



Administered by University of Maine System  
Office of Strategic Procurement  
Request for Bid (RFB)  
#2016-001

Enterprise AutoCAD Software

**Issued Date: July 10, 2015**

**Response Deadline Date/Time:** July 20, 2015 at 2:00 p.m.

**Response Submission Information:**

Submitted electronically to [robin.cyr@maine.edu](mailto:robin.cyr@maine.edu)  
Email Subject Line – Enterprise AutoCAD Software - RFB#2016-001

**Response Contact Information:**

Strategic Sourcing Manager: Robin Cyr  
Email: [robin.cyr@maine.edu](mailto:robin.cyr@maine.edu) Phone: (207) 621-3098

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## SECTION 1

### 1.0 General Information

#### 1.1 Purpose

The University of Maine System is seeking bids to provide **enterprise AutoCAD software licensing** as defined in this document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the University and the awarded Bidder(s).

The University of Maine System consists of seven campuses, plus a Central Office, each of which has a Facilities Management Department that maintains campus buildings, and, in turn, have a need for tracking campus facilities in graphic representation form (floor plans). The building floor plans are maintained through CAD drawing files. The level of need for each campus determines the scale or, type of CAD software that is needed. Two of the larger campuses, University of Maine, and the University of Southern Maine, also maintain an Engineering Department, to oversee a large array of campus maintenance and Capital projects. To provide these services, the departments require a higher level of CADD software services. The System Office maintains an inventory of all campus facilities and also needs a higher level of CADD software. This inventory is vital in reporting space allocation in the Indirect Cost Recovery submittals, done every three years, to receive reimbursement funds for finance and administration costs associated with research funded projects performed in University facilities.

#### 1.2 Definition of Parties

The University of Maine System will hereinafter be referred to as the "University." Respondents to the RFQ shall be referred to as "Bidder(s)" or "bidder(s)". The Bidder to whom the Contract is awarded shall be referred to as the "Contractor."

#### 1.3 Bid Pricing

Refer to **Appendix B** for specific Bid instructions/requirements.

#### 1.4 Evaluation Criteria

Award will be made to the low bidder provided that all other requirements are satisfactorily met, including receipt of Bid as outlined in **Appendix B**.

No Best and Final Offers: The University will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

#### 1.5 Bid Submission

A SIGNED copy of this Bid document must be submitted to the Office of Strategic Procurement as follows:

1. Completion of **Appendix A**. **Appendix A** must be SIGNED as part of the submission.
2. Bidder may attached company Bid to their submission as supporting information. Bidder is still required to complete **Appendix B**.
3. Bid submission will be submitted electronically to the Email provided in the **Response Submission Information** section of the cover page of this document.
4. Electronic submission must be received by the required **Response Deadline Date/Time** reflected on the cover page of this document.

## SECTION 2

### 2.0 Bid Terms

#### 2.1 Payment Terms

Payment shall be made upon submittal of an electronic invoice to the University by the Contractor on a net 30 basis unless discount terms are offered. In the event there is a discrepancy with the invoice, payment terms shall be effective starting on the date the discrepancy is resolved, for only that portion of the invoice that is disputed. Invoices must include a purchase order number.

#### 2.2 Pricing:

All prices bid shall remain firm for the entire term of the Agreement.

#### 2.3 Invoices

Unless otherwise specified in an attachment hereto, invoices and questions regarding invoices will be directed to:

Accounts Payable Shared Services  
5765 Service Bldg.  
Orono, ME 04469

Phone: [207-581-2692](tel:207-581-2692) Donita Gallant  
Fax: [207-581-2698](tel:207-581-2698)  
Email: [UMAP@maine.edu](mailto:UMAP@maine.edu)

#### 2.4 Contact – Post Award

Unless otherwise specified in an attachment hereto, the awarded bidder will Email any notice to the person(s) listed below. This person will serve as receipt of the delivery of the product / service.

**Contact Name:** Robin Cyr, IT Strategic Sourcing Manager  
**Email:** [robin.cyr@maine.edu](mailto:robin.cyr@maine.edu)  
**Telephone:** (207) 621-3098

#### 2.5 Product / Service Delivery

The following detail the product / service delivery requirements to the awarded bidder. As part of the submission of the Bid the awarded bidder is committing to these requirements.

**Delivery:** Must be received within 5 business days from the Bid award.

**Other:** Vendor is required to deliver all license/maintenance keys and documentation necessary to support the usage and record of the University of Maine System acquisition within the delivery date/time specified above.

## 2.6 Order of Precedence

In the event of any conflicts among the Bid documents the following order of precedence shall apply:

- A. This Request for Bid (RFB).
- B. Addendum A – University of Maine System Bid Vendor Page
- C. Addendum B - Pricing
- D. Bidder Attachments, as required.

## Appendix A – University of Maine System Bid Vendor Page

Organization Name:	
Chief Executive – Name/Title:	
Telephone:	
Fax:	
Email:	
Headquarters Street Address:	
Headquarters City/State/Zip:	
Lead Point of Contact for Bid – Name/Title:	
Telephone:	
Fax:	
Email:	
Street Address:	
City/State/Zip:	

- This Bid and the pricing structure contained herein will remain firm for a period of 90 days from the date and time of the Bid deadline date.
- No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's response.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a quote.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

*To the best of my knowledge all information provided in the enclosed quote, both programmatic and financial, is complete and accurate at the time of submission.*

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 Authorized Signature

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 Date

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 Name and Title (Typed)

## Appendix B – Pricing

Bidders are required to submit all costs associated with the stated product / service.

**IMPORTANT** – Please do NOT change any formatting on the response sheet in any manner (such as merged cells). You can add rows required to insert additional information. If a particular cost table row/column is not required as part of your bid simply leave it blank.

#	Product/Service Description	Qty	Initial Cost	Year 2 Renewal	Year 3 Renewal	Year 4 Renewal	Total Cost
1	BDSP net	2					
2	BDSS net	4					
3	AutoCAD LT	13					
	<b>Subtotal</b>						
	<b>Discount</b>						
	<b>Total</b>						