### REQUEST FOR PROPOSALS

**FOR FURNISHING AND DELIVERY**

**OF**

**DOOR ACCESS SYSTEM FOR**

**THE CURATORS OF THE UNIVERSITY OF MISSOURI FOR**

**THE UNIVERSITY OF MISSOURI SYSTEM RFP #14-9020-DH-C**

**OPENING DATE: JANUARY 13,2014 TIME: 2:00 PM,**

Prepared by: Darla Higgins

Strategic Sourcing Specialist Office of the Manager

MU Procurement Services 113 Heinkel Building

Columbia, MO 65211

Dated: December 4, 2013

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**NOTICE TO RESPONDENTS**

**The University of Missouri requests proposals for the Furnishing and Delivery of a Door Access System, RFP #14-9020-DH-C which will be received by the undersigned at the Office of the Manager, MU Procurement Services, 113 Heinkel, Columbia, Missouri 65211 until 2:00 p.m., January 13, 2014. Proposals will be opened and identified starting at 2:05 p.m., CDT.**

Specifications and the conditions of proposal together with the printed form on which proposals must be made may be obtained from the MU Procurement Services web site at [http://www.pmm.missouri.edu](http://www.pmm.missouri.edu/) by selecting bid information. Vendors are strongly encouraged to check the site periodically in the event addenda are issued.

In the event a respondent chooses to use the Word version of the RFP to aid in preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

**A site-tour will be conducted at 9:00 a.m. on December 17th, 2013, by appointment only; please indicated the number of staff attending the site tour to ensure availability. Contact Harriett Green-Sappington at;** **GreenSappingtonH@missouri.edu** **to schedule an appointment. A complete set of drawings/floor plans will be issued at the site tour(s). Drawings will not be emailed or posted to the University** of **Missouri procurement web­ site for viewing.**

**Questions shall be submitted no later than December 29th, 2013.**

The University reserves the right to waive any informalities in proposals and to reject any or all proposals.

THE CURATORS OF THE UNIVERSITY OF MISSOURI

By: Darla Higgins,

Strategic Sourcing Specialist MU Procurement Services 113 Heinkel Building

Columbia, MO 65211

Dated: December 4, 2013

**UNIVERSITY OF MISSOURI REQUEST FOR PROPOSAL (RFP)**

**GENERAL TERMS AND CONDmONS**

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The contractor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.
5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose and can be obtained without additional cost. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of

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General Terms and Conditions Page 1

minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United Sates Government in such circumstances are incorporated herein by reference.

1. **Minority and Women Business Enterprise Participation:**It is the policy of the University of Missouri to ensure full and equitable economic opportunities to persons and businesses that compete for business with the University, including Minority and Women Business Enterprises (M/WBEs). To this end, the University has established participation goals as outlined in this RFP.

The University encourages M/WBE participation in contracts for goods and services by firms that are certified. The University accepts certifications provided by those entities identified on the page in this RFP titled Certifying M/WBE Agencies. This may either be by the primary supplier/contractor being a certified M/WBE or by the utilization of qualified subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful opportunities for M/WBE participation. Work performed by M/WBEs must provide a commercially useful function related to the delivery of the service/product required herein. Second tier participation where suppliers generally provide supplies to a corporation but that are not directly related to this contract does not qualify as meaningful participation. The University may consider certifications from agencies not located in Missouri for M/WBEs not located in Missouri with the approval of the UM Director of Minority and Women Business Development.

M/WBE means a business that is a sole proprietorship, partnership. joint venture, or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration, Washington, D.C.

Bidders must indicate their MBE and WBE participation levels committed to this contract on the M/WBE Participation Form included in this RFP (see Attachment A at the end of this document). The names and percent participation of each MBE and WBE should also be provided on this form.

The evaluation of proposals will include the proposed level of M/WBE participation (see Evaluation of Proposals section). Five (5%) percent of the contract award criteria will be based on MBE and WBE participation. The University may consider the relative participation of the bidders in awarding

points. However, proposals with zero participation for MBEs and/or WBEs will receive none of the MBE or WBE points respectively.

The contractor/supplier shall provide annual reports or more frequently if requested, of the financial participation of M/WBEs. The report shall include the name(s) and address(es) of the certified M/WBEs, products or services provided and the total dollar amount or percentage of utilization. The annual report shall also include separately, all second tier participation the contractor/supplier may have.

The University will monitor the contractor/supplier's compliance in meeting the M/WBE participation levels committed to in the awarded proposal. If the contractor/supplier's payments to participating M/WBEs are less than the amount committed to in the contract, the University may cancel the contract, suspend or debar the contractor/supplier from participating in future contracts, or retain payments to the contractor/supplier in an amount equal to the value of the M/WBE participation commitment less actual payments made to M/WBEs.

If a participating M/WBE fails to retain their certification or is unable to satisfactorily perform, the contractor/supplier must obtain other certified M/WBEs to fulfill the M/WBE participation requirements committed to in the awarded proposal. The contractor/supplier must obtain the written approval of the Chief Procurement Officer of Procurement Services for any new M/WBE participants. This approval shall not be arbitrarily withheld. If the contractor/supplier cannot obtain a M/WBE replacement, the contractor/supplier must submit documentation to the Chief Procurement Officer detailing all efforts made to secure an M/WBE replacement. The Chief Procurement Officer shall have sole discretion in determining if the actions taken by the contractor/supplier constitute a good faith effort to secure the participation of M/WBEs and whether the contract will be amended to change the M/WBE participation commitment.

1. **Applicable Laws and Regulations:** The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
2. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days notice.
3. **Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Contractor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Contractor with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and The Centers for Medicare & Medicaid Services (CMS).

