REQUEST FOR PROPOSALS

FOR

FURNISHING AND DELIVERY

OF

**EVENT STAFFING MANAGEMENT SERVICES**

FOR

THE CURATORS OF THE UNIVERSITY OF MISSOURI

FOR

THE UNIVERSITY OF MISSOURI SYSTEM

RFP # 18-9012-DH-U

OPENING DATE: JANUARY

TIME: 12:00 PM, CT

Prepared by:

Darla Higgins

Strategic Sourcing Specialist

UM System Supply Chain

2910 Lemone Industrial Blvd.

Columbia, MO 65211

Dated: December 21, 2017

**NOTICE TO RESPONDENTS**

The University of Missouri requests proposals for the Furnishing and Delivery of ***EVENT STAFFING MANAGEMENT SERVICESRFP 18-9012-DH-U ,*** which will be received by the undersigned at System Supply Chain Office, 2910 Lemone Industrial Blvd. Columbia, Missouri 65201 until 12:00 p.m. CT., January 31, 2017 Proposals will be opened and identified starting at 12:05 p.m., CT.

Specifications and the conditions of proposal together with the printed form on which proposals must be made may be obtained from the UM Procurement Services web site at <https://www.umsystem.edu/ums/fa/procurement/bids> by selecting Open Bids information. Vendors are strongly encouraged to check the site periodically in the event addenda are issued.

Questions shall be submitted directly to Darla Higgins [higginsdj@umsystem.edu](mailto:higginsdj@umsystem.edu) at no later than January 16th, by 5:00 p.m., CT.

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

UM System Supply Chain

Dated: December 21, 2017

**UNIVERSITY OF MISSOURI GENERAL TERMS AND CONDITIONS**

**INSTRUCTIONS TO RESPONDENTS REQUEST FOR PROPOSAL**

**(RFP)#: 18-9012-DH-U**

1. **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 to 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 2nd Tier spending. There are two ways this can be accomplished:

Direct 2nd Tier spending: This is diverse supplier spending by a first tier supplier of goods and/or services that directly fulfills a UM 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 2nd 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 2nd Tier Dollars that can be tracked and traced to fulfilling the contract.

Indirect 2nd Tier spending: Calculates the 2nd 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 2md 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 B). 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 or 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.

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 Health Care Financing Administration.

Respondents understand and agree that the Curators of the University of Missouri, in the operation of the University Hospitals and Clinics, are 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.

**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.
3. The university affords equal opportunity to individuals in its employment, services, programs and activities in accordance with federal and state laws. This includes effective communication and access to electronic and information communication technology resources for individuals with disabilities.
4. Vendor shall: (1) deliver all applicable services in reasonable compliance with applicable university standards (for example, Web Content Accessibility Guidelines 2.0, Level AA and Section 508 Standards for Electronic and Information Technology as applicable); (2) upon request, provide the university with its accessibility testing results and written documentation verifying accessibility; and (3) promptly respond to and resolve accessibility complaints that are the fault of Supplier. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Purchase Order.
5. **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 the 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 communication can be mailed to UM System Supply Chain, 2910 Lemone Industrial Blvd, Columbia, MO 65201 Attention: Darla Higgins, Strategic Sourcing Specialist; or emailed to [higginsdj@umsystem.edu.](mailto:higginsdj@umsystem.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.

Responses must be submitted on or before January 31, by 12:00 p.m. CT (firm). Respondents must provide all responses in (1) one original hard copy, and (1) one electronic copy via thumb drive, or jump drive only, and MUST not be password protection; email responses will not be accepted. Responses must be submitted to, The University of Missouri System Supply Chain, attention Darla Higgins, 2910 Lemone Industrial Blvd. Columbia, MO 65201.

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. Respondents should note exceptions to Section A. Terms and Conditions and Section B. Instructions to Respondents in a written response submitted with the proposal and those will be reviewed on a case by case basis by the appropriate university designee. Noting exceptions to these items will not result is automatic disqualification of the proposal. Please use the contact information listed under item 1. to address additional questions regarding exceptions.

