

**REQUEST FOR REQUEST FOR PROPOSALS**  
**FOR**  
**FURNISHING AND DELIVERY**  
**OF**  
**PRINT & LOGO SERVICES**  
**FOR**  
**THE CURATORS OF THE UNIVERSITY OF MISSOURI**  
**ON BEHALF OF**  
**THE UNIVERSITY OF MISSOURI**  
**RFP # 18-4002-HR-C**  
**OPENING DATE: FEBRUARY 6, 2018**  
**TIME: 2:00 CDT**

THE CURATORS OF THE UNIVERSITY OF MISSOURI  
Prepared By:  
Heather Reed, CPPB  
Lead Strategic Sourcing Specialist  
University of Missouri System Supply Chain  
2910 LeMone Industrial Blvd  
Columbia, MO 65201

Dated: January 4, 2018

**RFP 18-4002-HR-C**

**PRINT & LOGO SERVICES**

**INDEX**

**CONTENTS**

Notice to Respondents..... Page 4

General Terms and Conditions & Instructions to Respondents..... Page 5

Detailed Specifications and Special Conditions..... Page 15

Proposal Form..... Page 29

Attachment A Supplier Diversity Participation Form..... Page 30

Attachment B Supplier Registration Information..... Page 35

## NOTICE TO RESPONDENTS

The University of Missouri requests proposals for the Furnishing and Delivery of Print & Logo Services, **RFP # 18-4002-HR-C** which will be received by the undersigned at UM Supply Chain, until **February 6, 2018 at 2:00 p.m. CST. Request for Proposals will be opened and identified starting at 2:05 p.m., CT. The University assumes no responsibility for any vendor's on-time receipt at the designated proposal/bid opening location.**

Specifications and the conditions of Request for Proposal together with the printed form on which Request for Proposals must be made may be obtained by accessing the following website: <http://www.umsystem.edu/ums/fa/procurement> or from the Strategic Sourcing Specialist identified within this document.

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.

**Questions shall be submitted no later than January 26, 2018.**

The University reserves the right to waive any informality in Request for Proposals and to reject any or all Request for Proposals.

THE CURATORS OF THE UNIVERSITY OF MISSOURI  
Prepared By:  
Heather Reed, CPPB  
Strategic Sourcing Specialist  
University of Missouri System Supply Chain  
2910 LeMone Industrial Blvd  
Columbia, MO 65201

**UNIVERSITY OF MISSOURI  
REQUEST FOR PROPOSAL (RFP)  
GENERAL TERMS AND CONDITIONS  
&  
INSTRUCTIONS TO RESPONDENTS**

**A. General Terms and Conditions**

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

7. **Supplier Diversity Participation:** It is the policy of the University of Missouri System to ensure full and equitable economic opportunities to all persons and businesses that compete for business with the University. The University's Supplier Diversity effort reflects that.

Diverse suppliers must be at least 51% owned and controlled by someone in one of the recognized groups (see below). Diverse suppliers should be certified from a recognized certifying agency. These firms can be a sole proprietorship, partnership, joint venture or corporation. Attachment A provides a list of agencies that are recognized as certifying agencies. The definition of what counts as a diverse supplier for the University of Missouri System are: Minority (MBE: African-American, Hispanic, Native-American Asian Indian/Pacific), Women (WBE), Veterans (VBE-Includes Service Disabled) and Disadvantaged Business Enterprises (DBE/SDB). Again, these firms must be certified to be recognized by University of Missouri System Supply Chain (UMSSC).

**Second Tier Diverse Supplier Spending and Reporting:** The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. This may be as the primary supplier/contractor for the awarded business. Diverse suppliers can also be used as subcontractors by a majority-owned supplier to fulfill its contract with the University. This is called 2<sup>nd</sup> Tier spending. There are two ways this can be accomplished:

Direct 2<sup>nd</sup> Tier spending: This is diverse supplier spending by a first tier supplier of goods and/ or services that directly fulfills a UMSSC contract. The principle to follow— if the diverse supplier spending by the first tier supplier can be traced and tracked specifically to the contract, this is direct 2<sup>nd</sup> tier spending.

Example: Company A is a prime supplier of office products to UMSSC. Ink pens that are supplied to UMSSC are provided by a minority-owned business. This would be direct 2<sup>nd</sup> Tier. Dollars that can be tracked and traced to fulfilling the contract.

Indirect 2<sup>nd</sup> Tier spending: Calculates the 2<sup>nd</sup> Tier spending by prorating the prime supplier's company-wide diverse supplier spending with the percentage of its total business represented by the customer company's business.

Example: Company B spends \$100,000 with a Veteran-owned landscaping company. UMSSC comprises 20% of that company's/subsidiary's overall business revenue. Company B can report \$20,000 to UMSSC as indirect 2<sup>nd</sup> Tier spending.

The Director of Supplier Diversity and Small Business Development can provide more detail.

Respondents must indicate their Supplier Diversity participation levels committed to this contract on the Supplier Diversity Participation Form included in this RFP (see Attachment A). The Respondent must describe what suppliers and/or how the Respondent will achieve the Supplier Diversity goals. Evaluation of proposals shall include the proposed level of Supplier Diversity participation. Proposals that do not meet the participation requirements for Supplier Diversity will not receive any of the points during proposal review.