Respondents understand and agree that the Curators of the University of Missouri, in the operation of the University Hospitals and Clinics, is regulated under federal or state **laws** with regard to contracting with vendors. The Contractor represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Contractor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Bidders/Respondents have been excluded from participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any respondents who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

1. **Inventions, Patents, and Copyrights:** The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement

concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

1. **Insurance:** The Contractor shall purchase and maintain such insurance as will protect the Contractor and the University against any and all claims and demands arising from the execution of the contract. Further, when stated in the Detailed Specifications and Special Conditions, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.
2. **Performance Bond/Irrevocable Letter of Credit** If a performance bond or irrevocable letter of credit is required in the Detailed Specifications and Special Conditions, the Contractor shall furnish to the University, along with their signed contract, a performance bond or unconditional irrevocable letter of credit payable to the Curators of the University of Missouri in the face amount specified in the Detailed Specifications and Special Conditions as surety for faithful performance under the terms and conditions of the contract.

### INSTRUCTIONS TO RESPONDENTS

1. **Request For Proposal (RFP) Document:** Respondents are expected to examine the complete RFP document and all attachments including drawings, specifications, and instructions. Failure to do so is at respondent's risk. It is the respondent's responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of a RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source.

Any and all communications from respondents regarding specifications, requirements, competitive proposal process, etc., should be directed to the University buyer of record referenced in this RFP. Written communications can be mailed to MU Procurement Services, 113 Heinkel Building, Columbia, MO 65211 ATTN: Darla Higgins, Strategic Sourcing Specialist; faxed to 573/882-5417; or emailed to higginsdj@missouri.edu. It is the responsibility of the person or organization communicating the request to ensure that it is received. To guarantee a timely response, such communication should be received at least ten calendar days prior to the proposal opening date.

The terms and conditions as distributed by the University or made available on a University website, shall not be modified by anyone submitting a proposal. Regardless of any modification to these terms and conditions that may appear in the submitted proposal, the original University terms and conditions apply. Any exceptions to the terms and conditions shall be stated clearly and it is at the University's discretion whether the exception shall be accepted or shall invalidate the proposal.

The RFP document and any attachments constitute the complete set of specifications and proposal response forms. No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document. In case of any doubt or difference of opinion as to the true intent of the RFP, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

1. **Preparation of Proposals:** All proposals must be submitted in 2 hard copies

Can original and 1 copy) in addition to providing an electronic version of the responses on a CD PDF format, on the proposal form accompanying these

specifications and must be enclosed in a sealed envelope plainly marked: "Proposal for the Furnishing and Delivery of a Scheduler Builder, RFP #14-9008-

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Form of Proposal page 6

DH-C" and addressed, mailed and/or delivered to MU Procurement Services, 113 Heinkel Building, Columbia, MO 65211 ATTN: Darla Higgins, Strategic Sourcing Specialist.

To receive consideration, proposals must be received, at the above address, prior to the proposal opening time and date stated in this RFP. Respondents assume full responsibility for the actual delivery of proposals during business hours at the specified address.

Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFP is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications it is for the purpose of item identification and to establish standards of quality, style, and features. Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the proposal form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFP. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the respondent and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

1. **Submission of Proposals:** Respondents shall furnish information required by the solicitation in the form requested. The University reserves the right to reject proposals with incomplete information or which are presented on a different form. All proposals shall be signed, in the appropriate location, by a duly authorized representative of the respondent's organization. Signature on the proposal certifies that the respondent has read and fully understands all proposal specifications, plans, and terms and conditions.

By submitting a proposal, the respondent agrees to provide the specified equipment, supplies and/or services in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the respondent certifies that: (1) the proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the respondent has not directly or indirectly induced or solicited any other respondent to submit a false or sham proposal; (3) the respondent has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the respondent has not sought by collusion or otherwise to obtain any advantage over any other respondent or over the University.

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the proposal closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supersedes or modifies the prior proposal. The modification must be submitted in a sealed envelope marked "Proposal Modification" and clearly identifying the RFP title, RFP number and closing time and date. Proposals may not be modified after the proposal closing time and date. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for proposal closing. Proposals may be withdrawn in person before the proposal closing upon presentation of proper identification.

Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals.

All proposals, information, and materials received by the University in connection with an RFP response shall be deemed open records pursuant to 610.021 RSMo. If a respondent believes any of the information contained in the respondent's response is exempt from 610.021 RSMo, then the respondent's response must specifically identify the material which is deemed to be exempt and cite the legal

authority for the exemption, otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt.

1. **Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the respondent and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the respondent's response in order to verify the intent. The respondent is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible respondent whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Respondent, the following shall be considered when applicable: the ability, capacity, and skill of the respondent to perform as required; whether the respondent can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the respondent; the quality of past performance by the respondent; the previous and existing compliance by the respondent with related laws and regulations; the sufficiency of the respondent's financial resources; the availability, quality and adaptability of the respondents equipment, supplies and/or services to the required use; the ability of the respondent to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Senior Buyer in MU Procurement Services.

The University reserves the right to accept or reject any or all proposals and to waive any technicality or informality.

1. **Contract Award and Assignment:** The successful respondent shall, within ten

(10) days after the receipt of formal notice of award of the contract, enter into a contract, in duplicate, prepared by the University. The Contract Documents shall include the Notice to Respondents, Specifications and Addenda, Exhibits, Proposal Form, Form of Contract, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

1. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting thereof, as well as from such termination, shall not be affected by any such termination.
2. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
3. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

1. **Payment:** Payment terms, unless otherwise stated in the RFP, will be considered to be net 30 days after the date of satisfactory delivery and acceptance by the University and upon receipt of correct invoice whichever occurs last. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on

account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder.

1. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.

### UNIVERSITY OF MISSOURI· DETAILED SPECIFICATIONS

* 1. **INTRODUCTION**

The Curators of the University of Missouri, a public organization, propose to contract on behalf of the University of Missouri-Columbia (referred to as "University") with an organization (referred to as "Contractor") to provide a Door Access System as described herein.

Attached hereto is a Form of Proposal to be used for the submission of information requested herein. The Form of Proposal must be sealed and clearly addressed to the Office of MU Procurement Services, University of Missouri-Columbia, 113 Heinkel Building, Columbia, MO 65211, with a notation on the sealed envelope showing the contents to be a proposal for "Door Access System" and received no later than January 13, 2014, at 2:00 p.m., CST (CDD.

