortium (the “Consortium”) (collectively the "University"), and Southern Recognition Inc., (“Vendor”).

TERM

The term of this Agreement shall begin **September 10, 2024** to **September 9, 2025** with **4 one-year** renewal options, and an expected final expiration date of **September 9, 2029**. This end date coincides with the Primary Agreement’s end date.

WITNESS

WHEREAS, the University and Vendor have executed an agreement, **UCPJMU7013**, dated **September 9, 2024** (the “Primary Agreement”), and included in the Primary Agreement is a third-party access / cooperative clause. Now therefore, the University and Vendor wish to express in this Agreement the specific terms that will allow third party access to the Primary Agreement.

Accordingly, and in consideration of the mutual premises and provisions hereof, the parties hereby agree as follows:

I. Vendor will:

- A. Pay the University 1% of all sales to accessing entities outside of the Consortium membership associated with the Primary Agreement (as the “PAC Annual Fee”). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described below in Section II.
- B. Fully support this marketing relationship by promoting the availability of the Primary Agreement to non-Consortium entities;
- C. Provide quarterly sales reports detailing the amount of sales to each non-Consortium accessing entity; and

II. The University/Consortium will:

- A. Promote the Primary Agreement on its website and through other channels (e.g., conferences) to non-Consortium members
- B. Maintain an approved version of Vendor’s logo on the Consortium website

III. Payment:

- A. Payment of PAC Annual Fee will arrive at the University no later than August 31 of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

In the event of early termination of the Primary Agreement, this residual payment will arrive at the University no later than 45 calendar days from termination date of the Primary Agreement.

- B. Payment of PAC Annual Fee will take the form of a check. Checks will be made payable to the University of Virginia and sent to:

Constance Alexander, Office Manager
Procurement and Supplier Diversity Services
University of Virginia, Carruthers Hall
c/o VHEPC
PO Box 400202
1001 N. Emmet Street
Charlottesville, VA 22904

IV. Notices:

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by electronic mail, when received (as verified by the email date and time) if delivered no later than 4:00 p.m. (receiver's time) on a business day or on the next business day if delivered (as verified by sender's machine) after 4:00 p.m. (receiver's time) on a business day or on a non-business day. All such notices will be addressed to a party at such party's address or facsimile number as shown below.

If to the University:

Procurement Services
c/o Director of Procurement
James Madison University
752 Ott Street, MSC 5720
Harrisonburg, VA 22807

If to Vendor:

Zachary Muller
Southern Recognition, Inc.
8311 Brier Creek Parkway Suite 105-521
Raleigh, NC 27617
Email: zach.mullre@southernrecognition.com

ACCEPTANCE

For James Madison University



Dylan Morris
Buyer Senior

9/11/2024

Date

For Southern Recognition Inc.



Zach Muller
Vice President of Championship Sales

09/10/2024

Date

Agreement #: UCPJMU7013-PAC



SOUTHERN

RECOGNITION INC.

**JAMES MADISON UNIVERSITY
REQUEST FOR PROPOSAL dkm-1214
Athletic Award Rings and Jewelry**

**Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807**

Rob Kass
President & CEO
Southern Recognition Inc.
8311 Brier Creek Parkway, Suite 105-521
Raleigh, NC 27617
Rob.Kass@SouthernRecognition.com
Office: 980-247-0707
Cell: 407-209-8112

July 16, 2024

Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

Subject: Response to Request for Proposal REQUEST FOR PROPOSAL dkm-1214 Athletic

Award Rings and Jewelry Pendants

Dear Members of the James Madison University Purchasing Department,

I am writing on behalf of Southern Recognition, Inc. to express our keen interest in providing championship rings and pendants for the athletic programs at James Madison University. We have reviewed the details outlined in Request for Proposal dkm-1214 and are excited about the opportunity to collaborate with your esteemed institution.

Southern Recognition, Inc. is a leading provider of high-quality custom championship rings, pendants, and other recognition products. With our commitment to excellence, craftsmanship, and customer satisfaction, we have built a strong reputation for delivering premium products that commemorate the achievements and successes of athletes and teams.

Our team of skilled artisans and designers are dedicated to creating unique and personalized championship rings and pendants that capture the spirit and tradition of your athletic programs. Whether it's celebrating a championship victory, honoring individual achievements, or recognizing milestones, we take pride in crafting items that serve as lasting symbols of accomplishment and pride.

We understand the importance of quality, creativity, and attention to detail when it comes to designing championship rings and pendants. At Southern Recognition, Inc., we are equipped with the expertise and capabilities to work closely with your university to develop custom designs that reflect the unique identity and tradition of James Madison University.

We assure you that if selected, Southern Recognition, Inc. will deliver exceptional products that exceed your expectations while adhering to the timelines and specifications outlined in the RFP. Our goal is to partner with your university in creating lasting mementos that athletes, coaches, and supporters will cherish for years to come.

Thank you for considering Southern Recognition, Inc. as a potential partner for providing championship rings and pendants for James Madison University. We look forward to the possibility of working together and contributing to the celebration of your athletes' accomplishments.

Should you have any questions or require further information, please do not hesitate to contact me at 980-247-0707 (Office) or 407-209-8112 (Cell) or Rob.Kass@SouthernRecognition.com.

Sincerely,

Rob Kass
President & CEO
Southern Recognition, Inc.



REQUEST FOR PROPOSAL
RFP# DKM-1214

Issue Date: June 17, 2024
Title: Athletic Award Rings and Jewelry
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

Period of Contract: From Date of Award Through One Year (Renewable)

Sealed Proposals Will Be Received Until 2:00 PM on July 17, 2024 for Furnishing The Services Described Herein.

SEALED PROPOSALS MAY BE MAILED, EXPRESS MAILED, OR HAND DELIVERED DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.

All Inquiries For Information And Clarification Should Be Directed To: Dylan Morris, Buyer Senior, Procurement Services, morrisdk@jmu.edu ; [540-568-3002](tel:540-568-3002); (Fax) 540-568-7935. Due date for submitting inquiries is **July 2nd at 4pm.**

NOTE: THE SIGNED PROPOSAL AND ALL ATTACHMENTS SHALL BE RETURNED.

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Southern Recognition, Inc.
8311 Brier Creek Parkway Suite 105-521
Raleigh, NC 27617

By: 
(Signature in Ink)

Name: Zachary Muller
(Please Print)

Date: 07/10/2024

Title: Vice President of Championship Sales

Web Address: www.srchamp.com

Phone: (763)438-9631

Email: zach.muller@southernrecognition.com

Fax #: (407)209-8112

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 ZM #2 ZM #3 ZM #4 ZM #5 ZM (please initial)

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

☐ YES; ☒ NO; IF YES ⇒ ☐ SMALL; ☐ WOMAN; ☐ MINORITY IF MINORITY: ☐ AA; ☐ HA; ☐ AsA; ☐ NW; ☐ Micro

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

***JAMES MADISON
UNIVERSITY***



SOUTHERN
RECOGNITION INC.

***BUILDING ON
PARTNERSHIP***



ABOUT SOUTHERN RECOGNITION INC.

Your new custom-made ring is more than a piece of metal and stones. It's a culmination of a lifetime of hard work, dedication, sleepless nights, and a little bit of luck along the way.

