



ADMINISTERED BY
UNIVERSITY OF MAINE SYSTEM
OFFICE OF STRATEGIC PROCUREMENT
REQUEST FOR PROPOSAL (RFP)

ACCESS CONTROL SOLUTION
RFP # 13-15
Issue Date: January 15, 2015

Proposals Must Be Received By: February 27, 2015

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Office of Strategic Procurement
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Section 1

1.0 General Information

1.1 Purpose

The University of Maine System is seeking proposals for the provision of a comprehensive security management system with smart card technology which will provide tracking capabilities of staff, students and visitors, as well as, limit access to classrooms, dorms and facilities. The solution should have the ability to integrate all University campuses into a common security platform that has the ability to either manage locally or through a common managed central location.

Bidders as part of their proposals are asked to provide for consideration both enterprise level and institution tailored options. Institution tailored options are based on individual University location needs. Although the University of Maine System is interested in considering an enterprise solution, our primary need is to solve our electronic card access system needs. As a result the University reserves the right to make multiple awards or a single award based on the solutions offered and the needs of our institutions.

In response to the proposal we are asking bidders to offer a solution which will provide a base offering to support what is outlined in items 1 & 2 below, in addition to expansion capabilities of items 3 & 4 below.

- 1) Design, provision and installation of an electronic card access system to identified University building locations, as detailed in Exhibit 1 (see Access Point and Student Access Point columns). The solution offered must be compatible with existing card system(s), where designated, see [Section 1.3 University Specific Requirements](#). The current state and needs of the University locations are identified in the following pricing exhibit:
 - a. Exhibit 1 - The table provides the bidder with the required response format for supplying the equipment solution proposed and pricing. Supporting University building floor plans where available, are posted to the following website:
<http://people.usm.maine.edu/dfm/CampusPlans.zip>

A complete set of building plans and details for Exhibit 1 for institutions will be provided after conclusion of the Facility Tour as noted in Section 1.8 Timeline of Key Events.
- 2) “Primary Requirements – Solution Offering 1” for installation and maintenance support for supplying an access control software solution; including licensing, maintenance and support, training and implementation.

Bidders are encouraged to provide solution offerings which include, integration with existing University legacy system(s) (i.e. C-Cure, Blackboard, etc.), see [Section 1.3 University Specific Requirements](#), as well as, if appropriate the Bidder’s own solution.

- a. Exhibit 2 – Table 1 – This table provides the bidder with the required response format to supply options for an access control software solution.
- 3) “Primary Requirements – Solution Offering 2” for installation and maintenance support for providing a comprehensive enterprise solution; including licensing, maintenance and support, training and implementation.

Bidders are encouraged to provide solution offerings which include, expansion of existing University legacy system(s) (i.e. C-Cure, Blackboard, etc.), see [Section 1.3 University Specific Requirements](#), as well as, if appropriate the Bidder’s own solution.

- a. Exhibit 2 – Table 2 – This table provides the bidder with the required response format to supply options for a comprehensive enterprise solution.
- 4) “Future Growth and Enhancements” – For installation and maintenance support for supplying additional products or services which are not sought by the University as “Primary Requirements” but instead options for Future Growth and Enhancements based on future University needs.
 - a. Exhibit 2 – Table 3 – The table provides the bidder with the required response format to supply options for the identified Future Growth and Enhancements. Bidders are encouraged to provide pricing and descriptions for other components not listed which they feel may be beneficial for the University’s overall solution.

This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected and the contractual terms by which the University intends to govern the relationship between it and the selected vendor.

1.2 Definition of Parties

The University of Maine System will hereinafter be referred to as the "University." Respondents to the RFP 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 University Specific Requirements

The following provides a high-level description of the base offering needs of each institution within the University of Maine System. Bidders are encouraged to provide solution offerings which include, expansion of existing University legacy system(s) (i.e. C-Cure, Blackboard, etc.) as noted.

[University of Maine \(UM\)](#)

Legacy System – Blackboard System and Persona System for Offline Access

UM’s primary objectives for this proposal is to select a solution which will:

- 1) Provide for electronic access to one (1) exterior door in each building that currently does not utilize card access.
- 2) Bidders' offering a solution that is compatible with the current Legacy System will be given preference, unless the solution provides a more comprehensive and cost effective solution for the University. Cost effectiveness will be evaluated considering total cost of ownership (Bidders' cost + Internal cost + Third Party costs).

University of Southern Maine (USM)

Legacy System –

C-Cure 9000 Security Access System (Online Access System)
BEST BASIS ET 680 (Offline Access System)

USM's primary objectives for this proposal is to select a solution which will:

- 1) Provide for the installation of an electronic card access system to all Resident Hall student rooms on the Portland and Gorham campuses except for Philippi Hall, Upperclass Hall, and Dickey-Wood Hall.
- 2) Provide for electronic access to one (1) exterior door in each building that currently does not utilize card access, on the Portland, Gorham, and Lewiston-Auburn College campuses as listed in Exhibit 1.
- 3) Bidders' offering a solution that is compatible with the current Legacy System will be given preference, unless the solution provides a more comprehensive and cost effective solution for the University. Cost effectiveness will be evaluated considering total cost of ownership (Bidders' cost + Internal cost + Third Party costs).

3) University of Maine at Augusta (UMA)

Legacy System – DSX Access Control System.

UMA's primary objectives for this proposal is to select a solution which will:

- 1) Provide electronic access to one (1) exterior door in each building on both the Augusta and Bangor campuses as listed in Exhibit 1.
- 2) Bidders' offering a solution that is compatible with the current system will be given preference, unless the solution provides a more comprehensive and cost effective solution for the University. Cost effectiveness will be evaluated considering total cost of ownership (Bidders' cost + Internal cost + Third Party costs)
- 3) The University of Maine at Augusta is seeking qualifications for a Contractor to build, retain ownership and manage a resident hall on the Augusta campus. UMA will have at its option to include products and services under the resulting Agreement to this facility.

University of Maine at Farmington (UMF)

Legacy System – Not Applicable

UMF's primary objectives for this proposal is to select a solution which will:

- 1) Provide for electronic access to one (1) exterior door in each building that currently does not utilize card access.
- 2) Provide for the installation of an electronic card access system to all Resident Hall student rooms.
- 3) Bidders' offering a solution that is compatible with the current Legacy System will be given preference, unless the solution provides a more comprehensive and cost effective solution for the University. Cost effectiveness will be evaluated considering total cost of ownership (Bidders' cost + Internal cost + Third Party costs).

University of Maine at Fort Kent (UMFK)

Legacy System – WestingHouse Proximity (no support) 6 doors

Locknetics Mag Stripe/Schlage (out dated) 5 doors and an elevator.

UMFK's primary objectives for this proposal is to select a solution which will:

- 1) Provide for electronic access to one (1) exterior door in each building that currently does not utilize card access.
- 2) Provide for the installation of an electronic card access system to all Resident Hall student rooms.
- 3) Bidders' offering a solution that is compatible with the current Legacy System will be given preference, unless the solution provides a more comprehensive and cost effective solution for the University. Cost effectiveness will be evaluated considering total cost of ownership (Bidders' cost + Internal cost + Third Party costs).

University of Maine at Machias (UMM)

Legacy System – Stanley (No Support) dormitory space. No exact number of doors.

UMM's primary objectives for this proposal is to select a solution which will:

- 1) Provide for electronic access to one (1) exterior door in each building that currently does not utilize card access.
- 2) Provide for the installation of an electronic card access system to all Resident Hall student rooms.

- 3) Bidders' offering a solution that is compatible with the current Legacy System will be given preference, unless the solution provides a more comprehensive and cost effective solution for the University. Cost effectiveness will be evaluated considering total cost of ownership (Bidders' cost + Internal cost + Third Party costs).

University of Maine at Presque Isle (UMPI)

Legacy System – Not Applicable

UMPI's primary objectives for this proposal is to select a solution which will:

- 1) Provide for electronic access to one (1) exterior door in each building that currently does not utilize card access.
- 2) Provide for the installation of an electronic card access system to all Resident Hall student rooms.
- 3) Bidders' offering a solution that is compatible with the current Legacy System will be given preference, unless the solution provides a more comprehensive and cost effective solution for the University. Cost effectiveness will be evaluated considering total cost of ownership (Bidders' cost + Internal cost + Third Party costs).

1.4 Supporting Information

The Evaluation Team has prepared a "current state" document for each campus, refer to [**#04 - RFP 15-13 - IT-AccessControlSolution-BuildingSecurityInventory-Exhibit1**](#).

Bidders are encouraged to review this document when developing their proposed solution and wherever possible leverage existing systems or equipment to reduce the overall cost to the University.

<http://people.usm.maine.edu/dfm/CampusPlans.zip>

A complete set of floor plans and details for Exhibit 1 for institutions will be provided after conclusion of the Facility Tour as noted in Section 1, 1.8 Timeline of Key Events.

The University of Maine System currently has two legacy systems providing various levels of security management, they are, **C-Cure 9000** and **Blackboard Card Access Solution**. These legacy solutions are deployed currently at two of the campuses within the University of Maine System; University of Maine and the University of Southern Maine. The following is a high-level description of both of those solutions. Bidders are encouraged to review this information and consider this as part of developing their proposed solution and wherever possible leverage existing systems or equipment to reduce the overall cost to the University.

University of Southern Maine – C-Cure 9000 Solution

The University of Southern Maine currently has 134 online readers on the C-Cure 9000 Security Access System and 2 online readers at the Muskie School of Public Service Augusta site. C-Cure 9000 is a real-time alert notification system which monitors doors and sends alarms indicating door status. Besides monitoring access, C-Cure 9000 also monitors events and system activity, grant or deny access, schedule day-locks depending on department schedules and allows users the ability to create multiple reports.

There are currently 26 IP based master controllers that are all on private, non-routable VLAN, that are managed by Card Services. The University currently uses 26 & 37 bit proximity cards for the C-Cure 9000 access control system.

Card Services currently manages 10 video surveillance cameras which are placed at critical entry points in all residential halls and is operated by Exacqvision Software that assimilates with C-Cure 9000.

C-Cure 9000 presently extracts all student information through PeopleSoft and ID Works software and maintains faculty, staff, student, and other university client records.

Our current C-Cure 9000 software license has the capacity to retain 250,000 cardholders.

C-Cure Architectural Summary:

VMware Virtual Machine Information (current configuration):

- 1 Processor
- 4GB RAM
- 2 Volumes:
 - C: Drive - 85 GB
 - D: Drive - 80 GB

C-CURE License Information:

- Software Version Number is 2.0 Model Series Q
- Online Inputs: 254 / 5000
- Online Outputs: 157 / 5000
- Online Readers: 143 / 256
- Number of Cardholders: 26,674 / 250,000
- Simultaneous Badging Solutions: 0 / 2

C-CURE 9000 SAS, Q-Level Server (vendor recommended requirements)

- 1 Processor (Intel Xeon Quad-Core E3-1240 (3.3 GHz or greater)
- 2 Data Volumes of 300 GB each, one system and one backup
- 16GB RAM

University of Southern Maine – BEST BASIS ET 680 (Offline Access System)

The University of Southern Maine currently has 481 offline swipe locks on the STANLEY BEST BASIS Security System and 2 offline swipe locks at the Muskie School of Public Service Augusta site. STANLEY BEST BASIS is a manually operated proprietary offline lock system, similar to a key system. This is not a real-time alert notification application and is unable to monitor doors or send alarms signifying door status.

This offline lock software requires manual visits from a technician to load and unload access and history information, allow and remove access information and check battery status. Allowing access requires students to visit the Card Office for offline encoding prior to use or when there's a change in access status. There is no automated reporting system or global lockdown feature. A technician is required to visit each offline lock to extract or input information prior to user access.

A three track Mag Card is used to enable offline access information to be placed on the card.

The Stanley Best Basis offline software does not communicate with CCure 9000 or any other online software currently being used in Card Services. Because Stanley Best Basis software is run by an SQL database, there is no limitation of users.

University of Maine – Blackboard Card Access Solution

University of Maine deployment as of September, 2014

UMaine has currently 267 doors on the Blackboard security access system. It ranges from residence halls to data center doors. To date, there have been over 11M transactions (swipes) and close to 80M tracked events in the logs. The system is real-time and allows monitoring of propped doors as well as sending alarms given certain criteria. 393 defined access plans manage access to all these facilities and allows for decentralized management by building managers and Facilities Management.

The system consists of 161 IP based master controllers that are all on a private, non-routable, vlan managed by ITS. Converting over from serial devices to IP based devices has allowed us to deploy access control using the existing network infrastructure on our campus and system wide.

The Blackboard system currently accepts both mag stripe as well as prox cards for access control. We are currently also starting to experiment with Near Field

Communication technologies such as Felica. These technologies will provide a contactless authorization method with enhanced security encryption.

Across the Orono campus we have deployed approximately 175 security cameras as well, using a system called Video Insight that integrates with Blackboard access control. The Campus Security Committee is overseeing the management and deployment of video surveillance cameras, using certain standards to ensure consistency across the campus. A Video Surveillance Policy is in place to assist in managing such deployments.

Data Management is maintained by Auxiliary Services. Through extracts from PeopleSoft and our housing system, Blackboard is kept up to date with current students, faculty and staff at the Orono campus as well as the System offices. Inclusion of additional campuses should only require minor adjustments to these extracts. There will need to be a discussion on what card numbers would be utilized and ensure that current ID cards would work in the system.

Blackboard and RMS are also integrated with our offline door lock system, Persona, providing card access to over 2,500 individual rooms in our residence halls.

There will be an impact on our current licensing structure with Blackboard when expanding across multiple campuses. Currently our licensing covers up to 15K cardholders. To expand the system across multiple campuses this would need to move up to the next level, which would allow up to 25K cardholders. If expansion is considered, we will approach Blackboard to get the details of the new license agreement.

University of Maine at Augusta – DSX Access Control System

The University of Maine at Augusta currently has a total of 34 doors on the DSX Access Control System. Seven (7) of these readers are located at the College Center Dental Program building on the Bangor campus. An additional thirteen (13) readers are located at the Randall Student Center on the Augusta Campus, with one additional reader located at the Farmhouse building main entrance. Also in downtown Augusta, there thirteen (13) readers located at Handley Hall, with one reader located in the elevator car restricting access to six (6) of the seven (7) floors.

Software:

- WinDSX SQL Version 4.8.100

DSX WORKSTATION v 8.63.0.0

- DSX has stackable device type capabilities of decoding 26, 33 & 37 bit cards which are currently in use along with the older Wiegand type cards. The University uses a mix of HID Proximity Readers with the newer ICLASS Proximity Readers in use at the College Center, Farmhouse, Flight Simulator Lab.

1.5 Facility Tour

As identified in Section 1.8 Timeline of Key Events, each campus will provide the opportunity for the Bidder's to do a tour of the facilities on the day and time specified in the table, the event contact for that day is noted in the table. The intent is to provide each potential Bidder with an opportunity to see each of the facilities involved and aide the Bidders with the development of written questions.

Since the facility tour will be a coordinated event, each Bidder interested in participating in the tour will provide the names of the attendees to the contact noted in Section 1.9 of this document.

1.6 Scope of Work

The following provides a high-level description of the capabilities the University is seeking. The capabilities are divided into three sections; **1) Primary Requirements – Solution Offering 1, 2) Primary Requirements – Solution Offering 2, and 3) Future Growth and Enhancements**. The proposed solution must allow for a scalable adoption and implementation both at the enterprise and campus levels. It is the University's intention to implement the access control features detailed in the primary requirements solution offering 1 section, initially as an enterprise solution, however the University reserves the right to modify the intent if Bidder's solutions offered are cost prohibitive. The Bidder's solution must be scalable to eventually provide for a centralized control center which has the ability to be managed securely and individually.

PRIMARY REQUIREMENTS – SOLUTION OFFERING 1:

Architecture

- Solution provides Open Architecture approach allowing for integration with any system or product.
- Solution is rapidly deployable.
- Solution supports browser-based clients.
- Solution supports iClass readers.
- Solution (software and equipment) is compatible and integrates with existing card access (online and offline) systems and equipment (see Section 1.3 and 1.4) including:
 - Readers – HID cards 26bit and 37bit, and using a mix of readers.
 - Readers are required to handle smart / proximity card solutions.

Regulatory Compliance

- Compliance with standards for Higher Education Opportunities Act (HEOA).
- Compliance with standards for Family Education Rights and Privacy Act (FERPA).

Security Features

- Automatic card disablement due to non-usage.
- Solution provide a unified commands and control interfaces.
- Solution accelerates investigations by viewing all sensors and alarms on an intuitive, map-based interface, with ability to provide detail.
- Solution automate responses with workflow features and a business logic engine.

Access Control

- Provide ability to manage a schedule for unlocking building doors and managing access.
- Help prevent unauthorized access to school buildings
- Initiate lockdowns quickly isolating safety incidents.
- Reduce personnel requirements for entry monitoring.
- Create and maintain an accurate log of who enters institution buildings.
- Increase situational awareness by automatically tagging video when a card is swiped.
- Solution shall meet UL294 standard of safety for Access Control System units that all access control systems.
- Solution shall meet UL294B, specifically for the use of Power over Ethernet (PoE) components used within access control systems where PoE is the primary power source.

Administrator Interface

- Solution will be capable of being mouse driven and simultaneously support keyboard data input.
- Solution will be capable of supporting touch screen for command input.
- Solution will support tool bar for common commands, function keys and through drop down menus.
- Administrator interface shall support:
 - display and control of field equipment
 - acknowledge alarms on a priority basis
 - initiate printing of reports
 - archive and retrieve event logs
 - view historical information on predefined trend windows
 - view intranet or information from the internet in a secured environment
 - ability to modify password
 - monitoring of data communications channels
 - configuration of system parameters

Alarm Management

- Solution will support several different types of alarms for analog points.
- Solution will support assignment of alarm priorities and sub-priorities.
- Solution will support alarm enunciation including setting of alarm conditions.
- Solution will support automated processing of alarms.

- Solution will provide alarm summaries to be viewed and printed and shall support filtering by date and time, source of the alarm, and highest priority.
- Solution will provide user configurable alarm summaries.
- Solution will provide logging of alarms to an event file for future retrieval in alarm reports or archived to removable media.
- Solution will support programmable function key for alarm actions; acknowledgement, summary, and associated display.
- Solution will support management of alarm stages, such as; silence alarm conditions, acknowledge and action alarms, alarm condition response by pre-defined responses, and alarm reset option.

Card Management

- Secure storage of card information in a relational database.
- Relational database shall provide:
 - ability to assign and reassign cards to an institution, building, etc.
 - user definable fields and field labels
 - ability to create standard drop down values stored in the database for specific fields to provide standardization of stored card values
 - indexing of user defined searchable fields
 - allow “one to many” associations between card holder to multiple cards
 - allow a single cardholder to have both “active” and “inactive”, “lost” or “stolen” cards assigned
 - allow association of a card to another card holder
 - provide a tracking of card management to an institution, building, cardholder, etc. with the association start and end dates
 - maintain auditable history of all card assignments to an institution, building, cardholder, etc.
 - maintain auditable history of all card holder assignments
 - track and auditable maintain history of administrative staff modifications to the data in the database
 - storing of photo images and signatures of card holders
- Creation of photo identification badges with signatures for all cardholders.
- Support image capture devices including but not limited to digital cameras, video capture cards, scanners, and tablets.
- Support bar codes and automatic magnetic stripe encoding facilities.
- Support ability to use biometric devices as hand geometry readers which are fully integrated with the solution.
- Ability to manage and track visitors to a facility with use of temporary badges.
- Ability to manage and track visitors through the use of temporary printed passes to non-secured areas.

Intrusion Detection

- Ability to send alert when video surveillance cameras detect motion.
- Ability to send alert for motion sensors.
- Ability to send alert for glass break detectors.

- Ability to send alert for door contacts.

IP Based System

- Provide variety of indoor and outdoor camera mounting options.
- Provide high-resolution image capture that enable positive identification.
- Provide ability to use Power over Ethernet (PoE).
- Provide IP Door Controllers located on the secure side of the Access Controlled door.
- All door hardware shall be central power (PoE preferred).

PRIMARY REQUIREMENTS – SOLUTION OFFERING 2:

Enterprise Solution

- Allow for a scalable adoption and implementation both at the enterprise and campus levels.
- Allow for initial implementation for access control as an enterprise solution.
- Scalable to eventually provide for a centralized control center which has the ability to be managed security and individually.
- Provide a control center provide for user support, alarm management, police and trade dispatch, oversee system operations, digital video imaging, badge design and creation, and visitor management.
- Allow for integration of physical security assets to quickly identify and resolve real time security situations.
- Provide collaboration and data sharing with multiple organizations.

FUTURE GROWTH AND ENHANCMENTS:

Incident Response

- Provides campus personnel the ability to collaborate with first responders during incident and major events.
- Provide communications interoperability among individuals using different access technologies.
- Consolidate information relating to an incident.
- Share rich media such as video, images, web links, and alarm status.
- Activate predefined security notification policies with a single click.

Mobile Client Applications

- Increase situational awareness for mobile staff.

Notification Services

- Enable administrators to broadcast announcements.
- Integrate intercom and alarm systems to reduce maintenance and management costs.
- Centralize pages and automatic emails and phone notifications.
- Integrate with student information systems.

Security Operations

- Provide a unified command and control interface.
- Accelerate investigations by viewing all sensors and alarms on an intuitive, map-based interface, with ability to provide detail.
- Automate response with workflow features and a business logic engine.

Unified Communications

- Provide one-touch phone access to first responders.
- Enable emergency alerting to multiple devices using text messaging and recorded video voice announcements.

Video Analytics

- Detect motion, sounds and alerts.
- Reduce the need for manual building checks and accelerate incident detection.
- Initiate predefined responses to reduce response time.

Video Surveillance

- Provide ease access to real-time and archived video from any camera University System.
- Provide ability to place cameras in a location with a wired or wireless network connection.
- Provide capability to store video on and off campus.
- Connect existing and new cameras, video analytics, and other systems.

