

**REQUEST FOR PROPOSAL  
FOR  
FURNISHING AND DELIVERY  
OF  
RADIOCHEMICAL PROCESSING HOT  
CELLS  
FOR  
THE CURATORS OF THE UNIVERSITY OF MISSOURI  
ON BEHALF OF  
UNIVERSITY OF MISSOURI – COLUMBIA CAMPUS  
RFP# 21009  
DUE DATE: NOVEMBER 18, 2020  
TIME: 2:00 P.M. CT**

THE CURATORS OF THE UNIVERSITY OF MISSOURI  
Prepared by:  
Wade A. Jadwin  
Strategic Sourcing Specialist  
University of Missouri Procurement  
1201 North State Street – Suite G5C  
Rolla, MO 65201

Date Issued: October 14, 2020

## NOTICE TO RESPONDENTS

The University of Missouri requests bids for the Furnishing and Delivery of **RADIOCHEMICAL PROCESSING HOT CELLS - RFP#21009**, which will be received by the undersigned at University of Missouri Procurement, until **November 18, 2020 at 2:00 P.M. CT. The University assumes no responsibility for any vendor's on-time receipt at the designated location for bid opening. Faxed or emailed responses will not be considered.**

Specifications and the conditions of Request for Bid together with the printed form on which Request for Bids must be made may be obtained by accessing the following website: <http://www.umsystem.edu/ums/fa/procurement/bids> 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.

If you have any questions regarding the RFP, please send them to:

*Wade A. Jadwin  
University of Missouri Procurement  
1201 North State Street – Suite G5C  
Rolla, Missouri 65409  
jadwinw@mst.edu*

**All questions regarding the RFP must be received no later than 2:00 P.M. CT on November 6, 2020.**

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

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**UNIVERSITY OF MISSOURI  
REQUEST FOR BID (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 bid 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. As long as quality is equal, preference by a differential not to exceed 5% shall be given. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **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.
7. **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.

8. **Supplier Diversity Participation:** The University of Missouri System is committed to and supports supplier diversity as an essential part of the University’s mission and core values. To qualify as a Diverse Supplier, the company must be at least 51% owned and controlled by someone in one of the recognized groups (see below). These firms can be a sole proprietorship, partnership, joint venture or corporation. Diverse suppliers should be certified from a recognized certifying agency.

The University of Missouri recognizes the following groups:

- MBE (Minority Owned Business Enterprise)
  - African American
  - Asian American
    - Pacific Asian American
    - Subcontinent Asian American
  - Hispanic American
  - Native American
- WBE (Women Owned Business Enterprise)
- DVBE (Service Disabled Veteran Owned Business Enterprise)
- VBE (Veteran Owned Business Enterprise)
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- DBE (Disadvantaged Business Enterprise)

Tier 2 Diverse Supplier Spending and Reporting: The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers may be asked to submit Tier 2 information with Women and Diverse Owned Companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms on the contract: Direct and Indirect.

- Direct dollars – dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.
- Indirect dollars – dollars based on a percentage of revenue the University represents to the supplier. An example is as follows:
  - 1) Supplier’s Total Revenues: \$10,000,000

- 2) Revenues from University \$: \$4,000,000
- 3) University % of Total Revenues: 40% (#2 divided by #1)
- 4) Total MBE Dollars: \$150,000
- 5) Total WBE Dollars: \$150,000
- 6) Total University Attributable MBE \$: \$60,000 (#3 multiplied by #4)
- 7) Total University Attributable WBE \$: \$60,000 (#3 multiplied by #5)
- 8) Total University Attributable MWBE \$: \$120,000 (Sum of #6 and #7)
- 9) University % Attributable Revenue: 3% (#8 divided by #2)

Supplier Diversity Participation Form: If a respondent will be utilizing a diverse supplier as part of this contract, they must indicate their Supplier Diversity participation levels 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 bids shall include the proposed level of Supplier Diversity participation. Bids that do not meet the participation requirements for Supplier Diversity will not receive any of the points during bid review.

Suppliers/contractors will be responsible for reporting Tier 2 diverse supplier participation on an agreed upon timing (e.g. quarterly, annually) when business is awarded.

The University will monitor the supplier/contractor's compliance in meeting the Supplier Diversity participation levels committed to in the awarded bid. If the supplier/ contractor'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 supplier/contractor from participating in future contracts.