Suppliers/contractors will be responsible for reporting diverse supplier participation on an agreed upon timing (e.g., quarterly, annually) when business is awarded.

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

If a participating diverse supplier does not retain their certification and/or is unable to satisfactorily perform, the contractor/supplier must obtain other certified diverse suppliers, if available, to fulfill the Supplier Diversity participation requirements committed to in the awarded proposal. The contractor/supplier must obtain the written approval of the Chief Procurement Officer for any new diverse supplier. Additionally, if the Respondent cannot find another diverse supplier replacement, documentation must be submitted to the Chief Procurement Officer detailing all good faith efforts made to find a 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 diverse supplier participation and whether the contract will be amended to change the Supplier Diversity participation commitment.

8. **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.

9. **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.
10. **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.

11. **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.

12. **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.
13. **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.
14. **Vendor Gifts:** The contractor shall refrain in offering any offers of gifts to the University, and all University of Missouri employee's, in accordance with University of Missouri Business Policy Vendor Gifts, section 3:110.

## **B. 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 Request for Proposals risk. It is the Request for Proposal 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 Request for Proposal regarding specifications, requirements, competitive Request for Proposal process, etc., should be directed to the University buyer of record referenced in this RFP. 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 Request for Proposal opening date.

The RFP document and any attachments constitute the complete set of specifications and Request for 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.

2. **Preparation of Request for Proposals:** All Request for Proposals must be submitted, in **1 complete printed copy with an authorized signature on the "Form of Proposal" page in addition to one complete electronic copy provided on a flash drive, jump drive, or CD formatted in .PDF file format** and must be enclosed in a sealed envelope plainly marked: Request for Proposal for Print & Logo Services and addressed, mailed and/or delivered to UM System Supply Chain, 2910 LeMone Industrial Blvd, Columbia, MO 65201 ATTN: Heather Reed.

To receive consideration, Request for Proposals must be received, at the above address, prior to the Proposal opening time and date stated in this RFP. It is the respondent's 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 Requests for 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 Request for 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 respondents Proposal and accepted by the University. The University reserves the right to cancel circuit connection(s) by an individual site, without cancelling the entire contract. In the event

the University exercises the right to cancel a single individual circuit; the contractor shall maintain existing awarded circuit connections without penalty. Service connection(s) will be awarded on a site by site basis. 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.

- 3. Submission of Proposals:** Respondent 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 RFP 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 RFP 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 RFP 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 RFP closing. Proposals may be withdrawn in person before the RFP 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, 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

4. **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 Buyer of Record.

In case of any doubt or difference of opinion as to the items and/or services to be furnished hereunder, the decision of the Chief Procurement Officer-UM System Supply Chain shall be final and binding upon all parties.

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

5. **Contract Award and Assignment:** The successful Respondent(s) shall, within fifteen (15) 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 Advertisement for Request for Proposals, Specifications and Addenda, Exhibits, Request for 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.

6. **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 there from, as well as from such termination, shall not be affected by any such termination.
7. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
8. **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.

9. **Payment:** Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 15 after the date of invoice. 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. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.
10. **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.

11. **Debarment and Suspension Certification:** The contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).
12. **Cooperative Purchasing:** The intended coverage of this RFP, and any Agreement resulting from this solicitation, shall be for the use by all faculty, staff, students, departments and affiliates of the University of Missouri, including University of Missouri Health Care. For more information, see <http://www.umssystem.edu/ums/about/facts/>.

The University of Missouri System seeks to make the terms and prices of this contract available to other higher education institutions in the State of Missouri. Extension of the terms and prices to any or all other Missouri higher education institutions is at the discretion of respondents and shall not be considered in the award of this contract. The contractor shall further understand and agree that participation by other higher education institutions is discretionary on the part of these institutions, and the University of Missouri System bears no financial responsibility for any payments due the contractor by such entities, nor will the University be responsible for contract administration for other institutions.

**UNIVERSITY OF MISSOURI  
DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS**

**1. GENERAL**

The Curators of the University of Missouri, a public organization, propose to contract on behalf of University of Missouri (hereinafter referred to as "University") with an organization(s) (hereinafter referred to as "Contractor"), to provide **Print & Logo Services** 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 UM System Supply Chain, 2910 LeMone Industrial Blvd, Columbia, MO 65201, with a notation on the sealed envelope showing the contents to be a proposal for "**Print & Logo Services**" RFP #18-4002-HR-C" and received no later than **February 6, 2018 at 2:00 p.m. CDT.**

All proposals must be submitted, in one (1) original hard copy as well an electronic version on a CD or flash drive in PDF format. **Questions shall be submitted no later than January 26, 2018.**

***All questions must be addressed to:***

***Heather Reed, CPPB  
University of Missouri System Supply Chain  
2910 LeMone Industrial Blvd  
Columbia, Missouri 65201  
573-882-9778  
[reedhr@umsystem.edu](mailto:reedhr@umsystem.edu)***

**2. BACKGROUND**

***Problem statement***

The University of Missouri Extension seeks qualified on-demand partners to provide printing services for educational handouts, brochures, posters, presentations and publications. In addition, companies with the ability to offer a wide variety of extension logo items, i.e. mugs, shirts, pens, portfolios, is being sought.