Visitor Management Systems

- Maintain an accurate visitor record for auditing and safety-incident reporting.
- Identify unwanted visitors and deny them access to University buildings.

Building Management Systems

- Provide building management system to support:
 - Security
 - Cameras
 - HVAC
 - Fire and energy management
- Provide integration of lock-down features, emergency card access restrictions, mass emergency notifications.

1.7 Evaluation Criteria

Scoring Weights: The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.

Submission Requirements	Category	Points
Section 4 (4.1-4.3)	Organization Qualifications, Experience, and References	20
Section 4 (4.4)	Economic Impact Within State of Maine	5
Section 4 (4.5)	Cost Proposal	30
Sections 5 & 6	Specifications of Work to be Performed – Business	25
Section 7 (7.1-7.4)	Specifications of Work to be Performed - Technical	20
Section 7 (7.5)	Specifications of Work to be Performed – Technical Security	Pass/Fail
20	Total Points	100

Section 4 (4.5 Only) – Cost Proposal

The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded the total points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$$(\text{Lowest submitted cost proposal} / \text{cost of proposal being scored}) \times (30) = \text{pro-rated score}$$

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.

1.8 Timeline of Key Events

Reference Section	Institution Contact for Event	Event Name	Event Due Date and Time
Section 1, 1.5	Peter St. Michael (207) 621-3119	Facility Tour – University of Maine at Augusta (Augusta and Bangor locations)	January 21, 2015 8:30 a.m. – 12:00 a.m. (Augusta) 1:30 – 4:00 p.m. (Bangor) Robinson Hall 46 University Drive, Augusta, ME
Section 1, 1.5	Jeff McKay (207) 778-7009	Facility Tour – University of Maine at Farmington	January 22, 2015 9:00 a.m. – 4:30 p.m. Facility Building, 147 Farmington Falls Road
Section 1, 1.5	Adam Thibodeau (207) 780-4751	Facility Tour – University of Southern Maine	January 23, 2015 9:00 a.m. – 11:00 a.m. (25 Bedford St., Portland) 12:30 – 4:00 p.m. (30 University Way Ext., Gorham)
Section 1, 1.5	Steward Harvey (207) 581-2668	Facility Tour – University of Maine	January 26, 2015 9:00 a.m. – 4:30 p.m.
Section 1, 1.5	TBD	Facility Tour – SNOW Makeup Day – Only If Needed	January 27, 2015 10:00 a.m. – 4:30 p.m.
Section 1, 1.5	Andrew Jacobs (207) 834-7671	Facility Tour – University of Maine at Fort Kent	January 28, 2015 10:00 a.m. – 4:30 p.m.
Section 1, 1.5	Gregg Bouchard (207) 768-9577	Facility Tour – University of Maine at Presque Isle	January 29, 2015 10:00 a.m. – 4:30 p.m.
Section 1, 1.5	Robert Farris (207) 255-1316	Facility Tour – University of Maine at Machias	January 30, 2015 10:00 a.m. – 4:30 p.m.
	Robin Cyr (207) 621-3098	Deadline for Written Communication	February 5, 2015
	Robin Cyr (207) 621-3098	Response to Written Communication & Provide Institution Diagrams & Revisions to Exhibit 1 (as required)	February 12, 2015
Section 1, 1.18	Robin Cyr (207) 621-3098	Deadline for Proposal Submission	February 27, 2015
	Robin Cyr (207) 621-3098	Estimated Vendor Presentation Date (subject to change)	March 3 - 5, 2015
	Robin Cyr (207) 621-3098	Bid Announcement (subject to change)	March 20, 2015
	Robin Cyr (207) 621-3098	Contract Negotiations (subject to change)	March 23 – April 10, 2015
	Robin Cyr (207) 621-3098	Estimated Contract Start Date (subject to change)	April 13, 2015

*Supporting University building floor plans where available, are posted to the following website: <http://people.usm.maine.edu/dfm/CampusPlans.zip>

A complete set of drawings and details for Exhibit 1 for institutions will be provided after conclusion of the Facility Tour as noted in this section.

1.9 Communication with the University

It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Addenda will also be posted on our web site, www.maine.edu/strategic/upcoming_bids.php

It is the responsibility of all bidders to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to:

**University of Maine System
Office of Strategic Procurement
Robinson Hall
46 University Drive
Augusta, Maine 04330
ATTN: Robin Cyr, IT Sourcing Manager**

Email: robin.cyr@maine.edu

Refer to table in **Section 1, 1.8 Timeline of Key Events** for deadline requirements.

1.10 Award

Presentations may be requested of two or more bidders deemed by the University to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted, the University may select the bidder(s) which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the Contract to that/those bidder(s). While the University prefers a single solution that is scalable to meet the needs of both large and small institutions, it reserves the right to award contract(s) to one or multiple vendors, which may include awards to bidders for a geographical area, if such award is in the best interest of the University.

The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of proposals. The University reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the University. The University may cancel this Request for Proposals or reject any or all proposals in whole or in part. Should the University determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

1.11 Award Protest

Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Chief Procurement Officer within five (5) business days of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.

1.12 Confidentiality

The information contained in proposals submitted for the University's consideration will be held in confidence until all evaluations are concluded and a vendor selected (the successful bidder). At that time the University will issue bid award notice letters to all participating bidders and the successful bidder's proposal may be made available to participating bidders upon request. After the protest period has passed and the contract is fully executed, the winning proposal will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of accepting a contract under this section, a contractor must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.

1.13 Costs of Preparation

Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

1.14 Debarment

Submission of a signed proposal in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.

1.15 Proposal Understanding

By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.

1.16 Proposal Validity

Unless specified otherwise, all proposals shall be valid for ninety (90) days from the due date of the proposal.

1.17 Non-Responsive Proposals

The University will not consider non-responsive bids or proposals, i.e., those with material deficiencies, omissions, errors or inconsistencies.

1.18 Proposal Submission

A **SIGNED** original and one virus-free electronic copy (e.g., CD, thumb drive) must be submitted to the **Office of Strategic Procurement, University of Maine System, 126 Robinson Hall, 46 University Drive, Augusta, Maine 04330**, in a sealed envelope by the end of business on **February 20, 2015**, to be date stamped by the Office of Strategic Procurement in order to be considered. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED. The envelope must be **clearly** identified on the outside as follows:

Name of Bidder
Address of Bidder
February 20, 2015
RFP # 13-15

1.19 Authorization

Any contract or agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Office of Strategic Procurement, Chief Procurement Officer and it is not approved, valid or effective until such written approval is granted.

Section 2

2.0 General Terms and Conditions

2.1 Contract Administration

The Office of the Chief Procurement Officer or its designee shall be the University's authorized representative in all matters pertaining to the administration of this Contract.

2.2 Contract Documents

The Contract entered into by the parties shall consist of the University of Maine System Contract for Services Master Level Agreement (attached to this document), AIA A201-2007, the RFP, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents.

Examples of other related contract documents can be found at the following locations:

AIA A201-2007 General Conditions of the Contract:

http://www.maine.edu/wp-content/uploads/2013/08/007200GeneralConditions_A201-2007.pdf

2.3 Contract Modification and Amendment

The parties may adjust the specific terms of this Contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Contract Administrator. Any agreed upon modification or amendment must be in writing and signed by both parties.

2.4 Contract Term

The Contract term shall be for a period of **three (3) years** commencing upon the completion of implementation and acceptance by the University. With mutual written agreement of the parties this Contract may be extended for two additional one periods. The University will consider other contract terms at its discretion if proposed and in the best interest of the University.

2.5 Contract Quantities

The quantities shown on the cost proposal form are approximate only. The contractor shall cover the actual needs of the University throughout the term of the contract regardless of whether they are more or less than the quantities shown.

2.6 Contract Data

The Contractor is required to provide the University with detailed data concerning the Contract at the completion of each contract year or at the request of the University at other times. The University reserves the right to audit the Contractor's records to verify the data.

2.7 Contract Validity

In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.

2.8 Non-Waiver of Defaults

Any failure of the University to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.

2.9 Cancellation/Termination

If the Contractor defaults in its agreement to provide personnel or equipment to the University's satisfaction, places University students or employees at significant risk of harm, or in any other way fails to provide service in accordance with the contract terms, the University shall promptly notify the Contractor of such default and if adequate correction is not made within seventy-two (72) hours the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the Contract during the notification period.

2.10 Employees

The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Contract without the prior written consent of the Contract Administrator.

2.11 Clarification of Responsibilities

If the Contractor needs clarification of or deviation from the terms of the Contract, it is the Contractor's responsibility to obtain written clarification or approval from the Contract Administrator.

2.12 Litigation

This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Maine.

2.13 Assignment

Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the University.

2.14 Equal Opportunity

In the execution of the Contract, the Contractor and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.

2.15 Independent Contractor

Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the University. The Contractor is not to be deemed an employee or agent of the University and has no authority to make any binding commitments or obligations on behalf of the University except as expressly provided herein. The University has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the University.

2.16 Contractor's Liability Insurance

During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability (Written on an Occurrence-based form)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
2. Automobile Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation	Required for all personnel (In Compliance with State Law)

The **University of Maine System** shall be named as Additional Insured on the Commercial General Liability insurance and as additional insured and certificate holder.

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

Certificates of Insurance for all of the above insurance shall be filed with:

**University of Maine System
Risk Manager
16 Central Street
Bangor, Maine 04401**

2.17 Indemnification

The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the University and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

2.18 Payments

Payment will be upon submittal of an invoice to the address shown on the purchase order by the Contractor on a Net 30 basis unless discount terms are offered. Invoices must include a purchase order number. The University is using several, preferred methods of payment: Bank of America's ePayables and PayMode electronic payment systems. Please indicate your ability to accept payment via any or all of these methods.

2.19 Gramm Leach Bliley (GLB) Act (Confidentiality of Information)

The Contractor shall comply with all aspects of the GLB Act regarding safeguarding confidential information.

2.20 Sexual Harassment

The University is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees. Failure to comply with this policy could result in termination of this Contract without advanced notice. Further information regarding this policy is available from:

University of Maine at Southern Maine
Daryl McIlwain
Office of Equity and Compliance
209 Deering Avenue
Portland, ME (207) 780-5510
darylmc@usm.maine.edu

2.21 Smoking Policy

The University must comply with the "Workplace Smoking Act of 1985" and M.R.S.A. title 22, § 1541 et seq "Smoking Prohibited in Public Places." In compliance with this law, the University has prohibited smoking in all University

System buildings except in designated smoking areas. This rule must also apply to all contractors and workers in existing University System buildings. The Contractor shall be responsible for the implementation and enforcement of this requirement within existing buildings.

The University of Southern Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, campus walkways, recreational and sporting facilities, and university or personally-owned, rented or leased vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, snus, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

2.22 Acceptance Tests:

The University reserves the right to conduct any test/inspection it may deem advisable to assure software shall conform to specifications. Failure to satisfy acceptance testing may result in rejection of the software with no financial obligation incurred by the University. Latent defects may result in revocation of acceptance.

2.23 Ownership of Work:

Ownership of any work developed under this contract, and all right title and interest therein shall vest in the University. It is expressly understood and acknowledged that the work shall be deemed to be a work made for hire under the U.S. copyright laws. In the event that the work is determined, by a court or competent jurisdiction in the State of Maine, not to be a work made for hire under the U.S. copyright laws, this contract shall operate as an irrevocable assignment by the Contractor to the University of the copyright in the work, including all right, title and interest in perpetuity.

2.24 Pricing:

All prices quoted shall remain firm for the entire term of the agreement.

2.25 Time is of the Essence:

All work, including the successful conclusion of final acceptance testing shall be completed as specified in **Rider E**. It is understood and agreed by the bidder that time is of the essence in the delivery and installation of supplies, materials or equipment of the character and quality required in this document. In the event these specified supplies, services, materials or equipment are not delivered by the date specified, there will be deducted 1% of the bid amount per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by acts of God, civil or military catastrophes, transportation delays, inability to obtain materials or parts from suppliers, or other force majeure beyond the Contractor's reasonable control, an extension of time as the University deems appropriate may be granted. Upon receipt of a written request and justification for an extension from the Contractor, the University may extend the time for performance of the contract or delivery of goods herein specified, at its sole discretion, for good cause shown.

2.26 Patent, Copyright and Trade Secret Indemnity:

- 2.26.1 Contractor will indemnify, defend, and save harmless the University, its officers, agents, and employees from any and all third party claims, costs (including without limitation reasonable attorneys' fees), and losses for infringement or violation of any Intellectual Property Right, domestic or foreign, by any product or service provided hereunder. With respect to claims arising from computer hardware or software manufactured by a third party and sold by Contractor as a reseller, Contractor will pass through to the University, in addition to the foregoing provision, such indemnity rights as it receives from such third party ("Third Party Obligation") and will cooperate in enforcing them; provided that if the third party manufacturer fails to honor the Third Party Obligation, Contractor will provide the University with indemnity protection.
- 2.26.2 Contractor may be required to furnish a bond to the University against any and all loss, damage, costs, expenses, claims and liability for patent, copyright and trade secret infringement.
- 2.26.3 Should the software or hardware, or the operation thereof, become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement or violation of a Intellectual Property Right, whether domestic or foreign, the University shall permit the Contractor at its option and expense either to procure for the University the right to continue using the software, or to replace or modify the same so that they become non-infringing provided they comply with the performance requirements and/or expectations. If none of these options can reasonably be taken, or if the use of such software by the University shall be prevented by injunction, the Contractor agrees to take back such software and make every reasonable effort to assist the University in procuring substitute software at contractor's cost and expense. If in the sole opinion of the University, the return of such infringing software makes the retention of other software acquired from the Contractor under this contract impracticable, the University shall then have the option of terminating such contract, or applicable portions thereof, without penalty or termination charges. The Contractor agrees to take back such software and refund any sums the University has paid Contractor less any reasonable amount for use or damage.
- 2.26.4 Contractor certifies that is has appropriate systems and controls in place to ensure that University funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

Section 3

3.0 Submission Requirements

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the proposal being disqualified as non-responsive or receiving a reduced score. The University and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Re-phrasing of the content provided in this RFP will, at best, be considered minimally responsive. The University seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

3.1 Format

- 3.1.1 Proposals are to be prepared on standard 8-1/2" x 11" paper. Foldouts containing charts, spreadsheets, and oversize exhibits are permissible. The pages should be placed in a binder with tabs separating the sections of the bid. Manuals and other reference documentation may be bound separately.
- 3.1.2 All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
- 3.1.3 Bidders are asked to be brief and to respond to each question and instruction listed in the "Submission Requirements" section of this RFP. Number each response in the proposal to correspond to the relevant question or instruction this document.
- 3.1.4 The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Any material exceeding the bid limit will not be considered in rating the bid and will not be returned. Bidders shall not include brochures or other promotional material with their bid. Additional materials will not be considered part of the bid and will not be evaluated.
- 3.1.5 Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in this document.

3.1.6 Bidders must complete and submit the bid cover page provided in **Appendix A** of this RFP and provide it with the Bidder's bid. The cover page must be the first page of the bid. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The bid cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

3.1.7 It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the University's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.

3.1.8 **Contents Format**

The proposal shall be submitted under the same cover at the same time, in the five (5) distinct sections noted below:

Section I Organization Qualifications and Experience

1. Appendix A – University of Maine System Bid Cover Page and table of contents.
2. Provide responses for each requirement in Section 4:
 - a. 4.1 Organizational Qualifications and Experience
 - b. 4.3 References
 - c. 4.4 Economic Impact within the State of Maine
3. Attach a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract. See 2.16 Contractor's Liability Insurance.
4. Attach a Form W-9 or Form W-8 if you are a foreign person, or complete document provided in Rider B-2 of the University of Maine, Contract for Services, Master Level Agreement (MLA).

Section II Cost Proposal

1. Provide responses for each requirement in Section 4:
 - 4.5 Cost Proposal – Exhibit 1 (Table 1) referenced in Appendix B.
 - 4.5 Cost Proposal - Exhibit 2 (Tables 1, 2 and 3) referenced in Appendix B.

Section III Contract for Services

1. Provide copy of the University of Maine, Contract for Services, Master Level Agreement (MLA) with the required responses as outlined in Section 5.

Section IV Proposed Services

1. Provide responses for each requirement in Section 6 & 7:
 - 6.0 Business Functional Requirements (Matrix Section)

- 7.0 Business Functional Requirements (Narrative Section)
2. Provide responses for each requirement in Section 8:
 - 8.0 Technical Requirements

Section V. Attachments

1. Any remaining attachments required as part of the response.

Section 4

4.0 Organizational Qualifications, Experience, Financial Stability, References and Costs

Bidders shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities.

Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

4.1 Organizational Qualifications and Experience

- 4.1.1 Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the proposed solution, and any and all acquisitions or mergers in the last five years. Is the company publicly or privately held?
- 4.1.2 If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.
- 4.1.3 Please provide information about contract cancellations or non-renewals your company has experienced over the last three years.
- 4.1.4 Describe your experience offering a solution for the business requirements identified in this document within higher education. Provide a client list that includes any and all higher education clients.
- 4.1.5 Provide a statement that explains why your company would be most qualified to provide products and services to the University of Maine System. What differentiates you from your competitors? In the response the Bidder must demonstrate that they are a recognized leader in Facilities Integration, Security Management and Building Automation Security Management, Life Safety Management and Building Automation Systems capable of supplying all necessary support services including hardware and software support, configuration services, system installation and commissioning and on-going support.
- 4.1.6 Describe your firm's understanding of the current higher education needs for a comprehensive security management system and specifically smart card technology. Include in your response what challenges do higher education organizations face in this area how would your solution support our goals?
- 4.1.7 The Bidder shall provide resumes for each staff member responsible for design, implementation, project management, or other positions identified

in the requirements of the RFP. Resumes shall include education, experience, license, and/or certifications of each individual.

4.2 Financial Stability

No financial statements are required to be submitted with your proposals, however, prior to an award the University may request financial statements from your company, credit reports and letters from your bank and suppliers.

4.3 References

Provide at least three (3) current professional references who may be contacted for verification of the bidder's professional qualifications to meet the requirements set forth herein. We will request that the references include one long-standing customer (minimum of 3 year engagement) and one new customer (one who has been engaged with vendor for less than one year). We strongly prefer clients from higher education institutions similar in size and requirements to the University of Maine System, including those with multi-campus integrated solutions.

4.4 Economic Impact within the State of Maine

In addition to all other information requested within this RFP, each Bidder must dedicate a section of its proposal to describing the Bidder's economic impact upon and within the State of Maine.

For the purposes of this RFP, the term "economic impact" shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues within the State of Maine. Examples may include, but are not limited to, employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as corporate, sales, or property taxes), and the payment of State licensing fees for the Bidder's business operations.

To complete the "economic impact" section of the Bidder's proposal, the Bidder shall include no more than one page of typed text, describing the Bidder's current, recent, or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it finds to be most relevant for this section.

4.5 Cost Proposal

4.5.1 General Instructions:

4.5.1.1 The Bidder must submit a cost proposal that covers the entire period of the contract, including any optional renewal periods. Please use the expected contract start date of **April 13, 2015** and an end date of **April 12, 2018** in preparing this section.

4.5.1.2 The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.

4.5.1.3 Failure to provide the requested information and to follow the required cost proposal format provided in Appendix B may result in the exclusion of the proposal from consideration, at the discretion of the University.

4.5.1.4 No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the University may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

4.5.2 Cost Proposal Form Instructions – Appendix B

4.5.2.1 The Bidder **MUST** fill out **Exhibit 1** referenced in **Appendix B**, following the instructions detailed in Appendix B. For a copy of the excel version of Exhibit 1, email the contact provided in Section 1.9.

4.5.2.2 The Bidder **MUST** fill out **Exhibit 2** referenced in **Appendix B**, following the instructions detailed in Appendix B. For a copy of the excel version of Exhibit 2, email the contact provided in Section 1.9.

Section 5

5.0 Contract for Services Requirements

- 5.1 The winning Bidder must enter into a formal University of Maine System Contract for Services, which is attached to this proposal, **University of Maine System, Contract for Services, Master Level Agreement (MLA)**. The award will be **three (3) years with two (2) one (1) year renewal options**.

As part of the Bid response each Bidder is required to provide as part of their bid submission the following:

- 5.1.1 Provide either a **red-line version** to reflect language adjustments to the University of Maine System, Contract for Services, Master Level Agreement (MLA) "Agreement".

For a copy of the word version of the Agreement email the contact provided in **Section 1.9**.

OR

Sign the Agreement signifying acceptance of the terms and conditions, Riders, and AIA Document A201-2007 General Conditions of the Contract for Construction as modified by the University of Maine System 00 73 00.01 Supplementary Conditions to A201-2007.

- 5.1.2 Provide University of Maine System, Contract for Services, Master Level Agreement (MLA) language for **Rider D Implementation Plan and Timeline**.

The Implementation Plan and Timeline must reflect a high-level milestone plan with estimated duration for the implementation. Bidders are encouraged to review Section 2, 2.25 Time is of the Essence terms and conditions, when developing **Rider D**.

- 5.1.3 Provide University of Maine System, Contract for Services, Master Level Agreement (MLA) language for **Rider G Contractor's Service Level Agreement to Support the University**.

Service Level Agreement (SLA) will include at a minimum a description of the agreement between the Contractor and the University through the documentation of IT Services, including but not limited to, Service Level Targets and specifies the responsibilities of the IT Service Provider and the University. The general structure of the agreement should include:

Service Description, Service Hours, Service Availability, Reliability, Customer Support, Service Performance, Functionality, Change Management Procedure, Service Reviews, Glossary of Terms, Amendment Sheet (as applicable).

Section 6

6.0 Business Functional Requirements (Matrix Section)

This section contains a business requirements evaluation matrix, refer to Exhibit 3 – Requirements Evaluation Matrix, file name **#06 - RFP 15-13 - IT-AccessControlSystem-BusReq-Exhibit3**. The requirements are divided into three sections; 1) primary requirements – solution offering 1, 2) primary requirements – solution offering 2 and 2) future growth and enhancements.