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.

Preparation of Proposals: All proposals must be submitted, in (1) one original, and (1) one copy on a thumb drive or jump drive, on the proposal form accompanying these specifications along with 1 electronic copy and must be enclosed in a sealed envelope plainly marked: “Proposal for EVENT STAFFING MANAGEMENT SERVICES RFP# 18 9012 DH U", and addressed, mailed and/or delivered to UM System Supply Chain, University of Missouri-Columbia, 2910 Lemone Industrial Blvd, Columbia, MO 65201 ATTN: Darla Higgins.

Respondents are required to fully respond with compliance statements to each of the limiting criteria. Respondents are required to fully respond with description of ability to

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.

Multiple copies of Proposals must be submitted in the number and manner as specified below:

**Volume I** – Functional Technical Section is to be submitted with (1) one original in paper form, (4) four copies in paper form, and (1) one electronic file, and must contain:

* Response to Instructions to Respondents and General Conditions, limiting criteria and vendor responses, and Desirable Specifications and vendor responses. If there is any vendor related contract that must be signed as part of doing business, it should also be included in this section. **This section includes all response information, except pricing information.**

**Volume II** - Financial Response Section must be submitted in a separately sealed envelope in (1) one original and (4) four copies on a flash or jump drive and contain:

* Proposal Form with any supplemental pricing schedules, if applicable, and Financial Summary including additional costs, if any, for Desirable Specification Compliance, functional or technical. This section should also include the MBE/WBE commitment response. Financial statements that may be required are also to be included in this section.

**Respondents must complete and return the University Proposal Form with proposal response. Vendor quote sheets are not acceptable forms of bidding and could cause rejection of response.**

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; (4) 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 one hundred twenty (120) 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 Buyer in Campus 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 prepared by the University. The Contract Documents shall include the Notice to Bidders, 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 there from, 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:** 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. Payment terms associated with settlement by check will be considered to be net 30 days. 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.

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 books 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
2. **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)

**DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS**

1. **INTRODUCTION**

The Curators of the University of Missouri, a public organization, propose to contract on behalf of the University of Missouri System (referred to as “University”) with an organization (referred to as “Contractor”) to provide **EVENT STAFFING MANAGEMENT** **SERVICES RFP # 18-9012-DH-U;** 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 “EVENT STAFFING MANAGEMENT SERVICES ” RFP #18-9012-DH-U and received no later than January 31, 2018 at 12:00 p.m. CT.

Preparation of Proposals: All proposals must be submitted, in (1) one original, and (1) one copy on a thumb drive or jump drive, on the proposal form accompanying these specifications along with 1 electronic copy and must be enclosed in a sealed envelope plainly marked: ***“Proposal for EVENT STAFFING MANAGEMENT SERVICES RFP# 18 9012 DH U", and addressed, mailed and/or delivered to UM System Supply Chain, University of Missouri-Columbia, 2910 Lemone Industrial Blvd, Columbia, MO 65201 ATTN: Darla Higgins.***

The University reserves the right to award to a single agencies, or multiple agencies The University reserves the right to utilize awarded agencies for future projects on as needed basis. An award does not guarantee a commitment. This agreement shall serve the entire University of Missouri System.

OBJECTIVE

The Contractor shall select, train, organize, furnish, and manage an Event Staff, and assume the total responsibility for all home football games at MU. The staff shall consist of mature individuals who are: of good character; neat and well groomed; diligent; courteous; and professional in performing their duties. In addition, these individuals should have previous experience working with the public if possible. The staff members will in no way be considered employees of MU. The contractor(s) shall furnish a basic staff consisting of the following:

* + 1. Stadium Services
       1. (1) Event Staff Manager (**MUST BE FULL-TIME EMPLOYEE OF CONTRACTOR)**
       2. (Approximately 5) Game Day Managers
       3. (Approximately 12) Supervisors
       4. (Approximately 150) Ushers
       5. (Approximately 55) Suite Attendants
       6. (Approximately 5) Guest Services Personnel
       7. (Approximately 140) Ticket Takers and Gate Security\*
       8. (Approximately 24) Field Level Security
       9. Other positions as assigned

\*Please see additional information in section H, iii.