Any questions regarding the RFP shall be submitted in writing to Darla Higgins, Strategic Sourcing Specialist, Higgins, MU Procurement Services, 113 Heinkel, Columbia, MO 65211 (phone 573/884-8695, fax 573/882/5417, or email higginsdj@umsystem.edu).

### OBJECTIVE

Provide software and hardware capable of managing both exterior and interior door access systems for the Department of Residential Life. Hardware must be capable of working with existing University of Missouri One Card System (mag stripe) system and allow for potential upgrade to smart card technology.

Residential Life currently houses approximately 7,000 students during the academic year and typically accommodates 25,000 summer conference participants during the course of the eight week summer conference season. Additionally, Residential Life staff, as well as other campus entities and contractors shall be considered exterior and interior door access users.

Software integration is required. The new system will support exterior door access needs, manage existing offline interior electronic locks, accommodate the

addition of wireless interior locks and support unlimited users. Long term, Residential Life would like to eliminate the need for standalone kiosks currently used to validate and encode ID cards used to activate offline electronic interior door locks, but requires options to replace this function. Management of wireless electronic locks will be required by August, 2014, when wireless locks provided as part of a current renovation project will be deployed.

Hardware in sufficient quantities will be required to replace existing exterior door hardware. Contract will also provide option for the future purchase of wireless electronic interior locks equal to Sargent #P2-82276-IKM-LN-B-26D . In addition, owner requires the ability to purchase attic stock for both exterior and wireless interior locks and system components.

Successful bidder shall provide unlimited site licenses and software in support of unlimited patrons.

Contract to be structured to support MU Residential Life as the primary user and will have the potential to be utilized by other University of Missouri institutions. Review and award of this contract shall be judged on the ability of the bidders to meet Residential Life Door Access requirements.

The University of Missouri is seeking respondents that can provide additional Access Systems such as; Point-of Sale. It is the goal of the University to enter into an agreement(s) with respondents that may provide all or part of "additional services" such as Point-of Sale. Final cost and pricing will be determined for the "additional services"' upon request. A new IT Security Questionnaire may be required for each additional Access System, to be determined at time of purchase.

* 1. **BACKGROUND**

The existing MU Residential Life exterior door access system manages 23 residence halls and one high rise apartment building; a total of 190 existing exterior doors are managed under the current system. The current system has been in place for 22 years. Existing hardware includes control panels, readers at designated primary entrance doors and sensors at remaining doors (with few exceptions).

Interior offline electronic locks are managed by separate software. Redundancy for off line locks is currently provided by standalone kiosks, available 24/7.

**Description of the Current Building Access System**

The access system presently covers 23 buildings with 190 magnetic stripe readers. A typical configuration is one controller per building with multiple access points and readers allowing exterior and/or interior access. There are currently five management consoles and one monitoring console.

Door Access cards for specified, non-student users are produced in the Residential Life Building Services/Conference offices located on the lower level of Pershing Hall. It should be noted that no One Cards are produced at this location.

The current magnetic stripe readers use track 2 of the stripe information for exterior door access and track 3 for interior off line locks.

If a new system is installed, 5 building access management stations must be used. These stations would only grant or remove current card holders from being able to access buildings. These stations will not be used to create new cards. This could be run off of a remote centralized machine (web site, Terminal Services, etc.), as long as people physically at the above named locations can manage the card access using machines local to their location.

* 1. **CONTRACT PERIOD**

The University of Missouri System is comprised of four (4) primary research campuses located in Columbia, Rolla, Kansas City and St. Louis.

The Board of Curators for the University of Missouri intends to contract for the furnishing and delivering of Door Access system for a period of 10 years from the date of award, 2014 through December 31, 2019 with an option to renew for an additional five (5) years period giving a probable contract period of fifteen (10) years.

* 1. **AWARD OF CONTRACT**

Proposals will be awarded based upon the criteria set forth in Section(s) 10- Limiting criteria, and 11-Desirable listed in this document. The University of Missouri reserves the right to purchase additional product solution(s) from the awarded vendor(s), during the duration of the contract period; including but not limited to existing products, equipment, software, and services. The University of Missouri reserves the right to purchase existing and future release(s) from the

awarded respondent(s) including but not limited to the following, during the life of the contract.

Additional Services:

►

Hardware

► Software

► Point-of-Sale System

#### RESPONDENT'S PROPOSAL

In addition to responses to Sections 9 (Mandatory IT Security and Technical Requirements), 10 (Limiting Criteria), and 11 (Evaluation Questions), the following information shall be included with the proposal submission:

* + 1. Signed Form of Proposal (included herein), and
		2. Standard legal agreements for the software license and support agreement.

In order to be considered for selection, respondents must submit a complete response to this Request for Proposals that complies with all the mandatory requirements and which follows the structure outlined herein. Proposals shall remain open and subject to acceptance for 90 days from the date of proposal opening.

If a respondent intends to submit proposals for both a hosted solution and a University owned/premised based solution, separate proposals shall be submitted for each type that follow the instructions stated above (a complete response to the RFP for a hosted solution and a separate complete response to the RFP for a University owned/premised based solution). Respondents shall not include information for both types of solutions in one single proposal submission.

#### DELIVERY

If applicable, all deliveries shall be FOB Destination with all freight charges thereto included and fully prepaid. The seller bears and pays the freight costs.

#### PAYMENT

All proposals to be submitted on the basis of payment by University ACH or check, terms Net 30. Payment shall be made within forty-five(45) days after receipt of properly certified vendor's invoices, rendered in duplicate, as follows.

The University may withhold payment or make deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of products/services furnished hereunder. Any different payment terms desired by the respondent must be clearly stated and may or may not be accepted by the University. A payment schedule may be negotiated with the successful respondent.