At Southern Recognition, Inc. we realize you have options when it comes to this process. We pride ourselves on making it a fun one. It is our job to build a ring that encompasses that same feeling of elation that you had on your championship day.

JAMES MADISON CHAMPIONSHIP RINGS

***JMU RECEIVES SET PRICE FOR THE ONE
YEAR PARTNERSHIP ON CHAMPIONSHIP
RINGS REGARDLESS OF QUANTITY
ORDERED AND SIZE OF RING***



***EXPEDITED ARTWORK AND MANUFACTURING
TIMLINES***

***SOUTHERN RECOGNITION, INC. IN-PERSON DESIGN,
SIZING & DELIVERY WHEN REQUESTED***

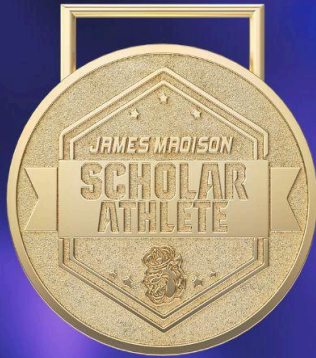
***OPTIONS TO DO A FAN/REPLICA RINGS WITH
POTENTIAL MONIES PROVIDED***

COMMITMENT TO PARTNERSHIP



VARSITY LETTERWINNER PROGRAM

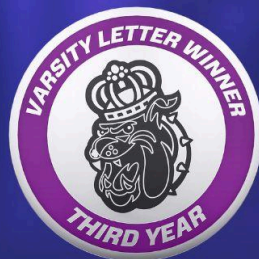
YEAR 1 - JMU SCHOLAR ATHLETE MEDALION



YEAR 2 - COMMEMORATIVE JMU LETTER WINNER TICKET STUB (METAL)



YEAR 3 - COMMEMORATIVE JMU LETTER WINNER CHALLENGE COIN



YEAR 4 - COMMEMORATIVE JMU DUKE STATUE



***JAMES MADISON NEW TRADITIONS
GRADUATE STUDENT ATHLETE RINGS***



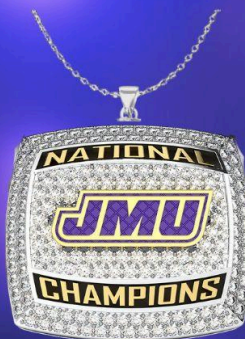
SUPPORTING STUDENT ATHLETES

***STUDENT-ATHLETE ADVISORY
COUNCIL***

CHALLENGE COINS

***GRADUATION STOLE
(PIPED WITH JMU FONT)***

***GRADUATION MEDALLION FOR
SCHOLAR ATHLETES***



B. REQUIRED CONTRACTOR RESPONSES

1. Describe all championship alternative jewelry/options such as pendants, bracelets, trophies, showcase boxes and charms.

- I. Southern Recognition, Inc. will provide the highest quality expertly designed and crafted championship rings for the length and term of the agreement.
- II. Additionally, Southern Recognition, Inc. can serve as a “turnkey solution” for all of JMU Athletics recognition needs including (but not limited to):
 - JMU Senior Letterwinner Rings
 - JMU Conference/National Recognition Rings
 - JMU Letterwinner Awards including Pendants, Jackets, Framed Chenille, Watches, Pins, Cuff Links, Challenge Coins, and more.
 - JMU Athletic Canvas Prints
- III. Beyond the JMU Athletic Partnership, Southern Recognition, Inc. can provide support and service for all Academic Regalia (Caps & Gowns), Diploma Covers & Inserts, Fine Paper Products, and Graduation related materials.

2. Describe the alternate alloy used in Championship Rings productions. Identify associated costs in Section X. Pricing Schedule.

All Championship Ring/Products are composed of our proprietary Vibrantium Metal – Silver Jewelers Alloy, Brilliant Shine, Superior Durability and Perfect Finish. Additional options of our Vibrantium Metal (ie. 12k Vibrantium, 16k Vibrantium, etc.) can be made available upon request.

3. Provide a list of materials available through your company i.e. metals, precious stones, semi-precious stones, enamel, etc. Identify associated costs in Section X. Pricing Schedule.

- I. Metal - Silver Vibrantium
- II. Metal - Gold Vibrantium
- III. Metal - Phantom (Black) Vibrantium
- IV. Metal – Rose Gold Vibrantium
- V. Gemstones – More than 1,000 different Gemstone Cuts and Colors are available with Southern Recognition, Inc.
- VI. Enamel Coloring – Exact PMS Pantone Enamel Color match is provided with Southern Recognition, Inc. ensuring the strictest brand standards are appropriately adhered to from a University Trademark perspective.
- VII. Pricing Schedule will fall within NCAA Conference and National Championship Gift Guidelines.

4. Provide alternative championship options such as pendants, bracelets, trophies, showcases, boxes, charms. Identify associated costs in Section X. Pricing Schedule.

- I. Southern Recognition, Inc. will provide the highest quality expertly designed and crafted championship rings for the length and term of the agreement.
- II. Additionally, Southern Recognition, Inc. can serve as a “turnkey solution” for all of JMU Athletics recognition needs including (but not limited to):
 - JMU Senior Letterwinner Rings
 - JMU Conference/National Recognition Rings

- JMU Letterwinner Awards including Pendants, Jackets, Framed Chenille, Watches, Pins, Cuff Links, Challenge Coins, and more.
- III. Beyond the JMU Athletic Partnership, Southern Recognition, Inc. can provide support and service for all Academic Regalia (Caps & Gowns), Diploma Covers & Inserts, Fine Paper Products, and Graduation related materials.
- IV. Pricing Schedule will fall within NCAA Conference and National Championship Gift Guidelines.

5. Provide catalog(s) or product book(s) for items mentioned above.

Southern Recognition, Inc. Championship Brochure:

https://issuu.com/srchamp/docs/official_2022_southern_recognition_brochure_2

Southern Recognition, Inc. Championship Website:

<https://srchamp.com/>

6. Describe timeframe and ability for providing samples. Identify any potential costs associated with sample items in Section X. Pricing Schedule.

Any request(s) for samples will be handled by Southern Recognition, Inc. and will be delivered to the University within 72 hours from the date of the request(s). There are ZERO costs associated with the request(s) of samples. The Southern Recognition, Inc. Championship Specialist(s) assigned to JMU will also have the ability to meet on campus for a “larger” sample review if requested.

7. Describe in detail, your manufacturing techniques and design technologies that set you apart from other manufacturers in the industry.

- I. Southern Recognition, Inc. takes a unique approach to the manufacturing process. As a family-owned and operated company, we understand that each ring designed and delivered reflects our family name and brand built over the last 40+ years in the championship ring business. We will NOT cut corners or compromise the integrity of our brand.
- II. Each Southern Recognition, Inc. Championship Ring passes through an extensive quality control process ensuring the craftsmanship, finish, and elements of design reflect the standards of our brand and will meet our partners delivery expectations.
- III. Vibrantium Proprietary Metal - Our metal is primarily composed of Silver; meaning it will be heavier, more durable, and have a more brilliant finish that will last the test of time.
- IV. Forever Finish - Durable and brilliant shine with real gold (white, silver, yellow, rose, or phantom-black).
- V. Handset Gemstones in prong settings (This seems simple, but many of our competitors glue stones which is a cheaper and far less durable process).
- VI. Solid Core Construction: Unlike the competition, Southern Recognition, Inc. does not hollow out the inside of our Championship Rings. This results in a more evenly balanced, heavier, solid, and durable Championship Ring.
- VII. Unlimited Design Capabilities within strict Brand Standards. Southern Recognition, Inc. does not make your Championship Teams choose from a brochure of standard designs. Our award-winning team will sit with each championship team or individual to design their ring from scratch.

