



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

eCommerce Equipment & Licenses
RFB #2016-68

Response Deadline Date/Time: May 11, 2016 at 2:00 p.m. EST

Response Submission Information:

Submitted electronically to robin.cyr@maine.edu
Email Subject Line – eCommerce Equipment & Licenses - RFB#2016-68

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 Purpose

The University of Maine System is seeking bids to provide eCommerce equipment as defined in this document. This document provides instructions for submitting bids, 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).

1.2 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."

1.3 Bid Pricing

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

1.4 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**.

While the University reserves the right to award bids to one or multiple Respondents, which may include awards to Respondents for specific equipment or licenses listed on Appendix B, if such award is in the best interest of the University.

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all responses, in whole or in part, and is not necessarily bound to accept the lowest cost response if that response is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more qualified than any other under consideration, an Agreement may be awarded to that Respondent without further action.

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. 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.

1.5 Bid Submission

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

1. Completion of **Appendix A**. **Appendix A** must be SIGNED as part of the submission.
2. 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. Pricing must include all costs associated with the purchase.

2.3 Invoices

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

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

Phone: [207-581-2692](tel:207-581-2692)
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: Susan Robinson
Email: susanrob@maine.edu
Telephone: (207) 780-4445

2.5 Product / Service Delivery

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

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

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

2.6 Order of Precedence

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

- A. This Request for Bid (RFB).
- B. Addendum A – University of Maine System Bid Vendor Page
- C. Addendum B – Pricing (Tables 1 & 2)
- D. Respondent Attachments, as required.

Appendix A – University of Maine System Bid Vendor Page

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

- This bid and the pricing structure contained herein will remain firm for a period of 90 days from the date and time of the bid deadline date.
- No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the 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.

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 submit all costs associated with the stated product / service.

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

Pricing in Table 1 will be used during the term of the agreement. Respondent must provide the Ship By Commitment Date and UMS Receive By Commitment Date.

Table 1

Respondent's Name:								
#	Model Number	Description	Quantity	Unit Price	Discount Price	Extended Cost	Ship By Commitment Date	UMS Receive By Commitment Date
1	SD460	Datacard SD460 printer with lamination	1					
2	V1-DHICAPRDP	Blackboard Duali module (for SD460)	1					
3	V1-DESFIREUPKTDC	Blackboard Duali module (for SP75 Plus)	1					
4	SD460	Blackboard - SD460 with Duali Module Encoder	1					
5	SW-BBDSFSTD-1.1	Blackboard Patch - License & Software Media for Desfire	1					
6	VCPPROIMAGE900	ValCam Pan/Tilt/Zoom Camera	1					
7	Tripod	Tripod for ValCam camera	1					
8	9111-739-Flash	Flash for Val Cam	1					
9	571897-004	Datacard SW, ID Works Standard Production Key 6.5	1					
10	21040110	MagTek USB Stripe Reader	1					
						Subtotal	0.00	
						Less Discount	0.00	
						Shipping Costs	0.00	
						Total	0.00	

Our initial expectation for purchasing quantities is detailed below. Please provide pricing for the quantities noted and include any discounting for additional quantities that may be available.

Table 2

Respondent's Name:							
#	Model Number	Description	Quantity	Unit Price	Discount Price	Extended Cost	
1	SD460	Datacard SD460 printer with lamination	5				
2	V1-DHICAPRDP	Blackboard Duali module (for SD460)	5				
3	V1-DESFIREUPKTDC	Blackboard Duali module (for SP75 Plus)	6				
4	SD460	Blackboard - SD460 with Duali Module Encoder	5				
5	SW-BBDSFSTD-1.1	Blackboard Patch - License & Software Media for Desfire	11				
6	VCPPROIMAGE900	ValCam Pan/Tilt/Zoom Camera	4				
7	Tripod	Tripod for ValCam camera	4				
8	9111-739-Flash	Flash for Val Cam	4				
9	571897-004	Datacard SW, ID Works Standard Production Key 6.5	1				
10	21040110	MagTek USB Stripe Reader	4				
						Subtotal	0.00
						Less Discount	0.00
						Shipping Costs	0.00
						Total	0.00