* + 1. Parking Operations
       1. (Approximately 40) Parking Attendants
       2. (Approximately 12) Overnight Parking Attendants
       3. (Approximately 5) Parking Supervisors
       4. (1) Parking Manager

**2. Contract Period**

The contract period shall be for the term of (1) one –year. With the option to renew for (4) additional one-year terms, if mutually agreeable to by the University and the awarded firm.

**3. Award of Contract**

Proposals will be awarded based upon the criteria set forth in Section 10 of the Detailed Specifications and Special Conditions. The University of Missouri reserves the right to award to multiple firms.

**4. Respondent’s Proposal**

In addition to responses to Sections 8 (Limiting Criteria), and 9 (Evaluation Questions), the following information shall be included with the proposal submission:

* + - 1. Signed Form of Proposal (included herein),
      2. Supplier Diversity Participation Form
      3. A complete response to this Request for Proposal that complies with all the mandatory requirements and which follows the structure outlined herein.

1. 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.

**5. 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.

**6. Payment**

All proposals to be submitted on the basis of “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. Payment terms associated with settlement by check will be considered to be net 30 days. 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.

**7. 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 not 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.
      3. 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.
   3. 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.
   4. 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.
   5. 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.
2. **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.
   3. In order to receive an award in this RFP a respondent must qualify in at least one of the specific categories. Being awarded does not, however, guarantee engagement, only firms awarded will be given opportunities for engagement during the contract period.
3. **RFP Evaluation**

The evaluation criteria and factors for use to evaluate the proposal are listed below in no particular order.

* Subject Matter Expertise
* Higher Education Experience
* Organizational Complexity and Capabilities
* Approach/Expertise
* Acceptance of UM terms
* Financial Proposal

**COMPANY PROFILE**

* 1. Legal Name:

DBA Name:

Number of Years in Business:

Type of Operation: Individual Partnership  Corporation  Government

Number of Employees:

Annual Revenues:

* 1. Provide a general overview of the company, including where the company is headquartered, if it has a major base of operation in Missouri, and if it has operated under other names.
  2. Include a narrative history of the firm and its background in providing employee benefits. Explain the added value or service that your organization provides that distinguishes it from all others.

**8. Limiting Criteria (Mandatory Requirements)**

The following questions are mandatory requirements that must be met in order for a proposal response to be considered.

8.1 Must be regularly engaged in the business of providing temporary employee services, be familiar with crowd control, and have satisfactory experience in recruiting, training and supervising an Event Staff. Additionally, the successful bidder must have a minimum of five (5) years of collegiate and/or professional athletic Event Staffing experience, with preference given to those with experience with providing event staff for NCAA Division I football games. The Contractor must agree to not utilize volunteer groups or other such entities in filling its event staff positions unless authorized by the Director of Event Management.

Yes or No\_\_\_\_

8.2 Contract must agree to provide staff for each season, which consist of consists of seven (7) home football games. MU reserves the right to alter the schedule if required. MU will provide the contractor a copy of the football schedule at least 90 days prior to the season. Dates and times of games are subject to change at the discretion of the Director of Athletics, in which case MU will notify the Contractor as soon as possible.

Yes or No\_\_\_\_

8.3 The University reserves the right to decrease or increase the requested number of personnel needed for a game. The number may fluctuate based on anticipated crowd size, weather, or a change in game time. In this event, MU will notify the Contractor by 3:00 p.m. (CST) three (3) days prior to game day with the necessary request.

Yes or No\_\_\_\_

8.4 The specific individuals filling the Manager and Supervisor positions shall remain consistent throughout the entirety of each football season.

