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REQUEST FOR PROPOSAL

RFP TITLE

Response Submittal to:

Eastern Michigan University
Purchasing Department
11 Welch Hall
Ypsilanti, MI 48197

Thru: "BONFIRE LINK"

Response Due:

DAY OF WEEK, MM, DD, YYYY @ 2:00 pm

SUMMARY

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EASTERN MICHIGAN UNIVERSITY INFORMATION

The following are site addresses for Eastern Michigan University and the Purchasing Department:

Eastern Michigan University Home Page:

<http://www.emich.edu/>

Eastern Michigan University Purchasing Department:

<http://www.emich.edu/purchasing/>

INSTRUCTIONS TO BIDDERS

A. Purchasing Policy

Under the University's centralized purchasing system, only the Purchasing Department has the authority to obligate Eastern Michigan University for the purchase of contractual services, materials and equipment.

B. Response Conditions

- i. Eastern Michigan University reserves the right to accept or reject any or all submissions, to waive irregularities or technicalities in any response and to accept any response, which the University deems to be in its best interest.
- ii. Eastern Michigan University reserves the right to qualify, accept or reject any and all vendors as deemed in the best interest of the University and any exception taken by any vendor to the terms and conditions of this request.
- iii. Eastern Michigan University will not pay for any information requested herein, nor will it be liable for any costs incurred in preparing response Submittals.
- iv. Eastern Michigan University may create short list of prequalified vendors who will be able to receive final construction documents and submit bids under a separate process.

C. RFP Response Conditions

- i. Participation in the selection process by interested firms shall be at no cost or obligation to the University.
- ii. Eastern Michigan University reserves the right to retain all qualifications submitted and to use any ideas in a submission regardless of whether that

firm is selected. Submission of qualifications indicates acceptance by the firm of the conditions contained in the request for proposal, unless clearly and specifically noted in the submitted documents and confirmed in the contract between Eastern Michigan University and the firm selected. Eastern Michigan University reserves the right to terminate the selection process at any time, to reject any or all proposals or parts thereof and/or to negotiate changes to terms and waive minor inconsistencies with the RFP.

- iii. During the evaluation process, Eastern Michigan University reserves the right, where it may serve Eastern Michigan University's best interest, to request additional information or clarifications from the submitters, or allow corrections of errors or omissions. Firms submitting proposals will be required to make oral presentations as part of the evaluation process. Participation in the selection process by interested firms shall be at no cost or obligation to the University.
- iv. Provide information regarding the extent of your corporate sustainability program. Provide detail about your company's current and future commitments; fiscal summary of sustainability impacts; and how utilizing your company's services/products will improve the University's Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking Assessment and Rating System (STARS) score. (See Attachment B-1)
- v. Provide information regarding your corporate non-discrimination policy. Provide detail including the language of, or link to, the policy itself. Verify that you will comply with the University's Non-Discrimination Statement, available at <https://www.emich.edu/diversity/about-us/non-discrimination-statement.php>. (See Attachment B-2).

Please submit proposal by as stated on the cover page through the [emich.bonfirehub.com](https://www.emich.edu/bonfirehub.com) bid portal:

LINK: ???

It is solely the respondent's responsibility to ensure timely delivery of their response. All submissions must be received by the closing date and time indicated. No late, faxed, telephoned, hand delivered, or emailed responses will be accepted by the University.

REQUEST FOR PROPOSAL

VENDOR CORPORATE OVERVIEW

Contact Information

1. Provide the following information for your firm's headquarters:

Complete Legal Name:

Street Address:

City, State:

Zip code:

Telephone Number:

Website:

2. If Eastern Michigan University will be served by an office other than your firm's headquarters, provide the following information for the servicing office:

Complete Legal Name:

Street Address:

City, State:

Zip code:

Telephone Number:

Website:

PRICING (FEE PROPOSAL)

(See Attachment A-1)

Respond to the fee proposal section(s) relevant to your RFP response. We request that you provide a fee for each process as well as a fee to complete the entire process.

1. Provide a **detailed listing of your proposed services** and the associated fee(s) for this project.

2. Detail any anticipated costs that are not included in the fees proposed in your response to Question 1 such as travel expense, printing costs, etc. Describe how the costs for these items will be calculated.
3. Provide a **schedule of fees** for other services that are not included or costs that are not included in the services proposed in your response to Question 1.
4. Provide a **fixed fee** for services and/or note if you are unwilling to do so.

SELECTION CRITERIA

Vendor proposals will be evaluated by several members of the Eastern Michigan University community. A preliminary screening will be used to identify competitive vendors who have met the minimum mandatory requirements. **The Purchasing Department will subsequently request vendors who have met the minimum requirements to make a presentation on a specific time and date, to clarify information provided in the proposals.** The results of in-person interviews/presentations, if conducted, will not be discussed with any other respondent.

Final consideration, evaluation, and recommendation may be made at this point. However, the University reserves the right to take additional time for reference review, site visits and/or proposal negotiations.

If there are portions of any proposal the University finds unacceptable or otherwise in need of clarification or revision, the University reserves the right to negotiate with any or all vendors. Should the outcome of evaluations result in a recommendation, any resultant contract shall be subject to the approval of the University's General Counsel.

The following criteria will be used in evaluating these proposals:

University Needs: How the service offered by the company meets the needs of the Human Resources Department and the University. Knowledge and expertise of Higher Education and the local markets. Previous experience with heavily unionized environments. Turnaround time for project requests.

Budget: Structured in such a way as to be acceptable to the University, meeting the University's financial goals while demonstrating sufficient financial strength to ensure the full and proper performance of the contract throughout its term. Flexibility related to terms of contract.

Operational Expertise: Evidence of a company-wide approach to excellence. Specialized experience in university environments should be documented.

Project Personnel: Adequate size of professional staff, their availability, and experience to perform the proposed work. Availability of a dedicated point of contact for EMU.

Presented Approach: Indication that the firm understands the project and has a clear method of approach and is prepared and willing to comply with all RFP requirements.

The University will review all qualifications and will determine which firm to award this contract to that is in the best interest of EMU after all criteria are considered. This will insure the 'Best Value' for the University. The firm must be able to staff the project with personnel who possess talent and significant experience in the management of similar projects.

ATTACHMENT A-1 **ANTICIPATED FEE PROPOSAL**

I _____ representing _____ on _____ hereby
Printed Name Firm Name Date

submit this anticipated proposal to provide all Benefits Consulting services as outlined and all services described in this package will be provided to Eastern Michigan University for the requested timeframe. Lump sum costs for these services are not to exceed the amounts for the work which are indicated as follows (additional spaces provided for more detailed cost breakdown):

| Work Segment | Fee |
|---------------------|------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| TOTAL FEE | \$ |

We agree to contractually guarantee the people proposed for this service: ___Yes ___No

Printed Name & Title: _____ Signed: _____

ATTACHMENT B-1
SUSTAINABILITY INITIATIVES

Provide information as requested in Instructions to Bidders > C. RFP Response Procedures > Item iv.

ATTACHMENT B-2
NON-DISCRIMINATION POLICY