* 1. **PROPOSAL EVALUATION AND SELECTION PROCESS**
1. **RFP Evaluation**
	1. Proposals will be evaluated in the areas as described in Section C below. The University plans to make a selection based on whose proposal is determined to represent the best value to the University. The University's best value source selection is based on the following: If all offers are deemed competitive and are of approximately equal qualitative (technical, operational, and management) merit, the University will select the offer with the lowest price. However, the University may select for negotiations with a respondent(s) whose proposal(s) offers a higher qualitative merit if the difference in price is commensurate with added value. Conversely, the University may select for negotiations with a respondent whose proposal offers a lower qualitative merit if the price differential between it and other offers so warrants.
	2. An evaluation team will evaluate the proposals utilizing the following process:
		1. Results of the initial proposal evaluation are used to determine those having a reasonable chance of being selected for award. Proposals determined nQ! to be competitive will be eliminated from further consideration, and the respondents are notified accordingly.
		2. The University may, at its sole discretion, conduct limited communications with one or more respondents for the purpose of determining whether the proposals should be included for further consideration. Such communications may be conducted to enhance the University's

understanding of proposal(s) and may be used to:

* + - 1. Validate or clarify the proposed pricing; and
			2. Clarify omissions, ambiguities and uncertainties in respondent's proposal; and
			3. Clarify relevant firm experience information.
		1. The University reserves the right to make determinations about any proposals received without conducting further communications with any respondents. Further, the University, at its sole discretion, may waive minor informalities and minor irregularities in proposals received.
	1. The University may make source selection after the initial proposal evaluation and presentations or may conduct discussions with any or all respondents who have submitted proposals, which are determined to be competitive. The purpose of such discussions is to assist the evaluators in fully understanding each proposal by:
		1. Discussing those aspects of each proposal, which contain omissions, ambiguities and uncertainties;
		2. Verifying and identifying strengths and weaknesses which could affect work performance;
		3. Verifying the validity of the respondent's proposed pricing; and
		4. Assessing the proposed personnel and the respondent's capabilities for performing the work.
	2. After discussions, if any, the initial evaluation findings will be reviewed and may be revised to incorporate the results of the discussions to arrive at a final evaluation.
	3. The evaluation findings will be compiled by the evaluation team and ratings are assigned which incorporate the results of the proposal assessments and any discussions with respondents.

Information Security Requirements

As part of the selection process Respondent must demonstrate compliance with the security criteria listed in the categories stated on the accompanying "University of Missouri Information Security

Requirements" spreadsheet by responding in writing to every statement and question. It is the respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations. Validation of the answers provided by the respondent may be conducted during the review/assessment process. Any erroneous information could limit the respondent's ability to finalize implementation of the proposed solution. Please include any security white papers, technical documents, or policies that are applicable. Failure to provide the necessary information to meet the requirements in this section could lead to disqualification.

The University considers security to be an ongoing responsibility and as a result, these information security criteria are subject to additions and changes without warning. When appropriate, the successful vendor will be expected to work in good faith with the University to maintain compliance with new laws and regulations and/or to improve the security of the proposed system. {See Section 9, Exhibit A)

1. **Vendor Selection**
	1. The results of the final RFP evaluation will be approved by the appropriate authorized University personnel and the Strategic Sourcing Specialist will notify the selected Respondent and coordinate the negotiation of contractual terms and conditions based on the proposal(s) submitted.

2 The University reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions, prior to making source selection.

1. **Evaluation Criteria**

The criteria and factors for use to evaluate the proposal are listed below. The factors listed are in random order.

* 1. Functionality
	2. Technology.
	3. Implementation
	4. Support Services

#### Request for Proposal Schedule

* 1. RFP Public Posting ( November XX,2013)
	2. Site-tours will be conducted on Monday, November 25, 2013. Tours will begin at 9 am. Participants will meet in the north conference room in the Residential Life offices, located in 0780 Defoe-Graham Hall.
	3. RFP Closing (December 20th 2013)

,

* 1. RFP Evaluation Panel to review RFP response (December 23-31, 2013)
	2. RFP Demo's/clarification questions (January 2-10, 2014)
	3. Recommendation to University of Missouri IT department, award approval ( January 13-17, 2014)
	4. Contact and Award documents reviewed by the University of Missouri and awarded vendor(s) for execution (January 20-24, 2014)

#### Mandatory IT Security Requirements

See Exhibit A "IT Security Requirements It is the Respondent's responsibility to supply sufficient and complete information.

#### Limiting Criteria

All questions and requests for information listed in the applicable section must be fully completed. It is the Respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations.

All mandatory requirements must be met in order for a proposal response to be considered. Proposals which do not meet all of the mandatory requirements will be eliminated. The University of Missouri reserves the right to request validation for each of the following:

* 1. The proposed solution must have "Wireless interface with campus 802.11" Does the proposed solution meet this requirement?

Yes or No

* 1. The Proposed solution must be able to determine what reader/devices are on-line or off-line. The security must be flexible enough that it allows separate operating units to be restricted to their operating functions. The system must be capable of scheduling de-activation of permissions, update of activities, and releasing restrictions.

Yes or No

* 1. The proposed solution must also include interfaces capabilities with the following University of Missouri existing software programs:

► PeopleSoft

► CBORD-Food Service

► Data Card (MU ID office)

► Blackboard

► Adirondack Solutions

► Ingersoll Rand off line lock software

Yes or No

* 1. The system must be fully user configurable. This includes the ability to add additional buildings, restrictions, counters, rules, and locations.

Yes or No

* 1. Building Physical Access

The successful system must allow building access functions identical to the currently used Student/Faculty/Staff ID card. The functions of hardware, software and management consoles are all viewed as a total package in regards to compatibility and functioning of the proposed Door Access system.

Yes or No \_

* 1. The vendor must work to ensure 100% compatibility with our current interior door access system. The following items are a basic framework for compatibility with the present building access system:

► The format of the magnetic stripe allowing all existing building access card readers to read the necessary card contents.

►

The data contained on the magnetic stripe and its synchronization to the building access system database.

► Any data import or export operation to update the database must

use approved vendor software tools of the building access

system.

► All Database update processes must be overseen by University of

Missouri IT Staff.

