



Administered by
UNIVERSITY OF MAINE SYSTEM
Office of Strategic Procurement

REQUEST FOR PROPOSALS

ACCESS CONTROL SYSTEM
University of Southern Maine

RFP #16-10

ISSUE DATE:
February 18, 2010

PROPOSALS MUST BE RECEIVED BY:
Friday, March 12, 2010

DELIVER PROPOSALS TO:

University of Maine System
Office of Strategic Procurement
Attn: Hal Wells
16 Central Street
Bangor, ME 04401

SECTION ONE

1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System, acting on behalf of the University of Southern Maine is seeking proposals for the provision of an on-line access control system.

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 Southern Maine will hereinafter be referred to as the "University." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the Contract is awarded shall be referred to as the "Contractor."
- 1.3 Scope: The University's Campus Card Services Department is seeking to replace the existing on-line access control system. The intent is this product will serve as the overall electronic access control and electronic alarm monitoring system for use by the One Card System on the University's Portland and Gorham campuses. Contractor will furnish and install an on-line access control system utilizing existing wiring, door hardware, and back-up battery systems. The software must integrate with existing CBord Odyssey PCS, enabling delivery of real time access control. The software must offer an integrated CCTV, which can be added at any point of system development. A centrally managed system is required which will allow partitioning, is scalable as the University grows and remodels, offers customizable reporting and auditing features and enforces industry standard security protocols on all levels.
- 1.4 Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the University's best interests, including, but not limited to price, references, prior experience with access management systems, ability to work with current University systems and preferred vendors, ability to provide requested product functionality and financial stability of bidder.
- 1.5 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. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Hal Wells
Office of Strategic Procurement
University of Maine System
16 Central Street
Bangor, Maine 04401
(207) 973-3302

- 1.6 Award of Proposal: 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 which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the Contract to that bidder. 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.

- 1.7 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Director of Strategic Procurement 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.
- 1.8 Confidentiality: The information contained in proposals submitted for the University's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time, 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.
- 1.9 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.10 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.
- 1.11 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.
- 1.12 Proposal Validity: Unless specified otherwise, all proposals shall be valid for ninety (90) days from the due date of the proposal.
- 1.13 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFP #16-10

- 1.14 Proposal Submission: A **SIGNED** original **and** two (2) copies of the proposal must be submitted to the Office of Strategic Procurement, University of Maine System, 16 Central Street, Bangor, Maine 04401, in a sealed envelope 5:00 p.m., Friday, March 12, 2010, 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. Bidders may wish to call (207) 973-3298 to determine if University operations have been suspended. Proposals received after the due date will be returned unopened. There will be no public opening of proposals (see Confidentiality clause). In the event

of suspended University operations, proposals will be due the next business day. Vendors are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT substitute for receipt of proposal. Additional time will not be granted to any single vendor, however additional time may be granted to all vendors when the University determines that circumstances require it. **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
Due Date
RFP #

Where possible, all materials submitted should be fully recyclable. Submissions shall be on standard 8.5 x 11, letter-sized paper and be clipped together without binding.

End Section One

SECTION TWO

2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Documents:** If a separate contract is not written, the Contract entered into by the parties shall consist of 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.
- 2.2 **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.
- 2.3 **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.
- 2.4 **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.
- 2.5 **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 fifteen (15) days 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. Except for such cancellation for cause by the University, either the University or the Contractor may terminate this Contract by giving ninety (90) days advance written notice to the other party. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the Contract during the notification period.
- 2.6 **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.
- 2.7 **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.
- 2.8 **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.
- 2.9 **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, transgender status or gender expression, national origin or citizenship status, age, disability 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.

- 2.10 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.
- 2.11 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
222 Deering Avenue
Portland, ME
(207) 780-5510
Email: darylmc@usm.maine.edu

- 2.12 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.
- 2.13 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	Required for all personnel (In Compliance with Applicable State Law)

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.