***Current state***

Historically extension has maintained a warehouse facility for publications and logo item storage. As part of a recent strategic review of operations, inherent inefficiencies with the acquisition, storage and logistics aspects of operating such a facility was identified as a capability that is not core to the division's mission. Since inventory turn rates are unacceptably low due to the current supplier network incenting purchasing only based on large purchasing volumes, significant stranded capital is in place at the warehouse facility.

### Future state

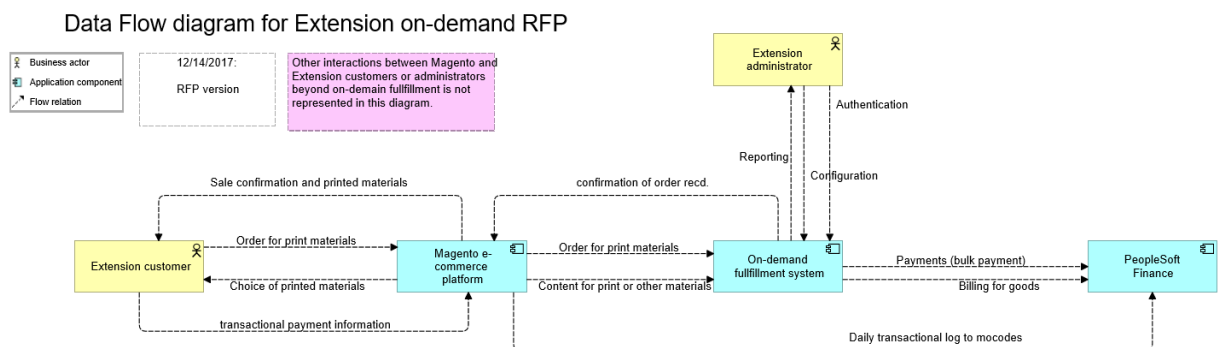
The desired future state replaces the need for a dedicated warehouse facility with a supplier network allowing print and logo items being ordered on demand, whether by an individual Missourian, a county office or a program leader that requires amounts ranging from a handful to tens of thousands of print materials. Publication source files will be stored in an e-commerce front end that customer groups will use to find and order the desired materials.

End users will place their orders in the Magento e-commerce platform that is deployed by MU Extension. It is expected that orders generated in Magento will transfer to a set of fulfillment systems provided by the on-demand partner(s) identified through this RFP. RFP awardees will work with Extension and their third party integrator to enable order and file transfers to manufacture, pick, pack and ship individual and bulk orders. In addition, the electronic transfer of financial transactions for Extension to pay for materials, bill the individual programs or offices that order material is required. Cost recovery or margin earned on sales will also be electronically transferred from the on-demand supplier(s) to Extension fiscal accounts. Interfaces to the Magento e-commerce platform or university financial systems to book revenue to the general ledger will be required.

It is recognized that on-demand providers may have staff and expertise to only provide select services associated to this request for proposal (RFP). Although it is possible that an on-demand provider could fulfill all of the documented requirements in the RFP, extension seeks providers that provide the organization pricing flexibility, service level guarantees and efficiencies that minimize costs while enabling cost recovery or income generation. On-demand suppliers should clearly articulate which services they desire to provide to the Extension community at the outset of any RFP award. On-demand providers can always add to the list of services provided in subsequent years.

### 3. SCOPE OF WORK

The University seeks to partner with a Contractor(s) capable of providing on-demand print and logo services. The workflow of order entry and fulfillment are as follows:



Award of a contract does not guarantee work. The University expects to be able to choose among Contractors based on each innovative solution that maximizes efficiency while meeting the needs of University of Missouri Extension. The University will consider business

qualifications and experience, technical approach and cost in the evaluation. The University reserves the right to re-open the RFP process at any time during the contract period if it is determined that there is a valid business need to do so.

### **3.1. Order entry**

Individual customers, Extension employees or county offices will use the Magento e-commerce store to select products for ordering. Once any necessary financial transactions have completed, Magento will send electronic files to the on-demand fulfillment system for creation, pick, pack and ship direct to the customer or office. Conversely, based on how the fulfillment systems operate, they may house copies of all of the electronic files needed for fulfillment and only order information will electronically transfer to the supplier system(s).

The on-demand fulfillment system will send an electronic confirmation back to Magento confirming receipt of order and that all required files were accepted. In the case where there is some type of failure, the electronic confirmation back to Magento will note such along with the error types so that notification to an Extension administrator can take place.

Once the order has successfully been received, the contractor will manufacture, pick, pack and ship direct customer orders.

### **3.2. Financial settlements**

The University of Missouri uses Oracle's PeopleSoft Financials module to manage fiscal transactions. Successful supplier fulfillment systems will need to interface either to Magento or PeopleSoft directly to bill the University of Missouri for the cost of goods manufactured. Billing will be electronically sent as frequently as monthly, no less frequently as quarterly. Transaction level detail will be required so that order reconciliation may take place via PeopleSoft reporting.