All responses to the requirements in the business requirements evaluation matrix **MUST** reflect one of the following Bidder responses:

- **YES** - This response indicates the Bidders' solution includes the business functionality noted in the requirement.
- **PARTIAL** – This response indicates the Bidders' solution partially includes the business functionality noted in the requirement. For this response Bidders **MUST** indicate what is included and indicate if system modification, additional products or vendors, costs or if any other accommodation would be necessary to meet a requirement.
- **NO** – This response indicates the Bidders' solution does NOT include the business functionality noted in the requirement. For this response Bidders **MUST** indicate, if system modification, additional products or vendors, costs or if any other accommodation would be necessary to meet a requirement.

For a copy of the excel version of Exhibit 3, email the contact provided in Section 1.9.

Section 7

7.0 Business Functional Requirements (Narrative Section)

All responses to the requirements should reflect delivered, or out-of-the-box, functionality. Bidders **MUST** indicate if system modification, additional products or vendors, costs or if any other accommodation would be necessary to meet a requirement.

Responses to each requirements below should be in order and clearly marked with the section number to which they respond.

7.1 General Requirements

- 7.1.1 Include a statement that you understand that the agreement is for all University of Maine Institutions including the University of Maine System Office. The Contractor agrees to further provide the products and services, with all the same terms and conditions applicable, to any additional University institutions, this includes any additional University institutions formed during the term of this agreement, all facilities utilized by an institution including those managed and/or owned by a third party, and additional entities, such as, the University College a division of University of Maine at Augusta.
- 7.1.2 Include a statement that you understand that the agreement will provide the services outlined in **1.6 Scope of Work**.
- 7.1.3 How, if at all, does your company share best practices among client universities?
- 7.1.4 Describe how your solution supports use of smart cards with multiple technologies (i.e. contact-less smart card with magnetic strip capabilities) to provide seamless transitioning and integration to multiple third parties supporting library, vending, food and laundry service, etc. technologies.
- 7.1.5 Describe the type of access control panel technology used. In your response please detail the key features used in your solution to support: card reader technologies including (proximity, magnetic, smart cards), user programmable control logic, global inputs / outputs and entry / exit zones, and redundant control and communications.
- 7.1.6 Describe your card management software solution. In your response please detail your approach to; database management, user defined data fields, ability to assign multiple cards to an individual and change status or cards / cardholders in event of lost or stolen, guest management, etc.
- 7.1.7 Describe how your solution handles administrative management (i.e. multiple administrators at multiple locations with varying levels of control) Include in your response key features used in your solution such as; web based software, secure management protocols, management scalability through operator definitions, administration of card access through zoning and time periods.

- 7.1.8 Describe how your solution handles alarm and event management. In your response please note if there are any discrepancies or limits to logging and tracking access and events, as well as, information regarding whether your solution offers automated; reporting of alarms/events/card activity, paging/texting of alarms, user interface to gain instructions and associations for alarm management, and single management of access control and security (motion detectors, glass breaks, door alarms).
- 7.1.9 Describe how your solution provides for integration with other building management systems such as security, cameras, HVAC, fire and energy management. In your response please include how your solution integrates; lock down features, emergency card access restrictions, mass emergency notifications

7.2 Implementation Requirements

- 7.2.1 Describe your recommended implementation strategy, best practice consulting options, and professional services. The University of Maine System requires the review of consultant's credentials/experience and reserves the right to request replacement if he/she fails to meet expectations at any time.
- 7.2.2 Describe your project management approach. What project management tools do you use? Describe the project management offered as part of a standard implementation.
- 7.2.3 Indicate your timeline from implementation start to "go live" date. Provide task lists and timelines for a standard implementation.
- 7.2.4 Outline the staffing and composition of the implementation team. Include University staff and roles, vendor staff and roles, and proposed hours required for successful implementation.
- 7.2.5 Implementation roles and responsibilities - Please elaborate on the project team required and time commitment to implement your software including functional and technical resources within the University. A sample project plan would be helpful.
- 7.2.6 Identify any third party vendors involved in your implementation strategy and describe these relationships. Indicate whether these relationships are required or optional for implementation of the proposed solution. Be sure to detail associated costs and requirements related to the third party vendor.

7.3 Training Requirements

- 7.3.1 Describe the training options available in support of this product and implementation. Include training for functional and technical users.
- 7.3.2 Describe the training methods available such as on-site, online instructor led, online self-help, documentation, etc.

- 7.3.3 Describe your training best practices and what you would recommend for a successful implementation of this solution.

7.4 Support Requirements

- 7.4.1 Is there a customer portal available for clients to report issues and obtain information via a knowledge base? What is the process for reporting issues and seeking assistance? What are your turn-around times?
- 7.4.2 Do you support user groups or advisory boards for the proposed solution? Do they operate independently from your company? Are they national or regional? How large is the user community? Please explain.
- 7.4.3 What services or events do you offer clients to maximize or leverage the features/functionality of the solution?
- 7.4.4 Describe how you manage on-going contact with your clients. Would the University of Maine System be assigned an account manager? What expertise would that person have to support our needs?
- 7.4.5 Please provide a detailed account of your actions should you miss an SLA. Include a description of the actions you would take to assure the lapse did not occur again. Would the University of Maine System be eligible for subscription fee credits as a result of the lapse?
- 7.4.6 How do you obtain and prioritize feedback for changes or enhancements to your solution? (i.e. user groups, customer service, company representatives, etc.) To what degree do you rely on developers outside your organization to stay on top/ahead of the quickly changing technology field and what types of contributions are they able to make?
- 7.4.7 Describe how you would support providing both installation services and validation services for the solution offered.

Section 8

8.0 Technical Requirements

All responses to the requirements should reflect delivered, or out-of-the-box, functionality. Bidders **MUST** indicate if system modification, additional products or vendors, costs or if any other accommodation would be necessary to meet a requirement.

Responses to each requirements below should be in order and clearly marked with the section number to which they respond.

8.1 Technical Requirements – General

- 8.1.1 What are the underlying technologies for the component(s) provided by third-party technology partner(s)?
- 8.1.2 What security protections are provided by the third party? Can they show evidence that they have been audited, accredited, or reviewed by an independent auditor?
- 8.1.3 Provide the third-party technology partner(s) name(s), address(es) and contact(s), as well as explain additional costs or fees associated with the components.
- 8.1.4 Provide a description of your change management practice for all hardware and software components. In particular, how are we notified and are updates and upgrades opt-in or mandatory?
- 8.1.5 Provide a description of how your solution would support:
 - 8.1.5.1 The integration of all University campuses into a common security platform that has the ability to either manage locally or through a common managed central location.
 - 8.1.5.2 The deployment of separated instances with configurable security such that staff at each institution may only see and take action on records related to their institution.
- 8.1.6 Describe your system's solution for door access in the event of network and/or power failure including the transfer of any information to the software management system.
- 8.1.7 Describe the sustained transaction rates, regardless of the size of the system configuration and/or other concurrent activities such as multiple report generation.
- 8.1.8 Describe your approach to maintaining continuous entry and egress for University cardholders during:
 - 8.1.8.1 Implementation of the proposed system, replacements and new equipment.
 - 8.1.8.2 Future upgrades and maintenance.

8.2 Technical Requirements – Infrastructure

- 8.2.1 Describe how the proposed system meets IEEE 802.3, TCP/IP.
 - 8.2.1.1 Does the equipment support DHCP, static IP, or both for IP address assignment?
 - 8.2.1.2 Does the equipment require Power Over Ethernet (PoE)? If so, what PoE standard does it conform to? (i.e., IEEE 802.3af, 802.3at, or vendor-proprietary?).
 - 8.2.1.3 Does the system support Dynamic Name Service (DNS), Network Time Protocol (NTP), syslog, or Simple Network Management Protocol (SNMP)? If not, please explain how the system resolves names, synchronizes time, polled for management, and handles logging data.
 - 8.2.1.4 Is communication between endpoint devices and the server via unicast (one-to-one) or multicast (one-to-many)? If multicast, please explain in a one paragraph statement how this works, and include a simple diagram.
- 8.2.2 If the proposed solution employs a wireless technology for network communication, please explain how this works.
 - 8.2.2.1 What industry standard does the wireless technology employ? (i.e., 802.11b, 802.11g, 802.11n, 802.11ac, 802.11b/g/n/ac, 802.15, etc.)
 - 8.2.2.2 What options are available for the wireless configuration of the equipment? (i.e. WPS, WPA, MAC filtering, etc.).
 - 8.2.2.3 Is the wireless infrastructure required for the proposed solution provided as part of the proposal, or is expected to be provided by the University? Please explain.

8.3 What security does the proposed solution employ?

- 8.3.1 Does the solution employ encryption for web-based management, data between devices/server, and between server/database systems?
- 8.3.2 What encryption standards, if any, are used? (i.e., SSL, SFTP, HTTPS, etc.)
- 8.3.3 Please explain in detail any mechanisms outside of data encryption that the proposed solution uses to prevent against unauthorized access, denial-of-service (DoS), or other network attacks?
- 8.3.4 Does the proposed solution include necessary software/hardware to safeguard the system against attacks, or does the solution require the University to provide such protection? If so, please explain.

- 8.4 Please explain how management is handled with the proposed solution.
- 8.4.1 Is management web-based, or does it require a software client to be installed on computer systems?
- 8.4.2 What account authentication systems does your system support for user/group authentication? (i.e., Microsoft Active Directory, RADIUS, TACACS+, OpenLDAP, etc.).
- 8.4.3 What hierarchical structure does the proposed system use for organizing users/groups? How does this structure relate to different levels of access in the system? Please include a diagram to illustrate this, along with a brief description.
- 8.4.4 How does the proposed solution scale to a multi-campus environment? Please include a summary and simple, high-level diagram of how this system is distributed across all campuses in the University of Maine System.
- 8.4.5 Does data housed in the system use an industry-standard Relational Database Management System (RDBMS), such as Oracle, MS-SQL, MySQL, Postgresql, DB-2, etc., that can be accessed externally via custom queries, or does it employ a database scheme that is proprietary and only accessible by the vendor's software?
- 8.5 Please explain hardware requirements the proposed solution requires from the University.
- 8.5.1 What rack/backboard space is required at each equipment location?
- 8.5.2 What power requirements are required at each equipment location?
- 8.5.3 Does the equipment require emergency-standby power (such as an Uninterruptable Power Supply (UPS)) to function, or does the equipment have its own battery backup?
- 8.5.4 What wired and/or wireless network requirements are at each equipment location?
- 8.5.5 What are the server hardware specifications required by the proposed solution? Does the server software run in a virtualized environment? Please include details such as RAM, CPU, storage, Operating System, and any other relevant data.

8.6 Technical Requirements – Accessibility

- 8.6.1 The University is interested in procuring Information Technology products and services, such as software, hardware, web services, etc., that provide equitable access to persons with disabilities. The University relies on the accessibility guidelines of “Section 508 of the United States Rehabilitation Act of 1973” and the “Web Content Accessibility Guidelines (WCAG) 2.0” published by www.w3.org to assess accessibility of bid products/services.

To allow the University to evaluate product accessibility, bidders will submit as part of their bid either, or both, of the following assessments covering all Information Technology-related products, services or components that users, managers, installers, system administrators, etc., are expected to interact with:

1) Current and accurate "Voluntary Product Accessibility Template", or VPAT, (see <http://www.itic.org/public-policy/accessibility>), to document products and/or services' conformance and deviations from Section 508 of the Rehabilitation Act of 1973.

2) Detailed description of the accessibility features in the bid products and/or services that shows and explains compliance with and deviations from the guidelines of the "Web Content Accessibility Guidelines (WCAG) 2.0" published by www.w3.org.

8.7 Technical Requirements – Security

- 8.7.1 Describe how University data will be protected from unauthorized access or disclosure within your organization.
- 8.7.1.1 What type of encryption (if any) is used for both transmission and storage?
- 8.7.1.2 What measures are used to segregate University data from other clients' data?
- 8.7.1.3 Describe the architecture including any external data feeds or outputs.
- 8.7.1.4 Provide a statement that clearly lays out your position regarding the sharing of our data with any outside agency.
- 8.7.2 Explain the methods by which your system authenticates users and authorizes access.
- 8.7.2.1 Describe how user accounts are created and administered in the system.
- 8.7.2.2 How does this system provide for different levels of role-based security?
- 8.7.2.3 Do you plan to offer a solution to integrate with our Identity Management System? If so, describe how you deliver this solution.
- 8.7.2.4 If your solution is not web-based, how will users securely access the system remotely?
- 8.7.2.5 Describe the logging capabilities of the system (auditing from within the applications as well as outside the application).

- 8.7.3 Describe what you have in place to ensure that our data is protected against loss.
 - 8.7.3.1 What is your backup policy to include how often your data is backed up, how long backups are retained, and whether backups are stored off site?
 - 8.7.3.2 How do you assure business continuity in the face of a catastrophic event like a network outage or data center failure? Comment on what we could expect by way of service disruptions and the speed of recovery.
- 8.7.4 Describe measures that do take to ensure your software is secure.
 - 8.7.4.1 Is there a framework or methodology for testing software?
 - 8.7.4.2 Describe your code review process to include whether the code reviews are external, when last performed, and whether we can see the results.
 - 8.7.4.3 If a web application, what protections do you employ against the most critical web security flaws including: SQL injection, XSS, Broken authentication and session management?
- 8.7.5 Describe your information security policy and practices.
 - 8.7.5.1 What measures including training, processes, and/or background checks do you take to ensure employees will safeguard data?
- 8.7.6 Can you show evidence that you have been audited, accredited or reviewed by an independent auditor, e.g. SSAE-16? If so, please include the documentation as part of your submission.
- 8.7.7 What third-party technology partners will be used and what security protections are provided by the partners? Include any evidence that they have been audited, accredited, or reviewed by an independent auditor?
- 8.7.8 Include a statement that notes your acceptance to the conditions stated in **University of Maine System, Contract for Services, Master Level Agreement (MLA), Rider C. Standards for Safeguarding Information**, as part of the agreement.

Section 9

9.0 List of Appendices and Related Documents

This section lists documents which are included in the RFP.

- 9.1 Appendix A – University of Maine System Proposal Cover Page
- 9.2 Appendix B – Cost Proposal Form
- 9.3 Exhibit 1 – Building Security Inventory and Pricing
- 9.4 Exhibit 2 (Pricing) – Tables 1, 2, 3
- 9.5 Exhibit 3 - BusinessRequirements-EvaluationMatrix.xls
- 9.6 University of Maine System, Contract for Services, Master Level Agreement (MLA)

Section 9

10.0 APPENDICES

Appendix A - University of Maine System Proposal Cover Page

**University of Maine System
PROPOSAL COVER PAGE**

**RFP # 13-15
Access Control System**

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- 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 proposal.
- 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 proposal.
- 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 proposal, both programmatic and financial, is complete and accurate at the time of submission.

Authorized Signature

Date

Name and Title (Typed)

Appendix B - Cost Proposal Form

University of Maine System COST PROPOSAL FORM

RFP # 13-15 Access Control System

Bidder's Organization Name:

GENERAL INSTRUCTIONS:

Identify all costs by year, to be charged for performing the services necessary to accomplish the objectives of the contract.

Note regarding total cost of ownership: This "cost" will encompass the entire solution pricing along with all services and necessary customizations. If there are additional components or modules that are not included in the offering, they must be identified and itemized as "optional" and include all software, maintenance/support, hosting services, professional services, integration, and customization costs, as applicable. All items identified in the proposal (including third party items required) will be considered free add-ons to the proposed solution at the prices included in this RFP response unless expressly stated otherwise.

Indicate all options available for licensing including (if applicable) named licenses, concurrent users, unlimited, etc. Make note of any multi-campus or other discounts as appropriate.

The Bidder is to submit a fully detailed budget, to include number of estimated hours and their associated hourly rate which shall be inclusive of staff costs, administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

This budget should include pricing for any customization, change request pricing, licensing and maintenance agreement pricing, and growth and enhancement pricing.

IMPORTANT – The costing section is divided into four sections;

- 1) Exhibit 1 - Electronic Card Access Equipment Pricing,
- 3) Exhibit 2 (Table 1) Primary Requirements – Solution Offerings 1,
- 3) Exhibit 2 (Table 2) Primary Requirements – Solution Offerings 2, and
- 4) Exhibit 2 (Table 3) Future Growth and Enhancements.

*****Bidders' are encouraged to provide additional price incentives for providing an enterprise solution or award of multiple institutions.***

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 is not required as part of your proposal simply leave it blank.

INSTRUCTIONS FOR – Exhibit 1 (Building Security Inventory) – Electronic Card Access Equipment Pricing

Design, provision and installation of an electronic card access system to identified University building locations. The solution offered must be compatible with existing card system(s), where designated in [Section 1.3 University Specific Requirements](#). Supporting University building diagrams where available, are posted to the following website: <http://people.usm.maine.edu/dfm/CampusPlans.zip>

A complete set of diagrams and detail for Exhibit 1 for institutions will be provided after conclusion of the Facility Tour as noted in Section 1.8 Timeline of Key Events.

Response is required where either there is a reference to a door number in the Access Point column or instructions in the Student Access Point column for proving pricing:

Card Access Equipment Price – Provide electronic card access equipment price.

Card Access Equipment Installation Price – Provide electronic card access equipment installation price.

Bidder Proposed Solution – Provide for each line item the proposed solution (Online, Offline, or Wireless).

Exhibit 1 – Bidders will use this attachment, specifically Table 1 to record all costs associated with this section. For a copy of the excel version of Exhibit 1, email the contact provided in Section 1.9.

INSTRUCTIONS FOR – Exhibit 2 (Table 1) – Primary Requirements (Solution Offering 1)

The University needs to understand the associated lifecycle costs for your proposed system or service. The Bidder must provide for installation and maintenance support for supplying an access control software solution; including licensing, maintenance and support, training and implementation.

Bidders are encouraged to provide solution offerings which include, integration with existing University legacy system(s), see [Section 1.3 University Specific Requirements](#) (i.e. C-Cure, Blackboard, etc.), as well as, if appropriate the Bidder's own solution.

For Bidder's own solution that do not leverage existing Legacy System software investments, the Bidder must provide what additional equipment, licenses, and maintenance agreement we would need to purchase to support the solution.

IMPORTANT - Bidders' are required to provide separate costs for each institution. Bidders' are not required to submit a bid on all institutions if they can only provide a service to a particular geographical area.

University Name – Institution name pertaining to the costs related to solution 1.

Item Description - Provide a brief description of each item, including whether it is a hardware or software investment, the University will need purchase or maintain in order to use your proposed system or service both during and after the period of performance period listed in this RFP.

Initial Cost – Provide any initial ‘one-time’ costs associated with the solution; i.e. original one-time license fee, training, implementation, etc.

Cost (Year 1 – 3) - All licensing and maintenance agreement pricing should include rates during the contract period, and anticipated future rates.

Exhibit 2 (Table 1) –Bidders will use this attachment, specifically Table 1 to record all costs associated with this section. For a copy of the excel version of Exhibit 2, email the contact provided in Section 1.9.

INSTRUCTIONS FOR – Exhibit 2 (Table 2) – Primary Requirements (Solution Offering 2)

The University needs to understand the associated lifecycle costs for your proposed system or service. The Bidder must provide for a comprehensive enterprise solution, installation and maintenance support for supplying solution; including licensing, maintenance and support, training and implementation.

Bidders are encouraged to provide solution offerings which include, expansion of existing University legacy system(s), see [Section 1.3 University Specific Requirements](#) (i.e. C-Cure, Blackboard, etc.), as well as, if appropriate the Bidder’s own solution.

For Bidder’s own solution that do not leverage existing Legacy System software investments, the Bidder must provide what additional equipment, licenses, and maintenance agreement we would need to purchase to support the solution.

IMPORTANT - Bidders’ are required to provide separate costs for each institution. Bidders’ are not required to submit a bid on all institutions if they can only provide a service to a particular geographical area.

Item Description - Provide a brief description of each item, including whether it is a hardware or software investment, the University will need purchase or maintain in order to use your proposed system or service both during and after the period of performance period listed in this RFP.

Initial Cost – Provide any initial ‘one-time’ costs associated with the solution; i.e. original one-time license fee, training, implementation, etc.

Cost (Year 1 – 3) - All licensing and maintenance agreement pricing should include rates during the contract period, and anticipated future rates.

Exhibit 2 (Table 2) –Bidders will use this attachment, specifically Table 2 to record all costs associated with this section. For a copy of the excel version of Exhibit 2, email the contact provided in Section 1.9.

INSTRUCTIONS FOR - Exhibit 2 (Table 3) – Future Growth and Enhancements Pricing

Future Growth and Enhancements are products or services that are not sought by the University as “Primary Requirements”. Future Growth and Enhancements products and services may be used by campuses as part of their initial or future Services Engagement Form to include additional functionality based on the campus needs.

Bidders are encouraged to provide pricing and descriptions for other components which they feel may be beneficial for the University’s overall solution.

IMPORTANT - Bidders’ are required to provide separate costs for each institution. Bidders’ are not required to submit a bid on all institutions if they can only provide a service to a particular geographical area.

Item Description – For purposes of describing the potential needs the University has separate the requirements into high-level categories like ‘Incident Response’. If your solution groups some of these additional high-level categories than note the price under one of the categories and provide a description of the categories in the ‘list explanation and assumptions’ area of the spreadsheet.

Initial Cost – Provide any initial ‘one-time’ costs associated with the solution; i.e. original one-time license fee, training, implementation, etc.

Cost (Year 1 – 3) - All licensing and maintenance agreement pricing should include rates during the contract period, and anticipated future rates.

Exhibit 2 (Table 3) –Bidders will use this attachment, specifically Table 3 to record all costs associated with this section. For a copy of the excel version of Exhibit 2, email the contact provided in Section 1.9.