Yes or No\_\_\_\_

8.5 The Contractors staff shall be responsible for learning their respective responsibilities and developing a working relationship with the Intercollegiate Athletics (ICA) Administration, University Police, and other departments as necessary. The ICA Game Operations Unit will oversee the Event Staff Contractor to ensure that all responsibilities and duties are being performed appropriately. The Event Staff Manager shall report directly to the Director of Event Management. The Event Staff Manager shall be responsible for making sure the staff is educated about this working relationship, and aware that they report not only the Event Staff Manager and Game Day Managers, but the ICA as well.

1. The Bidder must provide the name, title, and most recent references for the individual who would act as the Event Staff Manager for the entire season. The bidder must ensure that this individual:

* Will be present at every single home game and would act as the consistent point of contact / liaison between the organization and the ICA. It is vital for customer service and donor relations that this person be the same every single game in order to provide continuity in the translation and implementation of customer service objectives and MU policies / procedures.
* Will train, manage and direct goodwill ambassadors to help direct and control fan traffic in, out and around the football stadium, and MU Sports Park.
* Well versed and knowledgeable to answer questions and assist with special situations that may arise with various parties included, but not limited to: donors, premium seating guests, visiting team officials, media, and any other individuals with press box access.
* Will serve as a key point of contact while keeping fans out of restricted areas including, but not limited to: restricted rooms within the press box; the playing surface; team areas; other restricted areas outlined by ICA.
* Will interact with fans while being courteous, resourceful and direct. Possess the ability to communicate all policies and procedures to fans in an effective manner, and not to waiver from these policies, is of utmost importance.
* Will organize game day briefings to ensure that Event Staff members are aware of all logistical details surrounding the event. These briefings must occur prior to the time that the staff reports to the stadium, and should be done in a manner that is specific to each staffing area (parking attendants, bag checkers, ticket takers, ushers, etc…).

8.6 The Event Staff Manager, Game Day Managers and Supervisors shall all become familiar with the methods and channels of communication throughout the stadium. MU will furnish the contractor with radios for the Event Staff Manager, Game Day Managers, Supervisors and Guest Services Personnel. If a radio and/or its accessories is lost or damaged, the Contractor will be required to reimburse the University for the Respective Items.

8.7 The Contractor shall hold multiple Event Staff training meetings at the stadium at least two weeks prior to the first home football game. The following is a summary of responsibilities for each of the Event Staff positions. These guidelines are subject to change.