As additional insured and certificate holder, the University should be included as follows:

University of Maine System
16 Central Street
Bangor, Maine 04401

- 2.14 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.
- 2.15 Contract Administration: Nancy Austin, University of Southern Maine Director of Telecommunications and Campus Card Services, or her designee shall be the University's authorized representative in all matters pertaining to the administration of this Contract.
- 2.16 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.
- 2.17 Payments: Payment will be upon submittal of an invoice to the University of Southern Maine 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: PCard (Visa); Bank of America's ePayables and PayMode electronic payment systems. The University's preferred method of payment is by PCard. The bidder shall indicate its ability to accept payment via any or all of these methods.
- 2.18 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.
- 2.19 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.

- 2.20 Pricing: All prices quoted shall remain firm for the entire term of the license agreement.
- 2.21 Time is of the Essence: All work, including the successful conclusion of final acceptance testing shall be **completed by July 1, 2010**. 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.
- 2.22 Patent, Copyright and Trade Secret Indemnity:
- 2.22.1 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.
- 2.22.2 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.
- 2.22.3 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.
- 2.22.4 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.

End Section Two

SECTION THREE

3.0 ON-LINE ACCESS CONTROL SYSTEM REQUIREMENTS:

- 3.1 Central System: The central system must be able to run on a University provided VMWare vSphere 4 virtual machine. The central system operating system must be either Microsoft Windows Server 2003/2008 or Suse Linux Enterprise server 11.
- 3.2 Database Management System: The underlying database management system needs to be able to run on the current University infrastructure; a central Oracle server version 10G release 2.
- 3.3 Authentication Integration: The selected system should have a modular authentication system which allows the system to utilize the Universities current LDAP v3 compliant directory for authentication.
- 3.4 Workstation Connectivity: The system workstations/clients will communicate with the central system via the University's Ethernet Local Area Network on a private VLAN. This network will be protected by a Cisco firewall. All devices must be able to function behind this firewall in a NAT configuration. The selected system must have the capability to connect over a wide area network using the University IPSEC point to point tunnels. All workstation software must support Windows XP SP3 and Windows 7. These stations must support standard security best practices including strong password protection and Microsoft's *Windows XP Security Guide*. Workstations should not have any requirement to logon to the operating system with a "special" or shared account and should support end users standard accounts.
- 3.5 Data Security and Integrity: Data exchanges must meet industry standard security best practices. All transactions that include protected student information such personally identifiable information (name, address, etc) and any card specific data such as prox number, iso, etc, must be encrypted as it travels from the selected systems end point devices to the central server.
- 3.6 Disaster Recovery: The system must include sufficient disaster recovery provisions to preclude the loss of data under nearly any circumstance.
- 3.7 Performance: The system must be able to maintain continuous operation.
- 3.8 Data Population: The system must have defined interface with CBord Odyssey PCS 4.1.2 included in the base cost of the system. This system must enable near real time interaction with Odyssey PCS.
- 3.9 Distributed Management: The Access Control System must have the ability to distribute limited management of the system throughout the University Organization. The system should allow the administrators to assign operators to doors/groups and reporting functions under the operator's authority, limiting access to features and data as deemed necessary.
- 3.10 Door Access Management: The system must provide robust tools to provide multiple configurations for door access management. Accommodation of compound access privileges and multiple facility code use are required. Real time updates for access along with event changes such as timed door control, programmable holidays, lock/unlock, group and global lockout, integrated surveillance video components, temperature surveillance, virtual door support, elevator support, and emergency system lockdown.

