



Administered by University of Maine System
Office of Strategic Procurement
Request for Proposal (RFP)
SUBMISSION FORM PACKAGE

**ENTERPRISE E-WASTE SOLUTION
RFP #2023-048**

Issued Date: March 24, 2023

Response Deadline Date/Time: May 8, 2023, 11:59 p.m. EST

Response Submission Information:

Submitted electronically to UMSResponses@maine.edu
Email Subject Line – SM: Enterprise E-Waste Solution - RFP#2023-048

Response Contact Information:

Strategic Sourcing Manager (SSM): Sandrine Muhinkwenyere
Email: sandrine.muhinkwenyere@maine.edu

INSTRUCTIONS

Response Format Instructions

This section contains instructions for Respondents to use in preparing their response. The Respondent's submission must follow the outline used below, including the numbering of section and sub-section headings. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the response being disqualified as non-responsive or receiving a reduced score.

The University and its evaluation team for this document have sole discretion to determine whether a variance from the document specifications should result in either disqualification or reduction in scoring of a response.

Re-phrasing of the content provided in this document will, at best, be considered minimally responsive. The University seeks detailed yet succinct responses that demonstrate the Respondent's experience and ability to perform the requirements specified throughout this document.

1.1.1 Section 1 - Response Cover Page

- 1.1.1.1 Label this response - Section 1 – UMS Response Cover Page
- 1.1.1.2 Insert Appendix A – University of Maine System Response Cover Page
- 1.1.1.3 Insert Appendix B – Debarment, Performance and Non-Collusion Certification

1.1.2 Section 2 - Cost Response

- 1.1.2.1 Label this response - Section 2 – Cost Evaluation
- 1.1.2.2 Insert Appendix C – Required Cost Evaluation Exhibits

1.1.3 Section 3 - Master Agreement

- 1.1.3.1 Label this response - Section 3 – Master Agreement
- 1.1.3.2 Insert Appendix D1 – Master Agreement

1.1.4 Section 4 - Response to Questions

- 1.1.4.1 Label this response - Section 4 – Response to Evaluation Questions & Related Information
- 1.1.4.2 Insert Appendix E – Organization Reference Form
- 1.1.4.3 Insert Appendix F – Evaluation Question(s) - Organization, Qualifications and Experience
- 1.1.4.4 Insert Appendix G – Evaluation Question(s) –Implementation, Training, Support and Reporting
- 1.1.4.5 Insert Appendix H – Solution Requirements Narrative Questions
- 1.1.4.6 Insert Appendix H1 – Solution Requirements Matrix
- 1.1.4.7 Insert Appendix I – Evaluation – Compliance Requirements (Accessibility & Information Security)
 - HECVAT
 - Information Security Questions
 - Voluntary Product Accessibility Template (VPAT)
 - Detailed Description of Accessibility features.
- 1.1.4.8 Insert Appendix J – Evaluation Question(s) – Information Technology

SECTION 1

Appendix A – University of Maine System Response Cover Page

RFP # 2023-048
Enterprise E-Waste Solution

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:
 - a. 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;
 - b. 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;
 - c. 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.
 - d. 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 # 2023-048
Enterprise E-Waste Solution

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:

- a. 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.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. 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
 - iv. 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.
- c. 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: _____

Name and Title (Printed)

Authorized Signature

SECTION 2

Appendix C – Required Cost Evaluation Exhibits

University of Maine System
COST EVALUATION

RFP # 2023-048
Enterprise E-Waste Solution

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. Pricing will be guaranteed by the vendor for the term of the Agreement.
6. 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.
7. 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		
4		
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 Custom Features Deliverables

Provide rate schedule for the high-level deliverables defined RFP Section 1.1.4 Scope of Work.

Costs for subcontractors are to be broken out separately.

Respondent's Organization Name – Provide the Respondent's Organization Name.

University Name – Institution name pertaining to the costs related to the solution.

Deliverable Name - Provide a brief name for the deliverable.

Role/Position Title (Exhibit 1 Table 2) - List each role/position title from your organization that would be responsible for contributing to completion of the deliverable. Bidder will replace verbiage 'Position Title 1', etc. with the appropriate actual role/position title in **Exhibit 1 (Table 1)**.

Hours – Note the total hours that will be required to provide the contribution necessary to complete the deliverable for each role/position title.

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

Cost Estimate – Calculation of the (Hours x Hourly Rate = Cost Estimate)

Sub-Total – Provide a sub-total for each deliverable.

Total – Total cost for all deliverables to complete the work for the specified University campus. Your list of deliverables should trace back to the objectives and requirements listed in this document. Where a requirement is addressed by your product or service without customization, indicate that under the Explanation and reference the Licensing and Maintenance schedule above.

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 Subtotal figure.