* **Event Staff Manager** – This individual will act as the primary conduit of communication in the days, weeks and months leading up to, during, and immediately following the football season. This individual must meet all parameters as outlined in section 5, point e. This will be an individual of high character who is outgoing and dedicated to aiding ICA staff in reach of our mission to provide a high level of customer services.
* **Game Day Managers/Event Staff Supervisors** – These individuals will report directly to the Event Staff Manager and ICA Game Operations personnel. Each supervisor should have a superior working knowledge of our communications systems (radios), solid understanding of stadium policies and procedures, ability to lead and supervise Event Staff workers as assigned to their area, and be able to react to situations in a calm, courteous, and professional manner. These individuals must be able to follow through with emergency procedures when necessary.
* **Gate Security** – These individuals will report directly to the Supervisors, Event Staff Manager and ICA Game Operations personnel. These individuals shall: (1) ensure the safety of the facility and all guests by diligently enforcing all stadium policies and procedures are adhered to with specific attention to permitted and prohibited items; (2) provide proper bag checking services at all entry gates; (3) Greet all guests by verbally stating *“Welcome to the Zou!”* In the event ICA chooses to add metal detectors these individuals must be trained and responsible for operating these devices. If ICA chooses to add additional security measures this may increase the required employees significantly based on the scale of implementation. This information will be communicated at least 90 days prior to the start of the season.
* **Ticket Takers –** These individual will report directly to the Supervisors, Event Staff Manager and ICA Game Operations personnel. These individual shall: (1) ensure that all stadium policies and procedures are being adhered to; (2) have complete understanding of electronic ticket scanners – understand basic troubleshooting; (3) Greet all guests by verbally stating *“Welcome to the Zou!”*
* **Ushers –** These individuals will report directly to the Supervisors, Event Staff Manager and ICA Game Operations personnel. These individuals shall: (1) station themselves at entryways designated by their Supervisors and assist patrons to the correct seats; (2) help those in the wrong seats to the appropriate location; (3) provide any service (within reason) that a guest might request; (4) keep a watchful eye on the spectator seating areas at all times; (5) summon law enforcement personnel in situations where they are unable to reconcile a problem in situations they are unable to reconcile a problem in the stands; (6) stop any inappropriate activity (i.e. throwing items, playing football beneath the stands, etc…); (7) provide protection from unauthorized personnel entering the field level from spectator seating areas; (8) provide football field protection prior to the conclusion of each game, as requested by the Director of Event Management; (9) upon dismissal from the field, staff shall be lead through the stands to look for and collect lost items – these items should be gathered and turned in to Event Management personnel; (10) assist and be familiar with patrons with special needs occupying accessible seating areas as required.
* **Premium Attendants –** These individuals will report directly to the Supervisors, Event Staff Manager, ICA Game Operations personnel and ICA Office of Engagement personnel. These individuals shall: (1) Possess a superior level of customer service skills; (2) have complete understanding of all policies and procedures as set forth by ICA; (3) have complete understanding of elevator operation; (4) greet every guests with a verbal *“Welcome to the Zou”*; (5) understand the complete layout of the premium areas, and be able to direct guests to the proper area; (6) keep unauthorized personnel from accessing authorized areas.
* **Guest Services Attendant:** These individuals will report directly to the Supervisors, Event Staff Manager and ICA Game Operations personnel. These individuals shall: (1) Possess a superior level of customer service skills; (2) have a complete understanding of all stadium policies and procedures as set forth by ICA; (3) have excellent hand writing skills to properly document any customer complaints or situations; (4) have a working knowledge of the customer services binder; (5) have complete understanding of all activities taking place inside the stadium on football game days; (6) be able to handle all customer situations in a calm, collected and positive manner, always striving to provide superior customer service regardless of the situation.
* **Field Level Security –** These individuals will report directly to the Supervisors, Event Staff Manager and ICA Game Operations personnel. These individuals shall: (1) Have complete knowledge of stadium policies and procedures; (2) have complete knowledge of policies and procedures, specifically as they relate to the level of access presented by each type of credential; (3) must assist with keeping unauthorized personnel off of the playing surface; (4) must assist with keeping credentialed individuals behind the proper restraining lines.
* **Parking Attendants –** These individual will report directly to the Supervisors, Event Staff Manager and ICA Game Operations personnel. These individuals shall: (1) know and understand all tailgating policies and procedures set forth by ICA; (2) have a comprehensive knowledge of ALL parking areas within the sports park, and be able to direct fans to the appropriate lot; (3) ensure a safe and enjoyable atmosphere for all tailgaters by keeping control of their lots; (4) work with law enforcement personnel in the case of tailgates becoming uncontrollable; (5)upon arrival to work in their lot, ensure that any debris is picked up and garbage bins are flipped over and operational. (6) distribute recycling and trash bags to guests. Overnight parking attendants will be required to remain awake and alert to monitor parking areas.
* **Parking Supervisors –** These individuals will report directly to the Parking Manager and ICA Game Operations personnel. Each supervisor should have a superior working knowledge of our communications systems (radios), solid understanding of parking and tailgating policies, and have the ability to lead and supervise parking attendants as assigned to their area, and be able to react to situations in a calm, courteous, and professional manner. These individuals must be able to follow through with emergency procedures when necessary.
* **Parking Manager** – This individual will act as the primary conduit of communication in the days, weeks and months leading up to, during, and immediately following the football season. This individual must meet all parameters as outlined in section 5, point e. This will be an individual of high character who is outgoing and dedicated to aiding ICA staff in reach of our mission to provide a high level of customer services.