Facility ID	Building Name	BLDG GSF	Approx. # of Doors	Approx. # of key customers (faculty, staff & students)	Does this facility have any electronic card type of access? (Y/N)	Approx. # of Doors w/ ONLine Electronic Access	Does the building have Power over Ethernet (PoE) capabilities?	Approx. # of Doors w/ OFFLine Electronic Access	Approx. # of Doors w/ Mechanical Access	To the extent the facility has electronic access, is that access provided primarily to: All doors "A", only exterior doors "E", only interior doors "I", only specialized rooms "S" or in accordance with some other methodology other "O".	If a mechanical or electronic system is in use other than primary systems identified in Key Information Section Below	Other comments	Access Point	Student Access Point (Residential Halls- Student Dorm Rooms and RA/RD Suite Access Only) See Buildings Plans	Bidder Proposed Solution (Online, Offline, Wireless)	Card Access Equipment Price	Card Access Equipment Installation Price	
USM Total		2,524,041	4,818	7,003		117		483	4,745									
FREEPORT																		
6F001	STONE HOUSE	15,177	20	50	N	0		0	0			No Card Access Required						
Location Total		15,177	20	50		0		0	0									
GORHAM																		
6X001	ACADEMY BLDG	8,244	15	91	N	0	N	0	15		Corbin		103					
6G528	ADMISSION BARN	2,282	8	16	N	0	Y	0	8		Corbin		101					
6G501	ANDERSON HALL	29,484	100	112	Y	5	Y	0	95	E		All Doors						
6G507	ART GALLERY	2,590	4	80	N	0	N	0	4		Corbin		102					
6G516	BAILEY HALL	144,118	305	412	Y	1	Y	14	305	E, I	Corbin							
6G549	BASEBALL PRESSBOX	859	3	135	N	0	N	0	3			No Card Access Required						
6G550	BASEBALL STADIUM	7,930			N	0	N	0				No Card Access Required						
	BRICK SHOP (47 University Way)												101					
6G517	BROOKS STUDENT CTR	47,972	63	143	Y	9	N	0	54	E								
6G519	CARPENTER SHOP	2,877	2	50	N	0	N	0	2			No Card Access Required						
6G503	CENTRAL HEAT PLANT-G	2,306	3	32	Y	3	Y	0	3	S			101					
6G524	COLLEGE AVE-007	7,135	18	71	N	0	N	0	18		Corbin	No Card Access Required						
6G496	COLLEGE AVE-019	4,094	21	71	N	0	N	0	21		Corbin	No Card Access Required						
6G525	COLLEGE AVE-051	9,690	27	74	N	0	N	0	27		Corbin	No Card Access Required						
6G495	CORTHELL HALL	48,527	118	202	Y	0	Y	1	118	S	Corbin	S=switch room	041/193A					
6G542	COSTELLO SPORTS COMPLEX, FIELD HOUSE	89,716	68	160		0	Y	0	68		Corbin		C204					
6G502	COSTELLO SPORTS COMPLEX, HILL GYM	43,446	57	160	N	0	Y	0	57		Corbin							
6G541	COSTELLO SPORTS COMPLEX, ICE ARENA	55,954	66	160	Y	3	Y	0	66	S		S=ammonia rm, to gym	110					
6G518	DICKEY-WOOD DORMITORY	91,724	359	98	Y	2	N	1	358	E, I								
6G543	DRAWING STUDIO	3,940	11	78	N	0	N	0	11		Corbin		100					
6G537	DUGOUT 1	672	1	135	N	0	N	0	1			No Card Access Required						
6G538	DUGOUT 2	672	1	135	N	0	N	0	1			No Card Access Required						
6G551	FACILITIES MANAGEMENT	7,043	23	50	Y	2	N	0	23	E								
6G536	HAZ WASTE STORAGE	416	1	35	N	0	N	0	1			No Card Access Required						
6G539	HUSKEY DRIVE-028, PUBLIC	6,374	21	73	Y	4	N	0	21	E		No Card Access Required						
6G497	JOHN MITCHELL CTR	63,159	115	71	Y	8	Y	103	107	E, I, S	Corbin	S=teldata						
6G504	MECHANICAL TRADES BUILDING	2,917	6	32	N	0	N	0	6				102					
6G510	MCLELLAN HOUSE	7,423	19	88	N	0	N	0	19		Corbin	No Card Access Required	114					
6G546	PHILIPPI HALL	60,944	131	33	Y	7	Y	124	131	A								
6G506	PRESIDENTS HSE-USM	10,528	10	73	N	0	N	0	10			No Card Access Required						
6G508	PRINT MAKING STUDIO	1,526	3	79	N	0	N	0	3		Corbin							
6G532	RECREATIONAL STORAGE 1	128	1	135	N	0	N	0	1			No Card Access Required						
6G533	RECREATIONAL STORAGE 2	60	4	135	N	0	N	0	4			No Card Access Required						
6G522	ROBIE-ANDREWS HALL	79,076	203	78	Y	5	Y	8	198	E, I				All Doors				
6G505	RUSSELL HALL	18,764	50	74	N	0	N	0	50		Corbin		100					
6G552	SAND-SALT STORAGE SHED	1,000			N	0	N	0				No Card Access Required						
6G545	SCHOOL ST-062	3,411	10	41	N	0	N	0	10		Corbin	No Card Access Required						
6G544	SCHOOL ST-128	8,611	27	40	N	0	N	0	27		Corbin	No Card Access Required						
6G548	SCHOOL ST-134	4,194	10	69	N	0	N	0	10		Corbin	No Card Access Required						
6G540	UNDERGRADUATE ADMISSION	11,758	35	17	N	0	Y	0	35									

Building Security Inventory Exhibit 1 - University of Southern Maine

6G514	UPPER CLASS HALL	101,167	128	33	Y	17	Y	140	128	A		incl student rms					
6G523	UPTON-HASTINGS HALL	102,932	244	144	Y	14	Y	8	230	E, I			All Doors				
6G530	WELDING SHOP-ART	610	1	79	N	0	N	0	1		Corbin	No Card Access Required					
6G500	WOODWARD HALL	20,709	76	109	Y	6	Y	0	70	E, I			All Doors				
Location Total		1,116,983	2,368	3,903		86		399	2,320								
USM Lease Space																	
6X029	FOREST AVE-501, PORTLAND	25,905	14	30	N	0	N	0	14			No Card Access Required					
6X037	COMMERCE ST-045,AUGUSTA	18,105	7	15	Y	0	N	2	7	I		No Card Access Required					
Location Total		44,010	21	45		0		2	21								
LEWISTON																	
6L075	LEWISTON-AUBURN CENTER	128,070	295	108	Y	3	Y	5	295	E, S	Yale						
Location Total		128,070	295	108		3		5	295								
PORTLAND																	
6P061	ABROMSON COMM ED CTR	44,882	75	80	Y	0	N	6	75	I							101
6P040	BEDFORD ST-025, FACMGT	9,722	28	100	Y	2	N	0	29	E							
6P008	BEDFORD ST-092	6,726	25	12	N	0	N	0	25			No Card Access Required					
6P009	BEDFORD ST-094	3,139	15	50	N	0	N	0	15			No Card Access Required					
6P099	BEDFORD ST-098	3,420	14	40	N	0	N	0	14			No Card Access Required					
6P024	BEDFORD ST-102	4,036	20	40	N	0	N	0	20			No Card Access Required					
6P026	BEDFORD ST-106	3,970	12	12	N	0	N	0	12			No Card Access Required					
6P033	BEDFORD ST-118	4,399	16	80	N	0	N	0	16			No Card Access Required					
6P010	BEDFORD ST-120	7,129	20	35	N	0	N	0	20			No Card Access Required					
6P025	BEDFORD ST-126	5,447	28	40	N	0	N	0	28			No Card Access Required					
6P003	BRIGHTON AVE-023	3,095	12	30	N	0	N	0	12			No Card Access Required					
6P006	CENTRAL HEAT PLANT-P	4,290	7	30	N	0	N	0	7								101A
6P090	CHAMBERLAIN AVE-001	5,476	12	20	N	0	N	0	12			No Card Access Required					
6P023	CHAMBERLAIN AVE-007	3,439	16	12	N	0	Y	0	16			No Card Access Required					
6P091	CHAMBERLAIN AVE-011	3,490	12	22	N	0	N	0	12			No Card Access Required					
6P095	CHAMBERLAIN AVE-015	4,151	22	12	N	0	N	0	22			No Card Access Required					
6P101	CHAMBERLAIN AVE-019	3,389	10	25	N	0	Y	0	10			No Card Access Required					
6P012	DEERING AVE-209	3,955	10	20	N	0	N	0	10			No Card Access Required					
6P100	DEERING AVE-222	2,935	10	30	N	0	Y	0	10			No Card Access Required					
6P030	DEERING AVE-228	4,063	12	25	N	0	N	0	12			No Card Access Required					
6P031	EXETER ST 065	3,518	12	30	N	0	N	0	12			No Card Access Required					
6P098	EXETER ST-039	2,901	10	25	N	0	N	0	10			No Card Access Required					
6P015	EXETER ST-045	2,489	19	45	N	0	N	0	19			No Card Access Required					
6P021	EXETER ST-047	4,325	10	22	N	0	Y	0	10			No Card Access Required					
6P027	EXETER ST-049	4,677	20	35	N	0	N	0	20			No Card Access Required					
6P018	EXETER ST-055	6,052	27	40	N	0	N	0	27			No Card Access Required					
6P092	EXETER ST-059	7,202	16	30	N	0	N	0	16			No Card Access Required					
6P037	GLICKMAN FAMILY LIBRARY	126,518	150	100	Y	8	Y	7	144	E, I		Electronic Osher Map only					129
6P019	GRANITE ST-011	1,816	10	15	N	0	N	0	10			No Card Access Required					
6P017	LAW BLDG	90,611	272	400	Y	0	Y	2	272	E,I							
6P002	LUTHER BONNEY HALL	76,590	225	200	Y	0	Y	12	225	S							132,194A
6P035	MASTERTON HALL	34,588	150	170	Y	0	N	1	150	I							116,118
6P001	PAYSON SMITH HALL	52,603	140	300	Y	1	Y	9	140	S							197
6P049	SALT STORAGE SHED	535	1	0	N	0	N	0	1			No Card Access Required					
6P013	SCIENCE BLDG, PTLD	141,384	280	400	Y				280	E, I, S							
6P014	SULLIVAN REC & FITNESS CTR	59,322	135	100	Y	2	N	0	135	E		E=4,I=stairs),S UMS Data Ctr					101
6P060	USM PARKING GARAGE	387,436	35	20	Y	0	N	1	35	S		S=tel/data rm					
6P039	WISHCAMPER CTR	58,443	181	200	Y	0	Y	6	181	I							121
6P007	WOODBURY CAMPUS CENTER	27,638	45	50	N	0	N	0	45								101
Location Total		1,219,801	2,114	2,897		28		77	2,109								

Assumptions

Column D = Approximate total number of doors is assumed to be doors with locks. Restrooms, passage sets and crash bars without locks were not included.

Column H = Approximate number of Doors w/mechanical access assumes electronic doors with mechanical override have mechanical access.

Key Information

Primary mechanical access system in place (i.e. key vendor(s)):

Portland = Schlage, Gorham = BEST

Primary electronic access system in use (i.e. proximity card panel and card provider(s)):	Offline = BEST Access, Basis Software, Online = Vendor ATI, CCURE Software
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Facility ID	Building Name	BLDG GSF	Approx. # of Doors	Approx. # of key customers (faculty, staff & students)	Does this facility have any electronic card type of access? (Y/N)	Approx. # of Doors w/ ONLine Electronic Access	Does the building have Power over Ethernet (PoE) capabilities. (UM CAN ONLY SUPPORT 2 VERSIONS OF Ethernet)	Approx. # of Doors w/ OFFLine Electronic Access	Approx. # of Doors w/ Mechanical Access	To the extent the facility has electronic access, is that access provided primarily to: All doors "A", only exterior doors "E", only interior doors "I", only specialized rooms "S" or in accordance with some other methodology other "O".	If a mechanical or electronic system is in use other than primary systems identified in Key Information Section Below	Other comments	Access Point	Student Access Point (Residential Halls-Student Dorm Rooms and RA/RD Suite Access Only) See Buildings Plans	Bidder Proposed Solution (Online, Offline, Wireless)	Card Access Equipment Price	Card Access Equipment Installation Price	
Total		4,113,170	11,107	10,687		135		2,155	10,909									
ROGERS FARM																		
5R001	FORAGE RESEARCH LAB	900	4	2	N	0	N	0	4	N/A	N/A							
5R003	FARMHOUSE-RF	2,000	2	2	N	0	N	0	2	N/A	N/A							
5R004	STORAGE SHED	156	1	2	N	0	N	0	1	N/A	N/A							
5R005	STORAGE-PESTICIDE SHED	53	1	3	N	0	N	0	1	N/A	N/A							
5R006	MACHINE SHOP	4,000	5	2	N	0	N	0	5	N/A	N/A							
5R007	STORAGE-GAS, RF	60	1	2	N	0	N	0	1	N/A	N/A							
5R008	POLE BARN-1	2,400	0	0	N	0	N	0	0	N/A	N/A							
5R009	GREENHOUSE-RF	1,500	2	0	N	0	N	0	2	N/A	N/A							
5R010	STORAGE-BARN 2	2,432	1	2	N	0	N	0	1	N/A	N/A							
5R011	POLE BARN-2	3,520	0	0	N	0	N	0	0	N/A	N/A							
5R012	GARDEN SHED	200	1	0	N	0	N	0	1	N/A	N/A							
Location Total		17,221	18	15		0		0	18									
WINTER FARM																		
5L001	FARM HOUSE	2,256	2	2	N	0	N	0	2	N/A	N/A							
5L003	BARN-HORSE, WF	14,428	1	4	N	0	N	0	1	N/A	N/A							
5L004	OFFICES/LABS-WF	7,316	22	4	N	0	N	0	22	N/A	N/A							
5L005	DAIRY FACILITY	7,240	7	4	N	0	N	0	7	N/A	N/A							
5L008	FARM SHOP-WF	4,273	2	4	N	0	N	0	2	N/A	N/A							
5L011	STORAGE-BARN 1	5,000	0	0	N	0	N	0	0	N/A	N/A							
5L012	SILOS-LARGE	500	0	0	N	0	N	0	0	N/A	N/A							
5L013	BARN-BEEF	3,218	0	0	N	0	N	0	0	N/A	N/A							
5L018	BARN-LIVESTOCK	8,557	0	0	N	0	N	0	0	N/A	N/A							
5L020	SIL-O-SMALL	500	1	4	N	0	N	0	1	N/A	N/A							
5L021	BARN-CALF	720	0	0	N	0	N	0	0	N/A	N/A							
5L022	BARN-SHEEP	1,700	0	0	N	0	N	0	0	N/A	N/A							
5L030	SHEEP HOUSE	1,341	0	0	N	0	N	0	0	N/A	N/A							
5L031	HORSE SHELTER	1,024	0	0	N	0	N	0	0	N/A	N/A							
5L032	HAROLD L. CHUTE, DVM CENTER	7,763	3	4	N	0	N	0	3	N/A	N/A							
Location Total		65,836	38	26		0		0	38									
DEMERRIT FOREST																		
5T001	RESIDENCE-DEMERRIT FOREST	2,272	3	5	N	0	N	0	3	N/A	N/A							
5T004	UTILITY BLDG-DF	1,200	1	7	N	0	N	0	1	N/A	N/A							
5T005	GARAGE-CWRU	1,200	0	0	N	0	N	0	0	N/A	N/A							
5T006	TRACTOR SHED	703	0	0	N	0	N	0	0	N/A	N/A							
5T007	GARAGE-TRACTOR 2	2,680	0	0	N	0	N	0	0	N/A	N/A							
5T009	GARAGE-FIRE TEAM	551	1	0	N	0	N	0	1	N/A	N/A							
5T010	CFRU BLDG	1,311	3	5	N	0	N	0	3	N/A	N/A							
5T011	STORAGE-GAS SHED	101	1	6	N	0	N	0	1	N/A	N/A							
5T012	STORAGE-CRFU EQUIPMENT SH	2,000	1	5	N	0	N	0	1	N/A	N/A							
Location Total		12,018	10	28		0		0	10									
AROOSTOOK FARM																		
5P001	MAIN RESIDENCE-AF	4,131	2	2	N	0	N	0	2	N/A	N/A							
5P006	COOPERATIVE EXTENSION BLDG.	6,838	4	1	N	0	N	0	3	N/A	N/A							
5P007	FARM SHOP-PRESQUE ISLE	1,694	2	4	N	0	N	0	2	N/A	N/A							

Building Security Inventory Exhibit 1 - UNIVERSITY OF MAINE

5P009	BARN-AF	5,910	3	4	N	0	N	0	3	N/A	N/A							
5P010	USDA OFFICE BUILDING,P.I.	5,229	1	1	N	0	N	0	1	N/A	N/A							
5P011	STORAGE-COOP EXT	1,200	1	1	N	0	N	0	1	N/A	N/A							
5P012	SHED-COOP EXT	136	1	1	N	0	N	0	1	N/A	N/A							
5P013	STORAGE-MACHINE	6,017	1	5	N	0	N	0	1	N/A	N/A							
5P015	UTILITY BLDG-AF	2,880	2	4	N	0	N	0	2	N/A	N/A							
5P016	ANNEX AND DRYING RM	3,994	3	7	N	0	N	0	3	N/A	N/A							
5P017	STORAGE-MACHINE TRACK	3,215	1	3	N	0	N	0	1	N/A	N/A							
5P018	PLANT BREEDING BLDG	1,536	2	4	N	0	N	0	2	N/A	N/A							
5P019	PLANT BREEDING GREENHOUSE	4,046	2	4	N	0	N	0	2	N/A	N/A							
5P023	FARM LAB BLDG	5,476	5	9	N	0	N	0	5	N/A	N/A							
5P025	GEDDES SIMPSON POTATO STOR	5,512	2	3	N	0	N	0	2	N/A	N/A							
5P026	USDA WORKSPACE BLDG	2,209	1	1	N	0	N	0	1	N/A	N/A							
5P027	USDA FARM EQUIPMENT BLDG	3,200	1	1	N	0	N	0	1	N/A	N/A							
5P028	WEATHER STATION	58	1	1	N	0	N	0	1	N/A	N/A	Key - 1--not used anymore						
5P029	GREENHOUSE-AF	2,800	3	5	N	0	N	0	3	N/A	N/A							
5P030	MPB STORAGE RESEARCH BLDG	9,728	6	5	N	0	N	0	6	N/A	N/A							
	Location Total	75,809	44	66		0		0	43									
HUTCHINSON CENTER																		
5G001	HUTCHINSON CTR	33,580	99	50	N	0	N	0	99	N/A	N/A							
5G002	HUTCHINSON CTR BARN	2,145	4	2	N	0	N	0	4	N/A	N/A							
	Location Total	35,725	103	52		0		0	103									
HIGHMOOR FARM																		
5M001	MAIN OFFICE	9,082	5	7	N	0	N	0	5	N/A	N/A							
5M002	BARN-MAIN	8,208	1	7	N	0	N	0	1	N/A	N/A							
5M003	BARN-HORSE, MONMOUTH	756	0	0	N	0	N	0	0	N/A	N/A							
5M004	BARN-SOUTH	8,640	0	0	N	0	N	0	0	N/A	N/A							
5M005	LABORATORY-GRADING ROOM	6,500	1	7	N	0	N	0	1	N/A	N/A							
5M007	STORAGE-APPLE	2,112	0	0	N	0	N	0	0	N/A	N/A							
5M008	SHOP BLDG-1	1,230	3	2	N	0	N	0	3	N/A	N/A							
5M009	GREENHOUSE	1,386	1	2	N	0	N	0	1	N/A	N/A							
5M010	PESTICIDE BLDG	768	3	2	N	0	N	0	3	N/A	N/A							
5M011	SCREEN HOUSE	360	0	0	N	0	N	0	0	N/A	N/A							
5M012	EQUIPMENT BLDG	3,150	3	2	N	0	N	0	3	N/A	N/A							
5M020	BROILER HOUSE	3,960	1	2	N	0	N	0	1	N/A	N/A							
5M021	BROODER HOUSE	5,023	1	2	N	0	N	0	1	N/A	N/A							
5M023	HEN HOUSE	3,040	1	2	N	0	N	0	1	N/A	N/A							
5M024	PESTICIDE EVAPORATION UNIT	1,040	1	2	N	0	N	0	1	N/A	N/A							
5M025	STORAGE-MACHINE SHED	3,000	1	2	N	0	N	0	1	N/A	N/A							
	Total	58,255	22	39		0		0	22									
BLUEBERRY HILL FARM																		
5J001	MAIN RESIDENCE-BH	1,950	3	3	N	0	N	0	3	N/A	N/A							
5J004	STORAGE-UTILITY	986	1	3	N	0	N	0	1	N/A	N/A							
5J005	METAL UTILITY BLDG, BH	1,920	2	2	N	0	N	0	2	N/A	N/A							
5J006	PESTICIDE STORAGE BH	320	4	5	N	0	N	0	4	N/A	N/A							
5J008	IRRIGATION PUMP HOUSE	50	1	2	N	0	N	0	1	N/A	N/A							
5J009	GAS PUMP HOUSE	140	1	3	N	0	N	0	1	N/A	N/A							
5J010	SHOP BLDG-2	2,400	2	6	N	0	N	0	2	N/A	N/A							
5J011	MAIN OFFICE/LAB BLDG	5,009	3	6	N	0	N	0	3	N/A	N/A							
	Total	12,775	17	30		0		0	17									
ORONO-NE																		
5A058	ADV MANUFACTURING CTR	30,284	69	62	Y	3	Y	0	66	O	N/A							122C [EAST], 129E [WEST], 110, 130, 137, 210, 231, 232

