Maine's Public Universities
UNIVERSITY OF MAINE SYSTEM

Administered by University of Maine System
Office of Strategic Procurement
Request for Qualifications (RFQ)

Robotics Purchases

RFQ #2026-057

Issued Date: January 21, 2026

Response Deadline Date/Time: February 27, 2026, 11:59 p.m. EST

Response Submission Information:

Submitted electronically to UMSResponses@maine.edu
Email Subject Line – DH: Robotics - RFQ#2026-057

Response Contact Information:

Email: UMSResponses@maine.edu

Contents

1.0 INTRODUCTION

1.1 Definitions, Background, Purpose and Specifications

1.1.1 Definitions

The University of Maine System will hereinafter be referred to as the "University." Respondents to the document shall be referred to as "Respondent(s)" or "Respondent".

The Respondent to whom the Agreement is awarded shall be referred to as the "Contractor."

The University of Maine System and other components of the University shall be referred to as "Multi-Institution".

1.1.2 Background

Overview

Established in 1968, the University of Maine System (UMS) unites six distinctive public universities, comprising 10 campuses and numerous centers, in the common purpose of providing quality higher education while delivering on its traditional tripartite mission of teaching, research, and public service.

A comprehensive public institution of higher education, UMS serves more than 30,000 students annually and is supported by the efforts of more than 2,000 full-time and part-time faculty, more than 3,000 regular full-time and part-time staff, and a complement of part-time temporary (adjunct) faculty.

Reaching more than 500,000 people annually through educational and cultural offerings, the University of Maine System also benefits from more than two-thirds of its alumni population residing within the state; more than 123,000 individuals.

The System consists of six universities: The University of Maine (UMaine), including its regional campus the University of Maine at Machias (UMM); the University of Maine at Augusta (UMA); the University of Maine at Farmington (UMF); the University of Maine at Fort Kent (UMFK), the University of Maine at Presque Isle (UMPI); and the University of Southern Maine (USM). The System also includes the University of Maine School of Law and the University of Maine Graduate and Professional Center.

Campus thumbnails

University of Maine

The University of Maine, founded in Orono in 1865, is the state's land grant and sea grant university. As the state's only public research university, UMaine has a statewide mission of teaching, research and economic development, and community service. UMaine is among the most comprehensive higher education institutions in the Northeast with nearly 100 majors and academic programs. It attracts students from Maine and 49 other states, and more than 60 countries. It currently enrolls more than 11,400 undergraduate and graduate students who can directly participate in research, working with world-class scholars. UMaine offers more than 100 degree programs through which students can earn graduate certificates, master's, doctoral or professional science master's degrees. The university promotes environmental stewardship, with substantial efforts campus wide aimed at conserving energy, recycling and adhering to green building standards in new construction.

The Advanced Structures and Composites Center (ASCC), located on the University of Maine campus in Orono, Maine is a national and international leader in commercially scaled next-generation research and development (R&D) on composites materials and structures.

1.1.3 Purpose

The University is seeking to identify and qualify vendors who have supplied equipment or services related to the acquisition, training, and deployment of cobot robotics systems. This information will support the development of an internal Request for Quotation (RFQ) and ensure alignment with industry-standard procurement and training pathways.

The areas of interest to the University are:

Goods: Providers of Dooson training robots, ABB training robots, UR training robots, and associated hardware or accessories. Vendors supplying compatible peripherals, controllers, or ancillary robotic equipment used during training or integration.

Services: Vendors offering certified training, onboarding, or education for Dooson, ABB and UR platforms. Integrators or solution providers who support installation, commissioning, or customization of these training robots. Firms offering consultation relevant to RFQ development for robotic systems.

Given the range of potential vendor roles and capabilities, the University anticipates qualifying multiple firms. The outcome of this information-gathering process will be a list of organizations capable of supporting some or all of the goods and services described in 1.1.4.

Though this document is primarily for the University of Maine, all campuses in the University of Maine System must be afforded the use of this solution, with all the same terms and conditions applicable to the various University locations.

1.1.4 Specifications / Scope of Work

All respondents must fill out Appendices A through D. Respondents must fill out Appendices E through L that are relevant to the goods and services that they offer. Respondents do not need to respond to all Appendices E through L.

Goods Suppliers

"**Goods**" refers to robotic equipment and associated hardware that can be purchased as standard catalog items from a qualified vendor.

The off-the-shelf robotic equipment the University is seeking in this RFQ process includes, but is not limited to:

- **Universal Robots (UR) cobots**, including UR5e, UR10e, UR20, UR30, and educational bundles
- **Dooson training robots** and accessories
- **ABB training robots** (educational or industrial training models)

- **General robotics equipment**, including controllers, robot arms, end-of-arm tooling, grippers, safety peripherals, vision systems, workstations, and training kits
- Standard catalogs of compatible hardware and consumables that support training, research, or integration

The University is seeking vendors capable of providing high-quality, well-documented robotic equipment with consistent delivery timelines and agreement to University standard purchasing terms & conditions.