In addition, cost recovery or margin earned on product sales will electronically be sent separately to either Magento or PeopleSoft. Transaction level detail will be required so that monies may be parsed and sent to the product sponsor.

### **3.3. Reporting**

The fulfillment system should have the ability to prepare and make available a series of agreed upon operations reports that include, but are not limited to orders placed, created and shipped, financials, inventory turn reports, settlements, error reporting and inventory minimum/maximum threshold management.

University of Missouri Extension administrators will need access to reporting to be provided as a schedulable event or dynamic and real-time based on the criticality of business need.



#### **4. CONTRACT PERIOD**

The contract period shall be date of award through three (3) years with the option by the University to renew for one additional three (3) year period. The University would be willing to consider a contract period beyond the period noted above if it was financially beneficial to the University to do so.

#### **5. INSTRUCTIONS FOR PROPOSAL RESPONSE**

Respondents are required to fully respond with compliance statements to each of the mandatory specifications. Respondents are required to fully respond with description of ability to meet (and how) the evaluation questions.

Respondents must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee that specifications are met. If "no response" or insufficient response to substantiate compliance is provided, the University reserves the sole right to reject vendor's proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked. These are not valuable in the volume of information the various evaluating teams must review.

Confidentiality of Information:

All records received from a Contractor will be deemed public records and presumed to be open. If the contractor submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the University or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal; however, if a contract is awarded to this Contractor as a result of or in connection with the submission of such information, the University shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the University's right to use information contained herein if it is obtained from another source."

#### **6. EVALUATION AND CRITERIA FOR AWARD OF PROPOSAL**

From the total information requested herein, determination shall be made of the prospective Contractor's ability to furnish and deliver managed print services to the University.

Respondents must meet the mandatory requirements to be "qualified" for scoring. If requirements are not met, the vendors are disqualified from further evaluation/award. Qualified remaining Respondents will be scored on their ability to meet scored criteria/ evaluation questions, which includes qualitatively, how specifications are met. A team of University individuals will evaluate and assign points to vendor's responses to the evaluation questions. At the sole option of the University, the functional/technical review team may decide to go on a site visit, at their expense, or request vendors to perform a presentation/demonstration to

confirm specifications are met as provided in responses. The University could elect to not award to a potential respondent if site visits revealed compliance inconsistency.

The University reserves the right to make such additional investigations, as it deems necessary to establish the competence and financial stability of any respondent submitting a proposal. Experiences with the University and entities that evaluation committee members represent and that are not specifically mentioned in the solicitation response may be taken into consideration when evaluating proposals.

Responses to this document must address issues in the order provided.

Note: Any Respondent's Request for Proposal that makes material modifications to the University's Terms and Conditions may be found non-responsive, as solely determined by the University.

## **7. 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.

## **8. PAYMENT TERMS AND CONDITIONS**

Payment terms shall be mutually agreed upon between the successful Respondent(s) and the University. Any different payment terms desired by the respondent must be clearly stated and may or may not be accepted by the University.

Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 15 after the date of invoice. 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. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

The University reserves the right to withhold payment for services if/when the contractor's products/services fail to meet functional, performance or availability expectations as documented and agreed to in the contract/SLA.

### **PILOT**

The University may choose to pilot the solution for up to 90 days post-implementation. If the results of the pilot are not positive, the University retains the right to cancel the contract. Service and support costs for the pilot must be provided on the pricing sheets, if applicable.

## 9. INFORMATION TECHNOLOGY STANDARDS AND REQUIREMENTS QUESTIONNAIRE (ITSRQ)

Respondents should complete ALL sections/tabs listed in the attached ITSRQ spreadsheet. Respondents that do not complete the ITSRQ may be disqualified. Respondents may NOT embed formulas, white pages, add or delete sections/tabs within the spreadsheet but shall ***simply state Yes (Y), No (N), Alternate (ALT) Not Applicable (NA) in the designated sections, and provide Narrative Comments in the designated sections.***

The ITSRQ consists of the following sections:

1. Instructions
2. IT Security (Limiting Criteria)
3. Business Continuity & Disaster Recovery (BC&DR)

***The ITSRQ spreadsheet may be found at the University of Missouri Procurement Web-Site (<https://www.umsystem.edu/ums/fa/procurement>), under "open bids", 18 4002 HR C ITSRQ.***

## 10. PRINT & LOGO SERVICES LIMITING CRITERIA

Respondents must meet all mandatory minimum requirements in this section in order to provide a response to this RFP. Any Respondent that does not meet all of the following requirements will be removed from further consideration. Respondents must provide a written, affirmative response to each of the criteria stated below.

- 10.1. By submitting a response, Respondent has accepted the terms of this RFP and agrees to waive the inclusion of their contract document.

Yes or No

- 10.2. The Respondent certifies that it has fulfillment infrastructure that can electronically accept several hundred orders per day of a highly varied product line ranging from simple guide sheets, full color magazines, researched manuscripts to logo apparel and gift items.

Yes or No

- 10.3. The Respondent certifies that is willing to conduct all systems analysis, infrastructure interface work and testing in order to systematically interoperate with University of Missouri order entry systems.