Building Security Inventory Exhibit 1 - UNIVERSITY OF MAINE

5A052	AEWC BLDG	91,694	134	210	Y	3	Y	0	131	E	N/A		106C, 120, 132C, 150, 154C				
5D028	ALFOND ARENA	79,893	145	379	N	0	Y	0	145	N/A	N/A						
5D017	ALFOND STADIUM	10,730	55	32	Y	4	Y	0	51	E	N/A		104E				
5C040	ALPHA GAMMA RHO FRATERNITY	1	0	0	N	0	Y	0	0	N/A	N/A	Fraternity					
5D004	ALUMNI HALL	32,367	130	208	N	0	Y	0	130	N/A	N/A		100C				
5A012	ANDROSCOGGIN HALL	59,373	195	17	Y	2	Y	139	193	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	001C [NORTH], 0002C [SOUTH], 008C [WEST]				
5B037	AQUACULTURE RESEARCH CTR	13,440	38	14	Y	1	Y	0	37	E	N/A		100C				
5C023	AROOSTOOK HALL	49,699	161	17	Y	2	Y	104	159	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	106C [EAST], 103C [NORTH], 101C [SOUTH], 101C [SOUTH WEST]				
5B045	ARS GREENHOUSE	5,105	8	20	N	0	Y	0	8	N/A	N/A						
5D008	AUBERT HALL	100,562	273	562	Y	1	Y	0	272	E	N/A		158C, 221				
5C010	BALENTINE HALL	34,568	85	17	Y	2	Y	47	83	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	121E [ELEVATOR], 130C [LOUNGE], 105C [NORTH], 128C [SOUTH]				
5C064	BAND SHED	423	1	3	N	0	Y	0	1	N/A	N/A						
5A010	BARROWS HALL	107,898	255	133	Y	1	Y	0	254	E	N/A		124 [IT], 126, 180 [CLEAN ROOM], 179				
5A009	BENNETT HALL	49,028	163	172	N	1	Y	0	162	N/A	N/A		0				
5B085	BLACKSMITH SHOP	393	1	2	N	0	Y	0	1	N/A	N/A						
5A007	BOARDMAN HALL	64,906	198	165	Y	2	Y	0	196	E	N/A		318, 138C [NORTH], 141C [SOUTH]				
5B070	BRYAND GLOBAL SCIENCES CENT	49,866	165	109	Y	2	Y	0	163	E	N/A		107, 111, 126C [EAST], 131C [WEST], 200, 202				
5C062	BUCHANAN ALUMNI HOUSE	33,059	0	0	N	0	Y	0	0	N/A	N/A	Not University Building					
5C007	CARNEGIE HALL	20,484	58	32	N	0	Y	0	58	N/A	N/A		026C				
5C019	CHADBOURNE HALL	41,926	220	402	N	0	Y	0	220	N/A	N/A		north center stairwell				
5C038	CHI OMEGA FRATERNITY HSE	1	0	0	N	0	Y	0	0	N/A	N/A	Fraternity					
5B013	CHILD STUDY CENTER	2,508	20	1	N	0	Y	0	20	N/A	N/A						
5U010	CHILDCARE	1,568	3	2	N	0	Y	0	3	N/A	N/A						
5U009	CHILDCARE II	1,568	3	2	N	0	Y	0	3	N/A	N/A						
5C024	CHILDRENS CENTER, COLLEGE A	4,527	25	6	N	0	Y	0	25	N/A	N/A		106C				

Building Security Inventory Exhibit 1 - UNIVERSITY OF MAINE

5A047	CLASS OF 1944 HALL	67,419	175	410	Y	2	Y	0	173	E	N/A		224, 100C				
5A060	CLOKE PLAZA BELL TOWER	100	0	0	N	0	Y	0	0	N/A	N/A						
5D003	COBURN	19,016	85	15	N	0	Y	0	85	N/A	N/A		005C				
5C063	COLLEGE AVE-099, F HYLAND TOC	80	1	2	N	0	Y	0	1	N/A	N/A						
5C042	COLLEGE AVE-109, FM GREENHOL	3,995	5	2	N	0	Y	0	5	N/A	N/A						
5C054	COLLEGE AVE-109A, FM GREENHSE	932	1	2	N	0	Y	0	1	N/A	N/A						
5C044	COLLEGE AVE-126, EAP	2,240	12	8	N	0	Y	0	12	N/A	N/A						
5C053	COLLEGE AVE-154, CANADA HSE	5,539	15	1	N	0	Y	0	15	N/A	N/A						
5A034	COLLINS CENTER FOR THE ARTS	73,021	105	231	Y	3	Y	0	102	O	N/A		101W, 203				
5C016	COLVIN HALL	19,016	56	17	Y	2	Y	31	54	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	1N ELEVATOR, 109W [NORTH], 107W [SOUTH]				
5U030	COMMUNITY CTR	2,198	3	3	N	0	Y	0	3	N/A	N/A						
5A066	COMPOSTING FACILITY-UM	1,349	0	0	N	0	Y	0	0	N/A	N/A						
5A006	CROSBY LAB	19,673	60	37	Y	2	Y	0	58	E	N/A	rekeyed 2010	100C [EAST], 123C [WEST]				
5D016	CROSSLAND HALL												111C				
5A011	CUMBERLAND HALL	59,373	191	17	Y	2	Y	140	189	O	N/A		111C [NORTH], 131C [SOUTH], 201C, 202C, 203C, 3RD & 4TH FLOORS				
5A020	CUTLER HEALTH CENTER	30,542	125	155	Y	2	Y	0	123	O	N/A	rekeyed 2008	103C, 132, 130A, 135C, 177				
5U011	DAYCARE FACILITY	2,198	3	6	N	0	Y	0	3	N/A	N/A						
5A053	DEER PEN GARAGE	294	2	4	N	0	Y	0	2	N/A	N/A						
5A033	DEER PEN HOUSE	826	1	2	N	0	Y	0	1	N/A	N/A						
5A035	DEER PEN POWER SHED	100	1	4	N	0	Y	0	1	N/A	N/A						
5A036	DEER PEN SHED	2,400	2	4	N	0	Y	0	2	N/A	N/A						
5C018	DEERING HALL	50,001	227	183	N	0	Y	0	227	N/A	N/A		023J				
5C060	DEERING HALL STORAGE	69	1	2	N	0	Y	0	1	N/A	N/A						
5C032	DELTA TAU DELTA FRATERNITY H	1	0	0	N	0	Y	0	0	N/A	N/A						
5A046	DONALD P CORBETT HALL	48,870	186	66	Y	1	Y	0	185	O	N/A		016E, 116E, 111, 113, 120, 203C, 217C, 303C, 317C				
5A039	DTAV-A-BAUMAN-NELSON HSE	13,346	53	17	Y	2	Y	42	51	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	113 [HANDICAPED APT], 106C [EAST], 102 [WEST]				

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5A040	DTAV-B-CHANDLER HSE	14,936	57	17	Y	2	Y	42	55	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	106C [EAST], 102 [WEST]				
5A043	DTAV-COMMUNITY BLDG	9,015	28	17	Y	6	Y	0	22	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	101V,122C , 127E, 127W, 001				
5A042	DTAV-C-SMITH HSE	13,346	53	17	Y	2	Y	42	51	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	113 [HANDICA P APT], 106C [EAST], 102 [WEST]				
5A041	DTAV-D-LOWN HSE	13,346	53	17	Y	2	Y	42	51	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	113 [HANDICA P APT], 106C [EAST], 102 [WEST]				
5A025	EAST ANNEX	20,780	88	282	N	0	Y	0	88	N/A	N/A		120C				
5A056	EDITH PATCH HALL	54,882	176	17	Y	6	Y	155	170	O	N/A		103C, 102V, 112V, 111C, 116V, 121C				
5B034	ENTOMOLOGY BLDG	1,539	8	20	N	0	Y	0	8	N/A	N/A		100C				
5B044	ENTOMOLOGY GREENHOUSE	2,304	1	7	N	0	Y	0	1	N/A	N/A						
5B019	ENVIRONMENTAL SCIENCES LAB	7,175	42	14	N	0	Y	0	42	N/A	N/A		110C				
5C017	ESTABROOKE HALL	65,115	205	0	Y	5	Y	0	200	O	N/A		130, 136, 137C, 156C, 119				
5B062	FACILITIES MANAGEMENT STORA	9,345	4	5	N	0	Y	0	4	N/A	N/A	Under renovation					
5A001	FOGLER LIBRARY												8 POINTS PLUS TECHNOL OGY RESEARC H CENTER 2 POINTS				
5B047	FORESTRY GREENHOUSE	3,152	1	13	N	0	Y	0	1	N/A	N/A						
5A013	GANNETT HALL	59,373	192	17	Y	2	Y	140	190	O	N/A		111E, 141E, 201E, 202E, 203E, PLUS 3rd & 4th FLOORS				
5C013	GREENHOUSE 1	3,656	1	9	N	0	Y	0	1	N/A	N/A						
5C014	GREENHOUSE 2	3,796	1	9	N	0	Y	0	1	N/A	N/A						

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5C015	GREENHOUSE 3	3,701	1	9	N	0	Y	0	1	N/A	N/A						
5D009	HANCOCK	68,610	195	17	Y	2	Y	136	193	O	N/A						010C, 100C, 104E,204E, 304E, 123, 02C
5D013	HART	60,410	167	17	Y	2	Y	125	165	O	N/A						102C, 111C, 116E
5A002	HAUCK AUDITORIUM	46,735	45	117	N	0	Y	0	45	N/A	N/A						
5C002	HEATING PLANT	12,990	21	7	N	0	Y	0	21	N/A	N/A						
5A017	HILLTOP COMMONS	38,288	120	24	Y	4	Y	0	116	O	N/A						102, 103, 103W, 104, 109, 111, 201W, 207, 212W
5B020	HITCHNER HALL	105,375	341	425	Y	3	Y	0	338	E	N/A						105C, 150C
5D002	HOLMES HALL	18,455	56	0	N	0	Y	0	56	N/A	N/A	rekeying 2013					100C
5B078	ICE CORE COOLER FACILITY	810	1	5	N	0	Y	0	1	N/A	N/A						
5A062	INNOVATION CENTER	5,733	19	28	Y	2	Y	0	17	E	N/A						100C, 104C [NORTH], 118, 111C
5B010	ISOLATION BLDG 5	1,200	1	3	N	0	Y	0	1	N/A	N/A						
5A028	JENNESS HALL	73,629	166	201	Y	4	Y	0	162	O	N/A						100E, 118C, 130, 133, 137, 114S, 135C, 222C, 325C, 328C
5C021	KENNEBEC HALL	49,009	161	17	Y	2	Y	104	159	O	N/A						103E, 106E
5A023	KEYO HALL	24,300	66	14	N	0	Y	0	66	N/A	N/A						57,60,102C
5A018	KNOX HALL	76,468	213	17	Y	2	Y	153	211	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others					111, 112, 141B, 144C, 145
5C036	LAMBDA CHI ALPHA FRATERNITY	1	0	0	N	0	Y	0	0	N/A	N/A	Fraternity					
5C020	LENGYEL HALL	37,614	74	62	Y	1	Y	0	73	E	N/A						0- REMOVED
5B033	LIBBY HALL	24,208	129	44	N	0	Y	0	129	N/A	N/A						100C,111C
5B073	LIBRARY ANNEX	11,843	13	11	Y	2	Y	0	11	E	N/A						106E, 101S
5A019	LITTLE HALL	50,808	289	224	N	0	Y	0	289	N/A	N/A						100C,107C
5A049	LITTLEFIELD GAZEBO	400	0	0	N	0	Y	0	0	N/A	N/A						
5D007	LORD HALL	33,490	70	100	Y	2	Y	0	68	O	N/A						121, 127, 202, 209, 300, 301, 305, 311
5A008	MACHINE TOOL LAB	12,816	32	49	N	0	Y	0	32	N/A	N/A						107C
5A063	MAHANEY DOME	39,524	11	3	N	0	Y	0	11	N/A	N/A						
5A064	MAHANEY DOME ELECTRIC SHED	194	1	4	N	0	Y	0	1	N/A	N/A						
5B005	MAINE BOUND ADVENTURE CTR	6,840	12	40	Y	2	Y	0	10	E	N/A						100, 200

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5C006	MAPLES, THE	11,410	48	40	N	0	Y	0	48	N/A	N/A		107C				
5D018	MEMORIAL GYM												001				
5A001	MEMORIAL UNION	134,456	257	549	Y	1	Y	0	256	I	N/A		144				
5C011	MERRILL HALL-ORONO	26,729	90	150	N	0	Y	0	90	N/A	N/A		115C,126C, 228				
5A021	MURRAY HALL	47,953	155	380	N	0	Y	0	155	N/A	N/A		113C				
5A065	NASA HABITAT BARN	3,600	3	1	N	0	Y	0	3	N/A	N/A						
5B043	NE PLANT AND SOILS-ARS	9,814	0	0	N	0	Y	0	0	N/A	N/A						
5A031	NEVILLE HALL	77,063	192	340	Y	3	Y	0	189	O	N/A		121S, 125C, 126N, 126S, 152M, 153M				
5B002	NORMAN SMITH HALL	15,176	32	53	N	0	Y	0	32	N/A	N/A		101C				
5B021	NUTTING HALL	50,039	154	460	Y	3	Y	0	151	O	N/A		108E [EAST], 112C [NORTH WEST], 239, 245, 254				
5D010	OAK	24,460	121	17	Y	3	Y	83	118	O	N/A	Residence Hall – Blackboard All Entrances, Persona All Student Rooms, Mechanical All Others	100C [WEST], 109C [CENTER], 117C [EAST]				
5B003	OBSERVATORY	376	1	0	N	0	Y	0	1	N/A	N/A	Building being replaced with new Observatory					
5A067	OBSERVATORY												100C				
5B077	OCEANIC OPERATIONS BLDG	5,040	11	12	N	0	Y	0	11	N/A	N/A		100				
5A015	OXFORD HALL	76,468	213	17	Y	2	Y	153	211	O	N/A	102, 144C [SOUTH], 145C [NORTH]					
5B071	PAGE FARM SCHOOL HOUSE	742	2	62	N	0	Y	0	2	N/A	N/A						
5B004	PAGE FARM/HOME MUSEUM	12,283	18	33	N	0	Y	0	18	N/A	N/A						
5C005	PAVILION THEATRE	3,518	4	49	N	0	Y	0	4	N/A	N/A		100C				
5C008	PENOBSCOT HALL	49,481	161	17	Y	2	Y	104	159	O	N/A		101C, 102C, 103C				
5B014	PERKINS HALL-AG LAB	7,781	19	29	N	0	Y	0	19	N/A	N/A		101				
5C034	PHI ETA KAPPA FRATERNITY HSE	1	0	0	N	0	Y	0	0	N/A	N/A	Fraternity					
5C039	PHI GAMMA DELTA FRATERNITY H	1	0	0	N	0	Y	0	0	N/A	N/A	Fraternity					
5C037	PHI KAPPA SIGMA FRATERNITY H	3,493	0	0	N	0	Y	0	0	N/A	N/A	Fraternity					
5A068	PLANETARIUM												100E [WEST], 108C [EAST]				
5B042	POTATO HANDLING RESEARCH	1,600	2	23	N	0	Y	0	2	N/A	N/A						
5C003	PRESIDENTS HSE-ORONO	11,770	31	4	Y	1	Y	0	30	E	Schlage		110				
5B074	PUBLIC SAFETY	6,800	38	7	Y	4	Y	0	34	O	N/A		100C, 101C, 103E, 102C, 104C, 111				
5B081	PUBLIC SAFETY OUTBLDG	500	1	3	N	0	Y	0	1	N/A	N/A						
5B059	PUBLIC SAFETY STORAGE BLDG	86	1	3	N	0	Y	0	1	N/A	N/A						
5B082	PULLEN CARRIAGE HOUSE	2,496	2	11	N	0	Y	0	2	N/A	N/A						
5C012	ROGER CLAPP GREENHOUSE	8,572	34	49	N	0	Y	0	34	N/A	N/A		101C				
5B001	ROGERS HALL	18,000	57	43	Y	2	Y	0	55	I	N/A		104C, 105				
5B063	SAWYER ENV. RESEARCH BLDG	31,100	83	194	N	0	Y	0	83	N/A	N/A		100C				
5B086	SAWYER STORAGE TRAILER	720	5	4	N	0	Y	0	5	N/A	N/A						
5A022	SCULPTURE STUDIO	6,653	14	38	N	0	Y	0	14	N/A	N/A						
5B035	SERVICE BLDG A	54,885	140	250	Y	1	Y	0	139	E	N/A		102C				

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5B036	SERVICE BLDG B	32,219	59	42	N	0	Y	0	59	N/A	N/A						
5B036-1	SERVICE BLDG B, WASHBAY-AD1	1,200	1	0	N	0	Y	0	1	N/A	N/A						
5C061	SHED-HEAT PLANT 2	423	1	2	N	0	Y	0	1	N/A	N/A						
5A026	SHIBLES HALL	41,296	149	119	Y	1	Y	0	148	E	N/A						12A
5C031	SIGMA ALPHA EPSILON FRATERNITY	1	0	0	N	0	Y	0	0	N/A	N/A	Fraternity					
5C035	SIGMA CHI HERITAGE HOUSE	12,370	47	88	N	0	Y	0	47	N/A	N/A						
5B040	SMALL ANIMAL FACILITY	4,280	24	28	Y	2	Y	0	22	E	N/A						101, 113C
5A016	SOMERSET HALL	76,468	213	17	Y	2	Y	154	211	O	N/A						030B, 131, 131S, 132, 144C, 145C
5B064	SOUTH ANNEX A	2,289	13	18	N	0	Y	0	13	N/A	N/A						
5B060	SOUTH ANNEX B	2,330	12	33	N	0	Y	0	12	N/A	N/A						
5B065	SOUTH ANNEX C-SOCIAL WORK	4,096	22	20	Y	1	Y	0	21	E	N/A						101C
5B066	SOUTH ANNEX D-ARCHEOLOGY B	4,352	11	10	N	0	Y	0	11	N/A	N/A						109C
5B075	SOUTH ANNEX E	2,115	12	43	N	0	Y	0	12	N/A	N/A						102
5B076	SOUTH ANNEX F	1,750	10	4	N	0	Y	0	10	N/A	N/A						
5B079	SOUTH ANNEX G	1,400	7	11	N	0	Y	0	7	N/A	N/A						
5B080	SOUTH ANNEX H	1,378	7	14	N	0	Y	0	7	N/A	N/A						
5C001	STEAMFITTERS SHOP	2,086	8	8	N	0	Y	0	8	N/A	N/A						
5A004	STEVENS HALL CENTER	32,596	112	240	N	0	Y	0	112	N/A	N/A						103C,104C
5A005	STEVENS HALL NORTH	23,670	129	273	N	0	Y	0	129	N/A	N/A						119C
5A003	STEVENS HALL SOUTH	24,598	82	122	N	0	Y	0	82	N/A	N/A						116C
5A014	STEWART COMMONS	32,772	97	66	Y	2	Y	0	95	E	N/A						100 [SOUTH], 132
5C009	STODDER HALL	56,159	137	17	Y	3	Y	78	134	O	N/A						034E, 009C, 008C, 028C, 029C
5B050	STORAGE SHED-CYLINDER	480	1	1	N	0	Y	0	1	N/A	N/A						
5A061	STORAGE-FLAMMABLE 1	585	1	1	N	0	Y	0	1	N/A	N/A						
5B067	STORAGE-FUEL SHED, BLDG B	167	1	3	N	0	Y	0	1	N/A	N/A						
5B058	STORAGE-LAND 1	85	1	1	N	0	Y	0	1	N/A	N/A						
5B051	STORAGE-LAND 2	138	1	1	N	0	Y	0	1	N/A	N/A						
5A030	STORAGE-LITTLEFIELD GARDEN S	225	1	2	N	0	Y	0	1	N/A	N/A						
5B069	STORAGE-PESTICIDE BLDG-1	120	1	2	N	0	Y	0	1	N/A	N/A						
5C058	STORAGE-PESTICIDE BLDG-2	150	1	2	N	0	Y	0	1	N/A	N/A						
5B057	STORAGE-PLUMBING SHED	204	1	2	N	0	Y	0	1	N/A	N/A						
5B084	STORAGE-SALT/SAND	7,561	4	4	N	0	Y	0	4	N/A	N/A						
5B068	STORAGE-SOILS LAB FUEL	420	1	0	N	0	Y	0	1	N/A	N/A						
5A024	STORAGE-STEWART	372	0	0	N	0	Y	0	0	N/A	N/A						
5A059	STUDENT RECREATION & FITNESS	87,876	113	25	Y	3	Y	0	110	E	N/A	REC CENTER					101 [SOUTH], 134 [NORTH]
5A048	TEST GARDEN STORAGE	691	2	2	N	0	Y	0	2	N/A	N/A						
5A051	TIRE CHIP FACILITY	462	0	0	N	0	Y	0	0	N/A	N/A						
5B087	TRANSFORMER STORAGE SHED	320	1	4	N	0	Y	0	1	N/A	N/A						
5A054	TURF TRIALS BLDG	1,176	1	3	N	0	Y	0	1	N/A	N/A						
5U014	UNIV PK BLDG 14	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U016	UNIV PK BLDG 16	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U018	UNIV PK BLDG 18	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U022	UNIV PK BLDG 22	2,198	3	3	N	0	Y	0	3	N/A	N/A						
5U023	UNIV PK BLDG 23	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U024	UNIV PK BLDG 24	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U025	UNIV PK BLDG 25	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U026	UNIV PK BLDG 26	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U027	UNIV PK BLDG 27	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U028	UNIV PK BLDG 28	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U033	UNIV PK BLDG 33	5,062	11	11	N	0	Y	0	11	N/A	N/A						

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5U035	UNIV PK BLDG 35	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U037	UNIV PK BLDG 37	5,062	11	11	N	0	Y	0	11	N/A	N/A						
5U040	UNIV PK BLDG 40, SERVICE BLDG	1,221	4	3	N	0	Y	0	4	N/A	N/A						
5A037	UNIVERSITY CREDIT UNION	7,770	0	0	N	0	Y	0	0	N/A	N/A						
5D006	WINGATE	14,580	62	125	N	0	Y	0	0	N/A	N/A						108C
5D012	WELLS	40,170	103	68	Y	2	Y	0	101	N/A	N/A						O DELETE
5C004	WINSLOW HALL	28,955	106	152	Y	1	Y	0	105	E	N/A						115E
5A032	WOOD TEAM SHED	249	1	25	N	0	Y	0	1	N/A	N/A						
5C022	YORK HALL	82,825	203	17	Y	3	Y	141	200	O	N/A						010E, 019E, 022E, 022C
5C045	YORK VILLAGE BLDG 1	6,636	38	20	N	0	Y	0	38	N/A	N/A						202C
5C046	YORK VILLAGE BLDG 2	1,768	11	4	N	0	Y	0	11	N/A	N/A						21,22
5C047	YORK VILLAGE BLDG 3	10,384	66	95	N	0	Y	0	66	N/A	N/A						103W
5C049	YORK VILLAGE BLDG 5	7,784	56	50	N	0	Y	0	56	N/A	N/A						51,52,53,5 4,55,56,57, 58
5C050	YORK VILLAGE BLDG 6	7,469	34	5	N	0	Y	0	34	N/A	N/A						101,108C
5C051	YORK VILLAGE BLDG 7	4,288	28	10	N	0	Y	0	28	N/A	N/A						72
5C052	YORK VILLAGE BLDG 8	864	6	2	N	0	Y	0	6	N/A	N/A						100C
Location Total		3,835,531	10,855	10,431		135		2,155	10,658								

Assumptions

Column D = Approximate total number of doors is assumed to be doors with locks. Restrooms, passage sets and crash bars without locks were not included.

