



Administered by
UNIVERSITY OF MAINE SYSTEM
Office of Strategic Procurement

REQUEST FOR PROPOSALS (RFP)

Food Service Procurement and Consulting Services
University of Maine System

RFP # 18-15

ISSUE DATE:
December 18, 2014

MANDATORY PRE-PROPOSAL MEETING:
Monday, January 12, 2015 at 1:00 P.M.

PROPOSALS MUST BE RECEIVED BY:
January 23, 2015

DELIVER PROPOSALS TO:

University of Maine System
Office of Strategic Procurement
Attn: Gregg Allen
104 Anderson Hall
37 College Avenue
Gorham ME 04074

SECTION ONE

1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System is seeking proposals for the provision of: Food Service Procurement and Consulting Services.

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" and/or "Consultant".
- 1.3 Background: The University is comprised of seven (7) distinct universities, some with multiple campuses across the State. With an enrollment headcount in excess of 30,000 students, it is the State of Maine's largest educational enterprise.

The largest university (UM) has a self-operated food service program serving approximately 3,400 student residents. Their annual spend is ~\$18MM. Six of the seven other universities currently have contracted dining services with meal plans and a variety of food service options. These six universities are located in Portland (including Gorham & Lewiston), Farmington, Presque Isle, Augusta, Fort Kent and Machias, Maine. The total number of beds on these (six) campuses is approximately 3000. Total collective spending on contracted food service across these six universities is approximately \$12 million annually.

In 2006 the University, using a food service consultant, coordinated a RFP process to solicit campus food service. The process at that time leveraged common timelines and coordination. The term of the agreement established from the 2006 process began on the same date and is scheduled to expire on June 30, 2016.

The University would like to begin preparations for soliciting new food service contracts and seek a well-qualified consultant versed in higher education food service to assist in coordinating a similar process.

- 1.4 Evaluation Criteria: The selection of a Consultant will be based on the information submitted and contained within the response to this RFP. Therefore, it is imperative that a Consultant's response contains all information relevant to the University's complete understanding of the Consultant's capabilities, experience, quality, pricing, and service responsiveness. The format for the consultant response is contained in Section Four.

General criteria under which proposals will be evaluated include, but are not limited to, the following:

- The consultant's understanding of the goals and objectives sought by the University for this work (10 Points).
- The consultant's outline and approach to providing service at each phase of the process (20 Points)
- The consultant's experience in providing the services described in the RFP (e.g.

knowledge of the foodservice and hospitality industry, extensive campus foodservice experience, high degree of industry experience) and contemporary practices in managing board, retail and catering; understanding vendors priorities (25 Points).

- References from similar work completed at other institutions of higher education (10 Points)
- Financial proposal (e.g. travel and other reimbursements, flat/hourly/daily rates) (20 Points)
- Price per hour/day for individual campus consultation (10 Points)
(Note: Individual campuses may seek additional consultation services to help guide them through the process. Such assistance will be charged on a time and materials basis.)
- Maine Economic Impact (5 Points)

- 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. 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: Gregg Allen
Office of Strategic Procurement
University of Maine System
104 Anderson Hall
Gorham, Maine 04038
(207) 780-5097
Gregg@maine.edu

The deadline for inquires is January 14, 2015. The University will respond to written inquiries not later than close of business, January 19, 2015.

- 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 bids/proposals/submissions, in whole or in part, and is not necessarily bound to accept the lowest cost bid/proposal/submission if that bid/proposal/submission 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 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.

- 1.8 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.

- 1.9 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 Non-Responsive Bids/Proposals: The University will not consider non-responsive bids or proposals, i.e., those with material deficiencies, omissions, errors or inconsistencies.
- 1.14 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 #18-15

- 1.15 Proposal Submission: Submission: One (1) **SIGNED** original and ten (10) VIRUS FREE CD or USB flash drive copies of the complete bid must be submitted to the Office of Strategic

Procurement, University of Maine System, 104 Anderson Hall, 37 College Avenue, Gorham, Maine 04038, in a sealed envelope by January 23, 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. Bidders may wish to check <http://www.maine.edu/alerts/> 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 #18-15

- 1.16 Pre-Proposal Conference: A conference will be held on Monday, January 12, 2015 at 1:00 P.M local time at Room 53, Katz Library on the University of Maine Augusta campus. The purpose of this conference is to answer questions and provide further clarification as may be required. Please hold all questions until this meeting. Attendance by all prospective bidders is **mandatory**. Firms planning to attend this pre-proposal conference should contact Gregg Allen at 207-780-5097 no later than 4:00 p.m. local time on Wednesday, January 6, 2015, with the names and titles of the individuals who will attend. If preferable, Bidders can participate via Polycom. Additional information is available by request.
- 1.17 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 Chief Procurement Officer and it is not approved, valid or effective until such written approval is granted.