Yes or No

10.4. Respondent shall understand and agree that the University has the right to audit contractor's records regarding this contract, including billed rate for all goods ordered and expenses.

Yes or No

10.5. Respondent must be able to settle electronically with the University. Settlement may be to the e-commerce system, a single clearing account or require detailed parsing of monies for settlement to 1-N number of accounts at the individual product level.

Yes or No

10.6. Respondent must provide active inventory control when the University requests that high volume materials be stored. There shall be no fee to store high volume materials until an agreed upon timeframe has passed.

Yes or No

10.7. Respondent must be licensed with the current licensing agent of the University of Missouri, IMG College Licensing or become licensed for use of University of Missouri logos and marks.

Yes or No

10.8. Respondent must be able to print or manufacture logo items in quantities as low as one without a setup or administrative fee.

Yes or No

10.9. Respondent must be willing to assign a full-time resource to project manage the onboarding process between MU and review all print and logo source files to ensure that they are in a format that guarantees the best quality product possible.

Yes or No

## **11. EVALUATION QUESTIONS**

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. 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.

### **11.1. Company Information**

- a. Provide a comprehensive overview of your company, history and other background information including date established, number of print locations nationwide, company financial profile, etc.

- b. How many people do you currently employ?
- c. Do you contract any labor with third party providers? What services do you contract out and to which companies?
- d. How many co-workers do you employ in the state of Missouri? List all brick and mortar locations statewide.
- e. What is your employee and contract retention rate?
- f. What are your differentiators and how will they add value to MU constituents, both internal employees and the general public?
- g. What are your company's core competencies?
- h. Describe your print supply chain model.
- i. Is your company currently involved in any legal actions that would have a significant adverse effect on its operations?
- j. Describe your company's existing Land Grant University (LGU) programs/initiatives?
- k. What types of operational, customer service, integrated marketing, consulting/advisory and technology support does your company provide the LGU community?
- l. Where are your production facilities and distribution centers located? How many locations do you have? What volumes of print materials do these facilities handle annually?

### **11.2. Service Offerings**

- a. How does your solution benefit MU Constituents?
- b. Describe your onsite/near site production model.
- c. Describe how the total cost of ownership is calculated and priced into product offerings sourced through your company.
- d. What's your organizations model for online content consumption?
- e. Describe your branded promotional products and re-enforcement model.
- f. Describe how your services can assist MU with graphic communications or design modeling during the creation phase of curriculum development or publication editing, layout and design.

- g. Please provide a detailed list of your services, even if not specifically requested as a part of this RFP. Please group your description into the following categories:
- Technology & Workflow.
  - Operational and Account Management Support.
  - Advisory and Consulting.
  - Client & User Services.
- h. What are your hours of operation?
- i. Describe your public/private revenue generation model strategy.
- j. Will your company outsource any work related to our contract for services? If so, to whom and for which portions?
- k. What is your process for receiving electronic orders from MU source systems?
- l. What is your process/processes for order fulfillment and distribution? Please detail all steps involved for a product/service of your choosing.
- m. Are your technology systems proprietary? If not, what is the name of the system(s) and software packages used?
- n. How are rush orders accommodated? Include time frame, restrictions and any additional cost.
- o. Do you have brick and mortar stores in the state of Missouri where rush or last minute orders may be placed and picked up? In what timeframe can orders be placed? What restrictions and additional costs are paid by the customer?
- p. How are clients notified of back orders, shipments, threshold limits and product expiration?
- q. Describe any existing relationships or capabilities to work with third party printers, merchandising agents, marketing/advertising agencies, and other related companies.
- r. How do you ensure your services/solutions evolve to meet the changing needs of your clients and keep pace with technology and industry trends?
- s. Describe the frequency in which you upgrade or enhance printing equipment. How are efficiencies passed along to the customer?
- t. Do you have a disaster recovery plan in place? Can you furnish documentation and controls?
- u. Describe your print-on-demand and promotional products solution. If you do not offer a print-on-demand solution, explain why we should consider an alternative.

- v. How do you prevent stock depletions?
- w. Describe how your organization manages inventory turn. How do you consult with the customer to manufacture, store, pick, pack and ship high volume materials? Describe the same for low volume materials.
- x. Describe shipping options that your company offers and pricing strategies to minimize or eliminate shipping costs from orders.
- y. Does your company offer free shipping? In what scenarios is free shipping offered to the end user or MU extension?
- z. How will your company work with MU extension to review all print source files to ensure that they are in a format that guarantees the best print quality possible? Is this a chargeable service or offered for free as part of start-up efforts?

### **11.3. Experience**

- a. Provide three examples of similar clients you support that illustrate your company's ability to meet MU Extension requirements.
- b. Please describe your company's ability to manage and customize content distribution for Offset Materials, Promo & On Demand Products, and Online Content.
- c. Please describe your company's services surrounding promotional/branded marketing, integrated marketing, and campaign management.
- d. Provide a complete catalog of all promotional/branded logo materials that can be sourced from your company. How frequently are these offerings refreshed?