Column H = Approximate number of Doors w/mechanical access assumes electronic doors with mechanical override have mechanical access.

Key Information

Primary mechanical access system in place (i.e. key vendor(s)):	Schlage
Primary electronic access system in use (i.e. proximity card panel and card provider(s)):	Blackboard, Persona

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Facility ID	Building Name	BLDG GSF	Approx. # of Doors	Approx. # of key customers (faculty, staff & students)	Does this facility have any electronic card type of access? (Y/N)	Approx. # of Doors w/ ONLine Electronic Access	Does the building have Power over Ethernet (PoE) capabilities?	Approx. # of Doors w/ OFFLine Electronic Access	Approx. # of Doors w/ Mechanical Access	To the extent the facility has electronic access, is that access provided primarily for: All doors "A", only exterior doors "E", only interior doors "I", only specialized rooms "S" or in accordance with some other methodology other "O".	If a mechanical or electronic system is in use other than primary systems identified in Key Information Section Below	Other comments	Access Point	Student Access Point (Residential Halls-Student Dorm Rooms and RA/RD Suite Access Only) See Buildings Plans	Bidder Proposed Solution (Online, Offline, Wireless)	Card Access Equipment Price	Card Access Equipment Installation Price
Total		459,073	1,348	512		35		0	1,355								
AUGUSTA																	
1A004	ALUMNI CENTER-AUGUSTA	7,948	47	11	N	0	YES	0	47				101 & 201				
1A015	ART/ARCHITECTURE BLDG	3,000	18	7	N	0	YES	0	47				105A				
1A006	BD KATZ LIBRARY	42,638	128	56	N	0	YES	0	128			Includes 1 overhead door	5P				
1A010	CERAMICS STUDIO												100				
1A002	FARMHOUSE-UMA	11,718	53	23	Y	1	YES	0	53				100C				
1A003	FINE ARTS BLDG	8,239	40	4	N	0	YES	0	40				100				
1A101	GANNETT BLDG-WATER STREET-3	26,460	71	18	Y	14	YES	0	71	E & S		Includes reader access for 6 elevator car stops.	G01, 100, 100, 104, 110,204A,30 8, 408, ELEVATOR				
1A001	JEWETT HALL	43,753	168	61	N	0	YES	0	160				105C				
1A016	KLAHR CENTER	7,180	24	3	N	0	YES	0	24				100				
1A020	MAILROOM & STORAGE FACILITY	2,039	13	21	N	0	YES	0	13			Includes 1 overhead door	103				
1A017	MAINTENANCE EQUIP GARAGE-UM	2,991	6	21	N	0	NO	0	6			Includes 4 overhead doors	100				
1A018	MOD I	953	2	0	N	0	YES	0	2				N/A				
1A019	MOD II	953	6	0	N	0	YES	0	6				N/A				
1A021	MOD III	2,039	8	3	N	0	YES	0	8				100				
1A010	CERAMICS STUDIO	1,749	3	0	N	0	YES	0	2				100				
1A005	RANDALL STUDENT TECH CTR	44,353	153	56		13	YES	0	153	E & S		Includes Bookstore reader access overhead door & Flight Sim. Lab	,001, 100, 102, 107, 110, 111, 114, 121, 126,130, 140,143, 127				
1A014	ROBINSON HALL	12,230	52	29	n	0	YES	0	52				100C				
1A007	STODDARD HOUSE	2,523	9	7	N	0	YES	0	9				N/A				
Location Total		220,766	801	320		28		0	821								
BANGOR																	
1B018	ACADIA HALL	3,232	25	8	N	0	N/A	0	25				120				
1B014	BANGOR HALL	11,276	48	18	N	0	YES	0	48				113				
1B008	BELFAST HALL	26,462	96	41	N	0	YES	0	96				109A				
1B002	CAMDEN HALL	28,011	75	26	N	0	YES	0	75				106				
1B012	COLLEGE CENTER	14,715	53	17	Y	7	YES	0	53	E & S			100, 122, 122, 126, 129, 134, 137				
1B011	EASTPORT HALL	20,090	54	14	N	0	YES	0	50				108C				
1B013	GYMNASIUM BLDG												100				
1B020	KATAHDIN HALL	3,232	0	0		0	N/A	0	0			Scheduled for Demolition	N/A				
1B006	LEWISTON HALL	25,463	112	58	N	0	YES	0	102				100				
1B009	LINCOLN HALL	10,264	27	4	N	0	YES	0	27				N/A				
1B019	MAINTENANCE GARAGE, UCB	1,474	6	0	N	0	YES	0	6			Includes 4 overhead doors	N/A				
1B030	MAINTENANCE SHOP-UCB	2,192	5	0	N	0	NO	0	5			Includes 3 overhead doors	N/A				
1B021	SCHOODIC HALL	3,232	0	0		0	YES	0	0			Scheduled for Demolition	N/A				
1B017	STORAGE-FLAMMABLE	275	1	0	N	0	N/A	0	1				N/A				

Building Security Inventory Exhibit 1 - UNIVERSITY OF MAINE AT AUGUSTA

Location Total		149,918	502	186		7		0	488						
LEASED															
1X002	AUGUSTA CIVIC CENTER	16,687	45	6	N		0	YES	0	46					148
1X003	WWC-S PORTLAND	1,950	0	0			0		0	0					
1X005	WWC-FARMINGTON	780	0	0			0		0	0					
1X008	WWC-CALAIS	204	0	0			0		0	0					
1X010	WWC-ROCKLAND	241	0	0			0		0	0					
1X015	RUMFORD-MEXICO CTR	11,629	0	0			0		0	0					
1X016	SACO CTR	12,787	0	0			0		0	0					
1X017	HANCOCK COUNTY HIGHER ED C	5,770	0	0			0		0	0					
1X024	WESTERN ME UNIVERSITY CTR	13,188	0	0			0		0	0					
1X025	BATH-BRUNSWICK CTR	14,712	0	0			0		0	0					
1X029	ROCKLAND CTR	10,441	0	0			0		0	0					
Location Total		88,389	45	6			0		0	46					
Assumptions															
Column D = Approximate total number of doors is assumed to be doors with locks. Restrooms, passage sets and crash bars without locks were not included.															
Column H = Approximate number of Doors w/mechanical access assumes electronic doors with mechanical override have mechanical access.															

Key Information	
Primary mechanical access system in place (i.e. key vendor(s)):	
Primary electronic access system in use (i.e. proximity card panel and card provider(s)):	

Building Security Inventory Exhibit 1 - UNIVERSITY OF MAINE AT FARMINGTON

Facility ID	Building Name	BLDG GSF	Approx. # of Doors	Approx. # of key customers (faculty, staff & students)	Does this facility have any electronic card type of access? (Y/N)	Approx. # of Doors w/ ONLINE Electronic Access	Does the building have Power over Ethernet (PoE) capabilities?	Approx. # of Doors w/ OFFLINE Electronic Access	Approx. # of Doors w/ Mechanical Access	To the extent the facility has electronic access, is that access provided primarily to: All doors "A", only exterior doors "E", only interior doors "I", only specialized rooms "S" or in accordance with some other methodology other "O".	If a mechanical or electronic system is in use other than primary systems identified in Key Information Section Below	Other comments	Access Point	Student Access Point (Residential Halls-Student Dorm Rooms and RA/RD Suite Access Only) See Buildings Plans	Bidder Proposed Solution (Online, Offline, Wireless)	Card Access Equipment Price	Card Access Equipment Installation Price	
Total		789,311	2,119	5,181		16		5	2,098									
FARMINGTON																		
2F001	STONE HALL	29,112	95	200	Y	1		0	94	E	N/A	7-E Doors/88- I Doors						
2F002	PURINGTON HALL	36,344	96	200	Y	1		0	95	E	N/A	5-E Doors/91-I Doors						
2F003	MALLET HALL	35,582	97	200	Y	1		1	95	E	N/A	6-E Doors/91-I Doors						
2F004	SCOTT HALL-NORTH	33,635	100	200	N	0		0	100	N/A	N/A	5-E Doors/95-I Doors						
2F005	SCOTT HALL-SOUTH	38,786	130	200	Y	1		0	129	E	N/A	11-E Doors/119-I Doors; Includes Student Health Center						
2F006	LOCKWOOD HALL	29,098	95	75	Y	1		0	94	E	N/A	6-E Doors/89-I Doors; Building Not Occupied 2013						
2F007	SCOTT HALL-WEST	22,006	79	175	Y	2		0	77	E	N/A	4-E Doors/75-I Doors						
2F011	QUEBEC ST-144, SENIOR STUDIO	4,148	26	100	N	0		0	26	N/A	N/A	8-E Doors/17-I Doors; 1-Garage Door						
2F012	MERRILL HALL-UMF	41,374	88	300	N	0		0	88	N/A	N/A	6-E Doors/82-I Doors						
2F013	ALUMNI THEATER	14,851	38	100	N	0		0	38	N/A	N/A	3-E Doors/35-I Doors						
2F014	DEARBORN GYM	29,889	80	100	N	0		0	80	N/A	N/A	12-E Doors/68-I Doors						
2F015	RICKER HALL	19,936	44	100	Y	1		0	43	E	N/A	7-E-Doors/37-I Doors						
2F016	PREBLE-THOMAS HALL	22,582	65	100	Y	1		0	64	E	N/A	12-E Doors/58-I Doors						
2F017	MANTOR LIBRARY	29,592	36	125	N	0		0	36	N/A	N/A	8-E Doors/28-I Doors						
2F020	PERKINS ST-131	4,430	3	75	N	0		0	3	N/A	N/A	3-E Doors; Building Vacant-Pending Removal						
2F022	MAGUIRE ST COMPLEX	8,372	28	80	N	0		0	28	N/A	N/A	9-E Doors/19-I Doors						
2F024	PRESCOTT ST-114	1,755	7	80	N	0		0	7	N/A	N/A	4-E Doors/3-I Doors						
2F025	MAIN ST-242, FERRO ALUMNI HSE	6,197	10	90	N	0		0	10	N/A	N/A	4-E Doors/6-I Doors						
2F026	MAIN ST-238, LOOK HSE	6,304	13	90	N	0		0	13	N/A	N/A	4-E Doors/9-I Doors						
2F027	FRANKLIN HALL, MAIN ST-252	14,522	40	135	N	0		0	40	N/A	N/A	6-E Doors/34-I Doors						
2F028	BRINKMAN HSE, MAIN ST-228	4,602	19	90	N	0		0	19	N/A	N/A	3-E Doors/16-I Doors						
2F029	SOUTH ST-115, CREATIVE WRITING HSE	4,241	17	90	N	0		0	17	N/A	N/A	4-E Doors/13-I Doors						
2F030	ROBERTS LEARNING CTR	42,505	103	200	N	0		0	103	N/A	N/A	14-E Doors/89-I Doors						
2F031	DAKIN HALL	39,227	130	250	Y	2		0	128	E	N/A	5-E Doors/125-I Doors						
2F032	FITNESS & RECREATION CTR	42,493	54	95	N	0		0	54	N/A	N/A	32-E Doors/22-I Doors						
2F033	PRESCOTT ST-120	3,116	7	75	N	0		0	7	N/A	N/A	4-E Doors/3-I Doors; Building Vacant-Pending Removal						
2F035	RICKER ADDITION-CHILD CTR	10,253	33	90	N	0		0	33	N/A	N/A	7-E Doors/26-I Doors						
2F037	COMPUTER CENTER	15,138	31	90	N	0		0	31	N/A	N/A	8-E Doors/23-I Doors						
2F038	EDUCATION CENTER	46,425	160	300	Y	2		0	158	E	N/A	13-E Doors/147-I Doors						
2F040	LAKE AVE-104, PRESIDENT	2,349	12	1	N	0		0	12	N/A	N/A	3-E Doors/9-I Doors						
2F042	SOUTH ST-101	4,022	13	80	N	0		0	13	N/A	N/A	2-E Doors/11-I Doors						
2F044	QUEBEC ST-149	2,583	7	80	N	0		0	7	N/A	N/A	3-E Doors/4-I Doors; 1 Garage Door						
2F047	MAIN ST-246, ADMISSIONS-ART GALLERY	8,471	19	120	N	0		0	19	N/A	N/A	4-E Doors/15-I Doors						
2F050	MAIN ST-234, PSYCHOLOGY	9,758	25	90	N	0		0	25	N/A	N/A	3-E Doors/22- I Doors						

Building Security Inventory Exhibit 1 - UNIVERSITY OF MAINE AT FARMINGTON

2F052	EMERY COMM ARTS CTR	20,156	27	100	N	0		4	23	N/A	N/A	5-E Doors/22-I Doors;1- Exterior Bi-Fold Door					
2F054	FACILITIES MGMT GARAGE	900	3	75	N	0		0	3	N/A	N/A	1-E Door/2-Garage Doors					
2F055	FACILITIES MGMT BLDG	12,425	20	75	N	0		0	20	N/A	N/A	9-E Doors/11-I Doors					
2F056	OBSERVATORY-UMF	400	1	80	N	0		0	1	N/A	N/A	1-E Door					
2F060	LINCOLN ST-125	4,033	10	90	N	0		0	10	N/A	N/A	4-E Doors/6-I Doors					
2F071	OLSEN STUDENT CENTER	54,381	85	150	N	0		0	85	N/A	N/A	26-E Doors/59-I Doors					
2F090	BLACK HALL	32,818	170	155	Y	3		0	167	E	N/A	6-E Doors/164-I Doors					
2F091	MAIN ST-242, FERRO ALUMNI GARAGE	500	3	80	N	0		0	3	N/A	N/A	1-E Door/2-Garage Doors					
Location Total		789,311	2,119	5,181		16		5	2,098								

Assumptions

Column D = Approximate total number of doors is assumed to be doors with locks. Restrooms, passage sets and crash bars without locks were not included.
 Column H = Approximate number of Doors w/mechanical access assumes electronic doors with mechanical override have mechanical access.

Key Information

Primary mechanical access system in place (i.e. key vendor(s)):																	
Primary electronic access system in use (i.e. proximity card panel and card provider(s)):																	

Building Security Inventory Exhibit 1 - UNIVERSITY OF MAINE AT PRESQUE ISLE

Facility ID	Building Name	BLDG GSF	Approx. # of Doors	Approx. # of key customers (faculty, staff & students)	Does this facility have any electronic card type of access? (Y/N)	Approx. # of Doors w/ ONLine Electronic Access	Does the building have Power over Ethernet (PoE) capabilities?	Approx. # of Doors w/ OFFLine Electronic Access	Approx. # of Doors w/ Mechanical Access	To the extent the facility has electronic access, is that access provided primarily to: All doors "A", only exterior doors "E", only interior doors "I", only specialized rooms "S" or in accordance with some other methodology other "O".	If a mechanical or electronic system is in use other than primary systems identified in Key Information Section Below	Other comments	Access Point(s) Student Access Point (Residential Halls-Student Dorm Rooms and RA/RD Suite Access Only) See Buildings Plans	Bidder Proposed Solution (Online, Offline, Wireless)	Card Access Equipment Price	Card Access Equipment Installation Price
Total		418,609	1,433	1,905		4		295	1,405							
PRESQUE ISLE																
7P017	KILN	409	2	0	N	0		0	2							
7P020	NORMAL HALL	26,954	130	80	Y	0		6	130		S		100,117			
7P030	PREBLE HALL	29,700	117	60	Y	0		3	117				100,123,131			
7P040	FOLSOM-PULLEN HALL	46,967	120	300	Y	0		45	120		E,S		103p,110p,200			
7P060	SOUTH HALL	22,289	97	60	Y	4		4	97		S		100p,108,124			
7P070	WIEDEN HALL	37,807	101	120	Y	0		9	101		S		100p,101b,112,118,127,151			
7P080	EMERSON HALL	43,435	157	200	Y	0		86	157		E,S		100p,123p,143,178			
7P090	PARK HALL	26,144	115	160	Y	0		53	115		E,S		006.030,104p,116,117			
7P100	KELLEY COMMONS	18,682	50	40	Y	0		4	50		S		130,131p,132p,203			
7P101	CAMPUS CENTER-PI	20,411	58	40	Y	0		10	58		S		101,102,122,124			
7P110	LIBRARY BLDG	28,492	51	60	Y	0		7	51		S		5,108			
7P120	MERRIMAN HALL	19,525	85	120	Y	0		43	85		E,S		100,102p			
7P130	FACILITIES SUPPORT BUILDING	6,483	32	40	Y	0		1	32		E,S		101			
7P132	STORAGE-BOX 1	250	0	0	N	0		0	0							
7P133	STORAGE-BOX 2	250	0	0	N	0		0	0							
7P140	VEHICLE STORAGE BUILDING	1,854	3	25	N	0		0	3							
7P160	PRESIDENTS HOUSE-PI	6,099	30	40	N	0		0	30							
7P200	NORTON MUSEUM	384	2	20	N	0		0	2							
7P210	GENTILE HALL	49,026	102	400	Y	0		6	102		E,S		100			
Location Total		385,161	1,252	1,765		4		277	1,252							
HOULTON																
7H001	HOULTON CENTER	15,662	43	70	Y	0		1	43		S					
Location Total		15,662	43	70		0		1	43							
SKYWAY																
7S001	SKYWAY DORM	8,772	89	70	Y	0		17	89		E,S					
7S002	SKYWAY REC BLDG	878	5	0	N	0		0	5							
7S017	SKYWAY HOUSING UNIT 17/19	4,068	22	0	N	0		0	8							
7S021	SKYWAY HOUSING UNIT 21/23	4,068	22	0	N	0		0	8							
Location Total		17,786	138	70		0		17	110							
Assumptions																
Column D = Approximate total number of doors is assumed to be doors with locks. Restrooms, passage sets and crash bars without locks were not included.																
Column H = Approximate number of Doors w/mechanical access assumes electronic doors with mechanical override have mechanical access.																
Key Information																
Primary mechanical access system in place (i.e. key vendor(s)):																
Primary electronic access system in use (i.e. proximity card panel and card provider(s)):																

Facility ID	Building Name	BLDG CSF	Approx. # of Doors	Approx. # of key customers (faculty, staff & students)	Does this facility have any electronic card type of access? (Y/N)	Approx. # of Doors w/ ONLine Electronic Access	Does the building have Power over Ethernet (PoE) capabilities?	Approx. # of Doors w/ OFFLine Electronic Access	Approx. # of Doors w/ Mechanical Access	To the extent the facility has electronic access, is that access provided primarily for: All doors "A", only exterior doors "E", only interior doors "I", only specialized rooms "S" or in accordance with some other methodology other "O".	If a mechanical or electronic system is in use other than primary systems identified in Key Information Section Below	Other comments	Access Point	Student Access Point (Residential Halls-Student Dorm Rooms and RA/RD Suite Access Only) See Buildings Plans	Bidder Proposed Solution (Online, Offline, Wireless)	Card Access Equipment Price	Card Access Equipment Installation Price
Total		294,181	707	772		198		0	509								
MACHIAS																	
4M001	KIMBALL HALL	27,939	77	93	N	0		0	77								
4M002	OBRIEN HOUSE	5,000	4	6	N	0		0	4								
4M003	POWERS HALL	33,525	75	53	N	0		0	75								
4M004	SENNETT HALL	35,728	128	163	Y	82		0	46	2 A's On Line 80 E's Off Line		7 Exterior Doors. Only 2 have electronic access					
4M005	TORREY HALL-MERRILL LIBRARY	40,728	75	66	Y	1		0	74	1 A On line							
4M006	DORWARD HALL	60,293	163	231	Y	115		0	48	2 A's On Line 113 E's Off Line		7 Exterior Doors. Only 2 have electronic access					
4M007	KILBURN COMMONS	9,555	15	25	N	0		0	15								
4M008	REYNOLDS HEALTH CENTER	53,460	90	40	N	0		0	90								
4M009	SCIENCE BLDG-MACHIAS	21,183	65	50	N	0		0	65								
4M010	FACILITIES BLDG	4,291	7	20	N	0		0	7								
4M011	FLAHERTY EARLY CHILDHOOD ED	2,479	8	25	N	0		0	8								
Location Total		294,181	707	772		198		0	509								
Assumptions																	
Column D = Approximate total number of doors is assumed to be doors with locks. Restrooms, passage sets and crash bars without locks were not included.																	
Column H = Approximate number of Doors w/mechanical access assumes electronic doors with mechanical override have mechanical access.																	
Key Information																	
Primary mechanical access system in place (i.e. key vendor(s)):																	
Primary electronic access system in use (i.e. proximity card panel and card provider(s)):																	