9. **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.
10. **Applicable Digital Accessibility Laws and Regulations:** The University affords equal opportunity to individuals with disabilities in its employment, services, programs and activities in accordance with federal and state laws, including Section 508 of the Rehabilitation Act, 36 C.F.R., Pt. 1194. This includes effective communication and access to electronic and information communication technology resources, and the University expects that all products will, to the greatest extent possible, provide equivalent ease of use for individuals with disabilities as for non-disabled individuals. The University of Missouri has adopted the Web Content Accessibility Guidelines (WCAG), as specified by the University of Missouri Digital Accessibility Policy.

Supplier shall: (1) deliver all applicable services and products in reasonable compliance with University standards (Web Content Accessibility Guidelines 2.0, Level AA or above); (2) provide the University with an Accessibility Conformance Report detailing the product's current accessibility according to WCAG standards using the latest version of the Voluntary Product Accessibility Template (VPAT); (3) if accessibility issues exist, provide a "roadmap" plan for remedying those deficiencies on a reasonable timeline to be approved by the University; (4) promptly respond to assist the University with resolving any accessibility complaints and requests for accommodation from users with disabilities resulting from supplier's failure to meet WCAG guidelines at no cost to the University; and (5) indemnify and hold the University harmless in the event of any claims arising from inaccessibility.

When installation, configuration, integration, updates, or maintenance are provided, the supplier must ensure these processes are completed in a way that does not reduce the original level of WCAG conformance. If at any point after procurement it is determined that accessibility improvements need to be made in order to comply with the WCAG standards, the supplier agrees to work with the University to remedy the non-compliance by submitting a roadmap detailing a plan for improvement on a reasonable timeline. Resolution of reported accessibility issue(s) that may arise should be addressed as high priority, and failure to make satisfactory progress towards compliance with WCAG, as agreed to in the roadmap, shall constitute a breach of contract and be grounds for termination or non-renewal of the agreement.

- 11. 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 MU Health Care, 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 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.

12. **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.

13. **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.
14. **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.
15. **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 Policy #26301, Suppliers.

## **B. Instructions to Respondents**

1. **Request for Bid (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 Respondents' risk. It is the Respondents' 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 Request for Bid 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.

The RFP document and any attachments constitute the complete set of specifications and Request for Bid 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 Bids:** All Request for Bid responses shall include three (3) copies and one (1) thumb or jump drive and must be enclosed in a sealed envelope plainly marked: **Request for Bid #21009 for RADIOCHEMICAL PROCESSING HOT CELLS, mailed and/or delivered to University of Missouri Procurement, 1201 North State Street – Suite G5C, Rolla, MO 65409, ATTN: Wade A. Jadwin.**

To receive consideration, Request for Bids must be received, at the above address, prior to the Bid due date and time stated in this RFP. It is the respondent's full responsibility for the actual delivery of Bids during business hours at the specified address.

Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All Requests for Bids 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. Bids on equivalent items of the same quality are invited. However, to receive consideration, such equivalent bids 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 Bid 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 bid 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 Bid and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all bids shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

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

By submitting a bid, 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 bid 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 bid; (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 bid submission must be initialed in ink by the person signing the bid. Bids, 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 bid. The modification must be submitted in a sealed envelope marked "Bid Modification" and clearly identifying the RFP title, RFP number and closing date and time. Bids may not be modified after the RFP closing date and time. Telephone and facsimile modifications are not permitted.

Bids 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. Bids may be withdrawn in person before the RFP closing upon presentation of proper identification. Bids may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of bids.

All bids, 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 bid. 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 bid 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 Assistant Vice President Management Services, UM System shall be final and binding upon all parties.

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

5. **Contract Award and Assignment:** The successful Respondent(s) 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 Advertisement for Request for Bids, Specifications and Addenda, Exhibits, Request for Bid Form, Form of Contract, Statement of

Work, 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 30 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.

For consulting services and/or contract labor services performed for MU Health Care, the hourly rate and the number of hours worked must be included in the agreement and/or on the invoice submitted. Payment will not occur unless this information has been provided.

The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms.

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, locations and affiliates of the University of Missouri, including MU Health Care.

The University of Missouri System seeks to make the terms and prices of this contract available to other higher education institutions and public entities in the State of Missouri. Extension of the terms and prices to any or all other Missouri higher education institutions and public entities 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 and public entities 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.