SECTION TWO

2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Administration:** The Office of Strategic Procurement or its designee shall be the University's authorized representative in all matters pertaining to the administration of this Contract.
- 2.2 **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.
- 2.3 **Contract Modification and Amendment:** The parties may adjust the specific terms of this Contract (except for pricing and/or commission) 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 Office of Strategic Procurement. 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 approximately 16 months commencing on or about March 1, 2015. With mutual written agreement of the parties this Contract may be extended is deemed necessary by the University.
- 2.5 **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. This data may include, but is not limited to, dollar volume, items sold, services rendered, and commissions paid to the University.
- 2.6 **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.
- 2.7 **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.
- 2.8 **Cancellation/Termination:** If the Contractor defaults in its agreement to provide personnel or equipment to the University's satisfaction, 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 30 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 60 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.

The Agreement 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.

- 2.9 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.
- 2.10 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 Office of Strategic Procurement.
- 2.11 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.
- 2.12 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.
- 2.13 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.
- 2.14 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.
- 2.15 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 Augusta
Sheri R. Stevens
Director of Equal Opportunity
Farmhouse
(207) 621-3110

University of Maine at Farmington
Kathy Falco
EEO/AA/Title IX Director
Merrill Hall
(207) 778-7280

University of Maine at Fort Kent
Jim Brimberry
Director of Human Resources
Cyr Hall
(207) 834-7533

University of Maine at Machias
Kimberly Page
Director of Human Resources
Powers Hall
(207) 255-1220

University of Maine at Presque Isle
Barbara DeVaney
Director of Equal Opportunity
South Hall, Room 205
(207) 768-9750

University of Southern Maine
Joy Pufhal , Executive Director of Student Life
125 Upton Hall
(207) 780-5242

University of Maine System Office
Lynda dec
Director of Equity and Diversity
(207) 973-3202

2.16 Indemnification (Contractor): 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.

2.17 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 Applicable State Law)	Required for all personnel

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
104 Anderson Hall
37 College Avenue
Gorham, Maine 04074

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

- 2.18 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. At USM, the use of tobacco products is prohibited at all three campuses (Portland, Gorham, Lewiston)
- 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 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. The University accepts prompt payments discounts over 2% that are extended to the University for payments made within twenty (10) days after receipt of invoice. 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.

SECTION THREE

3.0 SCOPE OF SERVICES:

- 3.1 The University is seeking proposals from independent consultants, who must not be affiliated with a foodservice contractor and/or commercial foodservice supplier, to act as a facilitator, provide subject matter expertise, and develop and coordinate the process used to select food service providers for the Universities. The scope includes, but shall not be limited to:
- Consultation with each university to document the current environment and to understand their unique needs and requirements
 - Provide orientation to current state of the market for food services, industry trends (especially sustainable and locally grown foods), and opportunities to serve students
 - Develop and coordinate the request for proposals in coordination with System Office and staff at each campus
 - Coordinate and manage RFP review process
 - Facilitate negotiation process and selection process
- 3.2 The consultant will be engaged by the University to advise staff on developing a consistent and effective approach to solicit and hire food service firms to coordinate with the expiration of the current agreement on June 30, 2016. The descriptions here illustrate the type of work involved and constituents expected to participate in the process. The scope of work is organized around facilitation, subject matter advising, proposal development and solicitation, contract development, negotiation and implementation.

A. Facilitation of the Process

- Coordinate with each of the six campuses the individual campus food service committees and leaders to kick off the process
- Schedule and facilitate meetings with each campus's designated food service committee(s)
- Organize the work flow and schedule of the process to include:
 - Program Review and Assessment
 - Foodservice RFP Development
 - Foodservice RFP Review
 - Contract Development and Negotiations
 - Contract Implementation and Transition

B. Program Review and Assessment

- For Campuses, assess the current status of each campus foodservice operation by conducting site visits, interviews, surveys, and focus groups. Assess all aspects including but not limited to food quality and variety, service, cleanliness, operational efficiency, and customer satisfaction.
- Evaluate current board plan and pricing, retail units, convenience stores, catering operations, and concessions
- Identify prioritized list of features to be incorporated in the new proposal and contract(s) that will enhance the dining experience and financial performance of operations
- Compare current campus foodservice operations to comparable recognized programs
- Evaluate and advise campuses on trends in capital investment practices, and frequency of refreshing dining concepts. Recommend approach for proposals
- Complete a summary report of key findings and recommendations for program enhancements to be incorporated into food service RFP and campus specific requirements.