Current card holders must not be affected by changes made to the building access system database. i.e. forcing an unintentional rebadging or inadvertently locking approved faculty or staff out of buildings because of database errors.

* 1. The proposed solutions must include total or partial replacement of software and exterior hardware components, and must be implemented in a phased manner to have the least effect on staff and building operations.

Yes or No

* 1. The Respondent must demonstrate the ability of the proposed software to accommodate existing IR off line electronic locks, Sargent wireless locks scheduled for installation beginning summer 2014 and accommodate the addition and future expansion of interior wireless electronic locks

Yes or No

1. **Evaluation Questions (Desirables)**

It is the Respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations. In Section 11, provide a detailed response to each question. If more space is needed for comments or a description, attach a page with the additional information and clearly identify it by referencing the associated section number.

* 1. Describe the present alternative to the standalone kiosk used for issuing temp cards and encoding new cards.
	2. Demonstrate scheduling software flexibility to allow for weekly/monthly input of summer conference door schedules.
	3. Describe/Confirm open architecture.
	4. Describe/Confirm remote access to servers is available, such as Bomgar.
	5. Define lost card options, including those that might utilize smart phone technology
	6. Service support available 24/7
	7. Describe in detail how the proposed system meets the following criteria.

All applications supported by the System will use the same single, central database, the same software and the same card reader family. The System will be supported with peripherals as required.

The System must be designed to operate online, in real time, 24 hours a day, 7 days a week under normal operating conditions, to ensure accurate cardholder and transaction data for effective system information management, reporting and auditing activities. Specific hardware, software, and other requirements follow.

The system must have:

►

The capability of unlimited patrons.

►

View transaction detail for 4 - Syears without restoring from archive device.

►

Reliably determine what reader/devices are on-line. Provide flexible user security that allows units to be restricted to their operating functions

►

►

Ability to allow for weekly/monthly input of summer conference door schedules

* 1. Training and Support Services

Describe your company's ability to perform each of the following functions:

* + 1. Training of all users by Contractor prior to "going live."
		2. Provide for annual client user conference and ability to communicate potential software enhancements and modifications.
		3. Provide service call support for the University employees at no additional cost to the University.
		4. Perform semi-annual year one, and on demand years 2 and

3 on-site training as mutually agreed upon between Contractor and the University.

* + 1. Provide multiple copies of a written User's Guide and System Administration Guide.
		2. Provide a primary training/system account representative for the University.
		3. Provide technical support and trouble reporting telephone number with availability 24/7.
		4. Respond to telephone calls and correspondence from the University community within 24 hours.
		5. Provide to the University the results of an annual independent customer service survey regarding timely responsiveness, courteous and helpful customer assistance, on-line access, overall satisfaction.
	1. On-Going Support
		1. Would representatives be available on campus during major hardware installations and on call during peak periods, typically during orientation or at the beginning of each school semester?
		2. Describe the process you would implement for lost/stolen cards. The vendor must provide a method for community members to report lost/stolen cards.
		3. Describe the marketing support you will provide the University to encourage acceptance and the use of accounts.
		4. Describe any incentives for cardholders to encourage use of various account features.
		5. Describe the process you would implement for adding/deleting of card activities.
	2. Experience
		1. Has your company been involved in comparably sized University exterior and interior door access projects specifically within Housing environments? If so, please describe your experience in detail.
		2. What worked well in your experience, and why?
		3. What went poorly, and why?
		4. How would you propose to do things differently at the University of Missouri?
	3. Vision
1. What is your organization's vision of the future of door access? How will this vision benefit the University and its One-Card program?
2. How does your organization envision the incorporation of other technologies in relation to the University setting? Is your organization pursuing other card technologies? Why or why not and where do you see your commitment to expanding your technology?
3. Describe the limitations and processes required with your solution.
4. Please confirm all marketing materials distributed such as brochures, flyers, posters, banners, etc. are subject to University approval.
5. Respondent shall address their current standing or intention to become a member of the professional organization-National Association of Campus Card Users (NACCU) during the first fiscal year of award. Membership is not required before award is made.
6. If Contractor is purchased by another company, merges with another business, renames itself or initiates any new

technologies, the new entity is responsible for paying marketing costs related to new card plastics, brochures, web updates, etc. and for honoring the contract under the new business relationship. In any event, the Campus One­ Card Office will NOT re-card; rather it will transition to the new name of the sponsoring provider.

* 1. Account Team

Please identify the individuals who:

* + 1. The Sales Representative/Account Manager responsible for the account during implementation and on-going while the account is active.
		2. The Corporate Executive who has the authority to negotiate for and bind the company if the contract is awarded.
		3. Provide resumes, detailed previous work history, for each individual identified that would work on this account, describing their specific job duties as it relates to implementation and on-going support.
	1. Reference Accounts

Please provide three reference accounts, showing company experience in receiving contract for the delivery of a comparably sized "Door Access " System similar to the one proposed, to other college and/or university clients.

Information shall include the college/university name, address, and the name and title and telephone number of the contact person who was responsible for implementing the program at their school. All references should have been completed two or more years ago.

In addition, please provide reference accounts in the United States.

University **of Missouri Information Security Requirements**

*As* part of the selection process vendors must demonstrate compliance: with the security criteria listed below by respond mg m \\ nung lo every statement and question m the eight categoncs. Vahdauon of the answers proVldcd by the vendor may he conducted during the review/audit process. Any erroneous infonmllion could limit the vendor's abthty to finahzc tmplementallon of the proposed solullon.

Vendors arc c pected 10 maintain an awareness oflhe laws and regulations applicable to the use of the proposed solutmn ma Unh·ers\ty environment.