## DETAILED SPECIFICATIONS RADIOCHEMICAL PROCESSING HOT CELLS

### 1.0 General

#### 1.1 Project Objective

The objective of this Request for Proposal (RFP) is to obtain proposals for two hot cell systems that will allow for the safe, efficient, routine production of a radiochemical product at the University of Missouri Research Reactor (MURR). The descriptions and specifications provided as part of this RFP are given as a guideline to achieving this end. If a vendor has a solution, dimension, or design that falls outside the parameters described in this RFP, their proposal will still be considered, as long as a sufficient explanation accompanies it.

#### 1.2 General Introduction

The University of Missouri Research Reactor (MURR) is soliciting proposals for two hot cell systems: 1) a four (4) chambered hot cell system that will be used to produce and dispense a bulk radiochemical product and a two (2) chambered hot cell system for auxiliary support functions. The functions of the first four hot cell chambers will be Processing, Polishing, Dispensing, and Autoclave sterilizing. The second two hot cell configuration will be for Target Fabrication and Encapsulation. MURR will evaluate the proposals based on limiting and desired criteria. The proposal's adherence to the functional and dimensional specifications, ease of use and maintenance, evidence of prior successful construction, total price and delivery schedule will be some factors considered in the evaluation.

Potential vendors may request a site visit to the MURR facility. All site visits must follow MURR's policies and procedures for facility access.

##### 1. 1.2.1 Four Cell Processing System

For the first system, the Processing hot cell must have a minimum of 150 mm (approximately 6 inches) of lead shielding (or the equivalent) on the exterior walls and the Polishing, Dispensing and Autoclave cells a minimum of 50mm (approximately 2 inches) of lead shielding (or equivalent). For both systems, the hot cells will have sufficient shielding in the exterior walls, roof and floor to meet the shielding requirements listed in this document.

The interior dimensions of these four cells should utilize standard, available designs with nominal dimensions of 5' in width, 4' in depth and 5' in height. In an effort to reduce design costs, the MURR is interested in receiving bids for existing, "standard" cell designs which approximate these dimensions, if available.

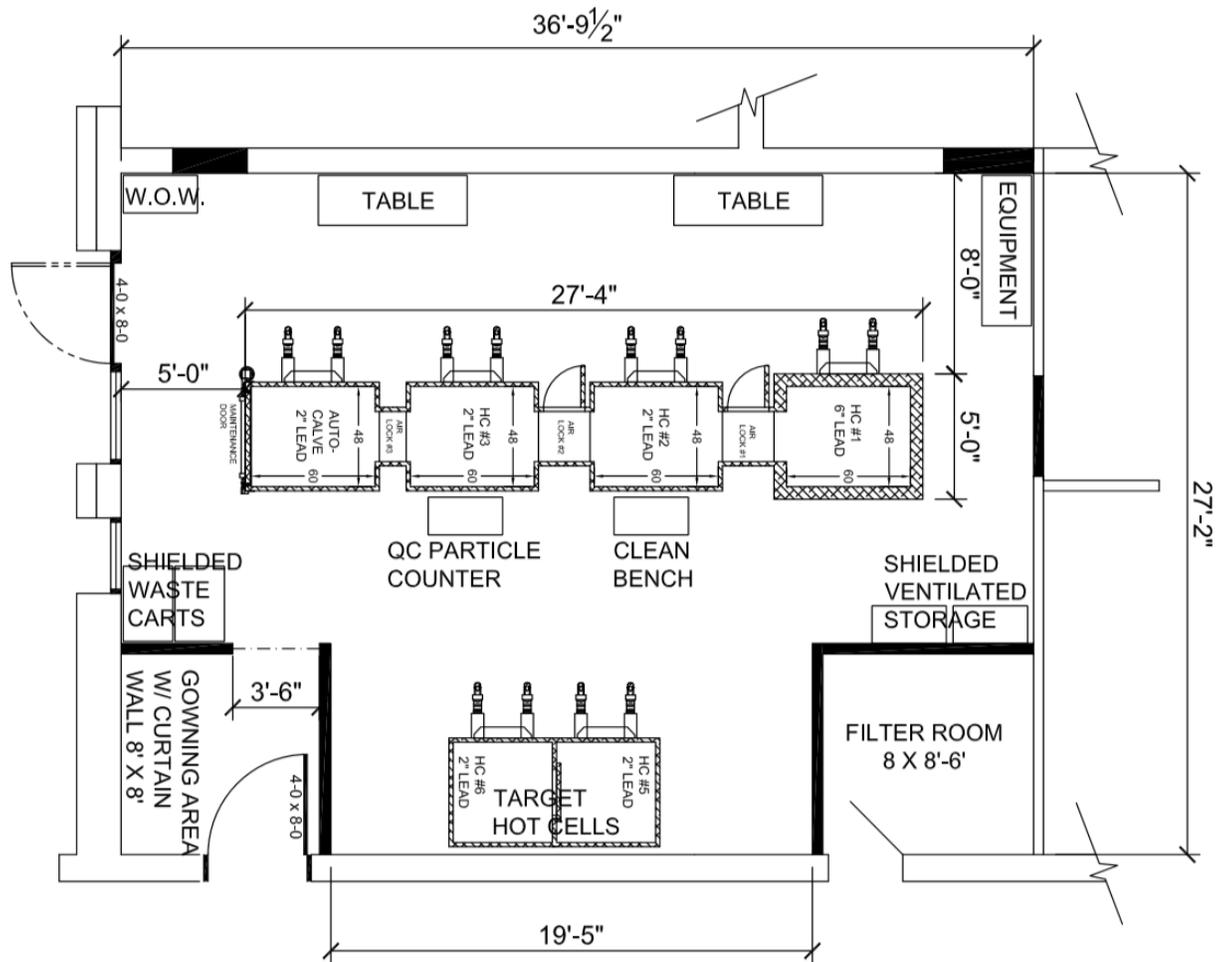
The ISO classes for the cells are as follows:

- Processing cell – ISO 7
- Polishing cell – ISO 7
- Dispensing cell – ISO 5
- Autoclave – ISO 7

It is anticipated that at least the Dispensing cell will achieve its ISO classifications through laminar, recirculation flow. However, bidders should specify laminar recirculation flow for all cells so as to reduce the total flow demanded through the system to achieve these ISO limits. Bidders should specify both internal and external HEPA recirculation filters.

The layout for the four-cell train described above and shown in Figure 1 is proposed by MURR in order to provide material control and radiation shielding throughout the process from accepting targets from the reactor to final sterilization of product vials. Vendor designs that achieve the goal of material control and shielding for radiological dose with a different configuration of hot cells and/or equipment or other infrastructure will be considered.

Figure 1 – Proposed Radiochemical Lab with Hot Cell Layout



### 1.2.1 Two Cell Target Fabrication System

For the two cell, Target Fabrication system, both cells must have 50 mm (2 inches) of lead shielding, will have sufficient shielding in the exterior walls, roof and floor to meet the shielding requirements listed in this document. An appropriately shielded air lock will connect these two cells. The interior dimensions of all cells should utilize standard, available designs with nominal dimensions of 4' in width, 4' in depth and 4' in height. Both cells will be ISO 7.

## 1.3 General Process Flow

For the four cell Processing system, irradiated and sealed targets will be delivered to the Processing hot cell. Multiple target cans may be delivered for processing. Targets will be transported to the hot cell suite via a cask weighing approximately 350 pounds. The design suggests that the cask be introduced to the cell through a combination, shielded air lock via a reinforced sliding shelf. This air lock will allow transfer of material from outside to either of the first two cells as well as between these two cells.

Product from the Processing hot cell will be transferred to the Polishing cell via shielded liquid tubing, although the air lock can also be used as necessary. After this second processing stage, the product will again be transferred as liquid to the Dispensing cell. A second air lock between the Polishing and Dispensing hot cells will allow for an alternate transfer mechanism as well as an access point for transferring equipment and materials into and between the second and third cells. Finally, the product vials will be transferred through a simple air lock to the autoclave cell where they will be sterilized. In addition to air lock access, these four cells should include large (either hinged or vertical motorized door opening) rear shielded doors.

For the first three cells, they will include external rear shielded access doors and internal, removable, transparent service panels with glove ports for needed maintenance activities. In the case of the autoclave, a similar access door will be provided for both maintenance and for transferring shielded casks out of the cell on a reinforced sliding shelf capable of supporting 350 pounds of weight.