8. Describe your engraving and personalization capabilities.

Unlimited Design Capabilities within strict Brand Standards. Southern Recognition, Inc. does not make your Championship Teams choose from a brochure of standard designs. Our award-winning team will sit with each championship team or individual to design their ring from scratch.

9. Describe your production timeline for a standard Championship Ring and Pendant.

Southern Recognition, Inc. is committed to prioritized and expedited manufacturing timelines. We project an estimated 12-week production timeline on all Championship Rings & Pendants. However, JMU orders would be prioritized adhering to the RFP specifications.

10. Describe any licensing that your firm may have with any NCAA Conferences.

IMG Learfield CLC and Affinity Licensed and Approved

11. Describe your inspection and quality assurance process that identifies the methods by which the Respondent shall assure ordering, delivery, and follow up services for the University in a correct and timely manner, including but not limited to:

- I. Upon design approval and submission, the Respondent shall receive a final JCAD approval document, specifying every detail of the ring; size, shape, stone placement, and weight.
- II. Upon approval of the JCAD, Respondent shall receive a projected timeline, including but not limited to key milestones; projected completion date, projected shipping date, and projected delivery date.
- III. Upon completion, Respondent shall receive UPS Insured Tracking Information, along with supporting documentation.
- IV. Upon delivery, the Southern Recognition, Inc. Specialist assigned to JMU will confirm a successful delivery along with providing the necessary information in the event that Warranty & Repair is ever required.
- V. 100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing-related errors or issues.

a. Capabilities to deliver as requested and willingness to work with Athletic Departments to assure their delivery requests are met. Provide policy on how you keep customers informed.

Southern Recognition, Inc. has a team of representatives covering the entire United States and globally. Rather than a "customer service representative" being assigned to JMU, Southern Recognition, Inc. intends to have a dedicated Championship Ring Specialist ON CAMPUS after Team Championship Events alleviating and eliminating the "burden" of championship by assisting from design to delivery.

b. Customer service (detail how product literature, samples, and specifications are obtained). Describe in detail communication plan with JMU Athletics, specifically the method in which the University will stay informed of the status of pending orders.

A Southern Recognition, Inc. Championship Ring Specialist will lead and guide in the design process ensuring the strictest brand standards are adhered to for university trademarks and pantone colors. Our Championship Ring Specialist has been trained to use the details of your championship story and bring them to life in a one-of-a-kind championship ring. JMU Student-Athletes, Coaches, Support Staff, and Administration will not need to deal with a customer service representative OR artist directly as they will have a primary point of contact who remains consistent year-over-year.

See answers to Question #11 in regards to how the University will be informed on the status of pending orders.

c. List all contact information for customer service.

Upon award of the RFP Contract, Southern Recognition, Inc. would provide JMU with a specific point of contact who would handle all things related to customer service for JMU Athletics.

d. Provide product qualification standards, manufacturing certifications, etc. (i.e. ISO 9000, ISO 9001, etc).

N/A

e. Change order and cancellation policies and any fees associated.

Change orders must be submitted in writing to Southern Recognition, Inc. within 24- hours of official order approval. Changes made AFTER the final submission date may be subject to a remake fee if the championship rings have already begun the manufacturing and production process. We are committed to work hand-in-hand to ensure every detail is perfect prior to submission.

f. Method of delivery for all products.

- I. Each Southern Recognition, Inc. Championship Ring is delivered in a custom box with LED light (at no additional charge to our partners).
- II. A Southern Recognition, Inc. Team Member would hand-deliver the completed championship ring orders in person ensuring the “ideal” delivery experience for JMU Athletics.
- III. If hand-delivery is deemed “not necessary” by Southern Recognition and JMU Athletics alike, we will ship all championship ring packages/products via UPS Insured shipment with Signature required (due to the value of these championship rings).

g. Describe the length of time that will pass between ordering Championship Rings and the time those rings are delivered.

Southern Recognition, Inc. is committed to prioritized and expedited manufacturing timelines. We project an estimated 12-week production timeline on all Championship Rings & Pendants. However, JMU orders would be prioritized adhering to the RFP specifications.

12. Provide a description of the Championship Ring warranty including:

a. Length and condition of guarantee regarding defects in materials and workmanship.

100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing-related errors or issues.

b. Length and scope of guarantee regarding stones and stone decorations.

100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing-related errors or issues.

c. Conditions and associated charges for ring resizing and ring adjustments.

- I. 100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing related errors or issues.
- II. However, if JMU incorrectly submits a finger size and it is not corrected within the submission window, a reduced cost (\$150) remake fee may occur. Southern Recognition, Inc.’s intent would be to try and catch any issues at the manufacturing level and take corrective action.

d. Conditions and associated charges for replacement and damaged rings.

- I. 100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing-related errors or issues.
 - II. If SR Manufacturing and Production deem the ring damage to be “grossly negligent” and beyond the scope of warranty repair, a reduced cost (\$150) remake fee may occur.
- e. Conditions and associated charges for replacement or lost rings.
 - I. 100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing-related errors or issues.
 - II. If SR Manufacturing and Production deem the ring damage to be “grossly negligent” and beyond the scope of warranty repair, a reduced cost (\$150) remake fee may occur.
- f. Conditions and associated charges for ordering additional rings.
 - I. Southern Recognition, Inc. would honor the team price commitment for additional ring orders.
 - II. The only required charge would be associated with applicable sales tax and/or UPS Insured shipping.
- g. Responsibility and procedures for resolving disputes regarding the validity and warranty claims.
 - I. 100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing-related errors or issues.
 - II. If SR Manufacturing and Production deem the ring damage to be “grossly negligent” and beyond the scope of warranty repair, a reduced cost (\$150) remake fee may occur.
 - III. Southern Recognition, Inc.’s intent would be to resolve any issues as a partner to JMU Athletics at the manufacturing level and take corrective action, rather than creating a greater conflict.
- h. Conditions and associated charges for restoring ring finish.

100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing-related errors or issues.
- i. Conditions on how repairs are made, who to contact, and how shipping rates are handled.
 - I. Upon award of the RFP Contract, Southern Recognition, Inc. would provide JMU with a point of contact with an official Warranty Claim Form (PDF version) to be shared, if necessary, with JMU Student-Athletes, Coaches, Support Staff, and Administration.
 - II. Any warranty claims can also be handled in-person during our on-campus visits for additional championship ring designs and deliveries.
- j. Differences in the way that warranty claims and charges are handled before a student graduates and after.
 - I. All warranty claims – past, present, or future – are handled the same with Southern Recognition, Inc.
 - II. 100% Lifetime Warranty on all Championship Products delivered to be free of manufacturing-related errors or issues.