- 3.11 Monitoring and Reporting: A standard set of reports must be included that can also be customized by the University as needed. Such reports will provide full door access and egress activity.
- 3.12 Transaction Logging: The system must record complete detail of each and every facility access transaction.
- 3.13 Alarm and Response Management: The system must provide error and alarm messages to the central access monitoring system, which must then route the alarm messages to the appropriate workstation(s). The alarm and error messages must be presented to the workstation user in a graphical user interface that includes support for campus and building maps and future camera support. Acknowledgement or disabling of an alarm must be available to authorized workstation user.
- 3.14 Remote Management: At times, remote management may be needed to troubleshoot/resolve problems. The system must provide for secure remote management.
- 3.15 Hardware Integration: The required system must provide for a model of ip configurable controller that allows multiple reader types (proximity, iclass, magnetic stripe) and provides means of expansion for additional doors and/or alarm points. The requested system must utilize current wiring with associated installed hardware at door.
- 3.16 Hardware Upgrade/Expansion: University or designated dealer can update controller firmware, expand and/or replace system components to keep future costs at a minimum.
- 3.17 Hardware Repair/Replacement: Hardware failure requires immediate repair or replacement. Please describe contractor provided 24/7 support.
- 3.18 Battery back-up: Hardware is capable of utilizing battery back-up system (currently in place) to provide approximately 24 hours of continued locking security in the event of extended power failure.
- 3.19 Current Configuration and Capabilities: The University currently operates an online door access system utilizing a wide area physical access control system provided by Synergistics, Inc. The current version WAPAC 5.7.3 is a multi-site license that is housed on a VM Server and utilizes 5 client licenses. The system is provisioned with a total of 41 door controllers (14 IP addressable controller sites with an additional 27 slave controllers, 2 of which are elevator controllers). There are 144 HID proximity readers, 87 inputs, and 20 outputs. This existing door hardware (mag locks, electric strikes, local alarms, door ajar sensors, motion detectors, exit buttons) and related wiring back to network rooms will be utilized to transition to replacement of software and hardware controllers. Transaction logs record all door activity and are archived weekly. Reporting functions are available from current activity as well as archived logs. (See Attachment A, page 15)
- 3.20 Migration Process: Continuous entry and egress are required by University cardholders during the process of the University's online access system replacement.
- 3.21 Installation and End User Training Considerations: Network access and University Systems Administrator expertise will be provided during installation. Any remote pre-configuration and installation support via Internet technologies is encouraged to reduce on-site costs. Assistance with importation of existing records will be required. Initial training will be conducted on-site at time of installation with guides available by CD, DVD, or Internet for further reference. Any system updates/changes will be accompanied by documentation.
- 3.22 Warranty: During the warranty period, the Contractor shall provide support necessary to

correct errors and/or restore performance without additional charge to the University.

End Section Three

SECTION FOUR

4.0 PROPOSAL FORM:

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

Pricing information required in 4.1 and 4.2 shall be provided on Attachment B (page 16)

- 4.1 Provide the payment schedules, unit cost of each component, and extended total of all one-time costs including but not limited to license fee/cost of software, third party software costs if applicable, implementation support and training services as specified.
- 4.2 Recurring Costs:
 - 4.2.1 Provide software and hardware maintenance fees and support services for years 2, 3, 4, 5 of ownership.
 - 4.2.2 Provide any discount pricing for multi-year maintenance contract and/or prepayment discounts.
 - 4.2.3 Provide costs of software upgrades, if not included in maintenance agreement.
- 4.3 Delivery, Installation and acceptance: Reference section 2.21. All work, including the successful conclusion of final acceptance testing shall be completed NLT July 1, 2010. Discuss your ability and commitment to meeting this deadline.
- 4.4 Payment terms:
 - 4.4.1 Can payment be accepted by credit card?
 - 4.4.2 If payment by credit card is accepted and an early payment discount is offered, would the University receive the discount if paying by credit card?
- 4.5 Disaster Recovery: Reference section 3.6. Provide a detailed description of the steps that would be performed to recover data.
- 4.6 Performance: Reference section 3.7. Describe your system's solution for door access in the event of network failure including the transfer of any information of any information to the software management system. Describe the sustained transaction rates, regardless of the size of the system configuration and/or other concurrent activities such as multiple report generation.
- 4.7 Data Population: Reference section 3.8. Document other methods of data population and identify costs.
- 4.8 Distributed Management: Reference section 3.9. Note any additional license costs that would be associated with this functionality.