For the two cell, Target Fabrication system, material will be passed into the Target Manufacturing cell through an air lock in a shielded (1" lead) pig, formulated and then passed to the second cell for Encapsulation. It will then be removed from the second cell, again in a shielded pig. It is anticipated that a common air lock such as those proposed for the four-cell train could be used for these material movements. These cells will also include vertical motorized front opening doors with glove access (cells will be placed against a wall so rear access will not be available).

All cells will include manipulators, e.g. CRL model GHD or equivalent. All should have SLR tong assemblies with chain operated tongs. Bidders should bid both hot cells with and without manipulators.

The planned modifications to the proposed production laboratory room is in the design phase. This laboratory has a ceiling height of 10'. Vendor will specify if this height is adequate for installation of the hot cells and their supporting ventilation system. Vendors will also specify the ceiling height needed in the operator area for manipulator clearance.

## 2 Scope

The scope of work is to design, manufacture, deliver, install and validate the hot cells. Vendors may provide any equipment options they see fit to support the production process outlined above, but this is not required.

The final ventilation, electrical connections and compressed air interfaces are the responsibility of the University.

## 3 Related work

The work is to be completed in conjunction with existing operations. Installation and testing shall not interfere with existing MURR operations. An installation procedure outlining any equipment and floor space requirements for the installation of the hot cells shall be submitted to the University prior to the actual installation.

## 4 Applicable Documents

The vendor shall provide a list of all applicable documents and standards used in cell construction. Before any fabrication begins on the hot cells or its components, design documents shall be prepared and submitted for approval. The documents will include but will not be limited to the following:

- Welding Standards
- Electrical Standards
- Seismic Qualifications
- Detailed assembly and component drawings of all systems and components for Buyers Approval
- Final Acceptance Procedure

## 5. Functional and Dimensional Specifications

**NOTE: Vendors will be allowed flexibility in the dimensions specified below. In addition, vendors will be allowed flexibility in design concepts as long as all the intent of each specification is met.**

### 5.1 Four Cell Processing system

1. The vendor will provide a four (4) chambered hot cell system (Processing, Polishing, Dispensing, and Autoclave), with each cell connected by a pass-through, to allow isolation of the cells from each other. The Processing cell shall provide a minimum of 150 mm (~6 in) of lead shielding (or equivalent). The Polishing, Dispensing and Autoclave hot cells as well as the air locks shall have a minimum of 50 mm (~2 in) of lead shielding (or equivalent). The shielding shall provide adequate overlap, stepping and interlocking design for all surfaces, plugs, floors and other structures designed to provide radiation shielding so that radiation streaming is prevented.
2. The MURR is requesting that switches, controls, interlocks, logic functions, etc., be "manually" operated with minimal use of PLCs or similar solid-state devices. Preference will be given to manufacturers who can demonstrate simplicity of control design.

3. Vendor's design shall include components, seals, gaskets, and any other materials, that must be compatible with the handling corrosive materials, specifically acids. The Processing cell will include use of 3.4M Triflic Acid and 3.0M HCl. The Polishing cell will use up to 3.0M HCl. The dispensing and autoclave cells will not be exposed to corrosive materials.
4. The exhaust ventilation system must be suitable to handle any airborne releases. At a minimum, each cell shall have redundant filter banks for the inlet and exhaust airflow that include HEPA filters in housings that are shielded with lead. This requirement will allow one train of filters to be isolated for decay and replacement while the redundant filter train is on service. Ease of filter removal and replacement will be taken into consideration during the evaluation of the design. Pre-filters are required, as are upstream and downstream monitors used to track differential air pressure for assessment of system performance. Sampling/challenge ports, 1/4" NPT, shall be provided between all filters and at the entrance and exit of all filters.
5. The Processing and Polishing hot cells must be capable of supporting an ISO Class 7 or greater environment. Laminar, recirculation flow should be used to minimize total flow through the system with recirculating filters either internal or external to the cells.
6. The Dispensing cell must support ISO Class 5 using laminar, recirculation flow.
7. The Autoclave cell must support ISO 7 with laminar, recirculation.
8. All cells should ideally have interior dimensions of 5' wide by 4' deep by 5' height. MURR will consider hot cells with dimensions larger or smaller than the above when "standard" designs are available which would significantly reduce cost. The horizontal work surface in each cell will be flat and plumb in both directions within +/- 1/16" per linear foot with a maximum overall tolerance of +/- 5/32". Vendor will specify room floor loading for the four hot cell system.
9. The air lock box modules be at least 14" wide by 20" high and should include inlet filters to maintain appropriate ISO classifications for their adjoining cells. Each pass-through should be equipped with a sliding tray or equivalent mechanism to facilitate movement of materials and equipment between cells. This sliding tray should be designed such that it can be removed for maintenance, if necessary.
10. MURR prefers a hot cell design that incorporates a mechanical system on the rear of the cells to allow the non-routine entrance to the hot cell to facilitate activities such as cleaning or installation and maintenance of equipment.
11. The Dispensing hot cell will have an air lock for moving filled vials into the Autoclave cell. This air lock should be 12" wide by 12" tall.
12. The vendor shall provide pricing for master-slave manipulators for all hot cells, suitable for weekly use in a production environment. MURR requires a design that uses CRL model GHD manipulators.
13. A window constructed of shielded glass or other equivalent material should be sited on the same side of each hot cell as the manipulators. It should have a shielding effectiveness equivalent to the shielding provided by the walls of the cell. The window shall be sized and positioned to view the entire area of the inside except the extreme front edge and have thickness equivalent to the cell to which it is attached. The internal side of the shielded glass windows should have a protective cover or coating to protect the window from physical shock and to prevent etching of the shielded glass and static discharge.
14. Internal lighting in the hot cell shall be sufficient to provide an illuminance of at least 1000