X. PRICING SCHEDULE

FIGURE 16-1
Participation Awards [R]

Type of Award	Maximum Value of Award	Number of Times Award May Be Received	Permissible Awarding Agencies	Maximum Number of Permissible Awarding Agencies
Annual Participation — Underclassmen	\$225	Once per year per sport	Institution	1
Annual Participation — Senior	\$425	Once per year per sport	Institution	1
Special Event Participation				
• Participation in postseason conference championship contest or tournament	\$375*	Once per event	• Institution • Management of event (may include conference office)	2
• Participation in postseason NCAA championship contest or tournament	Institution — \$375 NCAA — No limit	Once per event	• Institution • NCAA	2
• Participation in all-star game or postseason bowl	\$400 (Institution) \$550 (Management of event)	Once per event	• Institution • Management of event	2
• Participation in other established meets, tournaments and featured individual competition	\$400*	Once per event	• Institution • Management of event	2

FIGURE 16-2
Championship Awards [R]

Type of Award	Maximum Value of Award	Number of Times Award May Be Received	Permissible Awarding Agencies	Maximum Number of Permissible Awarding Agencies
National Championship conducted by NCAA	\$415*	Once per championship	• Institution** • Conference**	2
National Championship not conducted by NCAA***	\$415*	Once per championship	• Institution** • Conference**	2
Conference Championship — regular season	\$325*#	Once per championship	• Institution** • Conference**	2
Conference Championship — postseason contest or tournament	\$325*#	Once per championship	• Institution** • Conference**	2

FIGURE 16-3
Special Achievement Awards [R]

Type of Award	Maximum Value of Award	Number of Times Award May Be Received	Permissible Awarding Agencies	Maximum Number of Permissible Awarding Agencies
Special attainments or contribution to team's season (e.g., scholar-athlete, most improved player, most minutes played, most valuable player)	\$175	Once per category of award per year	Institution	1
Most valuable player — special event*	\$325**	Once per event	• Institution • Conference • Organization approved by institution or conference	Unlimited
Most valuable player — bowl game or all-star contest	\$350	Once per event	Sponsoring entity of all-star contest or certified postseason bowl	1
Established regional/national recognition awards (e.g., Wade Trophy, Heisman Trophy)	\$325	Once per year per award	Management of award program	1
Trophy recognizing established national award	Unlimited	Once per year	Management of award program	1
Trophy recognizing conference "athlete of the year"	\$1,500	Once per year to one male and one female	Conference	1
Specialized performance in single contest or during limited time period (e.g., player of the game, player of the week)	\$80 (certificate, medal or plaque only)	Unlimited	• Conference • Outside organization (e.g., local business)	Unlimited
Hometown award	\$80	Unlimited	Group (other than institution's booster club) located in the student-athlete's hometown	Unlimited

All products listed and detailed in this RFP fall under NCAA Award guidelines. These guidelines will be adhered to by Southern Recognition, Inc. for all products and services provided to the University. Upon request, exemptions may be made for special circumstances. Additional options of our Vibrantium Metal (ie. 12k Vibrantium, 16k Vibrantium, etc.) can be made available upon request and will be priced based upon each individual design. Any other additional fees will be absorbed by Southern Recognition, Inc.

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

1. **QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing these types of goods and services.
 Years 15 Months 0
3. **REFERENCES:** Indicate below a listing of at least five (5) organizations, either commercial or governmental/educational, that your agency is servicing. Include the name and address of the person the purchasing agency has your permission to contact.

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
University of Virginia	4 Years	295 Massie Road Charlottesville, VA 22905	Joe Kuykendall (978)806-6254
North Carolina State University	10+ Years	2500 Warren Carroll Drive, Raleigh, NC 27695	TP Hutchinson 919-830-2207
Coastal Carolina University Athletics	6 Years	132 Chanticleer Drive West, Conway, SC 29526	Chris Carter 843-333-3415
Virginia Commonwealth University	5 Years	1300 West Broad Street Richmond, VA 23284	Keith Rafter (804)250-1263
University of Minnesota	3 Years	516 15th Ave SE Minneapolis, MN 55455	Daniel Ifft (612)214-6685

4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.

Southern Recognition, Inc.

8311 Brier Creek Parkway Suite 105-521

Raleigh, NC 27617

5. **RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA:** Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the [CODE OF VIRGINIA](#), SECTION 2.2-3100 – 3131?

[] YES [●] NO

IF YES, EXPLAIN:

ATTACHMENT B

Small, Women and Minority-owned Businesses (SWaM) Utilization Plan
Offeror Name: Southern Recognition, Inc. **Preparer Name:** _____

Date: 07/08/2024

Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No ☒

If yes, certification number: _____ Certification date: _____

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No ☒

If yes, certification number: _____ Certification date: _____

Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No ☒

If yes, certification number: _____ Certification date: _____

Is your firm a **Micro Business** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No ☒

If yes, certification number: _____ Certification date: _____

Instructions: *Populate the table below to show your firm's plans for utilization of small, women-owned and minority-owned business enterprises in the performance of the contract. Describe plans to utilize SWaMs businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.*

Small Business: "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

Woman-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWaM Program, all certified women-owned businesses are also a small business enterprise.**

Minority-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWaM Program, all certified minority-owned businesses are also a small business enterprise.**

Micro Business is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees AND no more than \$3 million in average annual revenue over the three-year period prior to their certification.

All small, women, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) to be counted in the SWaM program. Certification applications are available through SBSD at 800-223-0671 in Virginia, 804-786-6585 outside Virginia, or online at <http://www.sbsd.virginia.gov/> (Customer Service).

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT B (CNT'D)
Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Procurement Name and Number: _____ Date Form Completed: _____

Listing of Sub-Contractors, to include, Small, Woman Owned and Minority Owned Businesses
for this Proposal and Subsequent Contract

Offeror / Proposer:

Firm _____ Address _____ Contact Person/No. _____

Sub-Contractor's Name and Address	Contact Person & Phone Number	SBSD Certification Number	Services or Materials Provided	Total Subcontractor Contract Amount (to include change orders)	Total Dollars Paid Subcontractor to date (to be submitted with request for payment from JMU)

(Form shall be submitted with proposal and if awarded, again with submission of each request for payment)

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT C



**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract No.dkm-1214 Athletic Award Rings and Jewelry

This contract entered into this 16 day of July 2024, by hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From July 2024 through July 2025

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposals dated 07/16/2024:
 - (a) The Statement of Needs,
 - (b) The General Terms and Conditions,
 - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
 - (d) List each addendum that may be issued
- (3) The Contractor's Proposal dated 07/16/2024 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations summary dated 07/16/2024.