- 4.9 Door Access Management: Reference section 3.10. Please note functionality within software and any costs for functions beyond those provided with quoted solution.
- 4.10 Monitoring and Reporting: Reference section 3.11. Describe your system's capability of report generation and export functionality, standard reports provided and flexibility within the reporting function.
- 4.11 Transaction Logging: Reference section 3.12. Please describe the transaction logging capability of your system including contents of transaction detail and archiving method.
- 4.12 Alarm and Response Management: Reference section 3.13. Describe any integration with third party fire alarm systems. Describe any additional means of alarm notification.
- 4.13 Remote Management: Reference section 3.14. Please describe your proposed solution for this requirement.
- 4.14 Hardware Integration: Reference section 3.15. Note if controller is proprietary to software.
- 4.15 Hardware: Reference section 3.16. Upgrade/Expansion: Note any restrictions.
- 4.16 Hardware Repair/Replacement: Reference section 3.17. Please describe contractor provided 24/7 support. Note University or designated dealer ability to repair and/or replace defective equipment and required on-hand inventory.
- 4.17 Battery back-up: Reference section 3.18. Please describe hardware operation during loss of power and back-up capabilities.
- 4.18 Migration Process: Reference section 3.20. Please describe your approach to upgrading while providing minimal interruption to entry and egress.
- 4.19 Installation and End User Training Considerations: Reference section 3.21. Please describe the preferred methodology of on-going training.
- 4.20 Maintenance and Support: Identify contractor supplied maintenance and support of hardware and software. Provide information on the availability of support services during business hours and extended hours. Identify means of University provided self-maintenance or University's ability to designate local certified dealers who possess the training/tools to service, support, and install system upgrades. State whether any of the maintenance options require a spare parts inventory. If so, include the list of items recommended and estimated costs thereof.
- 4.21 Warranty: Reference section 3.22. Describe the warranty period for all components purchased as a result of this Contract.
- 4.23 Security: Describe how security is established and maintained in the software.
- 4.24 If not covered above, describe how the software, hardware and services offered will meet each of the requirements listed in Section Three.
- 4.25 Business Profile: No financial statements are required with proposals; however, prior to an award the University may request financial statements from selected bidders.
- 4.26 References: Each bidder shall submit a list of three references. References shall be institutions or organizations for which the bidder has provided comparable systems similar to the University's requirements.

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone)

(Cell Phone)

(E-mail Address)

(Date)

ATTACHMENT A

CURRENT HARDWARE CONFIGURATION

Types of equipment utilized in current installation providing on-line proximity card access:

Synergistics CC-1065M Controller
Synergistics QRC-1065M Controller Expander
HID Proximity Readers
Synergistics PIO-1060Ar Input/Out Alarm Relay
12V7AH Rechargeable Backup Batteries
Electronic Door Strikes
Electronic Magnetic Locks
Electronic Mini-Mag Locks
Sentrol Request to Exit Motion Sensors
Tane Recessed Magnetic Door Contacts

SEE ATTACHMENT A-1 for Detailed System Configuration

ATTACHMENT B
PRICING BID FORM

Name of Bidder / Company: _____

DESCRIPTION	COST
One-Time Costs	
1. Software/License Fees (please itemize)	\$
2. Hardware Fees (please itemize)	
2. Implementation Support and Training (please itemize)	\$
3. Any additional cost not identified in the RFP. Provide detailed description in response.	
Applicable Discount	
Total One-Time Costs	\$
Annual Recurring Costs	
1. Maintenance fees (annualized)	\$
2. Cost of software upgrade, if not included in the maintenance agreement	\$
3. Any additional costs not identified in the RFP. Provide detailed description in your response.	\$
Applicable Discount	
Annual Recurring Costs	\$