C. Food Service RFP Development

- Develop an RFP timeline detailing the series of actions in the process and responsibilities of the consultant and campuses.
- Create schedule for universities to prepare and administer RFPs for dining services, accounting for campus consultation process, legal reviews and required approvals up to and including the UMS Board of Trustees
- Assist in establishing core RFP requirements
- Assist campuses in developing a scope of services narrative to include in the RFP (to include cost parameters and service expectations for board plans, retail units, convenience stores, catering operations, and concessions, and performance measurement).
- Collaborate with campuses and system office throughout the RFP process to ensure compliance with campus, UMS, state and federal procurement, taxation, and capital improvement requirements, environmentally sustainable, and locally sourced food requirements.
- Assist campuses in developing a framework for RFP responses and submission of evaluation criteria. Create framework for RFP responses

Areas to be addressed are to include food quality, labor, hours of service, board plans, retail options, catering options, concession options, and updating of capital equipment, dining concepts and nutrition goals and nutrition education activities.

- Participate in pre-proposal meetings. Assist campuses in developing and issuing clarification questions, answers and amendments throughout the RFP process.

D. Foodservice RFP Review

- Facilitate the campus selection committee's review and selection process
- Create side-by-side detailed comparisons of proposals
- Provide and evaluate financial proposals side by side with RFP
- Create an executive summary of key proposal provisions and recommendations
- Coordinate and facilitate vendor presentations on campuses
- Coordinate and participate in possible site visits with selection committee members

E. Contract Development and Negotiations

- Assist the system office in establishing a template dining services contract for use by the universities with core and campus terms
- Assist in drafting, and then finalizing, key contract language for individual university dining service contracts
- Assist the campuses in conducting contract negotiations with the prospective vendor(s) to ensure compliance with terms and conditions of proposal
- Establish a mechanism for universities to evaluate performance of services during contract term and accountability features

F. Contract Implementation and Transition

- Assist the campuses in implementing a new contract
- Develop a transition schedule if changing contractors. Develop timeline to allow for transition management for campuses that select new food service vendors
- Advise change management actions to enact with constituents for campuses changing contractors. Advising campuses as to campus community issues in transitioning to a new contractor

SECTION FOUR

4.0 PROPOSAL CONTENT:

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 Business Profile:

4.1.1 **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.

4.1.2 **Please submit with your proposal** a detailed history and description of your company and any published reports about your company.

4.2 Executive Summary: The Executive Summary should provide an overview of the proposing organization and a general description of the approach to meet the requirements of the RFP. It should also identify the bidder's primary contact, their address, telephone number, email address, and fax number. It must briefly state the proposer's understanding of the project objective, and the role and responsibility of the proposer in meeting the objectives. Subcontractors must provide an Executive Summary as well.

4.3 Corporate Background and Experience: Provide a synopsis of the organization, years in operation, and experience with the service proposed, special areas of expertise, etc. Subcontractors must provide the same information.

4.4 Key Personnel: Bidders must identify key personnel, their position and job description as well as a current resume for all key personnel. In addition, this section should clearly delineate how their responsibility and authority are divided. All CVs/ Resumes of staff who will be working on the project should be included in the technical proposal.

4.5 Technical Proposal: In the Technical section, the Consultant should include time-lines, projected required personnel and schedules for completing the project:

- A proposal from the bidder specifying the methodology and strategy they would adopt to carry out the work for the tasks outlined in the scope of work including their detailed project plan, deliverables to be submitted for the project, staffing arrangements and demonstrate that they have understood the scope of work.
- A detailed work plan indicating allocation of human resources for each task.

4.6 Time-Cost: In the Time-Cost section, the Consultant must detail the time and costs that will be required to complete the project. It will include complete evaluative services, preparation of documents, travel, lodging, meals and incidentals. Please reference, Resource Title and Level Descriptions as shown in Attachment I, for roles and responsibilities level of detail by consultant title. Please use these predefined titles when bidding.