Building Security Inventory Exhibit 1 - UNIVERSITY OF MAINE AT FORT KENT

Facility ID	Building Name	BLDG GSF	Approx. # of Doors	Approx. # of key customers (faculty, staff & students)	Does this facility have any electronic card type of access? (Y/N)	Approx. # of Doors w/ ONLine Electronic Access	Does the building have Power over Ethernet (PoE) capabilities?	Approx. # of Doors w/ OFFLine Electronic Access	Approx. # of Doors w/ Mechanical Access	To the extent the facility has electronic access, is that access provided primarily to: All doors "A", only exterior doors "E", only interior doors "I", only specialized rooms "S" or in accordance with some other methodology other "O".	If a mechanical or electronic system is in use other than primary systems identified in Key Information Section Below	Other comments	Access Point	Student Access Point (Residential Halls-Student Dorm Rooms and RA/RD Suite Access Only) See Buildings Plans	Bidder Proposed Solution (Online, Offline, Wireless)	Card Access Equipment Price	Card Access Equipment Installation Price
Total		280,216	1,133	22		15		0	991								
FORT KENT																	
3K001	SPORTS CENTER	35,719	66		N	0	YES	0	47			comb. Locks @ 2 locker rooms					
3K002	FOX AUDITORIUM	21,575	62		N	0	YES	0	53								
3K003	CROCKER HALL	17,976	82		N	0	YES	0	68								
3K004	CYR HALL	27,343	76		N	0	YES	0	72								
3K005	BLAKE LIBRARY	14,789	39		N	0	YES	0	35								
3K006	NADEAU NURSING-TECHNOLOGY	16,926	82		Y	5	YES	0		S		proximity card access to computer labs					
3K007	POWELL HALL	27,879	125		N	6	YES	0	112	S		electronic combination locks for Archives/IT					
3K008	NOWLAND HALL	8,679	35		N	0	YES	0	33								
3K009	ARMORY BLDG	17,400	46		N	0	YES	0	46			3 over-head doors w/chain operators					
3K010	ST DAVID HOUSE	3,160	16		N	0	YES	0	116								
3K016	PHYSICAL PLANT BLDG-FK	2,926	16	22	N	0	YES	0	16			3 over-head doors					
3K018	UTILITY TRASH SHED	288	1	unlock	N	0	NO	0	1			1 over-head door unlocked					
3K019	HAENSSLER HONORS CTR	3,292	30		N	0	YES	0	16								
3K020	MADAWASKA HOUSE	4,457	19		N	0	YES	0	14								
3K021	OLD MODEL SCHOOL	12,711	42		N	0	YES	0	38								
3K024	MADAWSKA HSE-GARAGE	288	1		N	0	NO	0	1			1 over-head door unlocked					
3K025	HAENSSLER HONORS CTR-GARAGE	440	1		N	0	NO	0	1			1 over-head door unlocked					
3K026	ACADIA HSE, PRESIDENT	4,852	29		N	0	YES	0	14								
3K027	ACADIA HSE-GARAGE	480	1		N	0	NO	0	1			1 over-head door w/opener					
3K028	CANOE SHED	336	2		N	0	NO	0	2			padlock					
3K029	GUY HOUSE	3,240	9		N	0	NO	0	3								
3K030	FORESTRY BLDG	200	1		N	0	NO	0	1								
3K031	BLIER BLDG	1,820	2		N	0	NO	0	2			2 over-head doors					
3K032	GAZEBO	60	1	unlock	N	0	NO	0									
3K033	LODGE, THE	47,389	328		Y	4	YES	0	287	E, S		3 entry w/swipe card, 1 room door w/combination					
3K034	GAGNE HOUSE	2,066	12		N	0	NO	0	5			1 over-head door w/opener					
3K035	CYR HOUSE	2,514	4		N	0	NO	0	2								
Location Total		278,805	1,128	22		15		0	986								
VIOLETES CAMP																	
3V001	VIOLETTE WILDERNESS CAMP	1,411	5		N	0	NO	0	5								
Location Total		1,411	5	0		0		0	5								
Assumptions																	
Column D = Approximate total number of doors is assumed to be doors with locks. Restrooms, passage sets and crash bars without locks were not included.																	
Column H = Approximate number of Doors w/mechanical access assumes electronic doors with mechanical override have mechanical access.																	

Key Information						
Primary mechanical access system in place (i.e. key vendor(s)):						
Primary electronic access system in use (i.e. proximity card panel and card provider(s)):						

Exhibit 2 - TABLE 2
 Primary Requirements Pricing - Solution Offer 2

#	Item Description	Initial Cost	Licensing Maintenance Schedule		
			Year 1 Cost	Year 2 Cost	Year 3 Cost
	University Name:				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Subtotal				
	Less Discount				
	Total				
	Include additional explanation of costs and list assumptions that could influence the cost of licensing and maintenance pricing.				
	List explanations and assumptions here:				
	-				
	-				
	-				
	-				
	-				
	-				
	-				
	-				

Exhibit 3 - Business Requirements Evaluation Matrix

#	Category	Description	Bidder Response (enter one) YesPartialNo	If PARTIAL please explain.
PRIMARY REQUIREMENTS				
1	Architecture	Does your solution provide for integration with any system or product, open architecture?		
2		Is your proposed solution rapidly deployable?		
3		Does your proposed solution support browser-based clients?		
4		Does your proposed solution support iClass readers?		
5		Is your solution (software and hardware) compatible and allow integration with existing card access (online and offline) systems and equipment (see Section 1.3 and 1.4) including:		
6		a. Readers - HID cards 26bit and 27bit, and using mix of readers		
7		b. Readers are required to handle smart / proximity card solutions.		
8	Security Regulatory Compliance	Does your solution comply with the standards for Higher Education Opportunities Act (HEOA)?		
9		Does your solution comply with the standards for Family Education Rights and Privacy Act (FERPA)?		
10	Access Control	Does your solution prevent unauthorized access to buildings?		
11		Does your solution provide the ability to initiate lockdowns quickly isolating safety incidents?		
12		Does your solution reduce personnel requirements for entry monitoring?		
13		Does your solution create and maintain an accurate electronic log of who enters institution buildings?		
14		Does your solution have the capability to maintain the electronic log for up to one year?		
15		Does your solution have the capability to archive electronic logs and provide the ability to view archived logs?		
16		Does your solution increase situational awareness by automatically tagging video when a card is swiped?		
17		Does your proposed solution meet UL294 standard for safety for Access Control System units that all access control systems?		
18		Does your proposed solution meet UL294B specifically where the use is currently Power over Ethernet (PoE) components used within access control systems where PoE is the primary power source?		

Exhibit 3 - Business Requirements Evaluation Matrix

19	Administrator Interface	Does your proposed solution support interfaces both mouse driven and simultaneously support keyboard data input?		
20		Does your proposed solution support touch screen for command input?		
21		Does your solution support tool bar functionality for common commands, function keys and through drop down menus?		
22		Does your proposed solution support administrator interface for the following:		
23		a. display and control of field equipment		
24		b. acknowledge alarms on a priority basis		
25		c. initiate printing of reports		
26		d. archive and retrieve event logs		
27		e. view historical information on predefined trend windows		
28		f. view intranet or information from the internet in a secured environment		
29		g. ability to modify password		
30		h. monitoring of data communications channels		
31		i. configuration of system parameters		
32	Alarm Management	Does your proposed solution support several different types of alarms for analog points?		
33		Does your proposed solution support assignment of alarm priorities and sub-priorities?		
34		Does your proposed solution support alarm enunciation including setting of alarm conditions?		
35		Does your proposed solution support automated processing of alarms?		
36		Does your proposed solution provide alarm summaries to be viewed and printed and shall support filtering by date and time, source of the alarm, and highest priority?		
37		Does your proposed solution provide user configurable alarm summaries?		
38		Does your proposed solution provide logging of alarms to an event file for future retrieval in alarm reports or archived to removable media?		
39		Does your proposed solution support programmable function key for alarm actions; acknowledgement, summary, and associated display?		
40		Does your proposed solution support management of alarm stages, such as; silence alarm conditions, acknowledge and action alarms, alarm condition response by pre-defined responses, and alarm reset option?		

Exhibit 3 - Business Requirements Evaluation Matrix

41	Card Management	Does your proposed solution provide secure storage of card information in a relational database which allows for user definable fields?		
42		Does your proposed solution provide a relational database with the following capabilities:		
43		a. ability to assign and reassign cards to an institution, building, etc.		
44		b. user definable fields and field labels		
45		c. ability to create standard drop down values stored in the database for specific fields to provide standardization of stored card values		
46		d. indexing of user defined searchable fields		
47		e. allow "one to many" associations between card holder to multiple cards		
48		f. allow a single cardholder to have both "active" and "inactive", "lost" or "stolen" cards assigned		
49		g. allow association of a card to another card holder		
50		h. provide a tracking of card management to an institution, building, cardholder, etc. with the association start and end dates		
51		i. maintain auditable history of all card assignments to an institution, building, cardholder, etc.		
52		j. maintain auditable history of all card holder assignments		
53		k. track and auditable maintain history of administrative staff modifications to the data in the database		
54		l. storing of photo images and signatures of card holders		
55		Does your solution provide for the creation of photo identification badges with signatures for all cardholders?		
56		Does your proposed solution support image capture devices including but not limited to digital cameras, video capture cards, scanners, and tablets?		
57		Does your proposed solution support bar codes and automatic magnetic stripe encoding facilities?		
58		Does your proposed solution provide the ability to manage and track visitors to a facility with use of temporary badges?		
59		Does your proposed solution provide the ability to manage and track visitors through the use of temporary printed passes to non-secured areas?		
60	IP Based System	Does your solution provide variety of indoor and outdoor camera mounting options?		
61		Does your solution provide high-resolution image capture that enable positive identification?		

Exhibit 3 - Business Requirements Evaluation Matrix

62		Does your solution provide ability to use Power over Ethernet (PoE)?		
63		Does your solution provide IP Door Controllers located on the secure side of the Access Controlled door?		
64		Does your solution support door hardware that is central power (PoE preferred)?		
65	Intrusion Detection	Does your solution provide the ability to send alert when video surveillance cameras detect motion?		
66		Does your solution provide the ability to send alert for motion sensors?		
67		Does your solution provide the ability to send alert for glass break detectors?		
68		Does your solution provide the ability to send alert for door contacts?		
FUTURE GROWTH AND ENHANCMENTS				
69	Incident Response	Does your solution provide campus personnel the ability to collaborate with first responders during incident and major events?		
70		Does your solution provide communications interoperability among individuals using different access technologies?		
71		Does your solution consolidate information relating to an incident?		
72		Does your solution provide the capability to share rich media such as video, images, web links, and alarm status?		
73		Does your solution provide activation of predefined security notification policies with a single click?		
74	Mobile Client Applications	Does your solution provide the ability to increase situational awareness for mobile staff?		
75	Notification Services	Does your solution enable administrators to broadcast announcements?		
76		Does your solution integrate intercom and alarm systems to reduce maintenance and management costs?		
77		Does your solution centralize pages and automatic emails and phone notifications?		
78		Does your solution integrate with student information systems?		
79	Unified Communications	Does your solution provide one-touch phone access to first responders?		
80		Does your solution enable emergency alerting to multiple devices using text messaging and recorded video voice announcements?		
81	Video Analytics	Does your solution reduce the need for manual building checks and accelerate incident detection?		

Exhibit 3 - Business Requirements Evaluation Matrix

82		Does your solution initiate predefined responses to reduce response time?		
83		Does your solution detect motion, sounds and alerts?		
84	Video Surveillance	Does your solution provide ease access to real-time and archived video from any camera University?		
85		Does your solution provide ability to place cameras in a location with a wired or wireless network connection?		
86		Does your solution provide capability to store video on and off campus?		
87		Does your solution connect existing and new cameras, video analytics, and other systems?		
88	Visitor Management Systems	Does your solution maintain an accurate visitor record for auditing and safety-incident reporting?		
89		Does your solution identify unwanted visitors and deny them access to University buildings?		

**UNIVERSITY OF MAINE SYSTEM
CONTRACT FOR SERVICES
MASTER LEVEL AGREEMENT (MLA)**

This Master Level Agreement (MLA) entered into this ____ day of _____, _____, by and between the **University of Maine System**, hereinafter referred to as the "**University**", and _____, hereinafter referred to as "**Contractor**".

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the University, the Contractor hereby agrees with the University to provide the products and services described in this agreement, and the following Riders, hereby incorporated into this Agreement and made part of it by reference:

Rider A - Specifications of Work to be Performed

Rider A-1 – Pricing

Rider B-1 – Insurance Requirements

Rider B-2 – Substitute Form W-9 - Taxpayer Identification Number Request & Certification

Rider C – University of Maine System Standards for Safeguarding Information

Rider D – Implementation Plan and Timeline

Rider E – Services Engagement Form and Supporting Materials (Project Manual, Drawings, Addenda and Other Documents)

Rider F - AIA Document A201-2007, General Conditions of the Contract for Construction, as modified by University of Maine System 00 73 00.01 Supplementary Conditions to A201-2007.

Rider G – Contractor's Service Level Agreement to Support the University

Agreement Amendments as required

Request for Proposal #13-15 Issue Date **January 15, 2015** Titled **Access Control Solution Contractor's Bid in Response to Request for Proposal #13-15** Proposal Submission Date **February 27, 2015** Titled **Access Control Solution**

WHEREAS, the University desires to enter into an agreement for professional services, and the Contractor represents itself as competent and qualified to accomplish the specific requirements of this Agreement to the satisfaction of the University;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

This Agreement, along with any documents identified, which are incorporated by reference, constitutes the entire Agreement between the parties, and there are no other or further written or oral understandings or agreements with respect thereto.

1. **Specifications of Work:** The Contractor agrees to perform the Specifications of Work as described in **Rider A**, hereby incorporated by reference. **Rider A** provides a suite of services offered by the Contractor to the University. As required by the University institutions, the parties will develop jointly specific Services Engagement documents. The required format of this document is detailed in **Rider E**. The document will be governed by all the terms in this

agreement; except that the engagement administrator for purposes of managing the service deliverables may be different than this Agreement Administrator and the term may be different than the term of the agreement but may not extend beyond this Agreement termination date. The Services Engagement document will be fully executed by the parties. Institutions may execute more than one agreement for services to support their needs over the term of this Agreement

2. **Term:** This Agreement shall commence on **April 13, 2015** and shall terminate on **April 12, 2018**, unless terminated earlier as provided in this Agreement with option for **either one (1) two year or two (2) one (1) year renewals** upon the parties' mutual agreement.
3. **Payment:**
 - A. **"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. Terms on "substantially completion" with respect to the installation of the solution is detailed in **Rider E**.
 - B. **"Contractor and Contractor Surety"**, if any, shall be liable for and shall pay the University the following stipulated liquidated damages for each calendar day of delay after the date established for Substantial Completion until the Work is substantially complete, date as agreed to in **Rider E**, Dollars \$_____ per calendar day.
 - C. **"Additional Services"** The University will have the option to purchase additional services under this Agreement. As required by the University institutions, the parties will develop jointly specific Services Engagement documents. The required format of this document is detailed in **Rider E**.
 - D. **"Multi-Institution Capabilities"** University will have the option to include products and services under this Agreement to additional University institutions, this includes any additional University institutions formed during the term of this agreement, all facilities utilized by an institution including those managed and/or owned by a third party, and additional entities, such as, the University College a division of University of Maine at Augusta. Exercising this option will require execution of **Rider E Services Engagement document**.
4. **Termination:** The **Agreement or a Services Engagement (Rider E)** may be terminated by the University in whole, or in part, whenever for any reason the University shall determine that such termination is in the best interest of the University. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of the Agreement is terminated and the date on which such termination becomes effective. The University shall pay all allowable costs incurred up to the effective date of termination. However, the Contractor shall not be reimbursed for any costs incurred after the effective date of termination.
5. **Obligations Upon Termination:** Any materials produced in performance of this agreement are the property of the University and shall be turned over to the University upon request. The University shall pay the Contractor for all services performed to the effective date of termination subject to offset of sums owed by the Contractor to the University.

6. **Non-Appropriation:** Notwithstanding any other provision of this Agreement, if the University is not appropriated sufficient funds to pay for the work to be performed under this Agreement or if funds are de-appropriated, then the University is not obligated to make payment under this Agreement.
7. **Conflict of Interest:** No officer or employee of the University shall participate in any decision relating to this Agreement which affects his or her personal interest in any entity in which he or she directly or indirectly has interest. No employee of the University shall have any interest, direct or indirect, in this Agreement or proceeds thereof.
8. **Modification:** This Agreement may be modified or amended only in a writing signed by both parties.
9. **Assignment:** This Agreement, or any part thereof, may not be assigned, transferred or subcontracted by the Contractor without the prior written consent of the University. Nor shall the Contractor assign any money due or to become due without the prior written consent of the University.
10. **Applicable Law:** This Agreement shall be governed and interpreted according to the laws of the State of Maine.
11. **Administration:** **M. F. Chip Gavin** shall be the University's authorized representative in all matters pertaining to the administration of the terms and conditions of this Agreement and to whom all notices must be sent.
12. **Non-Discrimination:** In the execution of the contract, the Contractor shall not discriminate on the basis of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran status and shall provide reasonable accommodations to qualified individuals with disabilities upon request. The university encourages the employment of qualified individuals with disabilities.
13. **Indemnification:** The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and orders relating to the services provided under this Contract. Contractor shall indemnify, defend and hold the University, its Trustees, officers, employees, and agents, harmless from and against any and all loss, liability, claims, damages, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend arising from or attributable to any acts or omissions of the Contractor, its agents, employees or subcontractors, in performing its obligations under this Contract, including, without limitation, for violation of proprietary rights, copyrights, or rights of privacy, arising out of a publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under the Agreement or based on any libelous or other unlawful matter contained in such data.
14. **Agreement Validity:** In the event one or more clauses of this Agreement are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of this Contract.

15. **Independent Contractor:** Contractor is an independent contractor of the University, not a partner, agent or joint venture of the University and neither Party shall hold itself out contrary to these terms by advertising or otherwise, nor shall either party be bound by any representation, act or omission whatsoever of the other. For U.S. entities, Contractor, its employees and subcontractors if any, is/are independent contractors for whom no Federal or State Income Tax will be deducted by the University, and for whom no retirement benefits, social security benefits, group health or life insurance, vacation and sick leave, Worker's Compensation and similar benefits available to University's employees will accrue. The parties further understand that annual information returns as required by the Internal Revenue Code and Maine Income Tax Law will be filed by the University with copies sent to Contractor. Contractor will be responsible for compliance with all applicable laws, rules and regulations involving but not limited to, employment, labor, Workers Compensation, hours of work, working conditions, payment of wages, and payment of taxes, such as unemployment, social security and other payroll taxes, including other applicable contributions from such persons when required by law.
16. **Intellectual Property:** Any information and/or materials, finished or unfinished, produced in performance of this Contract, and all of the rights pertaining thereto, are the property of the University and shall be turned over to the University upon request.
17. **Entire Contract:** This Agreement sets forth the entire agreement between the parties on the subject matter hereof and replaces and supersedes all prior agreements on the subject, whether oral or written, express or implied.
18. **Licensing:** Contractor shall secure in its name and at its expense all federal, state, and local licenses and permits required for operation under this Contract. Contractor shall provide proof of such licensure or permit to the University prior to commencing work under this Contract.
19. **Record Keeping, Audit and Inspection of Records:** The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Agreement to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of seven years or for such longer period as specified herein. All retention periods start on the first day after the final payment of the Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The University, the grantor agency (if any), or any of their authorized representatives shall have the right at reasonable times and upon reasonable notice, to examine and copy the books, records and other compilations of data of the Contractor pertaining to this Contract. Such access shall include on-site audits.
20. **Publicity, Publication, Reproduction and use of Contract's Products or Materials:** Unless otherwise provided by law or the University, title and possession of all data, reports, programs, software, equipment, furnishings and any other documentation or product paid for with University funds shall vest with the University. The Contractor shall at all times obtain the prior written approval of the University before it, any of its officers, agents, employees or subcontractors, either during or after termination of the Contract, makes any statement bearing on the work performed or data collected under this Agreement to the press or issues any material for publication through any medium of communication. If the Contractor or any of its subcontractors publishes a work dealing with any aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the University

shall have a royalty free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication.

21. **Confidentiality:** The contractor shall comply with all laws and regulations relating to confidentiality and privacy including but not limited to any rules or regulations of the University.
22. **Force Majeure:** Neither party shall be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or of a public enemy, fires, flood, epidemics, strikes, embargoes or unusually severe weather. Dates or time of performance shall be extended to the extent of delays excused by this section provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
23. **Smoking Policy:** The Contractor shall comply with the "Workplace Smoking Act of 1985" and M.R.S.A. title 22, § 1541 et seq "Smoking Prohibited in Public Places." In compliance with this law, the University has prohibited smoking in all University System buildings except in designated smoking areas. This rule must also apply to all contractors and workers in existing University System buildings. The Contractor shall be responsible for the implementation and enforcement of this requirement within existing buildings.