lux using LED lighting. Each cell should have four or more light ports per cell. Lights should be replaceable from the exterior of the cell.

15. There should be multiple line penetrations for, but not limited to, environmental monitoring, chemical additions, pressure gauges, pneumatic lines and electrical power. Some of the penetrations will be intra-cell and some from the isolation area. Product will be transferred between the first three cells using these penetrations. MURR suggests the following:

- Processing cell –  $\geq 6$  switched outlets, 2 cable lines, and  $\geq 4$  liquid lines
- Polishing cell -  $\geq 6$  switched outlets, 2 cable lines, and  $\geq 5$  liquid lines
- Dispensing cell -  $\geq 6$  switched outlets, 2 cable lines, and  $\geq 2$  liquid lines
- Autoclave cell - 2 switched outlets and 1 liquid line

Penetrations or feed-throughs should be hermetically sealed, providing vacuum or pressure seals that are helium /gas leak tight. Penetrations could include 1/4", 3/8" and 1/2" NPT, swaged connections, and vacuum clamp 1" SS passthroughs. We suggest Roxtec panels on both the left and right sides of the cell for these penetrations.

16. All ports between the cell environment and the outside or adjacent cells are to have seals specially designed to prevent the migration of radioactivity. Each seal shall be designed to be testable for migration.
17. The electrical supply to the cells will be 20 amp, 120 volt with neutral and ground, each provided with breakers external to the cells. The power to the outlets should be independently controlled by switches located on the exterior front face of the hot cell.
18. All cells shall be non-corrosive of SS construction or approved equivalent. Internal surfaces should be designed to withstand rigorous and routine cleaning. The cell liners shall be designed to withstand a differential pressure of 5 inches water column (negative) without any deformation. Vendor will specify, subject to University approval, the test method and test acceptance criteria for liner integrity. This approved test will be performed on each cell liner. The tests are to be performed by the vendor before installation and witnessed by the University. The manipulator ports and other ports which penetrate the interior liner are to be blanked off for the tests.
19. Processing and Polishing cells shall be non-corrosive with protective liners to protect against acid corrosion.
20. Each cell shall provide tubing, connections and a gauge to measure pressure differential between inside and outside the hot cell. The pressure gauge shall be a model 2000 series Dwyer Magnehelic® differential pressure gauge or equivalent and will have a range of 0-4 inches water column with a resolution of 0.2". The face diameter of the gauge shall be 3.0" minimum and readable by the unaided eye to the finest resolution of the gauge. Sampling ports will be installed in-line, 1/4" npt connection, to allow for measurement.