**Data Classification**

Does this solution store and/or transmit any orthe following types of restricted and/or highly restricted data? Check all that **appl)·.**

□Protected lleahh Information (PIIII □ Payment Card Industry (PCII □ Gramm-Leach-Bliley Act (GLBA) □ Social Securny Numbers (SSN) □ Federal Educauonal Rights & Pnvacy Act (FERPA) Data (fingerprints, handprints, etc.) D Employee Evaluations □ Intellec1ual Property D Confidential Research

□B10me1n c

The Unlvenlly aul11n1 **data** clanlflcatlon levels for all Unlvenlly owned or hosted IT-based systems. This SH!em will have II DCL level or J . Security requlremenls for all DCS levels can he found at: hllp:l/lnfosee.mlssourl.edu/danlflcallon/dcs.hlml, The University or Missouri reserves the rl11ht lo periodically audll an} or all hardware and/or software Jnfrastructun: provldrd b) ' the vendor to en ure compliance with Industry standards 11nd best practices as well at the requirements of the Uidvenlly's DCS. When applicable, the Um\·ersny of Missouri requires compliance with the Health Insurance Portabihty and Accountability Act (IIIPAA), FERl'A, GLBA, PC! specifications, and all other applicable: state, local and federal laws and regulations.

for all level 3and 4 system/application implementations, a post award technical review and/or assessment is required. All revlC\\ sl assess men ts will he preschedulc:d wnh the vendor and assessment rc:sul will he rm ldcd ID

the affected University department's rc:prescn1111 ive ond lo lhc vendor.

The University considers security to he on ongoing responsibi I ity and as a result, these information security criteria are subJecl to additions and changes wnhout warn mg. When approprmte, the successf< I \'endor wm I'll!

expected to work in good failh with the: Universily to maintnin compliance with new laws and regulations and/or to improve the security of the proposed syste m.

**Documentation**

The vendor should provide secunty wh11epapers, techmcal documents, or copies of policies as necessary to fully demonstrate compliance with lhe requirement. Failure lo provide Lhe necessary mro rmation to mtt l the requirements m this secllon could lead to d1squali licalion.

**Compensating Controls and Descriptions**

1" Glements and questions below are mandatoiy unless they are not applicable:. The vendor must clearly explain why a g\\ en question is nol applicable For all olhc:r quesllons. ff a requirement canno t **be** mc:1, I c \'Ctlllof .1,1itl

has an opponunily 10 meet lhe requirement by the use of compensating controls. Compensating controls must he described m ful I m the appropnate column. When more room ts needed lo fully expla in the comper I, control, attachments can he included in the hid response so long as such anachmcnts are labeled and cross-referenced 1n lhe "Comments or Explnnatmns of compensating controls" column. In such circ- r t\CCS. the lor must provide: a full explanation of the compensating control including an ellplanation of how the control meets the intent of the ongmal quesllon. The Umversuy has the: sole: nghl to determine 1f a proposed compensa1 1111 control is an acceptable solution.

In some inslances, the University has requested lhal the vendor provide a description lo accompany their response to a particular statement or question below Descnplions are requested when a "Meets or *E.,c* an:.wcr alone could he deceptive wnhout further detail When more room 1s needed lo provide a complete descnpllon, attachments can he mcluded m the btd response so long as such altachments an: labeled and cw.1s-rcfc rc:ri,caJ ' " the "Comments, Descriptions or Explanations or Compensating Cont rols" column. The University has 1hc sole right lo dclermine if the: details provided describe a solullon lhal truly meets or exceeds the Unh·cu it)' **neeJ**

**Vendor/Product/Department Information (MUST BE COMPLETED)**

University Contact(s) Information Vendor Name: and Contact Information Product Name and Bnc:fDescrtpllon

**Revised** 4/16/13

**University of Missouri Information Security Requirements**

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| I. The vendor must acknowledge and agree to allow the University, at its discretion, to inspect/assess all or por1ions or the proposed solution prior lo placing the system into production. The Unh·ersity does not need the vendors "code" to perfonn such assessments, however, lhe Unh·ersity will use web application (IBM AppScan, **111'** Wehlnspect) and network vulnerability lools (Nessus) in coordination with the vendor's technical team when appropriate. The results of the asscssment(s) will he provided to the University customer (i.e., the departmenl) 1111d *to* the vendor. | All |  |  |  |
| 1.a The vendor must agree to rcmediate high risk security vulnerabilities that are identified by such assessments within II reasonable time frame and at no cost to the Univ ersity. Medium and lo1v risk vulncrabihties should also he remediated hut will he scheduled for remediation based on II mutually agreeable timef rame. (This applies lo generally accepled security vulnerabilities within the industry, NOT changes or modifications 1h111 would be considered cus tom er-requested impro\'ements or functionality enhancements.) |  |  |  |  |
| **All** |  |
| 2. If the proposed solution will in1erfocc: with other networks, systems, databases or applications, the: \'c:ndor MUST provide an architecture document that includes o full network diagram of the: environment, illustrates therelationship between the environment and any other relevant networks/systems, and includes a ruu data flowchan thatdetails where data resides, and any applications that manipulate it. | All |  |  |  |
| 3. Upon selection, details of any third par1y reviews related to industry or regulatory compliance must be made available for University review. Vendor MUST include third par1y web application and server vulnerability and/or penelral ion tests if available. Redacted reports are acceptable. | 0Cl3 and 0Cl4 |  |  |  |

University of Missouri

Information Security Requirements

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| 4. Vendor must comply with applicable industry standards and best practices for S)'Slcm administration and application development (i.e. OWASP). Indicate: which industry standards are utilized by the: vendor. |  |  |  |  |
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| *5.* lfapplicnble, Payment Card Industry. Da111 Sccurily Slnndard (PCI-DSS) or Paymenl Dala Sccurily Slondard (PA DSS) compliance is required. The \·cndor can comply wi1h 1his ilc:m 1rit has 111111incd PCI cc:rtilicotion forthe overall sel of produc1s/services being proposed or by having one or more sysic:m implementations 1ha1 arc currently PCI cenificd. Provide evidence of such cc:r1ilka1ion allached 10 the response. If nv11il11blc, the vendor m\151 provide a guide for PC(-compliant 1mph:men1111ion oflhc:ir producl. | 0Cl4 |  |  | - |
| **Nrtwork Srcuritv** |  |  | - | - - - |
| I. The proposed solution must support secure access 10 privileged Univmity users either through VPN technologies or other secure technologies. | DCL3 and DCl4 |  |  |  |
| **Avallablllty** |  |  |  |  | - ·- - |
| I. Quolity Assurance testing for 1he proposed solution musl hove been or m\151 be conducted, Such lc:sting must include authenlication, 11u1horiza1ion, ond occounling fum:1ions, 115 well as any other 11c1ivi1y designed to validate 1he funclionalily, inlegrily, avnilnbility and security of the solution. |  |  |  |  |
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**University of Missouri Information Security Requirements**