Pricing

University agrees to pay Consultant for the Work in accordance with the following:

- Level 1 – Analyst/Consultant
- Level 2 – Senior Consultant Level
- 3 – Manager
- Level 4 – Senior Manager
- Level 5 – Partner

Hours

Consultant agrees to commit the following resources hours during the WORK period:

- Level 1 – Analyst/Consultant
- Level 2 – Senior Consultant
- Level 3 – Manager
- Level 4 – Senior Manager
- Level 5 – Partner

Fixed Bids by Title

Consultant agrees to complete the project based on fixed costs not to exceed the following amount during the WORK period:

- Level 1 – Analyst/Consultant
- Level 2 – Senior Consultant
- Level 3 – Manager
- Level 4 – Senior Manager
- Level 5 – Partner

Total amount -

Fixed Bid by Project

Consultant agrees to complete the project based on one fixed cost not to exceed the following amount during the WORK period:

Total amount –

4.8 Payment Method: Indicate your ability to accept electronic payments. (Section 3.3)

4.9 References: A list of three references is required to be submitted with your proposal. These references should be agencies your firm has done business with in the past year **on projects with a similar scope to this one**. Provide company names with contact person, telephone number and email address.

Attached is a copy of the University's Contract for Services for your review. Do not fill it out at this time; it is only for your information. If you have a contract that you would prefer to use for this project, please include that in your proposal.

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone)

(Cell Phone)

(E-mail Address)

(Date)

**ATTACHMENT I: RESOURCE TITLE AND LEVEL DESCRIPTIONS FOR OPERATIONS
CONSULTING SERVICES**

Food Services Core Competencies based on “Operations Consulting”: When preparing the response to this RFP, the following matrix sets forth the areas of for use in the Time/Cost Section of the proposal response.

	Resource Descriptions	
Resource Level	Title	Role and Responsibility
Level 5	Partner, Managing Director, Vice President	<ul style="list-style-type: none"> ● 10+ years of consulting or relevant work experience ● Can prepare a short and long term strategic roadmap for a functional area ● Viewed as a functional and industry expert with full awareness of business solutions ● Serves as a relationship manager for Company A across multiple functional areas ● Has access to contacts with best practice functional and industry expertise outside the vendor and outside Company A
Level 4	Associate Partner, Director, Senior Manager	<ul style="list-style-type: none"> ● 7+ years of consulting or relevant work experience ● Can scope out a complex project based on business requirements and achievable benefits ● Can create a complex project plan and Statement-of-Work ● Can lead a complex project to completion on-time and on-budget ● Able to effectively facilitate meetings with Company A senior management ● Viewed as a functional expert with full awareness of business solutions ● Requires both broad and deep technology knowledge and the ability to architect a solution by mapping a customer’s business problem to an end-to-end technology solution (Company A specific) ● Demonstrated ability to engage in senior level technology decision maker discussions related to agility and business value (Company A specific) ● Effective in fostering executive level relationships (Company A specific)

Level 3	Manager	<ul style="list-style-type: none"> ● 5+ years of consulting or relevant work experience ● Can scope out a simple or semi-complex project based on business requirements and achievable benefits ● Can create a semi-complex project plan and Statement-of-Work Can lead a semi-complex project to completion on-time and on- budget ● Able to effectively facilitate meetings with project sponsors ● Evaluate, design, and implement enterprise IT-based business solutions, often working on-site to help customers deploy their solutions ● Can lead teams for deployment activities and to meet deliverables Have strong client satisfaction awareness ● Can lead technology decisions and facilitate and articulate alternatives and direction to ● Senior IT and Business Management ● Strong Project Management Skills
Level 2	Senior Consultant, Senior Analyst	<ul style="list-style-type: none"> ● 3 + years of consulting or relevant work experience ● Completes tasks and sets priorities without supervision ● If needed, can supervise and set priorities for others ● Can lead a small project team ● Ability to present persuasively and effectively ● Able to effectively facilitate meetings with project team members
Level 1	Consultant, Analyst	<ul style="list-style-type: none"> ● 1+ years of consulting or relevant work experience ● Completes tasks with limited supervision ● All consultants are assumed to have the following capabilities: <ul style="list-style-type: none"> - Ability to work within a budget - Strong analytical skills and excellent communication skills - Ability to think strategically - Sound business-related skills including judgment and decision making skills - Ability to troubleshoot and solve difficult problems - Ability to work independently and as part of a team