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

CONTRACTOR:

By: Zachary Muller (Signature)

By: Zachary Muller (Printed Name)

Title: Vice President of Championship Sales & Partnership

PURCHASING AGENCY:

By: _____ (Signature)

By: _____ (Printed Name)
Title: _____

ATTACHMENT D

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

Zone 1 George Mason University (Fairfax)	Zone 2 James Madison University (Harrisonburg)	Zone 3 University of Virginia (Charlottesville)
Zone 4 University of Mary Washington (Fredericksburg)	Zone 5 College of William and Mary (Williamsburg) Old Dominion University (Norfolk)	Zone 6 Virginia Commonwealth University (Richmond)
Zone 7 Longwood University (Farmville)	Zone 8 Virginia Military Institute (Lexington) Virginia Tech (Blacksburg) Radford University (Radford)	Zone 9 University of Virginia - Wise (Wise)



Request for Proposal

RFP# DKM-1214

Athletic Award Rings and Jewelry

June 17, 2024



REQUEST FOR PROPOSAL

RFP# DKM-1214

Issue Date: June 17, 2024

Title: Athletic Award Rings and Jewelry

Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

Period of Contract: From Date of Award Through One Year (Renewable)

Sealed Proposals Will Be Received Until 2:00 PM on July 17, 2024 for Furnishing The Services Described Herein.

SEALED PROPOSALS MAY BE MAILED, EXPRESS MAILED, OR HAND DELIVERED DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.

All Inquiries For Information And Clarification Should Be Directed To: Dylan Morris, Buyer Senior, Procurement Services, morrisdk@jmu.edu ; [540-568-3002](tel:540-568-3002); (Fax) 540-568-7935. Due date for submitting inquiries is **July 2nd at 4pm.**

NOTE: THE SIGNED PROPOSAL AND ALL ATTACHMENTS SHALL BE RETURNED.

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

By: _____
(Signature in Ink)

Name: _____
(Please Print)

Date: _____

Title: _____

Web Address: _____

Phone: _____

Email: _____

Fax #: _____

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ (please initial)

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

☐ YES; ☐ NO; *IF YES* ⇒ ☐ SMALL; ☐ WOMAN; ☐ MINORITY *IF MINORITY:* ☐ AA; ☐ HA; ☐ AsA; ☐ NW; ☐ Micro

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

REQUEST FOR PROPOSAL

RFP # DKM-1214

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I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide athletic award rings and jewelry for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with an option to renew for four (4) additional one-year periods.

II. BACKGROUND

James Madison University (JMU) is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of approximately 22,000 students and approximately 4,000 faculty and staff. There are over 600 individual departments on campus that support seven (7) academic divisions. The University offers over 120 majors, minors, and concentrations. Further information about the University can be found at the following website: www.jmu.edu.

JMU Athletics sponsors an 18-sport intercollegiate athletics program that competes at the Division I level of the National Collegiate Athletic Association. The Dukes compete in the Sun Belt Conference and are additionally affiliated with the Eastern College Athletic Conference. JMU also competes in the American Athletic Conference (AAC) in lacrosse and will join the Mid-American Conference (MAC) in field hockey beginning in 2024. JMU's football program has been a consistent force over the last two decades, having made the FCS playoffs eight times since 2004, including the 2004 and 2016 National Championship and National runner ups in 2017 and 2019. The football program played in the school's first ever bowl game in 2023. JMU's women's athletics tradition is also among the oldest in the nation, dating back to the institution's founding in 1908. The University was among the first of the nation's institutions to provide well-rounded overall intercollegiate offerings for females.

The JMU Athletics Department's vision is to be the NCAA model for the student-athlete experience, distinguished by our academic achievement, integrity, personal development and nationally-competitive programs, and our sports embody that both on and off the field. JMU's national exposure has only increased due to their instant success upon entering the Sun Belt Conference in 2023, as well as six sports competing in a Sun Belt Championship game within the first two years of being a member of the conference.

III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities, and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Attachment B contains information on reporting spend data with subcontractors.

IV. STATEMENT OF NEEDS

A. AWARD RING SPECIFICATIONS AND REQUIREMENTS

1. The Contractor shall provide the design, production, sale, service, and delivery of athletic award rings as requested by the individual sports programs within the JMU Athletic Department. The Contractor shall be responsible for obtaining sizes and names for each ring order from the appropriate sport program.

2. The Contractor will have the ability to design and furnish trophies, plaques, watches, and other athletic award items, as requested.
3. All rings shall comply with any and all NCAA, respective Conference, and JMU licensing requirements, guidelines, rules and regulations as it pertains to services and products provided through a resulting contract of this proposal.
4. Collegiate Licensing Company (CLC). It shall be the responsibility of the Contractor to pay the royalty fee directly to the Collegiate Licensing Company. James Madison University shall not be involved in this process. <https://www.clc.com/>
5. James Madison University reserves the right to conduct any test or inspection it may deem necessary during the contract to assure that products and services provided by the ring vendor conform to the contract. Furthermore, the University will be the sole judge of acceptable quality. If any items are found to be unacceptable upon delivery, the Contractor will be notified and shall replace the item(s) within four to six (4-6) weeks of the request.
6. Contractor shall provide on-site sizing services if requested.
7. James Madison University will determine the purchase date of gold to be used to produce the rings. The Contractor shall base the price of rings on the London Second Fix Price of gold at the time of purchase.
8. All dyes and molds used to produce the rings by the Contractor shall become the property of the Commonwealth of Virginia and shall remain in the possession of the Contractor. The Contractor shall, at its sole expense, maintain such dyes and molds in first class condition at all times. Titles to the dyes and molds shall be vested in James Madison University.
9. No portion of work will be subcontracted without prior written consent of the University. In the event that the selected firm(s) desires to subcontract any part of the work specified herein, the selected firm(s) will furnish the University the names, qualifications, and experience of its proposed subcontractors. The selected firm(s) will remain fully liable and responsible for the work to be performed by its subcontractor(s) and will assure compliance with all requirements of the Agreement.

B. REQUIRED CONTRACTOR RESPONSES

1. Describe all championship alternative jewelry/options such as pendants, bracelets, trophies, showcase boxes and charms.
2. Describe the alternate alloy used in Championship Rings productions. Identify associated costs in *Section X. Pricing Schedule*.
3. Provide a list of materials available through your company i.e. metals, precious stones, semi-precious stones, enamel, etc. Identify associated costs in *Section X. Pricing Schedule*.
4. Provide alternative championship options such as pendants, bracelets, trophies, showcases, boxes, charms. Identify associated costs in *Section X. Pricing Schedule*.
5. Provide catalog(s) or product book(s) for items mentioned above.

6. Describe timeframe and ability for providing samples. Identify any potential costs associated with sample items in *Section X. Pricing Schedule*.
7. Describe in detail, your manufacturing techniques and design technologies that set you apart from other manufacturers in the industry.
8. Describe your engraving and personalization capabilities.
9. Describe your production timeline for a standard Championship Ring and Pendant.
10. Describe any licensing that your firm may have with any NCAA Conferences.
11. Describe your inspection and quality assurance process that identifies the methods by which the Respondent shall assure ordering, delivery, and follow up services for the University in a correct and timely manner, including but not limited to:
 - a. Capabilities to deliver as requested and willingness to work with Athletic Departments to assure their delivery requests are met. Provide policy on how you keep customers informed.
 - b. Customer service (detail how product literature, samples, and specifications are obtained). Describe in detail communication plan with JMU Athletics, specifically the method in which the University will stay informed of the status of pending orders.
 - c. List all contact information for customer service.
 - d. Provide product qualification standards, manufacturing certifications, etc. (i.e. ISO 9000, ISO 9001, etc).
 - e. Change order and cancellation policies and any fees associated.
 - f. Method of delivery for all products.
 - g. Describe the length of time that will pass between ordering Championship Rings and the time those rings are delivered.
12. Provide a description of the Championship Ring warranty including:
 - a. Length and condition of guarantee regarding defects in materials and workmanship.
 - b. Length and scope of guarantee regarding stones and stone decorations.
 - c. Conditions and associated charges for ring resizing and ring adjustments.
 - d. Conditions and associated charges for replacement and damaged rings.
 - e. Conditions and associated charges for replacement or lost rings.
 - f. Conditions and associated charges for ordering additional rings.