### **11.4. Quality Assurance**

- a. Describe your internal audit process, e.g. inventory report verification, print job quality, etc.
- b. How do you measure your service quality standards?
- c. Describe your process for adding/removing products and customization options which cater specifically to SNAP/HES or 4H customers from either your storefront or MU storefronts.
- d. Provide an example of the quality reports that your company will make available to MU as part of a service award.

### 11.5. Technical Infrastructure

- a. Do you have real time inventory level transparency?
- b. Describe your IT department support to help with new customer integration and data exchange. Are technical resources provided for support during implementation? Provide high level cost information on any integration efforts needed to enable on demand printing or logo item ordering.
- c. What technical support services does your company provide, i.e. locations, hours of operation, onsite services, etc.?
- d. Describe how you will build flexibility and scalability into the site design. How will you accommodate future site growth into the build?
- e. Do you have a single sign on solution?
- f. Describe your process for troubleshooting access and/or other user issues.
- g. Describe the service level agreements that you will offer associated to system uptime and availability.
- h. Will it be necessary to license any software packages as part of an integration effort between MU and your fulfillment infrastructure? If yes, describe all software packages and their annual cost to MU.
- i. Do you provide a .NET SDK?
- j. Does your system have APIs available for integration, allowing all user interfaces to be managed and maintained by University of Missouri while still utilizing all on-demand print services functionality?
  - What documentation is available?
  - What standard is used (RESTful, SOAP)?
  - What restrictions/limitations are included in API usage?
  - How is the API secured?
- k. Does your system allow for an unbranded or white labeled punch-out process? If yes, how much control does it allow for design and styling?
- l. Are transactions processed in real time or queued?
- m. What transactional workflows are required for integration? Include a full set of diagrams.



### **11.6. Reporting**

- a. What key metrics do you provide to your customers about their fulfillment programs?
- b. Describe “out of the box” reports available online to the customer.
- c. Describe “custom” reporting capability available online to the customer.
- d. Provide samples of the following reports: inventory, aging, inventory value, usage patterns, others that your company would recommend at launch.
- e. Is information real-time or delayed? If delayed, describe the delay timeframe.

### **11.7. Client/Customer Support**

- a. What is your philosophy of client service?
- b. What is your company’s process for problem resolution? Please provide examples of reparations utilized when a customer service failure occurs, e.g. fees waived, discounts applied, financial compensation, etc.
- c. Do you offer recommendations to your customers to improve product selection, fulfillment processes, etc. for efficiency and cost management (cost avoidance or cost savings)? Please provide specific examples.
- d. Describe the structure of your customer support services, i.e. hours of operation, number and location of staff, etc.
- e. Can your customer support service staff take end user calls looking to order via telephone? Can service staff answer calls using MU extension branding and custom call scripts? Describe how MU will work with your customer service staff to transfer knowledge and build custom call scripts. How do you handle expedited, same day order requests?
- f. Will you provide a dedicated customer service resource?
- g. Will your company assign a dedicated account manager to MU? What specific roles and responsibilities will the account manager provide to MU internal organizations, i.e. county office staff, faculty, state specialists, program managers?

### **11.8. Implementation and Transition**

- a. Describe your new client implementation/on boarding process. Include process steps and suggested timeframes for each step. Be specific.
- b. Describe your implementation team and their level of experience with similar programs. Include years with organization, education and background.

### 11.9. Financial

- a. Provide the amount of financial support needed, if any, from third parties.
- b. Indicate, within your limits, any and all merger, acquisitions, sell off, or buy out activities currently underway or planned.
- c. Describe your billing process. Do you have electronic payment capabilities?
- d. What financial management solutions (FMS) has your company integrated with in the past? Provide details on how financial transactions are expected to flow between MU and your FMS systems.
- e. Describe how MU will be billed for services rendered, how cost recovery or margin will be transferred to the MU FMS electronically.
- f. What frequency will billing occur between the companies, i.e. weekly, monthly, quarterly, annual?
- g. Describe any fixed and variable costs that MU will have associated to all products offered on demand and any variable costs.

### 11.10. Pricing

Based on the component(s) of the RFP that a supplier desires to respond to, detailed pricing information must be included with the response. Any pricing should reflect total cost of ownership (TCO) for the product. For example, pricing for a men's/women's polo shirt should take into account the cost of IT systems and support involved, blank stock, manufacturing processes, warehousing, pick, pack and handling by the supplier.

It is desired that pricing be provided for items that are very similar to the product pictures and specifications included in the three attached spreadsheets. It should be noted that exact product specifications are not always provided. It is understood that some substitution of product stock will be necessary. Bidders should include detailed notes and specifications about any substitutions so that the evaluation team is sure to conduct analysis on like products.

There are three (3) pricing sheets attached to the RFP.

1. **Sample logo items and gifts** – suppliers are to provide TCO costing for the ordering of a single (1) product by a customer. Where quantity price breaks become available, this should be clearly documented. Where there are minimum or maximum order quantities, this too should be articulated.

***The sample logo items and gifts pricing spreadsheet may be found at the University of Missouri Procurement Web-Site***

<https://www.umsystem.edu/ums/fa/procurement>,  
under “open bids”, 18 4002 HR C Logo.