Yes or No\_\_\_\_

8.8 The Contractor’s staff will be required to wear an ‘Event Staff’ shirt, which shall be provided by the Contractor (all art work and shirt type will need to be approved by the Director of Event Management along with a professional looking khaki colored pair of slacks, shorts or skirt (no overalls or blue jeans will be permitted). When belt loops are present a belt should be worn. Open toed shoes will not be permitted. If wearing a hat, it must be either a clean Mizzou hat, or blank hat that has no marks on it.

Yes or No\_\_\_\_

8.9 The Contractor will be responsible for providing all necessary apparel (shirt, jacket, etc…) for its employees. Additionally, the contractor will be responsible for providing any additional supplies as necessary (i.e. ponchos, hand warmers, water bottles, etc…).

Yes or No\_\_\_\_

8.10 The Contractor shall submit an alphabetical list of all temporary employees’ names for each game. The list shall be provided to the University no later than 12:00 p.m. on the Thursday preceding each football home game.

Yes or No\_\_\_\_

8.12 The Contractor shall submit an itemized invoice, by employee name, within two (2) weeks following each game. MU will verify and approve the total number of hours charged for each game. If approved, payment will typically be made within 30 days.

Note: Payment will be based on the actual number of hours worked by each employee per game. The employees will be considered ‘off the clock’ once they have been relieved for the day by MU.

Yes or No\_\_\_\_

* 1. **Desirable Criteria (Evaluation Criteria)**

9.1 Provide a minimum of three (3) references from entities for which it has previously provided event management services. These references shall be used to confirm a bidder has the ability to secure sufficient staff as well as the ability to coordinate said staff in the manner required for this contract. Failure to provide appropriate references may be deemed as grounds for rejection of the bid. The inability of MU to verify bidder has collegiate and/or professional athletic event staffing experience from the references provided may be deemed as grounds for rejection of bid.

9.2 It desired that the awarded agency provide a list of the full-time employees of your agency that will be the game managers on-site the day of the game. Agency must provide a resume and a minimum of two (2) references for each of the managers. These managers must be present at all home games.

9.3 Provide at least two (2) references from emergency entities / Federal Government Law Enforcement such as Police, EMS, Highway Patrol or Fire Officials that currently work with the bidder’s company during similar events.

9.4 Describe your agencies retention plan, outline the recruiting measures that will be used as well as a staff retention plan. This may include a set pay increase for returning employees

9.5 Describe your agencies staffing vision plan in order to meet needs of the University.

**10. Performance Guarantee**

Shall terms of this contract not be met (specifically regarding meeting event staff numbers), there will be a penalty equal to 10% of the cost of operating that specific area (i.e. ticket taker, bag checker, usher, parking attendant, etc…)

**11. Pricing**

11.1 Quoted prices from the successful bidder shall be effective from date of award through June of 2019. The successful bidder may request an hourly rate increase each year, prior to March 1st. Increases will apply to the following University fiscal year. The request for an increase must include a justification as to why an increase is required. Requested increases shall not exceed three percent (3%) over the previous season’s billed hourly rate. The University reserves the right to approve a requested increase or cancel the contract and solicit new bids. Failure to request a price increase prior to March 1st each year shall indicate the contractor’s willingness to honor the current bid / contract hourly billed rate for the upcoming season.

11.2 The University maintains a large base of part time event based employees that will work alongside the contracted employees. In order to create a fair and consistent market, the University may require a cap be placed on the rate paid to the positions with an asterisk (\*). If the University chooses to put a cap on the pay rate of a position this information will be communicated prior to the contract being awarded. The cap may only be exceeded with the written permission of the Director of Event Management.

