

Administered by University of Maine System

Office of Strategic Procurement

Request for Proposal (RFP)

SUBMISSION FORM PACKAGE

University of Maine at Augusta, Aircraft Acquisition

RFP #2021-038

**Issued Date:** April 19, 2021

**Response Deadline Date/Time:** May 16, 2021, 11:59 p.m. EST

**Response Submission Information:**

Submitted electronically to UMSResponses@maine.edu

Email Subject Line – RC: UMA Aircraft - RFP#2021-038

**Response Contact Information:**

Strategic Sourcing Manager (SSM): Robin Cyr

Email: [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu) and robin.cyr@maine.edu Phone: (207) 621-3098

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### **Appendix A – University of Maine System Response Cover Page**

**RFP # 2021-038**

**UMA Aircraft Acquisition**

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

1. This pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote deadline date.
2. 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 response.
3. 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 response.
4. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
5. 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. The Agreement provisions in **Section 1.2.1.2** of this document will not be modified and are thereby incorporated into any agreement entered into between University and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
   2. The above Agreement provisions in **Section 1.2.1.2** of this document will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
   3. 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.
   4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to ''trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title (Printed) Authorized Signature

**Appendix B – Debarment, Performance and Non-Collusion Certification**

**University of Maine System**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFP # 2021-038**

**UMA Aircraft Acquisition**

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
2. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
   1. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
   2. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
   4. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
3. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name and Title (Printed) Authorized Signature

**Appendix C – Required Cost Evaluation Exhibits**

University of Maine System

COST EVALUATION

**RFP # 2021-038**

**UMA Aircraft Acquisition**

**GENERAL INSTRUCTIONS:**

1. The Respondent must submit a cost response that covers the entire period of the Agreement, including any optional renewal periods.
2. The cost response shall include the costs necessary for the Respondent to fully comply with the Agreement terms and conditions and requirements. **Note regarding total cost of ownership:** This “cost” will encompass the entire solution pricing along with all products and services offered as part of the solution.
3. Failure to provide the requested information and to follow the required cost response format provided in Appendix C may result in the exclusion of the Response from consideration, at the discretion of the University. You can add rows and columns required to insert additional information. If a particular cost table is not required as part of your response simply leave it blank.
4. No costs related to the preparation of the Response for this document or to the negotiation of the Agreement with the University may be included in the Response. Only costs to be incurred after the Agreement effective date that are specifically related to the implementation or operation of contracted services may be included.
5. 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.
6. An **MS Excel Version** must be included in your final submission for all of these tables. For a copy of the excel version, email the contact provided on the cover page of this document.

**INSTRUCTIONS FOR - Exhibit 1 (Table 1) - Professional Services Rate Schedule**

If you charge by the hour for professional services, provide a rate schedule, or range of hourly rates we could expect. Specify whether or not those rates include travel.

**Respondent’s Organization Name** – Provide the Respondent’s Organization Name.

**Role/Position Title if Individual -** List role/position title of each role/position title from your organization that would be responsible for work on the project.

**Hourly Rate** - Is the hourly dollar amount that may be invoiced by role/position title.

**Exhibit 1 (Table 1) –** Respondents will use this attachment to record all costs associated with this section. For a copy of the excel version of Exhibit 1, email the contact provided on the cover page of this document.

|  |  |  |
| --- | --- | --- |
| **Respondent's Name:** | | |
| **#** | **Role of Individual/Position Title** | **Hourly Rate** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
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| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | **Include additional explanation of costs and list assumptions that could influence the cost of change request pricing.** | |
|  | **List explanations and assumptions here;** | |
|  | - | |
|  | - | |

**INSTRUCTIONS FOR – Exhibit 1 (Table 2) – Pricing for Aircraft/Warranty and Optional Equipment**

**Model Number -** Product or service vendor number.

**Description** – Brief description of the component.

**Quantity** – Quantity provided by the University.

**Base Price** - Price per unit for the Agreement period, and anticipated future rates.

**Discount Price** - Discount offered by the Respondents.

**Extended Cost** – Price per unit minus Respondents per unit discount for the Agreement period, and anticipated future rates.