- g. Responsibility and procedures for resolving disputes regarding the validity and warranty claims.
 - h. Conditions and associated charges for restoring ring finish.
 - i. Conditions on how repairs are made, who to contact, and how shipping rates are handled.
 - j. Differences in the way that warranty claims and charges are handled before a student graduates and after.
13. Provide any additional information that should be considered in the evaluation of the proposal.

C. SAMPLES

1. Contractor shall provide samples of the following items with their response. All samples for the purpose of this RFP shall be provided at no cost to JMU:
- a. Provide one (1) sample of a Men's Football Conference Championship Ring, in a plain display box with no markings as to manufacturer name, etc. Provide instructions for how the rings should be returned at the conclusion of the solicitation process.
 - b. Provide one (1) sample of a Women's Basketball Conference Championship Ring, in a plain display box with no markings as to manufacturer name, etc.
 - c. Provide a minimum of three (3) and maximum of five (5) sketches that are preliminary sketches of ring designs that are uniquely applicable to James Madison University Athletics including, but not limited to, such elements outlined in Attachment F of this RFP. Digital pictures of these elements are available by request to the associated buyer.

V. PROPOSAL PREPARATION AND SUBMISSION

A. GENERAL INSTRUCTIONS

To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the James Madison University Procurement Office for the duration of this Proposal process. Failure to do so may jeopardize further consideration of Offeror's proposal.

ELECTRONIC OR PAPER SUBMISSIONS MAY BE ACCEPTED FOR THIS PROPOSAL. INSTRUCTIONS BELOW FOR CHOSEN METHOD.

- 1. RFP Response: In order to be considered for selection, the **Offeror shall submit a complete response to this RFP**; and shall submit to the issuing Purchasing Agency:
 - a. **ELECTRONIC SUBMISSION:**

- i. **ELECTRONIC RESPONSES SUBMITTED THROUGH eVA WILL BE ACCEPTED.** Please see below, “eVA Procurement Website and Registration” for additional information on registration. It is the responsibility of the Supplier to ensure their proposal and all required documentation is properly completed, readable, and uploaded to eVA. Suppliers should allow sufficient time to account for any technical difficulties they may encounter during online submission or uploading of the documents. In the event of any technical difficulties, Suppliers shall contact the eVA Customer Care Center at 1-866-289-7367 or via email at eVACustomerCare@DGS.virginia.gov.
- ii. **eVA Procurement Website and Registration** The Commonwealth’s procurement portal, eVA, located at <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards. Suppliers shall be registered in eVA in order submit a proposal to this RFP. To register with eVA, select “Register Now” on the eVA website homepage, <http://www.eva.virginia.gov>. For registration instructions and assistance, as well as instructions on how to submit proposals and accept orders please select “I Sell to Virginia”. Suppliers are encouraged to check this site on a regular basis and, in particular, prior to submission of proposals to identify any amendments to the RFP that may have been issued.
- iii. Electronic Responses submitted through eVA shall be in WORD format or searchable PDF of the entire proposal, **INCLUDING ALL ATTACHMENTS**. Any proprietary information should be clearly marked in accordance with Section V.4.e below.

b. PAPER SUBMISSIONS:

- i. **One (1) original and two (2) copies** of the entire proposal, **INCLUDING ALL ATTACHMENTS**. Any proprietary information should be clearly marked in accordance with V.4.e. below.
 - ii. **One (1) electronic copy in WORD format or searchable PDF** (*CD or flash drive*) of the entire proposal, **INCLUDING ALL ATTACHMENTS**. Any proprietary information should be clearly marked in accordance with 3.f. below.
 - iii. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - iv. See additional information in Section VIII.C, *IDENIFICATION OF PROPSAL ENVELOPE*.
2. Should the proposal contain **proprietary information, provide one (1) redacted copy of the proposal** and all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked “*Redacted Copy*” on the front cover. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor’s failure to exclude proprietary information from this redacted copy.

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

3. The version of the solicitation issued by JMU Procurement Services, as amended by an addenda, is the mandatory controlling version of the document. Any modification of, or additions to, the solicitation by the Offeror shall not modify the official version of the solicitation issued by JMU Procurement services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, JMU reserves the right to decide, on a case-by-case basis in its sole discretion, whether to reject such a proposal. If the modification or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by Procurement Services.
4. Proposal Preparation
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submissions of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’ proposal.
 - e. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public

inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

5. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to James Madison University. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. James Madison University will schedule the time and location of these presentations and will be limited to 1 ½ hours. Oral presentations are an option of the University and may or may not be conducted. Therefore, proposals should be complete. In addition to a complete discussion of the specific requirements, the oral discussion should elaborate on ring design options.

B. SPECIFIC PROPOSAL INSTRUCTIONS

Proposals should be as thorough and detailed as possible so that James Madison University may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Return RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required. (Electronic signature shall be accepted, i.e. Adobe Sign, DocuSign, etc.)
2. Plan and methodology for providing the goods/services as described in Section IV. Statement of Needs of this Request for Proposal.
3. A written narrative statement to include, but not be limited to, the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
4. Offeror Data Sheet, included as *Attachment A* to this RFP.
5. Small Business Subcontracting Plan, included as *Attachment B* to this RFP. Offeror shall provide a Small Business Subcontracting plan which summarizes the planned utilization of Department of Small Business and Supplier Diversity (SBSD)-certified small businesses which include businesses owned by women and minorities, when they have received Department of Small Business and Supplier Diversity (SBSD) small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist.
6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: www.VASCUPP.org.
7. Proposed Cost. See Section X. Pricing Schedule of this Request for Proposal.

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA

Proposals shall be evaluated by James Madison University using the following criteria:

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	25
2. Qualifications and experience of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to perform the services	25
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	15
	<u>100</u>

AWARD TO MULTIPLE OFFERORS: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VII. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*§6 of the Rules Governing Procurement*).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:
1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable

will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 § 53; available for review at <http://www.jmu.edu/procurement>*).

2. To Subcontractors:
 - a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
 - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
 3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
 4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the

right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>) The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. **Workers' Compensation:** Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. **Employer's Liability:** \$100,000
3. **Commercial General Liability:** \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. **Automobile Liability:** \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*

NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:

Profession/Service	Limits
Accounting	\$1,000,000 per occurrence; \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence; \$6,000,000 aggregate
Asbestos Design, Inspection, or Abatement Contractors	\$1,000,000 per occurrence; \$3,000,000 aggregate
Health Care Practitioner [to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical	\$2,600,000 per occurrence

*Therapist Assistants, Clinical Psychologists,
Clinical Social Workers, Professional Counselors,
Hospitals, or Health Maintenance Organizations.]*

Limits increase each July 1 through fiscal year 2031. Contractor shall maintain coverage that meets or exceeds statutory limitations in compliance with the *Code of Virginia* (<https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/>) §8.01-581.15.