2. **Program reinforcements** – the University of Missouri Extension provides programming to a number of underserved audiences through the SNAP, FNEP and 4-H programs. As a part of these programs, re-enforcements are given to attendees as part of a course completion package. Suppliers are to provide TCO costing for the ordering of re-enforcements at the quantities noted (typically 9,000 per year). It is expected that with such large quantities, the supplier will need to warehouse items for no more than 12 months before the supply is exhausted. TCO should include the cost of sourcing, manufacturing, warehousing, handling and shipping these items as program delivery takes place across the state.

[The HES program reinforcements pricing spreadsheet](https://www.umsystem.edu/ums/fa/procurement)  
may be found at the University of Missouri Procurement  
Web-Site

<https://www.umsystem.edu/ums/fa/procurement>,  
under “open bids”, 18 4002 HR C HES.

3. **Complex publications pricing** – a market basket of publications provides suppliers the opportunity to price a demanding set of program manuals. These range from the Missouri Criminal Code Handbook which every law enforcement officer maintains in their squad car to binders of information which also include a CD-ROM for instructor use. Here too TCO pricing should be provided to produce a single publication while noting price breaks for quantities to include the necessary warehousing, handling and shipping.

Due to the size of some of these files, they have been placed in a zip file for download. Please follow the link below to access the files:

<http://extension.missouri.edu/downloads/MUExtensionPublications.zip>

[The complex publications pricing spreadsheet may be](https://www.umsystem.edu/ums/fa/procurement)  
found at the University of Missouri Procurement Web-  
Site

<https://www.umsystem.edu/ums/fa/procurement>,  
under “open bids”, 18 4002 HR C Pubs.

**REQUEST FOR PROPOSAL FORM**

**REQUEST FOR REQUEST FOR PROPOSALS**

**FOR**

**FURNISHING AND DELIVERY**

**OF**

**PRINT & LOGO SERVICES**

**FOR**

**THE CURATORS OF THE UNIVERSITY OF MISSOURI**

**ON BEHALF OF**

**THE UNIVERSITY OF MISSOURI**

**RFP # 18-4002-HR-C**

**OPENING DATE: FEBRUARY 6, 2018**

**TIME: 2:00 PM, CT**

The undersigned proposes to furnish the following items and/or services 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.	Federal Employer ID No.
Fax No.	E-Mail Address
Circle one:    Individual       Partnership       Corporation	
If a corporation, incorporated 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.**

**ATTACHMENT A**  
**SUPPLIER DIVERSITY PARTICIPATION FORM**

The contractor/supplier must indicate below the percentage of diverse supplier participation committed to in relation to the total dollar value of the contract. Please provide this information whether the contractor/supplier is awarded one, some, or all of the categories being proposed. Overall the diverse supplier participation must not be contingent upon award of a specific category. 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 certified diverse supplier, the contractor/supplier may indicate 100% participation below. We also ask that a diverse supplier we contract with directly provide us with any supplier diversity participation your firm does that helps to fulfill the contract. Listed below are definitions of direct versus indirect 2<sup>nd</sup> Tier spending:

- Direct 2<sup>nd</sup> Tier spending: This is diverse supplier spending by a first tier supplier of goods and/ or services that directly fulfills a UMSSC contract. The principle to follow— if the diverse supplier spending by the first tier supplier can be traced and tracked specifically to the contract, this is direct 2<sup>nd</sup> tier spending.
  - a. Example: Company A is a prime supplier that sells UMSSC Health System medical supplies. Masks that are supplied to fulfill the contract come from a woman-owned business. This would be called direct 2<sup>nd</sup> tier as the purchase is directly fulfilling the contractual obligation.
  - b. Example: Company B is a prime supplier of office products to UMSSC. Ink pens that are supplied are provided by a minority-owned business. This would also be direct 2<sup>nd</sup> Tier. Dollars can be tracked and traced to fulfilling the contract.
  
- Indirect 2<sup>nd</sup> Tier spending: Calculates the 2<sup>nd</sup> Tier spending by prorating the prime supplier's company-wide diverse supplier spending with the percentage of its total business represented by the customer company's business.
  - a. Example: Company A spends \$100,000 with a Veteran-owned landscaping company. UMSSC comprises 20% of that company's/subsidiary's business revenue. Company A can report \$20,000 of the amount spent for landscaping as part of its reporting to UMSSC.
  - b. Example: Company B spends \$150 million dollars in diverse supplier spending for its enterprise. UMSSC comprises 1% of Company B's overall revenue. Company B can the report 1% (\$1.5 million) as supplier diversity spending to UMSSC.

The contractor/ supplier is committing to the following diverse supplier participation on this proposal:

Complete the following table indicating the suppliers that will be used as direct subcontractors to meet the participation levels indicated. If you are committing to indirect 2<sup>nd</sup> tier spending, please list as “indirect” under supplier name and indicate what percentage you will target. If your company will not have a supplier diversity component, please indicate that below as well.