Please fill in the proposed rates below.

|  |  |  |
| --- | --- | --- |
| **Position** | **Billed rate per hour** | **Rate Paid to Employee per hour** |
| **Event Staff Manager** |  | **Not required** |
| **Game Day Manager** |  | **Not required** |
| **Event Staff Supervisor** |  |  |
| **Gate Security\*** |  |  |
| **Ticket Taker\*** |  |  |
| **Usher\*** |  |  |
| **Premium Attendant** |  |  |
| **Guest Services Attendant** |  |  |
| **Field Level Security** |  |  |
| **Parking Manager** |  | **Not required** |
| **Parking Supervisor** |  |  |
| **Parking Attendant\*** |  |  |

**AUTHORIZED RESPONDENT REPRESENTATION FORM**

|  |  |  |
| --- | --- | --- |
| 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.**

**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 2nd Tier spending:

* Direct 2nd Tier spending: This is diverse supplier spending by a first tier supplier of goods and/ or services that directly fulfills a UM 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 2nd tier spending.
  1. Example: Company A is a prime supplier that sells UM Health System medical supplies. Masks that are supplied to fulfill the contract come from a woman-owned business. This would be called direct 2nd tier as the purchase is directly fulfilling the contractual obligation.
  2. Example: Company B is a prime supplier of office products to UM. Ink pens that are supplied are provided by a minority-owned business. This would also be direct 2nd Tier. Dollars can be tracked and traced to fulfilling the contract.
* Indirect 2nd Tier spending: Calculates the 2nd 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.
  1. Example: Company A spends $100,000 with a Veteran-owned landscaping company. UM 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 UM.
  2. Example: Company B spends $150 million dollars in diverse supplier spending for its enterprise. UM comprises 1% of Company B’s overall revenue. Company B can the report 1% ($1.5 million) as supplier diversity spending to UM.

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 2nd 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 1st or 2nd 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

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

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

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

Missouri DBE database and certification

Lambert St. Louis International Airport

4610 N. Lindbergh, Suite 240

Bridgeton, MO 63044

314-551-5000

www.mwdbe.org

St. Louis M/WBE and DBE database and certification

City of Kansas City Missouri

MBE/WBE Division

414 E. 12th St

Kansas City, MO. 64106

816-513-1313

Kansas City M/W/DBE database and certification

www.kcmo.gov/humanrelations/resources

St. Louis Development Corporation

1520 Market St. Suite 2000

St. Louis, MO. 63103

314-657-3700

www.stlouis-0mo.gov/sldc

Certification help for M/WBE suppliers in St. Louis area.

Mid-States Minority Supplier Development Council

317 N. 11th St. Suite 502

St. Louis, MO. 63101

314-436-8877

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

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

U.S. database of Veteran and Service Disabled Veteran Businesses

St. Louis Minority Business Council

308 N. 21st St, 7th floor

St. Louis, MO. 63101

314-241-1143

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

Certification for WBE’s in the Missouri area

**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.

Signature of Person Authorized to Sign this Supplier Registration Information Form

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

**INSURANCE**

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University’s review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of not less than $1,000,000 Each Occurrence, $3,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the University as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

Note: Anyone who serves alcoholic beverages on a University of Missouri Campus must also provide liquor liability coverage. This should be written on an "occurrence basis" and have limits not less than $1,000,000 each claim or each common cause and at least a $1,000,000 aggregate. The insurance carrier, policy number, effective date and limits should be shown on an insurance certificate provided to the University of Missouri. The Curators of the University of Missouri should be named as an Additional Insured on such policy and a copy of the endorsement should be provided along with the certificate of insurance.

Business Auto Liability Contractor agrees to maintain Business Automobile Liability at a limit not less than $1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers’ Compensation & Employers Liability Contractor agrees to maintain Workers’ Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: $500,000 each accident, disease each employee and disease policy limit.

**Contract Language**

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. Contractor/Party is required to maintain coverages as stated and required to notify the University of a Carrier Change or cancellation within 2 business days. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

Indemnification

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor’s operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the University, agrees to pay to or reimburse the University for the Defense Costs incurred by the University in connection with any such liability claims, or demands.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume and liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.