21. The Processing cell should include a receiving area equipped to open casks, either by small crane or motorized lift, using an external motor. The cell should include a nominal 12" ID diameter by 3' deep, 1" lead shielded waste disposal port in the floor. The Polishing cell will have a 12" deep x 2.5" diameter lead shielded port in the floor for a radiation dose monitoring system. The Dispensing hot cell should be provided with a shielded well (at least 50 mm or 2 inches lead or equivalent) that will house a Capintec 77THR dose calibrator. The system should be designed to allow external access to the port for replacing the dose calibrator as necessary.
22. The design should be compatible with cleaning regimens associated with current Good Manufacturing Practices. These include sealed lighting, minimal crevices, all corners radiused (at least 5/8" radius), access to air filtration equipment from the outside, etc.
23. The proposal should include the cost for the vendor to install the hot cell system as well as the cost to perform an installation and operational qualification once the hot cells are installed. The vendor shall produce the 10/0Q documentation and send that documentation to MURR for review and approval signature prior to execution.
24. The successful vendor will provide complete and detailed installation drawings of all mechanical systems, electrical systems, etc.
25. The hot cells will be installed in a laboratory that will be purpose-remodeled and the components should be able to be delivered using a pallet jack.

## 5.2 Two Cell Target Fabrication system

(All specifications listed above apply to these cells with the following exceptions.)

1. The vendor will provide a two (2) chambered hot cell system (Target Fabrication and Encapsulation), with these cells connected by a pass-through, to allow isolation of the cells from each other. Both cells will have 50 mm (~2 inches) of lead shielding (or equivalent). An air lock will be provided between these cells with a minimum of 50 mm (~2 in) of lead shielding (or equivalent).
2. The Target Fabrication cell will include use of 3.0M HCl which will dictate an appropriate cell liner.
3. Both cells must be capable of supporting an ISO Class 7 or greater environment using laminar flow recirculation.
4. All cells should ideally have interior dimensions of 4' wide by 4' deep by 4' height. MURR will consider hot cells with dimensions larger or smaller than the above when "standard" designs are available which would significantly affect cost.
5. The air lock box module should have an opening of at least 14" wide by 20" high.
6. There should be multiple line penetrations:
  - Fabrication cell –  $\geq 4$  switched outlets and  $\geq 4$  liquid lines
  - Encapsulation cell –  $\geq 4$  switched outlets and  $\geq 2$  liquid lines

## 6. Proposal Evaluation and Selection Process

### A. 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:
  - a) 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.
  - b) 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.
  - c) 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:
  - a) Discussing those aspects of each proposal, which contain omissions, ambiguities and uncertainties;
  - b) Verifying and identifying strengths and weaknesses which could affect work performance;
  - c) Verifying the validity of the respondent's proposed pricing; and
  - d) 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.

**B. Vendor Selection**

1. The results of the final RFP evaluation will be approved by the appropriate authorized

University personnel and the Senior Buyer 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. EVALUATION CRITERIA - LIMITING**

The limiting criteria used to evaluate the proposals are listed below. The factors are listed in descending order, with the most important factor listed first; however, none of the factors are weighted.

- a) Does proposal include the design, manufacture, deliver, install and commissioning of a system to meet the criteria above?
- b) Does the system provide a train of separate cells for processing, polishing, dispensing, and autoclave functions, and a second train for target fabrication and encapsulation?
- c) Does the processing cell have a minimum of 150 mm of lead shielding?
- d) Do all other cells have a minimum of 50 mm of lead shielding?

### **4. EVALUATION CRITERIA – DESIRABLE**

The desired criteria used to evaluate the proposals are listed below. The factors are listed in descending order, with the most important factor listed first.

- a) Describe if your proposed system can meet the minimum functional and dimensional specifications as per Section 2.0.
- b) Vendors will be allowed flexibility in the dimensions and design concepts as long as all the intent of each specification in Section 2.0 is met.
- c) Please provide a list of deployed hot cells within the last 5 years. This should include contact names and numbers.  
MURR seeks to partner with a vendor that will design, manufacture, install and commission the equipment on schedule and within budget. One way of gauging this assurance is through a review of a company's past performance in delivering similar products.
- d) Describe if your proposed system utilizes switches, controls, interlocks, logic functions, etc., that can be “manually” operated with minimal use of PLCs or similar solid-state devices.
- e) Describe if your system can operate with minimal operating and retrofit expense to MURR.  
MURR staff should be able to operate, maintain and perform routine maintenance on the hot cells and associated support systems with a minimal expense and facility refit. While MURR recognizes that working with radioactive material requires significant engineering and administrative controls, MURR seeks to minimize the financial and operational impact on staff and infrastructure.
- f) Describe in detail the proposed timeline including a projected delivery date of equipment and projected date for routine production of radiochemical products meeting all specifications and commissioning requirements. How

successful has your company been in meeting delivery timelines once they are established?