Insurance/Risk Management	\$1,000,000 per occurrence; \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence; \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence; \$5,000,000 aggregate
Professional Engineer	\$1,000,000 per occurrence; \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence; \$1,000,000 aggregate

R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.

S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the

Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
 - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.
3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.

X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.

Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a "Contract Worker"), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in training on civility in the State workplace. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, “State workplace” includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

The Commonwealth of Virginia may require, at its sole discretion, the removal and replacement of any Contract Worker who the Commonwealth reasonably believes to have violated this Section.

This Section creates obligations solely on the part of the contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

- Z. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth’s excise tax exemption registration number is 54-73-0076K.
- AA. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in a competitive sealed solicitation only the information furnished with the proposal will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a proposal nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an equivalent product, such proposal will be considered to offer the brand name product referenced in the solicitation.
- BB. TRANSPORTATION AND PACKAGING: By submitting their proposals, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

VIII. SPECIAL TERMS AND CONDITIONS

- A. AUDIT: The Contractor hereby agrees to retain all books, records, systems, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

- B. CANCELLATION OF CONTRACT: James Madison University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

Name of Offeror	Due Date	Time
Street or Box No.	RFP #	
City, State, Zip Code	RFP Title	

Name of Purchasing Officer: _____

The envelope should be addressed as directed on the title page of the solicitation.

The Offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand-delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- D. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- I. COOPERATIVE PURCHASING / USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this contract. The Contractor will provide semi-annual usage reports for all entities accessing the contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

1. It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a Department of Small Business and Supplier Diversity (SBSD)-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to SBSD-certified small businesses. This shall not exclude SBSD-certified women-owned and minority-owned businesses when they have received SBSD small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Small Business and Supplier Diversity (SBSD) by the due date for receipt of proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the SBSD certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.**
2. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: JMU Office of Procurement Services, SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.** When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the Department of Small Business and Supplier Diversity (SBSD) certification number or FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
3. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution with every request for payment, information on use of subcontractors that are not Department of Small Business and Supplier Diversity (SBSD)-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.**

K. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized

to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

- L. PUBLIC POSTING OF COOPERATIVE CONTRACTS: James Madison University maintains a web-based contracts database with a public gateway access. Any resulting cooperative contract/s to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.
- M. CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON JMU PROPERTY: The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on James Madison University property. The results of the background checks will be directed solely to the Contractor. The Contractor bears responsibility for confirming to the University contract administrator that the background checks have been completed prior to work being performed by their employees or subcontractors. The Contractor shall only assign to work on the University campus those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, James Madison University reserves the right to approve or disapprove any contract employee that will work on JMU property. Disapproval by the University will solely apply to JMU property and should have no bearing on the Contractor's employment of an individual outside of James Madison University.
- N. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- O. ADDITIONAL GOODS AND SERVICES: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this Agreement. Such additional goods and services will be provided to the University at favored nations pricing, terms, and conditions.
- P. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to James Madison University will be used in product literature or advertising without the express written consent of the University. The contractor shall not state in any of its advertising or product literature that James Madison University has purchased or uses any of its products or services, and the contractor shall not include James Madison University in any client list in advertising and promotional materials without the express written consent of the University.

- Q. ELECTRICAL EQUIPMENT STANDARDS: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Occupational Safety & Health Administration (OSHA). All equipment and material, for which there are OSHA standards, shall bear an appropriate label of approval for use intended from a Nationally Recognized Testing Laboratory (NRTL).

IX. METHOD OF PAYMENT

The contractor will be paid based on invoices submitted in accordance with the solicitation and any negotiations. James Madison University recognizes the importance of expediting the payment process for our vendors and suppliers; we request that our vendors and suppliers enroll in our bank's Comprehensive Payable options: either the Virtual Payables Virtual Card or the PayMode-X electronic deposit (ACH) to your bank account so that future payments are made electronically. Contractors signed up for the Virtual Payables process will receive the benefit of being paid Net 15. Additional information is available online at:

<http://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/vendor-payment-methods.shtml>

X. PRICING SCHEDULE

The offeror shall provide pricing for all products and services included in proposal indicating one-time and on-going costs. The resulting contract will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2.

Specify any associated charge card processing fees, if applicable, to be billed to the university.

XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

Attachment B: Small, Women, and Minority-owned Business (SWaM) Utilization Plan

Attachment C: Standard Contract Sample

Attachment D: Zone Map

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing these types of goods and services.

Years _____ Months _____

3. REFERENCES: Indicate below a listing of at least five (5) organizations, either commercial or governmental/educational, that your agency is servicing. Include the name and address of the person the purchasing agency has your permission to contact.

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.

5. RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA: Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the [CODE OF VIRGINIA](#), SECTION 2.2-3100 – 3131?

[] YES [] NO

IF YES, EXPLAIN: _____

ATTACHMENT B

Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Offeror Name: _____ **Preparer Name:** _____

Date: _____

Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No _____

If yes, certification number: _____ Certification date: _____

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No _____

If yes, certification number: _____ Certification date: _____

Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No _____

If yes, certification number: _____ Certification date: _____

Is your firm a **Micro Business** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes _____ No _____

If yes, certification number: _____ Certification date: _____

Instructions: *Populate the table below to show your firm's plans for utilization of small, women-owned and minority-owned business enterprises in the performance of the contract. Describe plans to utilize SWaMs businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.*

Small Business: "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

Woman-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWaM Program, all certified women-owned businesses are also a small business enterprise.**

Minority-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWaM Program, all certified minority-owned businesses are also a small business enterprise.**

Micro Business is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees **AND** no more than \$3 million in average annual revenue over the three-year period prior to their certification.

All small, women, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) to be counted in the SWaM program. Certification applications are available through SBSD at 800-223-0671 in Virginia, 804-786-6585 outside Virginia, or online at <http://www.sbsd.virginia.gov/> (Customer Service).

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT B (CNT'D)
Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Procurement Name and Number: _____

Date Form Completed: _____

Listing of Sub-Contractors, to include, Small, Woman Owned and Minority Owned Businesses
for this Proposal and Subsequent Contract

Offeror / Proposer:

Firm

Address

Contact Person/No.

Sub-Contractor's Name and Address	Contact Person & Phone Number	SBSD Certification Number	Services or Materials Provided	Total Subcontractor Contract Amount (to include change orders)	Total Dollars Paid Subcontractor to date (to be submitted with request for payment from JMU)

(Form shall be submitted with proposal and if awarded, again with submission of each request for payment)

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT C



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. _____

This contract entered into this _____ day of _____, 20____, by _____ hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From _____ through _____

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposals dated _____:
 - (a) The Statement of Needs,
 - (b) The General Terms and Conditions,
 - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
 - (d) List each addendum that may be issued
- (3) The Contractor's Proposal dated _____ and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations summary dated _____.