Supplier Name	% of Contract	Specify 1 <sup>st</sup> or 2 <sup>nd</sup> Tier

-----THIS FORM MUST BE SUBMITTED WITH THE RESPONSE-----

## Supplier Diversity Certifying Agencies

The list below provides a list of agencies that do certification for MBE, WBE, DBE, Veteran and Veteran Service Disabled businesses. Bidders are responsible for obtaining information regarding the certification status of a firm for the prospective sub-contractor being used. A list of certified firms may also be obtained from many of the agencies listed below, including the State of Missouri's websites for M/WBE's and Service-Disabled Veterans.

State of Missouri Office of Equal Opportunity  
P.O. Box 809, Harry S. Truman office Building  
Room 630, 301 W. High Street  
Jefferson City, MO. 65102  
573-751-8130  
[www.oeo.mo.gov](http://www.oeo.mo.gov)  
Missouri M/WBE Certification and database

State of Missouri Office of Administration  
Division of Purchasing & Materials Management  
P.O. Box 809  
Jefferson City, MO 65102  
573-751-3273  
[www.oa.mo.gov/purchasing-materials-management](http://www.oa.mo.gov/purchasing-materials-management)  
Missouri Service Disabled Veterans Website

State of Kansas Department of Commerce  
M/WBE and DBE Department  
1000 S.W. Jackson St. Suite 100  
Topeka, KS. 60612  
785-296-3425  
[www.kansascommerce.com](http://www.kansascommerce.com)  
Kansas M/WBE and DBE database and certification

Missouri Department of Transportation  
External Civil Rights  
1017 Missouri Blvd  
Jefferson City, MO. 65102  
573-526-2978  
[www.modot.org/ecr](http://www.modot.org/ecr)  
Missouri DBE database and certification

Lambert St. Louis International Airport  
4610 N. Lindbergh, Suite 240  
Bridgeton, MO 63044  
314-551-5000  
[www.mwdbe.org](http://www.mwdbe.org)  
St. Louis M/WBE and DBE database and certification

City of Kansas City Missouri  
MBE/WBE Division  
414 E. 12<sup>th</sup> St  
Kansas City, MO. 64106  
816-513-1313  
Kansas City M/W/DBE database and certification  
[www.kcmo.gov/humanrelations/resources](http://www.kcmo.gov/humanrelations/resources)

St. Louis Development Corporation  
1520 Market St. Suite 2000  
St. Louis, MO. 63103  
314-657-3700  
[www.stlouis-mo.gov/sldc](http://www.stlouis-mo.gov/sldc)  
Certification help for M/WBE suppliers in St. Louis area.

Mid-States Minority Supplier Development Council  
317 N. 11<sup>th</sup> St. Suite 502  
St. Louis, MO. 63101  
314-436-8877  
[www.midstatesmsdc.org](http://www.midstatesmsdc.org)  
MBE certification for St. Louis based corporations/database available for a fee

Mountain Plains Minority Supplier Council  
777 Admiral Blvd.  
Kansas City, MO. 64106  
816-221-4200  
[www.mpmsdc.org](http://www.mpmsdc.org)  
MBE certification for Kansas City based corporations/database available for a fee

U.S. Small Business Administration-Kansas City  
1000 Walnut Suite 500  
Kansas City, MO. 66106  
816-426-4900  
<http://www.sba.gov/about-offices-content/2/3123>  
Kansas City SBA Office. Info for Federal Gov. Certification

U.S. Small Business Administration-St. Louis  
1222 Spruce St. Suite 10.103  
St. Louis, MO. 63103  
314-539-6600  
<http://www.sba.gov/about-offices-content/2/3124>  
St. Louis SBA Office. Info for Federal Gov. Certification.

U.S. Veterans Business Administration  
Veteran and Service Disabled Veteran Database and verification  
[www.vetbiz.gov](http://www.vetbiz.gov)  
U.S. database of Veteran and Service Disabled Veteran Businesses



St. Louis Minority Business Council

308 N. 21<sup>st</sup> St, 7<sup>th</sup> floor

St. Louis, MO. 63101

314-241-1143

[www.slmbc.org](http://www.slmbc.org)

St. Louis MBE certifying agency/database access for a fee

Women's Business Development Center (WBENC)-Chicago

8 S. Michigan Ave Suite 400

Chicago, Illinois 60603

312-853-3477

[www.wbdc.org](http://www.wbdc.org)

Certification for WBE's in the Missouri area

**ATTACHMENT B  
SUPPLIER REGISTRATION INFORMATION**

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN:  Yes  No

The term “small business concern” shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a “small business concern”.

WOMAN OWNED BUSINESS (WBE):  Yes  No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE):  Yes  No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh  (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.  (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa.  (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only.  (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.  (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE  Yes  No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE  Yes  No

**Please include what organization your firm has secured certification from with a certification number and date it expires.** \_\_\_\_\_

MISSOURI FIRM:  Yes  No

A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

**BUSINESS TYPE:**

Manufacturer  (M)  
Distributor/Wholesaler  (D)  
Manufacturer's Representative  (F)  
Service  (S)  
Retail  (R)  
Contractor  (C)  
Other  (O)

SOLE PROPRIETORSHIP:  Yes  No

**SUPPLIER'S CERTIFICATION:**

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes. The supplier also acknowledges that repeated failure to respond to Invitation to Bids may result in removal from the bid lists.

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Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: \_\_\_\_\_

Date: \_\_\_\_\_