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| I . The vendor must ensure that system ond oppI icotion adminislrator.; or onyone having elevated or privilci:ed access to1111y pan of the system, be required to follow strict password complcitily and password managCffl(."fl!. policies. PBSswords for privileged access must be al least 15 characters and mcludc a combination oflencrs (upper case ond lower case), numbers and symbols. Please provide polidcs/prucedures that govern the vendor's password complcxily ond password reset requirements. | Aft |  |  |  |

#### University of Missouri Information Security Requirements

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| 2. The University requires that the vendor allowaulhenticallon 10 1hcir system lhrough exisling University au1henticalion mclhods. For on-cmnpus sys1ems,Shib bolclh/SAMU .0 (preferred) oc Microsoft Aclivc Directory (ADI is required. r-or vendor-hosted sysl(."ITIS, Shibbolc1hlSAML 2.0 (SP initi,Uedl is required. Vendor musl provide: 1hcir Shibbolc:thlSAML 2.0 inlc:graliondocumc:nlation. | DCL2 nl"I and DCL4 |  |  |  |
| **Anolicadon Stcurltv** |  |  |  | I |
| I. The dalabasc musl be sc:grcgalcd from fronl-c:nd syslc:ms (l.c: web and application servers.) Please describe: how this is accomphshcd | DCl3and DCU |  |  |  |
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| I . Exccpl for lhc viewing ofst.uic Web pages, 1he vendoc must ensure lhal all other transmissions to nnd from the: system, including file transfors, aUChenlicalion mechanisms, cnd•uscr and administralor access, etc. are handled via encrypted protocols. | A. |  |  |  |
| 2. Any data slorcd at rcsl on a hard drive:, on a file server and/or in a database MUST be encrypted or granted an c:xccplion by the appropriale lnfonna1ion Security Officer at h11p·//infoscc.missouri.cdu/adminf is o.html. | **DC'l4** |  |  |  |

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**AmwerTliese Addldo**■■**l Qantlolls lrTht Propoled Solmlotl WW Be Vendor Hosted**

I. The vendor musl immediately disable: all or inrt of 1he system funclionalily should a security issue be idcnti fil-d.

**AR**

2. The Universily requires notilic111ion of11c1ual or suspected sccurily inciden1s/brcachcs wi1hin **24** hours of the vendor's firsl knowledge of such an c\·cnt.

**All**

University of Missouri Information Security Requirements

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| 3. The cquipmenl u1ilizcd for services provided lo lhe Universily must be localed in a secure facili1y using, at a minimum, physical 1okc:ns for llCCCSS. | All |  |  |  |
| 4. The \'cndor must provide a listing of individuals by name or by title (irby title, lhe number of individuals in each title must be provided) that have physical access to the equipment used for lhc proposed solution. | All |  |  |  |
| *S.* The \'endor musl have wrillen procedures for granting physical 11cccss to the facility and ensure that the access is reviewed and updated 111 least quanerly. Provide u copy of the policy/1,rocedurc thal governs this activity. | All |  |  |  |
| 6. The vendor must acknowledge that it will utilize a host- based firewall for any systems that are hosled by the vendor for the **proposed** solution. | **A!!** |  |  |  |
| 7. The propo 'tl solution must be behind a hardware-based firewall to prolccl and limit access lo lhe system. | 0Cl3 and OCL4 |  |  |  |
| 8. The \'endor musl ensure 1ha1 Univcrsuy of M1ssoun owrn:d or provided d:lla is segregated and prolected from other cus1om1.-.rs. Please describe how lhis is accomplished. | **All** |  |  |  |
| 9. The vendor musl ensure that the hosts comprising infrnstructme used by the University ofMissoun has been hardel'l(.-d against attack. Please describe how this is accomplished. | **All** |  |  |  |
| 10 . The University cxpccls non-cnucal operating system palchcs to be applied within 30 days of release. | All |  |  |  |

**University of Missouri Information Security Requirements**

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I *S.* The vendor musl have a process lo review and update the access list ror privileged accounts at least monthly. l'lcasc provide copy of the policy or procedure thal govcm.s this activity.

All

14. Can the: vendor consistently (24x7 ) monitor the applica1ionlsys1c:m/environmen1 for integrity nnd availability? Describe how and how quickly system issues arc responded lo by lhe vendor and how quickly issues will be rcporled lo lhe University.

DCL2 DCL3 and OCL4

1 3. The vendor must consult with the ISO 10 determine if integrali on with an approved centrally managed authentication service (e.i:. Aclivc O1rectoiy) is necessary

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I 2. The vendor must follow separation of duty principles as required by 1hc Univcrsily's Data Classification System (h1111: //1nfosec.misso..-i.cduld assif1C111ionldcs.h1ml ).

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11. The University expccls crilical system patches 10 be applied within 15 days. If the 15 day rcquircmcnl cannot be mel, 1he vendor musl clearly indicate how security risks arc mitii:ated until patches can be applied.

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| **Answer nese Addldoul Q.esdou ror Medical Equtpmeat** |
| I . The ,·cndor must acknowledge that ii will utilize a host-based firewall for any systems *that* arc hosted by the vendor for the proposed solution. | 0Cl 4 |  |  |  |
| 2. The proposed solulion must be behind o hardware-based firewall to protcc1 and limit access 10 the system. | 0Cl 4 |  |  |  |
| 3. The vendor mllSt provide secure access lo privileged University users either lhrough vrN technologies or other secure technologies. |  |  |  |  |

**University of Missouri Information Security Requirements**

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Vendor 1q1 rcs m 1:;and wommlS that their responses 10 the above questions are nccur.lle and that the system configuration will continue 10 confonn to these answers unless mutually agreed upon by the Unh·c:rsity nfld l c Vcndor. Vendor funher ngm:s to worl,; with the Univ=ity in good faith to to maintain compliance with new laws and regulations anti/or to improve the security of the S)51em.