Grand 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, email the contact provided on the cover page of this document.

Deliverable	Required/Preferred	Extended Cost
Professional Services engagement, only if required for successful implementation of the solution with all features specified in the document.		
Laptops, I5 or 7 series, gen 6+	Required	
Laptops I series, gen 3-5	Required	
Windows Tablets, i5 or 7, gen 6+	Required	
Micro Form Factor Desktops, I5 or 7, GEN 6+	Required	
Small –Mid Form Factor Desktops, I 5 or 7, gen 6 +	Required	
CRT TVs or Monitors, Flat Displays missing stands, damaged or < 19”	Required	
Desktop printers not mentioned	Required	
Large printers, consumer devices and other mixed electronics	Required	
Non reusable tablets	Required	
Loose batteries and other universal wastes	Required	
Drive Sanitization and Reuse (validated secure erasure, forensic sampling)	Required	
All other Drives – physical destruction, shredding, metals refining	Required	
Optical Disk and Flash media (SIM, SD, Thumbdrives, M.2) 2mm shred	Required	
Peripherals Recycling	Preferred	
Mixed Electronics Recycling	Required	
Alkaline Batteries Recycling	Required	
CFL's Recycling	Preferred	
HPS Lamps Recycling	Preferred	
MH Lamps Recycling	Preferred	
Copiers Recycling	Required	
Lithium Batteries Recycling	Preferred	
Lithium-ion Batteries Recycling	Preferred	
NiCad Batteries Recycling	Preferred	
NiMh Batteries Recycling	Preferred	
Packaging Supplies	Required	
Shipping Options	Required	

SECTION 3

Appendix D1 – Evaluation Question(s) – Master Agreement

This portion of the RFP contains special terms and conditions which will govern the resulting agreement, many of which are stated in RFP Section 1.2, with more detail in RFP Appendix A. Please indicate your acceptance for each special term by "X" in the Agree or Disagree column.

Should you take exception to any of these special terms and conditions you are required to note your exception directly below each of the respective terms in question. It should be noted that any exceptions may result in the disqualification of your proposal, lack of providing the required response or indicating terms will be negotiated post award will result in a zero (0) score for the Master Agreement evaluation criteria in RFP Section 2.1.1.

#	Language Reference (RFP Appendix A)	Agreement Language / Requirement	Agree	Disagree
	Section 2 Requirement: Modify the term and renewals set in the RFP Appendix A or exercise any renewal option without "parties' mutual written agreement".			
	Term	This Agreement shall commence on _____ and shall terminate on _____, unless terminated earlier as provided in this Contract with option for additional renewals upon the parties' mutual written agreement.		
Respondent Exception:				

#	Language Reference (RFP Appendix A)	Agreement Language / Requirement	Agree	Disagree
	Section 4 Requirement: Agree to termination language other than what is provided here in Section 4.			
	Termination	The Agreement or a Services Engagement (Rider D) 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 affected by delivery to the Agreement or 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 Agreement or shall not be reimbursed for any costs incurred after the effective date of termination.		
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Section 5 Requirement: Agree to termination language that does not provide clarifications concerning parties' obligation upon termination.			
	Obligations Upon Termination	Any materials produced in performance of this agreement are the property of the University and shall be turned over to the University upon request. The University shall pay the Agreement or for all services performed to the effective date of termination subject to offset of sums owed by the Agreement or to the University.		
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Section 6 Requirement: Agree to termination language that excludes option for termination for reasons of non-appropriation.			
	Non-Appropriation	Notwithstanding any other provision of this Agreement, if the University is not appropriated sufficient funds to pay for the work to be performed under this Agreement or if funds are de-appropriated, then the University is not obligated to make payment under this Agreement.		
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Section 8 Requirement:			
	Modification	This Agreement may be modified or amended only in a writing signed by both parties.		
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Section 10 Requirement:			
	Applicable Law	This Agreement shall be governed and interpreted according to the laws of the State of Maine		

Respondent Exception:

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Section 13 Requirement:	Waive any statutory or constitutional immunity, this includes Maine Tort Claims Act (14 M.R.S.A. '8101, et seq.).		
	Section 13 Requirement:	Pay attorneys' fees, costs, expenses or liquidated damages		
	Applicable Law	This Agreement shall be governed and interpreted according to the laws of the State of Maine		
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Section 17 Requirement:	Accept any references to terms and conditions, privacy policies or any other websites, documents or conditions referenced outside of the Agreement.		
	Entire Agreement	This Agreement sets forth the entire agreement between the parties on the subject matter hereof and replaces and supersedes all prior agreements on the subject, whether oral or written, express or implied. This Agreement is the entire agreement between the University (including University's employees and other End Users) and Contractor. In the event that Contractor enters into terms of use agreements or other agreements, policies or understandings, whether on Contractor's purchase order, 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 this Contract shall apply. University will not be bound to any other terms and conditions set forth in any documents, agreements or policies posted on Contractor's website unless such terms and conditions are set forth in this Agreement. Contractor may not unilaterally change any term or condition of this Agreement.		
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Section 21 Requirement:	Promise confidentiality in a manner contrary to Maine's Freedom of Access Act.		
	Confidentiality	The Agreement or shall comply with all laws and regulations relating to confidentiality and privacy including but not limited to any rules or regulations of the University.		