The University of Southern Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, campus walkways, recreational and sporting facilities, and university or personally-owned, rented or leased vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, snus, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

24. **Acceptance Tests:** The University reserves the right to conduct any test/inspection it may deem advisable to assure software shall conform to specifications. Failure to satisfy acceptance testing may result in rejection of the software with no financial obligation incurred by the University. Latent defects may result in revocation of acceptance.
25. **Ownership of Work:** Ownership of any work developed under this contract, and all right title and interest therein shall vest in the University. It is expressly understood and acknowledged that the work shall be deemed to be a work made for hire under the U.S. copyright laws. In the event that the work is determined, by a court or competent jurisdiction in the State of Maine, not to be a work made for hire under the U.S. copyright laws, this contract shall operate as an irrevocable assignment by the Contractor to the University of the copyright in the work, including all right, title and interest in perpetuity.
26. **Time is of the Essence:** All work, including the successful conclusion of final acceptance testing shall be completed as agreed to and noted in Rider E. It is understood and agreed by the Contractor that time is of the essence in the delivery and installation of supplies, materials or equipment of the character and quality required in this document. In the event these specified supplies, services, materials or equipment are not delivered by the date specified, there will be deducted 1% of the bid amount per day for each and every calendar day of delay

beyond the time specified; except that if the delivery be delayed by acts of God, civil or military catastrophes, transportation delays, inability to obtain materials or parts from suppliers, or other force majeure beyond the Contractor's reasonable control, an extension of time as the University deems appropriate may be granted. Upon receipt of a written request and justification for an extension from the Contractor, the University may extend the time for performance of the contract or delivery of goods herein specified, at its sole discretion, for good cause shown.

27. **Patent, Copyright and Trade Secret Indemnity:** Contractor will indemnify, defend, and save harmless the University, its officers, agents, and employees from any and all third party claims, costs (including without limitation reasonable attorneys' fees), and losses for infringement or violation of any Intellectual Property Right, domestic or foreign, by any product or service provided hereunder. With respect to claims arising from computer hardware or software manufactured by a third party and sold by Contractor as a reseller, Contractor will pass through to the University, in addition to the foregoing provision, such indemnity rights as it receives from such third party ("Third Party Obligation") and will cooperate in enforcing them; provided that if the third party manufacturer fails to honor the Third Party Obligation, Contractor will provide the University with indemnity protection.

Contractor may be required to furnish a bond to the University against any and all loss, damage, costs, expenses, claims and liability for patent, copyright and trade secret infringement.

Should the software or hardware, or the operation thereof, become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement or violation of a Intellectual Property Right, whether domestic or foreign, the University shall permit the Contractor at its option and expense either to procure for the University the right to continue using the software, or to replace or modify the same so that they become non-infringing provided they comply with the performance requirements and/or expectations. If none of these options can reasonably be taken, or if the use of such software by the University shall be prevented by injunction, the Contractor agrees to take back such software and make every reasonable effort to assist the University in procuring substitute software at contractor's cost and expense. If in the sole opinion of the University, the return of such infringing software makes the retention of other software acquired from the Contractor under this contract impracticable, the University shall then have the option of terminating such contract, or applicable portions thereof, without penalty or termination charges. The Contractor agrees to take back such software and refund any sums the University has paid Contractor less any reasonable amount for use or damage.

Contractor certifies that is has appropriate systems and controls in place to ensure that University funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

28. **Notices:** Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing and addressed to the persons and addresses below.

To the University:

University of Maine System
16 Central Street
Bangor, Maine 04401

Attn: **M. F. Chip Gavin**

To Contractor:

<<BID INSTRUCTIONS – Bidder to supply information noted below for submission with their proposal/bid. >>

Company Name:

Contact Name:

Address:

Phone Number:

Fax Number:

29. **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

30. **Order of Precedence:** In the event of any conflict among the documents in this agreement, the following order of precedence shall apply:
- A. **Terms and conditions of this Agreement**
 - B. **Rider A** – Specifications of Work to be Performed
 - C. **Rider A-1** - Pricing
 - D. **Rider B-1** – Insurance Requirements
 - E. **Rider B-2** – Substitute Form W-9 - Taxpayer Identification Number Request & Certification
 - F. **Rider C** – University of Maine System Standards for Safeguarding Information
 - G. **Rider D** – Implementation Plan and Timeline
 - H. **Rider E** – Services Engagement Form and Supporting Materials (Project Manual, Drawings, Addenda and Other Documents)
 - I. **Rider F - AIA Document A201-2007**, General Conditions of the Contract for Construction, as modified by University of Maine System 00 73 00.01 Supplementary Conditions to A201-2007
 - J. **Rider G** – Contractor’s Service Level Agreement to Support the University
 - K. **Agreement Amendments** as required
 - L. **Request for Proposal #13-15** Issue Date **January 15, 2015** Titled **Access Control Solution**
 - M. **Contractor’s Bid in Response to Request for Proposal #13-15** Proposal Submission Date **February 27, 2015** Titled **Access Control Solution**

31. Multi-Institution Capabilities University will have the option to include products and services under this Agreement to additional University institutions, this includes any additional University institutions formed during the term of this agreement, all facilities utilized by an institution including those managed and/or owned by a third party, and additional entities, such as, the University College a division of University of Maine at Augusta. Exercising this option will require execution of **Rider E** Services Engagement document.

The Community College System and Maine Maritime Academy, both public higher education institutions in the state, shall be permitted to piggyback off of the University's Agreement if they should so desire. The Contractor agrees to further provide the products and services, with all the same terms and conditions applicable, to these additional entities.

32. Signatures

FOR THE UNIVERSITY OF MAINE
SYSTEM:

BY: _____
(signature)

Name: _____
(print or type)

Title: _____

Address: _____

Telephone: _____

Fax: _____

Date: _____

FOR THE CONTRACTOR:

LEGAL NAME: _____

BY: _____
(signature)

Name: _____
(print or type)

Title: _____

Address: _____

Telephone: _____

Fax: _____

Date: _____

Tax ID #: _____

Per University policy, "Any Agreement or agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Chief Procurement Officer, or designee, and it is not approved, valid or effective until such written approval is granted."

BY: _____

Title: _____
Chief Procurement Officer or designee

Date: _____

RIDER A SPECIFICATIONS OF WORK TO BE PERFORMED

The Contractor agrees to the **Specifications of Work to be Performed** as follows:

INTENT AND PURPOSE

The University of Maine System is seeking proposals for the provision of a comprehensive security management system with smart card technology which will provide tracking capabilities of staff, students and visitors, as well as, limit access to classrooms, dorms and facilities. The solution should have the ability to integrate all University campuses into a common security platform that has the ability to either manage locally or through a common managed central location.

PRODUCT SCOPE OF WORK:

<< BID INSTRUCTIONS - Bidder to provide product/service scope of work description as part of their proposal/bid submission. >>

Additional Scope: The Contractor shall permit product and services not covered herein to be added by mutual agreement, without voiding the provisions of the existing contract. The Contractor, for additional consideration, shall furnish additional such products and services to the University.

PRICING: Refer to Rider A-1

PERFORMANCE TERMS AND CONDITIONS

1. **Employees:** The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the University Agreement Administrator notifies the Contractor in writing that any person employed on this Agreement is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be utilized in the execution of this Agreement without the prior written consent of the Agreement Administrator.

2. **Business and Performance Reviews:** Recognizing that successful performance of this Agreement is dependent on favorable response, the Contractor shall meet at least quarterly with the Agreement Administrator or designee for a business and performance review to evaluate operations and make necessary adjustments. These meetings will normally be conducted electronically but shall be face-to-face on demand. As part of these reviews, the University reserves the right to review equipment specifications quarterly and update equipment specifications accordingly. Contractor shall provide a single point of contact (i.e., relationship manager) and shall notify University in writing and in advance whenever there is a change to that single point of contact.
3. **Campus Visits:** The Contractor agrees to maintain good relations with the University. The Contractor shall make campus visits “as needed” on three days’ notice. The Contractor will coordinate campus visits with the University Services Information and Technology Department to ensure proper communication and sharing of information related to customer projects.
4. **Toll-Free Access:** The Contractor shall provide to the University, toll-free telephone access to technical support. The University prefers a unique toll-free telephone number just for the University. The Contractor shall provide an escalated support feature to ensure that unresolved support issues can be elevated to upper level management.
5. **Accessibility:** Contractor hereby warrants that the products or services to be provided under this agreement comply with the accessibility guidelines of “Section 508 of the Rehabilitation Act of 1973” as amended as of the date of this agreement, and the “Web Content Accessibility Guidelines (WCAG) 2.0” published by www.w3.org.

Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention and vendor further agrees to indemnify and hold harmless the University of Maine campuses and system or any university entity using the Contractor's products or services from any claim arising out of its failure to comply with the aforesaid requirements.

The University, at its discretion, may at any time test the vendor's products or services covered by this agreement to ensure compliance with Section 508 and WCAG 2.0. Testing that results in findings of non-compliance, shall result in a 25% reduction in the total cost of the products and/or services covered by this agreement if the non-compliance is not corrected within 30 days of being reported to the vendor in writing. All withheld amounts will be paid to the vendor upon correction of the non-compliance and acceptance by the University. Said acceptance not to be unreasonably withheld.

Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement and a pro-rated refund of fees paid from the University for the remainder of original Agreement period.

6. **Standards for Safeguarding Information:** The Contractor is expected to comply with these standards as outlined in *Rider C - University of Maine System Standards for Safeguarding Information*. Should the Contractor fail to comply with the standards and is unable to reasonably cure its noncompliance within 60 days, the University may

terminate this agreement. The University will be entitled to receive a prorated refund measured from the effective date of the termination.

7. **Implementation Plan and Timeline:** The Contractor is expected to develop, manage and report the status of the progress on the implementation plan and timeline as outlined in ***Rider D – Implementation Plan and Timeline***, of this Agreement.

8. **Service Level Agreement:** The Contractor is expected to provide, monitor performance and provide reports of its service delivery commitments to the University as outlined in ***Rider G – Contractor’s Service Level Agreement to Support the University***, of this Agreement.

**RIDER A-1
PRICING**

All prices quoted shall remain firm for the entire term of the agreement.

<< BID INSTRUCTIONS - Details in Exhibit 1 will be inserted here during Agreement negotiations. No action needed for Bidder as part of their proposal/bid submission. >>

**RIDER B-1
INSURANCE REQUIREMENTS**

<< BID INSTRUCTIONS - Bidder to provide their Contractor's Liability Insurance (CIA) Form here as part of their proposal/bid submission. The text below will be removed and the CIA form will be inserted as an image under Rider B-1>>

Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability (Written on an Occurrence-based form)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
2. Vehicle Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation (In Compliance with Maine Law)	Required for all personnel

Coverage limit requirements can be met with a single underlying insurance policy or through the combination of an underlying insurance policy plus an Umbrella insurance policy.

The University of Maine System shall be named as Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for all of the above insurance shall be filed with:
Office of Strategic Procurement
University of Maine System
16 Central Street
Bangor, Maine 04401

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

The University reserves the right to change the insurance requirement or to approve alternative insurances or limits, at the University's discretion.

RIDER B-2

Substitute Form W-9 - Taxpayer Identification Number Request & Certification

Please complete the following information. We are required by law to obtain this information from you when making a reportable payment to you. If you do not provide us with this information, your payments may be subject to federal income tax backup withholding. Use this form only if you are a U.S. person (including US. resident alien.). If you are a foreign person, use the appropriate Form W-8.

Part 1 Tax Status:

Print Name: _____
Address (number, street, and apt. or suite no.): _____
City: _____ State: _____ Zip: _____
Phone: (____) _____

Complete One:

[] Individual/Sole Proprietor Business Name, if different from above _____
Social Security Number ____ - ____ - _____
- or - Business EIN ____ - _____

[] Partnership EIN ____ - _____

[] Corporation EIN ____ - _____

Please answer questions below if you are a corporation:

1. Corporation providing legal services? Y N

2. Corporation providing medical services? Y N

[] Limited Liability Company EIN ____ - _____

[] Tax-Exempt or Not-for-Profit under § 501(C)(3) EIN ____ - _____

[] Government Entity EIN ____ - _____

[] Estate or Trust EIN ____ - _____

[] All other Entities EIN ____ - _____

Part 2 Exemption: If exempt from Form 1099 reporting, check here: []

and circle your qualifying exemption reason below

- 1. An organization exempt from tax under IRC section 501(a)
2. The United States or any of its agencies or instrumentalities
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities
5. An international organization or any of its agencies or instrumentalities
6. Other: _____

Part 3 Certification:

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding,

and

- 3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Signature of U.S. person: _____ Date: _____

Please return this form with the attached contract. Thank you for your cooperation.

RIDER C
UNIVERSITY OF MAINE SYSTEM
STANDARDS FOR SAFEGUARDING INFORMATION

This Attachment addresses the Contractor's responsibility for safeguarding Compliant Data and Business Sensitive Information consistent with the University of Maine System's Information Security Policy and Standards. (infosecurity.maine.edu)

Compliant Data is defined as data that the University needs to protect in accordance with statute, contract, law or agreement. Examples include Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), Maine Notice of Risk to Personal Data Act, and the Payment Card Industry Data Security Standards (PCI-DSS).

Business Sensitive Information is defined as data which is not subject to statutory or contractual obligations but where the compromise or exposure of the information could result in damage or loss to the University.

1. Standards for Safeguarding Information: The Contractor agrees to implement reasonable and appropriate security measures to protect all systems that transmit, store or process Compliant Data and Business Sensitive Information or personally identifiable information from Compliant Data and Business Sensitive Information furnished by the University, or collected by the Contractor on behalf of the University, against loss of data, unauthorized use or disclosure, and take measures to adequately protect against unauthorized access and malware in the course of this engagement.
 - A. Compliant Data and Business Sensitive Information may include, but is not limited to names, addresses, phone numbers, financial information, bank account and credit card numbers, other employee and student personal information (including their academic record, etc.), Driver's License and Social Security numbers, in both paper and electronic format.
 - B. If information pertaining to student educational records is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with FERPA.
 - C. If information pertaining to protected health information is accessed, used, collected, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with HIPAA and Contractor shall sign and adhere to a Business Associate Agreement.
 - D. If Contractor engages in electronic commerce on behalf of the University or cardholder data relating to University activities is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with current PCI-DSS guidelines.
 - E. If information pertaining to protected "Customer Financial Information" is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with GLBA.

2. Prohibition of Unauthorized Use or Disclosure of Information: Contractor agrees to hold all information in strict confidence. Contractor shall not use or disclose information received from, or created or received by, Contractor on behalf of the University except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by the University.
3. Return or Destruction of Compliant or Business Sensitive Information:
 - A. Except as provided in Section 3(B), upon termination, cancellation, or expiration of the Agreement, for any reason, Contractor shall cease and desist all uses and disclosures of Compliant Data or Business Sensitive Information and shall immediately return or destroy (if the University gives written permission to destroy) in a reasonable manner all such information received from the University, or created or received by Contractor on behalf of the University, provided, however, that Contractor shall reasonably cooperate with the University to ensure that no original information records are destroyed. This provision shall apply to information that is in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of University information, including any compilations derived from and allowing identification of any individual's confidential information. Except as provided in Section 3(B), Contractor shall return (or destroy) information within 30 days after termination, cancellation, or expiration of this Agreement.
 - B. In the event that Contractor determines that returning or destroying any such information is infeasible, Contractor shall provide to University notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of such information is infeasible, Contractor shall extend the protections of this Agreement to such information and limit further uses and disclosures of such information to those purposes that make the return or destruction infeasible, for so long as Contractor maintains such information.
 - C. Contractor shall wipe or securely delete Compliant Data or Business Sensitive Information and personally identifiable information furnished by the University from storage media when no longer needed. Measures taken shall be commensurate with the standard for "clearing" as specified in the National Institute of Standards and Technology (NIST) Special Publication SP800-88: Guidelines for Media Sanitization, prior to disposal or reuse.
4. Term and Termination:
 - A. This Attachment shall take effect upon execution and shall be in effect commensurate with the term of the Agreement
5. Subcontractors and Agents: If Contractor provides any Compliant Data or Business Sensitive Information received from the University, or created or received by Contractor on behalf of the University, to a subcontractor or agent, the Contractor shall require such subcontractor or agent to agree to the same restrictions and conditions as are imposed on Contractor by this Agreement.
6. Contractor shall control access to University data: All Contractor employees shall be adequately screened, commensurate with the sensitivity of their jobs. Contractor agrees to limit employee access to data on a need-to-know basis. Contractor shall impose a disciplinary process for employees not following privacy procedures. Contractor shall have a process to

remove access to University data immediately upon termination or re-assignment of an employee by the Contractor.

7. Unless otherwise stated in the agreement, all Compliant Data or Business Sensitive Information is the property of the University and shall be turned over to the University upon request.
8. Contractor shall not amend or replace University-owned hardware, software or data without prior authorization of the University.
9. If mobile devices are used in the performance of this Agreement to access University Compliant Data or Business Sensitive Information, Contractor shall install and activate authentication and encryption capabilities on each mobile device in use.
10. Reporting of Unauthorized Disclosures or Misuse of Information: Contractor shall report to the University any use or disclosure of Compliant Data or Business Sensitive Information not authorized by this Agreement or in writing by the University. Contractor shall make the report to the University not more than one (1) business day after Contractor learns of such use or disclosure. Contractor's report shall identify; (i) the nature of the unauthorized use or disclosure, (ii) the information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or shall do to mitigate the effects of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by the University. Contractor shall keep University informed on the progress of each step of the incident response. Contractor shall indemnify and hold University harmless from all liabilities, costs and damages arising out of or in any manner connected with the security breach or unauthorized use or disclosure by Contractor of any University Compliant Data or Business Sensitive Information. Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a security breach or use or disclosure of Compliant Data or Business Sensitive Information by Contractor in violation of the requirements of this Agreement. In addition to the rights of the Parties established by this Agreement, if the University reasonably determines in good faith that Contractor has materially breached any of its obligations, the University, in its sole discretion, shall have the right to:
 - Inspect the data that has not been safeguarded and thus has resulted in the material breach, and/or
 - Require Contractor to submit a plan of monitoring and reporting, as the University may determine necessary to maintain compliance with this Agreement; and/or Terminate the Agreement immediately.
11. Survival: The respective rights and obligations of Contractor under Section 12 of the Agreement or Section 3 of this Attachment shall survive the termination of this Agreement.
12. Contractor Hosted Data: If Contractor hosts University Compliant Data or Business Sensitive Data, in or on Contractor facilities, the following clauses apply.
 - A. Contractor computers that host University Compliant Data or Business Sensitive Information shall be housed in secure areas that have adequate walls and entry control such as a card controlled entry or staffed reception desk. Only authorized personnel shall be allowed to enter and visitor entry will be strictly controlled.
 - B. Contractor shall design and apply physical protection against damage from fire, flood, earthquake, explosion, civil unrest, and other forms of natural or man-made disasters.

Contractor shall protect hosted systems with Uninterruptible Power Supply (UPS) devices sufficient to meet business continuity requirements.

- C. Contractor shall backup systems or media stored at a separate location with incremental back-ups at least daily and full back-ups at least weekly. Incremental and full back-ups shall be retained for 15 days and 45 days respectively. Contractor shall test restore procedures not less than once per year.
 - D. Contractor shall provide for reasonable and adequate protection on its network and system to include firewall and intrusion detection/prevention.
 - E. Contractor shall use strong encryption and certificate-based authentication on any server hosting on-line and e-commerce transactions with the University to ensure the confidentiality and non-repudiation of the transaction while crossing networks.
 - F. The installation or modification of software on systems containing University Compliant Data or Business Sensitive Information shall be subject to formal change management procedures and segregation of duties requirements.
 - G. Contractor who hosts University Compliant Data or Business Sensitive Information shall engage an independent third-party auditor to evaluate the information security controls not less than every two (2) years. Such evaluations shall be made available to the University upon request.
 - H. Contractor shall require strong passwords for any user accessing personally identifiable information or data covered under law, regulation, or standard such as HIPAA, FERPA, or PCI. Strong passwords shall be at least eight characters long; contain at least one upper and one lower case alphabetic characters; and contain at least one numeric or special character.
13. If the Contractor provides system development, Compliant Data or Business Sensitive Information shall not be used in the development or test environments. Records that contain these types of data elements may be used if that data is first de-identified, masked or altered so that the original value is not recoverable. For programs that process University data, initial implementation as well as applied updates and modifications must be produced from specifically authorized and trusted program source libraries and personnel. Contractor shall provide documentation of a risk assessment of new system development or changes to a system.

RIDER D
IMPLEMENTATION PLAN AND TIMELINE

Bidders are encouraged to review Section 2, 2.25 Time is of the Essence terms and conditions, when developing the plan and timeline.

<<BID INSTRUCTIONS – Bidders will insert their implementation plan and timeline here as part of their proposal/bid submission. >>

RIDER E
SERVICES ENGAGEMENT FORM

Services Engagement To Agreement for Services

This Services Engagement is entered into as of the date written below between _____ (“Contractor”) and _____ (“Institution”).

This Services Engagement shall be governed by the terms and conditions of the Master Level Agreement for Services dated _____ by and between _____ (“Contractor”) and the University of Maine System, and is incorporated herein by reference.

This Services Engagement describes the Services to be provided by _____ (“Contractor”) and the fees associated with such Services.

INSTITUTION REPRESENTATIVE & PROJECT MANAGER:

CONTRACTOR REPRESENTATIVE & PROJECT MANAGER:

SCOPE OF WORK:

TERM:

The term of this Work Order will be from _____ to _____.

Installation of the _____ shall be Substantially Complete on or before _____ subject to adjustments mutually agreed to by the parties.

PRICE:

LIST OF ATTACHMENTS (Supporting Materials; Project Manual, Drawings, Addenda, and Other Documents as Required):

*All attachments will be labeled as Exhibits starting with Exhibit I.

SIGNATURES:

Institution

Contractor

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

RIDER F
AIA DOCUMENT A201 – 2007 GENERAL CONDITIONS OF THE CONTRACT

AIA Document A201-2007, General Conditions of the Contract for Construction, as modified by University of Maine System 00 73 00.01 Supplementary Conditions to A201-2007:

http://www.maine.edu/wp-content/uploads/2013/08/007200GeneralConditions_A201-2007.pdf

RIDER G
CONTRACTOR'S SERVICE LEVEL AGREEMENT TO SUPPORT THE UNIVERSITY

<<BID INSTRUCTIONS – Bidders will insert their Service Level Agreement (SLA) here as part of their proposal/bid submission. >>