



Administered by University of Maine System
Office of Strategic Procurement
Request for Bid (RFB)

Maine Center for Graduate Professional
Studies

Employer & Student Research on Potential
Graduate Programs

RFP #2016-58

Issue Date: April 1, 2016

Response Deadline Date/Time: April 6, 2016 at EOD

Response Submission Information:

Submitted electronically to robin.cyr@maine.edu
Email Subject Line – Maine Center - RFP#2016-58

Response Contact Information:

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

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SECTION 1

1.0 General Information

1.1 Background

The Maine Center for Graduate Professional Education will create a consortium under one roof comprised of the University's Law School, its single MBA program, and the Muskie Center for Public Service. This will result in collaborative curricula, expanded experiential learning opportunities, and an expansion in cross-listed courses for degree candidates. The Center project is the result of significant research into developing solutions to expand the UMS capacity to confer graduate professional degrees, enhance its competitiveness, and establish a unique program. The initial planning and further research are supported by a grant from the Alford Foundation.

1.2 Purpose

The Maine Center is seeking proposals to provide more in depth quantitative and qualitative research conducted with businesses and potential MBA students. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the University and the awarded Respondent(s).

The Maine Center needs more in depth quantitative and qualitative research conducted with businesses and potential MBA students. This research will satisfy some key information objectives which will assist in the Center's strategic planning process. The Center is requesting a cost and proposed methodology from a highly experienced and long established marketing research and consulting firm, to conduct this project.

The awarded Respondent will provide the following:

Current and prospective MBA student quantitative research with prospective MBA's using data from the GMAC and the ETS on individuals in the New England states who have taken the GMAT and GRE in anticipation of applying to a graduate program. Direct interviews of key employers in Maine who would have interest in supporting employees desiring a graduate degree, either with fully-paid or partial tuition expense. The Center will work with the awarded Respondent in articulating the key areas in which information is needed.

Project deliverables include:

- 1) Qualitative in depth report and analysis of Employer Research,
- 2) Detailed quantitative research report on the findings of the Student Research,
- 3) Set of strategic recommendations to the Center based on all research findings, and
- 4) Planning and reporting to the Center.

Proposals must include the timeline in which the research will be conducted and when the results will be delivered.

1.3 Definition of Parties

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

1.4 Bid Pricing

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

1.5 Evaluation Criteria

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

Best and Final Offers: All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will not be given another opportunity to modify pricing once submitted.

1.6 Bid Submission

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

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

SECTION 2

2.0 Bid Terms

2.1 Payment Terms

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

2.2 Pricing:

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

2.3 Invoices

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

University of Maine System
Accounts Payable
PO Box 533
Bangor, ME 04402

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

2.4 Contact – Post Award

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

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

2.5 Contract Administration and Conditions

The winning Respondent will be required to execute a contract in the form of a University of Maine System Contract for Services, which is attached to this response as **Appendix C**. Contract initial term and renewal periods are reflected in Section 2 of Appendix C, Contract for Services, and are subject to continued availability of funding and satisfactory performance.

The Agreement entered into by the parties shall consist of the University of Maine System Contract for Services (attached to this document), the RFB, the selected Respondent's submission, including all appendices or attachments and

clarifications, 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 Agreement Documents.

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

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

In the event of a conflict of terms the following precedence will apply:

- 1. University of Maine System Contract for Services
- 2. Agreement Riders as required
- 3. Contract Amendments (as required)
- 4. This Request for Bid (RFB)
- 5. Addendum A – University of Maine System Bid Cover Page
- 6. Addendum B - Pricing
- 7. Respondent's Supporting Information
- 8. Purchase Order or Letter of Agreement

Appendix A – University of Maine System Bid Cover Page

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

- This bid and the pricing structure contained herein will remain firm for a period of 90 days from the date and time of the bid deadline date.
- No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent's quote.
- No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a quote.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
- By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:
 1. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University's employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.
- With its submission of bid/response to RFB, the undersigned certifies on behalf of [entity/individual submitting bid]:
 1. He/she has received, read, and understands the University of Maine System's Conflict of Interest policies relating to procurement and awards.
 2. No University of Maine System or System campus employee works for or has a financial interest in [entity] such that he/she would directly or indirectly realize any financial gain if [the entity] is awarded a contract for services and commences work for the University of Maine System, or, if the undersigned has knowledge of any such individuals as described in this paragraph, he/she has identified them and their interest(s) along with [entity]'s bid submission for consideration by the University of Maine System before a bid award is made.
 3. The Respondent presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of its services hereunder.
 4. The Respondent further agrees that, should they become the successful Respondent, in undertaking performance of the resulting Agreement, it will not employ any person having any known interest that would violate University of Maine System conflict of interest standards and policies.

The Respondent further understands that the University retains the right to modify or cancel the agreement if we obtain information post-award/post-contracting that the certification was intentionally false or omitted facts that would establish a conflict of interest.

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

Authorized Signature

Date

Name and Title (Typed)

Appendix B – Pricing

Respondents are required to provide a detailed description of their proposal detailing costs associated with the stated services offered.

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

INSTRUCTIONS

Please provide the high-level deliverables associated with your response to accomplish the scope of services outlined in the Section 1.2 Purpose of this document.

Deliverable Name - Provide a brief name for the deliverable.

Cost – Cost associated with the deliverable.

Total – Total cost for all deliverables to complete the work for the specified.

Total compensation for services rendered and deliverables shall include any hourly billing rate and all expected related expenses, both actual and administrative.

Less Discount – Discount offered off the Total figure.

Grand Total –Total less Discount.

| # | Deliverable | Cost |
|---|----------------------|------|
| University Name: | | |
| 1 | Deliverable Name #1 | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| | Total | |
| | Less Discount | |
| | Grand Total | |
| Include additional explanation of costs and list assumptions that could influence the pricing for custom features. | | |
| List explanations and assumptions here: | | |
| | - | |
| | - | |
| | - | |
| | - | |
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| | - | |
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| | - | |