Respondent Exception:

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Section 13 Requirement: Waive any statutory or constitutional immunity, this includes Maine Tort Claims Act (14 M.R.S.A. '8101, et seq.).			
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Requirement: Decrease insurance type coverage limits. (Agreement Rider B).			
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Requirement: Agree to Master Agreement, Rider C language. (Agreement Rider C).			
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
	Requirement: Agree to Master Agreement, Rider A, Accessibility language. (Agreement Rider A).			
Respondent Exception:				

SECTION 4

Appendix E – Organization Reference Form

Respondent's Organization Name: _____

INSTRUCTIONS: Provide a minimum of three (3) current professional references who may be contacted for verification of the Respondent's professional qualifications to meet the requirements set forth herein. We strongly prefer references from organizations similar in size and requirements to the University of Maine System that require disposal of equipment with regulatory protected data such as Protected Health Information covered by the Health Insurance Portability and Protection Act (HIPAA).

We request that the references include one long-standing customer (minimum of a 3 year engagement) and one new customer (one who has been engaged with Respondent for less than one year).

REFERENCE #1	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #2	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #3	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #4	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

Appendix F – Evaluation Question(s) - Organization, Qualifications and Experience

Respondent's Organization Name: _____

INSTRUCTIONS: Respondents shall ensure that all information required herein is submitted with the response. 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 response or rescission of an award. Respondents are encouraged to provide any additional information describing operational abilities.

Evaluation Question(s)

1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the proposed solution, and any and all acquisitions or mergers in the last five years. Is the company publicly or privately held?
2. Please indicate if your company either self identifies or holds certification as a LGBTQ+ BE, MBE, SDVBE, SBE, veteran-owned, service-disabled veteran-owned, HUBZone, small disadvantaged business, women-owned, minority-owned, WBE, VBE etc. If appropriate, please indicate if you hold a certification. If certified, prior to an award the University may request a copy of the certification from your company.
3. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications. Please include any designations as provided in #2 regarding diverse business status.
4. If subcontractors are to be used, please provide the steps used to provide access and opportunity to Disadvantaged Business Enterprises as provided in #2.
5. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.
6. Please provide information about contract cancellations or non-renewals your company has experienced over the last three years.
7. Describe your experience offering a solution for the business requirements identified in this document within higher education. Provide a client list that includes any and all higher education clients.
8. Provide a statement that explains why your company would be most qualified to provide products and services to the University of Maine System and Maine Community College System. What differentiates you from your competitors? In the response the Respondent must demonstrate that they are a recognized leader in the services and/or products covered in this document.
9. Financial Stability
No financial statements are required to be submitted with your responses, however, prior to an award the University may request audited financial statements from your company, credit reports and letters from your bank and suppliers.

Appendix G – Evaluation Question(s) –Implementation, Training, Support and Reporting

Evaluation Question(s) – Implementation Questions

1. Describe your recommended implementation strategy, best practice options, and professional services.
2. Describe the steps your firm will take to understand the business model and functional needs of the client and ensure that during the implementation process the service will be applied for optimal performance and satisfaction.
3. Indicate your timeline for a “go live” date to start using your service.

Evaluation Question(s) – Support Questions

1. Supply your firm’s mission statement or policy regarding customer satisfaction and support.
2. Explain what type of documentation, or help system, is included with this solution. Describe all documentation available online to IT support staff.
3. Is there a customer portal available for clients to report issues and obtain information via a knowledge base? Is the knowledge base available within the product’s back office?
4. 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 and support needs?
5. What level of support should the UMS be expected to provide to ensure success in the use of your service? What is the standard support model, and what is the estimated effort involved for the UMS? Include your thoughts on the UMS responsibilities related to the administration of the service.