Subtotal, Less Discount and Total is provided for Aircraft, Warranty and Optional Equipment separately.

**Subtotal** – Subtotal of the Extended Cost figures.

**Less Discount** – Discount offered off the Subtotal figure.

**Total** – Subtotal less Discount.

**Exhibit 1 (Table 2) –** Respondents will use this attachment to record all costs associated with this section. For a copy of the excel version of Exhibit 1 contact the Proposal Contact identified on the cover page of this document.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Respondent's Name:** | | | | | | |
| **#** | **Manufacturer Number** | **Description** | **Quantity** | **Base Price** | **Discount Price** | **Extended Cost** |
| **Aircraft** | | | | | | |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Subtotal** | | | | **0.00** |
|  |  | **Less Discount** | | | | **0.00** |
|  |  | **Total** | | | | **0.00** |
| **Warranty** | | | | | | |
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|  |  | **Subtotal** | | | | **0.00** |
|  |  | **Less Discount** | | | | **0.00** |
|  |  | **Total** | | | | **0.00** |
| **Optional Equipment** | | | | | | |
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| 21 |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |
|  |  | **Subtotal** | | | | **0.00** |
|  |  | **Less Discount** | | | | **0.00** |
|  |  | **Total** | | | | **0.00** |
|  | **Include additional explanation of costs and list assumptions that could influence the cost of licensing and maintenance pricing.** | | | | | |
|  | **List explanations and assumptions here:** | | | | | |
|  | - | | | | | |
|  | - | | | | | |
|  | - | | | | | |

**Appendix D – Purchase Agreement & Contract for Services**

Appendix D will be provided when the response is submitted for Section 1.3.1, Response to Written Inquiries/Questions

### **Appendix E – Aircraft Assessment, Specification, Condition, History, Warranty**

**Respondent’s Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All responses to the questions will reflect what is offered as part of the Respondent’s proposed solution. Respondents **MUST** indicate if the product or service requires modification, additional products or services, or if any other accommodation would be necessary to meet a requirement.

**Evaluation Question(s) – Aircraft Questions**

1. Please provide detailed photographs of all aircraft being offered, including exterior and cockpit images in electronic format. Please label the aircraft consistently throughout your cost response(s).
2. Demonstrate / confirm that the equipment or avionics include ADSB 2020 compliance with traffic on the moving map in the cockpit.
3. Provide complete aircraft logbooks and assessment of damage history.
4. Provide aircraft specifications indicated in the scope of work/specifications section of the RFP, including demonstrated minimum requirements and any optional additional features/equipment.
5. Describe your ability to meet all items described in RFP Section 1.4.1 Aircraft Specification.
6. Please describe in detail the warranty provided for the Aircraft.
7. Please detail any other optional equipment; i.e. removable strut covers.

### **Appendix F –Training and Support**

**Respondent’s Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All responses to the questions will reflect what is offered as part of the Respondent’s proposed solution. Respondents **MUST** indicate if the product or service requires modification, additional products or services, or if any other accommodation would be necessary to meet a requirement.

**Evaluation Question(s) – Training Questions**

1. Describe the training options available in support of this product and implementation. Include training for functional and technical users.
2. Describe the training methods available such as on-site, online instructor led, online self-help, documentation, etc.
3. Describe your training best practices and what you would recommend for a successful implementation.
4. Describe material available for Instructors that may have received factory training to use to prepare other training center (school) instructors efficiently and effectively.

**Evaluation Question(s) – Support Questions**

1. Supply your firm’s mission statement or policy regarding customer satisfaction and support.
2. Describe how you manage on-going contact with your clients. Would the University of Maine System be assigned an account manager? What expertise would that person have to support our needs? What is the ongoing relationship between the account manager, support, and the product developers?
3. Please provide a sample Service Level Agreement (SLA) related to your services.
4. Please provide a detailed account of your actions should you miss a Service Level Agreement (SLA) requirement, if applicable. Include a description of the actions you would take to assure the lapse did not occur again