- g) Describe the reasonable total price with a full breakdown of expected costs over the course of design, approval and manufacturing. Vendors will provide a full breakdown of expected costs over the course of design, approval and manufacturing. MURR reserves the right to request clarification and justification for any proposed costs from any vendor before the final evaluation of their proposal.
- h) Describe in detail the warranty included with the equipment you are proposing. This should include the defined coverage and timeframes.

**HAZARDOUS WASTE DISPOSAL CONTRACTOR/HAULER**  
(High Risk)

**Insurance**

The Contractor shall provide insurance coverage as follows:

<b>Coverage</b>	<b>Minimum Limits</b>
Workers Compensation	Statutory
Employers Liability	\$500,000
Auto Liability (To included Owned, Hired, and Non-owned)	\$1,000,000 Combined Single Limit, Per Occurrence and \$2,000,000 Aggregate
Commercial General Liability (Commercial Form MUST include: Premises & Operations, Contractual, and Products/completed Operations Exposure) Occurrence coverage is required.	\$5,000,000 Combined Single Limit, Per Occurrence and \$10,000,000 Aggregate
Pollution Liability	\$10,000,000 Combined Single Limit, per Occurrence and Aggregate

**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. The University must receive at least 10 days advance notice in the event of policy cancellation or material change to 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 bids for such contract.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Contractor fails to maintain and keep in force the required insurance, 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 any liability for acts of the Contractor, any Subcontractor, or their employees in the performance of the 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.

BID FORM

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(Name of firm or individual bidding)

REQUEST FOR BIDS

FOR

FURNISHING AND DELIVERY

OF

RADIOCHEMICAL PROCESSING HOT CELLS

FOR

THE CURATORS OF THE UNIVERSITY OF MISSOURI

FOR

THE UNIVERSITY OF MISSOURI – COLUMBIA

RFP # 21009

OPENING DATE: NOVEMBER 18, 2020

TIME: 2:00 p.m. CT

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

**Price (including freight and set up) - \$ \_\_\_\_\_**

**AUTHORIZED RESPONDENT REPRESENTATION**

Authorized Signature		Date	
Printed Name		Title	
Company Name			
Mailing Address			
City, State, Zip			
Phone No.		Federal Employer ID No.	
Fax No.		E-Mail Address	
Number of calendar days delivery after receipt of order: _____		Payment Terms: _____ Note: Net 30 is default. Early pay discounts encouraged.	
Select Payment Method:                      SUA                      ACH                      Check			
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			
Maintain a regular place of business in the State of Missouri?    ___yes    ___no			

**This signature sheet must be returned with your bid.**

**ATTACHMENT A  
SUPPLIER DIVERSITY PARTICIPATION FORM**

The University of Missouri System is committed to and supports supplier diversity as an essential part of the University’s mission and core values. The University’s Supplier Diversity efforts reflect this mission.

Tier 2 Supplier Diversity Information - The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers will be asked to submit Tier 2 information with Women and Diverse Owned companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect. Awarded suppliers may be asked to utilize CVM Solutions for reporting Tier 2 spend.

- Direct dollars - those dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.
  
- Indirect dollars - based on a percentage of revenue the University represents to the supplier. An example is as follows:
  - Supplier's Total Revenues: \$10,000,000
  - Revenues from University \$: \$ 4,000,000
  - University % of Total Revenues: 40% (#2 divided by #1)
  - Total MBE Dollars \$: \$ 150,000
  - Total WBE Dollars \$: \$ 150,000
  - Total University Attributable MBE \$: \$ 60,000 (#3 multiplied by #4)
  - Total University Attributable WBE \$: \$ 60,000 (#3 multiplied by #5)
  - Total University Attributable MWBE \$: \$ 120,000 (Sum of #6 and #7)
  - University % Attributable Revenue: 3% (#8 divided by #2)

1. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with Women and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples (use additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. If you are a non-diverse owned company, what percentage of your company's total contracting and procurement spend for the prior year was with Women and Diverse Owned businesses? Are you able to provide this information specific to University of Missouri business?

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3. If you are a non-diverse owned company, complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful bidder. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

Supplier Name	% of Contract	Specify Direct or Indirect

If there are questions regarding supplier diversity at the University, contact Teresa Vest, [vestt@umsystem.edu](mailto:vestt@umsystem.edu).

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

**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)