Appendix H – Evaluation Question(s) – Solution Requirements Narrative Questions

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) – Solution Requirement Questions

1. Can you provide documentation on your secure chain of custody from pickup through the data destruction process?
2. Can you provide a detailed list of DEP Regulated/non-technology/technology/electronics items that you recycle?
3. Can you provide your documented Data Security/Sanitization practices for review?
4. Do you provide a certificate of destruction with labeled information that matches the inventory provided by that organization? If so, please provide documentation for review.
5. Will you provide locked disposal containers for all University of Maine locations? If so, are the disposal containers DEP compliant?
6. Are your storage or processing facilities professionally monitored at all times to include video surveillance and access controls? If yes, please provide documentation for review.
7. Do you sort equipment to ensure that equipment that may contain data is identified for proper storage and data destruction? If yes, please provide documentation for review.
8. Do you provide detailed and documented recurring training to all employees who will process equipment with sensitive data. Does that include the methods used for destruction? If yes, please provide documentation for review.
9. Do you have written policies that describe your processes including data protection and destruction? If yes, please provide documentation for review.
10. Do you have strict visitor policies that require visitors to be escorted at all times? If yes, please provide documentation for review.
11. Do you track/record and report regulatory environmental waste (MEDEP/EPA)? If yes, please provide a list of resources for review.
12. Does your company have issues with disposal of CRT (Cathode Ray Tubes)?
13. Do you clear, purge, or destroy the data on all drives or media, including solid state drives, to the extent required in NIST SP 800-88 Rev 1? If yes, please provide documentation for review.
14. Please provide evidence of your Liability Insurance Coverage documentation for review.
15. Please provide 3 references for those that require protection of regulated data and your services that include data destruction.

Appendix H1 – Solution Requirements Matrix

All responses to the questions will reflect what is offered as part of the Respondent's proposed solution. Respondents **MUST** indicate if the solution offered meets the requirement stated by entering "Yes", "No" or "Partial".

- **YES** - This response indicates the Respondents' solution includes the requirement.
- **PARTIAL** – This response indicates the Respondents' solution meets the requirement partially.
- **NO** – This response indicates the Respondents' solution does NOT include the business functionality noted in the requirement.

If you answer "Partial" or "No" please provide the clarification in the Explanation column for what can be done to meet the requirement. You must indicate whether the enhancement is included in the cost for the solution provided in the Appendix C – Cost Exhibits or if it is an additional cost. If there is an additional cost please include it in Cost Exhibit 1 – Table 3 with a reference back to this requirement. Also we are asking that you provide an approximate timeline for completing the work.

Your submission of this form must include an **MS Excel Version** of this document for ease of evaluation. For a copy of the excel version of Appendix H contact the Proposal Contact identified on the cover page of this document.

#	Category	Description	Importance (Required, Preferred)	Respondent Response (enter one) Yes / Partial / No	Respondent's Comments
1		Do you have a pickup service for all University of Maine locations?	Preferred		
2		Do you protect equipment by lock from the time it is picked up until delivered to your facility?	Required		
3		Do you complete additional security data screening for any data-containing media the customer may have missed?	Preferred		
4		Do you check your data destruction equipment at least weekly to be sure that it is operating properly, and only use it when it is working properly?	Preferred		
5		Do you have a quality control office that monitors data destruction?	Required		
6		Do you track and record how much of the re-usable UMS e-waste will	Preferred		

		be re-used in the State of Maine?			
7		Are your R2 & RIOS Standards up to date?	Preferred		
8		Community drops off allowed?	Preferred		
9		Are you Sustainable Electronics Recycling International (SERI) R2v3 Responsible Recycling Certified?	Preferred		
10		Do you have experience handling regulatory protected information such as (HIPAA PHI, GLBA Financial Data, or FERPA Student Educational Records)	Required		
11		Are you willing to sign a HIPAA Business Associate Agreement?	Required		
12		Do you run background checks and screenings on your employees at time of hire?	Preferred		
13		Do you offer a value recovery mechanism, such as credits, for retired assets that still have market value?	Preferred		
14		Can you provide a cost sheet for your services?	Required		

Appendix I – Evaluation – Compliance Requirements (Accessibility) Requirements (Updated 03/17/2022)

Respondent's Organization Name: _____

The University is required by policy and law to procure Information Technology products, services and materials, such as software, hardware, web services, media assets, etc., that provide substantially equivalent opportunity, access and ease of use to persons with disabilities and that protect University data.

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 costs, products or services, or if any other accommodation would be necessary to meet a requirement.

1. If the service includes a human interface(s), such as a web site portal? If so then provide a full completed Accessibility Conformance Report based on the [Voluntary Product Accessibility Template, available at www.itic.org](http://www.itic.org), version 2.4 or newer (either "VPAT 2.4 REV WCAG" or "VPAT 2.4 REV 508"). All VPAT sections, except "Instructions" must be present and completed, such as date of assessment, contact name, methods used, etc. The completed VPAT must be machine readable, e.g., scanned copies, or a link to an online VPAT, are not acceptable.
2. The University relies on the digital accessibility standards contained in [WCAG 2.1 Level AA](#) and [Section 508](#) of the US Federal Rehabilitation Act.