Agreed th is day of ,. 20\_

Company Name Signer's Name Signer's Title

PROPOSAL **FORM**

(Name of firm or individual responding)

## REQUEST FOR PROPOSALS FOR

FURNISHING AND DELIVERY OF

DOOR ACCESS SYSTEM FOR

THE CURATORS OF THE UNIVERSITY OF MISSOURI FOR

THE UNIVERSITY OF MISSOURI SYSTEM RFP #14-9020-DH-U

OPENING DATE: JANUARY 13, 2013 TIME: 2:00 PM, CDT

The undersigned proposes to furnish the following items and/or services at the prices quoted and agrees to perform in accordance with all requirements and specifications contained within this Request For Proposal issued by the University of Missouri.

#### AUTHORIZED RESPONDENT REPRESENTATION

|  |  |
| --- | --- |
| Number of calendar days delivery after receipt of order | Payment Terms |
| Authorized Signature | Date |
| Printed Name | Title |
| Company Name |
| Mailing Address |
| City, State, Zip |
| Phone No. I Federal Employer ID No. |

|  |  |
| --- | --- |
|  |  |
| Fax No. | E-Mail Address |
| Circle one: Individual Part nershi p | Cor p oration |  |
| If a cor poration, incor porated under the laws of the State of |
| Licensed to do business in the State of Missouri? | \_yes | no |

This signature sheet must be returned with your proposal.

**M/W BEPAR TI**□ **PATIO N FO RM**

If proposing MBE/WBE participation, the contractor/supplier must indicate below the percentage of qualified MBE and WBE participation committed to in relation to the total dollar value of the contract regardless of whether the contractor/supplier is awarded one, some, or all of the categories being proposed. Overall the MBE and WBE participation must not be contingent upon award of a specific category, and the contractor/supplier, if awarded a contract, must be able to achieve the stated participation for the resulting contract regardless of the categories awarded or not awarded. The contractor/supplier must be able to achieve participation stated below for the total value of the awarded contract(s). If the contractor/supplier is a qualified MBE and/or WBE, the contractor/supplier may indicate 100% participation.

The University's MBE participation goal for this bid is 10%. The University's WBE participation goal for this bid is 5%.

The contractor supplier is committed to the following MBE and WBE participation on this bid:

Total MBE Participation % Total WBE Participation %

Complete the following table indicating the firms used to meet the participation levels indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| MBE Firm Name | MBE % of Contract | WBE Firm Name | WBE % of Contract |
|  |  |  |  |
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------------THIS FORM MUST BE SUBMITTED WITH THE RESPONSE-------------

*This form is related to Section 7 of the General Terms and Conditions.*

**CERTIFYING MBE/WBE AGENOES**

# MBE/WBEs are those businesses certified as disadvantaged by an approved agency. The Bidder is responsible for obtaining information regarding the certification status of a firm. A list of certified firms may be obtained by contacting the agencies listed below.

Any firm listed as disadvantaged by any of the following agencies will be classified as a MBE or WBE by the Owner.

St. Louis Development Corporation 1015 Locust

St. Louis, MO 63101

314/622-3400; 314/622-3413 (Fax)

CONTACT: Minority Business Development Manager

Bi-State Development Agency 707 North First Street

St. Louis, MO 63102-259S 314/982-1457; 314/982-1558 (Fax)

CONTACT: Disadvantaged Business Enterprise Coordinator

St. Louis Minority Business Council 308 North 21st St., th Floor

St. Louis, MO 63101

314/241-1143; 314/241-1073 (Fax)

CONTACT: Executive Director

U.S. Small Business Administration - St. Louis, MO 8(a) Contractors, Minority Small Business

815 Olive St., Room 242 St. Louis, MO 63101

314/539-6600;314/539-3785(Fax)

CONTACT: Business Opportunity Specialist

Lambert St. Louis International Airport 4610 N. Lindbergh, Suite 240

Bridgeton, MO 63044

314/551-5000; 314/5S1-5013 (Fax)

CONTACT: Program Specialist

City of Kansas City, Missouri

Human Relations Department, MBE/WBE Division 4th Floor, City Hall

Kansas City, MO 64106

816/274-1432; 816/274-1025 (Fax)

CONTACT: Minority Business Specialist

Kansas City Minority Supplier Council 777 Admiral Blvd.

Kansas City, MO 64106

816/221-4200; 816/221-4212 (Fax)

CONTACT: Executive Director

U.S. Small Business Administration - Kansas City, MO

**8(a}** Contractors, Minority Small Business 323 W. 8th Street, Suite 501

**Kansas** City, MO 66105

816/374-6729; 816/374-6759 (Fax)

CONTACT: Business Opportunity Specialist

State of Missouri-Office of Administration

Division of Design and Construction, Minority Business Development

P.O. Box 809, Harry S. Truman State Office Building Room 730, 301 West High Street

Jefferson City, MO 65102

573/751-6908; 573/526-3097 (Fax)

CONTACT: Minority Contracts Coordinator

Missouri Department of Transportation Division of Construction

P.O. Box 270

Jefferson City, MO 65102

573/751-6801; 573/526-5640-6555 (Fax)

CONTACT: Disadvantaged Business Enterprise Coordinator

Illinois Department of Transportation MBE/WBE Certification Section

2300 Dirkes Parkway

Springfield, IL 62764 217/782-5490

CONTACT: Certification Manager

State of Missouri-Office of Administration Division of Purchasing & Materials Management Minority Purchasing Unit

P.O. Box 809

Jefferson City, MO 65102

800/592-6019; 573/751-7276 (Fax)

CONTACT: **MBE/WBE** Certification Coordinator