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

CONTRACTOR:

PURCHASING AGENCY:

By: _____
(Signature)

By: _____
(Signature)

(Printed Name)

(Printed Name)

Title: _____

Title: _____

ATTACHMENT D

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

<u>Zone 1</u> George Mason University (Fairfax)	<u>Zone 2</u> James Madison University (Harrisonburg)	<u>Zone 3</u> University of Virginia (Charlottesville)
<u>Zone 4</u> University of Mary Washington (Fredericksburg)	<u>Zone 5</u> College of William and Mary (Williamsburg) Old Dominion University (Norfolk)	<u>Zone 6</u> Virginia Commonwealth University (Richmond)
<u>Zone 7</u> Longwood University (Farmville)	<u>Zone 8</u> Virginia Military Institute (Lexington) Virginia Tech (Blacksburg) Radford University (Radford)	<u>Zone 9</u> University of Virginia - Wise (Wise)



June 25, 2024

ADDENDUM NO.: One

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: RFP #DKM - 1212
Dated: June 25, 2024
Commodity: *Athletic Award Rings and Jewelry*
RFP Closing On: July 17, 2024

Please note the clarifications and/or changes made on this proposal:

For Clarification, Section **C Samples 1.c.** of RFP DKM-1212, mentions Attachment F. This is a mistake. There is not an Attachment F associated with this document. Section **C Samples 1.c.** should read as follows:

“Provide a minimum of three (3) and maximum of five (5) sketches that are preliminary sketches of ring designs that are uniquely applicable to James Madison University Athletics.”

Question: Is there a set budget for this project?

Answer: There is not a set budget at this time.

Signify receipt of this addendum by initialing “*Addendum #1* _____” on the signature page of your proposal.

Sincerely,

Dylan Morris
Buyer Senior
Phone: (540-568-3002)

MSC 5720
752 Ott Street, Room 1042
Wine Price Building
Harrisonburg, VA 22807
Office of 540.568.3145 Phone
PROCUREMENT SERVICES 540.568.7935 Fax



June 28, 2024

ADDENDUM NO.: Two

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: RFP #DKM - 1212
Dated: June 28, 2024
Commodity: *Athletic Award Rings and Jewelry*
RFP Closing On: July 17, 2024

Please note the clarifications and/or changes made on this proposal:

James Madison University desires that contracts for this RFP will include terms that make it a Virginia Higher Education Procurement Consortium (VHEPC) Publicly Accessible Contract (PAC) agreement.

VHEPC was formed in December 2014. It represents 12 public senior Colleges and Universities in Virginia, in addition to the Virginia Community College System ("Members"). The mission of VHEPC, by using the collective buying power of its Members, is to seek opportunities, leverage suppliers, and recommend courses of action in order to further strategic sourcing initiatives. This RFP is one of the strategic sourcing initiatives. The goal of this RFP and the resulting agreement(s) is to provide an opportunity to reduce costs, minimize administrative burden, and to ensure regulatory and policy compliance for VHEPC and VHEPC Members.

An example contract addendum that will be presented to awarded suppliers is included below as a reference.

Signify receipt of this addendum by initialing "*Addendum #2*_____" on the signature page of your proposal.

Sincerely,

Dylan Morris
Buyer Senior
Phone: (540-568-3002)

MSC 5720
752 Ott Street, Room 1042
Wine Price Building
Harrisonburg, VA 22807
Office of 540.568.3145 Phone
PROCUREMENT SERVICES 540.568.7935 Fax

**AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT**

This Agreement executed this [Date] day of [Month, Year] by and between [VASCUPP MEMBER NAME], (“the University”) and [Supplier NAME] (“Supplier”).

TERM

The term of this Publicly Accessible Contract (“PAC”) shall remain in effect until the expiration or termination of the Primary Agreement.

WITNESS

WHEREAS, the University and Supplier have executed an agreement, [CONTRACT NUMBER], dated [CONTRACT DATE] (the “Primary Agreement”), and included in the Primary Agreement is a third party access / cooperative procurement clause. Now therefore, the University and Supplier agree to the specific terms that will allow third-party access to the Primary Agreement, and based on other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- I. Supplier will:
 - A. Allow third parties to obtain goods and services from Supplier in accordance with the terms and pricing of the Primary Agreement (“Third-Party Access”).
 - B. Pay the Virginia Higher Education Procurement Consortium (“Consortium”) one percent (1%) of all revenue received by Supplier from non-Consortium entities through Third-Party Access (the “PAC Annual Fee”). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described in Section II.
 - C. Fully support this marketing relationship by promoting the availability of the Third Party Access to non-Consortium entities; and
 - D. Provide quarterly reports detailing the amount of revenue received from non-Consortium entities through Third-Party Access.
- II. The University will ensure the Consortium:
 - A. Promotes the Primary Agreement and Third-Party Access on its website and through other channels (e.g., conferences) to non-Consortium members; and
 - B. Maintains a Supplier-approved version of the Supplier’s logo on the Consortium website.

III. Payment

- A. Supplier shall remit the PAC Annual Fee to the Consortium no later than August 31st of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

If the Primary Agreement expires or terminates before August 31st, Supplier shall remit the PAC Annual Fee no later than 45 calendar days from expiration or termination date of the Primary Agreement.

- B. Supplier shall remit the PAC Annual Fee by check in U.S. dollars. Checks will be made payable to the University of Virginia and sent to:

Procurement Office Manager
Procurement and Supplier Diversity Services
University of Virginia, Carruthers Hall
PO Box 400202
1001 N. Emmet Street
Charlottesville, VA 22904

Note 'PAC payment' on check.

IV. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by electronic mail, on the next business day of the receiver. All such notices will be addressed to a party at such party's address as shown below.

If to the University:

[Lead School Procurement Director]
[Lead School Procurement Address & Contact Info]

If to [Supplier]:

[Supplier Contact]
[Supplier]
[Address]
Email: [Supplier Email]

ACCEPTANCE

For [Lead Institution]

For [Supplier]

[Lead Procurement Director]
[Lead Job Title]

[Supplier Contact]
[Supplier Contact Title]

Date

Date

Agreement #:[Contract-Number]-PAC



July 3, 2024

ADDENDUM NO.: Three

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: RFP #DKM - 1212
Dated: July 3, 2024
Commodity: *Athletic Award Rings and Jewelry*
RFP Closing On: July 17, 2024

Please note the clarifications and/or changes made on this proposal:

Question: Please provide a 3 year order history of ring purchases by sport and metal quality.

Answer:

W.Soccer	2023	Lasium - S
M.Soccer	2023	Lasium - 3XL
W.Basketball	2023	Dual Toned 3XL
Volleyball	2023	
Swim	2023	Dual Toned 2XL
Football	2023	Stainless Steel
Lacrosse	2022	MET2
Track	2022	XXXF
Swim	2022	MEG2
Football	2022	Stainless Steel
Lacrosse	2021	MEC4
W.Golf	2021	LPXF
Swim	2021	LPE1
W.Tennis	2021	MEG4
Football	2021	Stainless Steel

MSC 5720
752 Ott Street, Room 1042
Wine Price Building
Harrisonburg, VA 22807
Office of 540.568.3145 Phone
PROCUREMENT SERVICES 540.568.7935 Fax

Signify receipt of this addendum by initialing “*Addendum #3*_____” on the signature page of your proposal.

Sincerely,

Dylan Morris
Buyer Senior
Phone: (540-568-3002)