All Goods Suppliers shall complete **relevant appendices E through L** to outline product offerings, specifications, and capabilities.

Service Suppliers

"**Service**" refers to professional support capabilities that aid in the deployment, training, or lifecycle use of UR, Dooson, ABB, or general robotics systems.

The robotics-related services the University is seeking in this RFQ process include, but are not limited to:

- **Certified training programs** for UR, ABB, Dooson, or other industrial/educational robot platforms
- **Installation, integration, and commissioning** of robotic systems
- **Programming support** (URScript, RAPID, Python, etc.) and application development
- **Technical support**, troubleshooting, on-site or remote assistance
- **Preventative maintenance**, calibration, and repair services
- **Consultation** for academic program development, laboratory setup, safety compliance, or future robotics initiatives

The University is interested in organizations with demonstrated expertise in robotics training, support, and integration, and who agree to University standard purchasing terms & conditions.

All Service Providers shall complete **relevant Appendices E through L** to outline the services available and relevant qualifications.

1.2 General Information

1.2.1 Contract Administration and Conditions

1.2.1.1 This RFQ will result in a "Qualified Vendor List". The University will engage qualified vendors to make purchases on an as needed basis. The Qualified Vendor List will remain active for five years from the date it is posted. Respondent will be required to execute a contract in the form of a University of Maine System Master Agreement, which is attached to this response as **Appendix C**.

The Master Agreement entered into by the parties shall consist of the University of Maine System Master Agreement (attached to this document), the RFQ, 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 a conflict of terms the following precedence will apply:

1. University of Maine System Master Agreement
2. Agreement Riders as required
3. Contract Amendments (as required)
4. The University's RFQ
5. Respondent's Submission
6. Purchase Order or Letter of Agreement

1.2.1.2 Modification of Agreement terms and conditions is permitted except that the University, due to its public nature, will not:

a. Provide any defense, hold harmless or indemnity;
b. Waive any statutory or constitutional immunity;
c. Apply the law of a state other than Maine;
d. Procure types or amounts of insurance beyond those UMS already maintains or waive any rights of subrogation.
e. Add any entity as an additional insured to UMS policies of insurance;
f. Pay attorneys' fees, costs, expenses or liquidated damages;
g. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
h. Permit an entity to change unilaterally any term or condition once the contract is signed;
i. Accept any references to terms and conditions, privacy policies or any other websites, documents or conditions referenced outside of the contract; or
j. Agree to automatic renewals for term(s) greater than month-to-month.

1.2.1.3 By submitting a response to a Request for Qualifications, bid or other offer to do business with the University your entity understands and agrees that:

a. The above Agreement provisions **(Section 1.2.1.2)** 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 **(Section 1.2.1.2)** 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.

1.2.2 Communication with the University

It is the responsibility of the Respondent to inquire about any requirement of this document that is not understood. Responses to inquiries, if they change or clarify the document in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the document. Addenda will also be posted on our web site, **www.maine.edu/strategic/upcoming_bids.php**

It is the responsibility of all Respondents 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 using the **Response Contact Information** provided on the cover sheet of this document. Refer to table in **Section 1.3.1 Timeline of Key Events** for deadline requirements.

1.2.3 Confidentiality

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of submitting a response under this section, a respondent 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.

The information contained in responses submitted for the University's consideration will be held in confidence until all evaluations are concluded and a Respondent selected (the successful Respondent). At that time the University will issue award notice letters to all participating Respondents and all Respondents' responses may be made available to participating Respondents upon request. Such request must be made by submitting a written request to the individual noted in the Response Contact Information shown on the cover sheet of this document, with a copy of the request provided to the other Respondents. Such requests are public records.

After the protest period has passed and the Agreement is fully executed, responses will be available for public inspection upon request.

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 that meets the definition of "trade secret" under Maine law. Clearly mark any portion of your submitted materials which are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act. Failure to so identify as trade secret will authorize the University to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless the University in any and all legal actions that seek to compel the University to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between the University and your entity.

1.2.4 Costs of Preparation

Respondent assumes all costs of preparation of the response and any presentations necessary to the response process.

1.2.5 Authorization

Any 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 Office of Strategic Procurement, Chief Procurement Officer and it is not approved, valid or effective until such written approval is granted.

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 Executive Director of Strategic Procurement & Services and it is not approved, valid or effective until such written approval is granted.

Vice Chancellor for Finance and Administration approval is required of any University of Maine System agreement of $50,000 or more, and it is not approved, valid or effective until such written approval is granted.

Chief Business Officer approval is required of any campus specific agreement of $50,000 or more, and it is not approved, valid or effective until such written approval is granted.

1.2.6 Multi-Institutional

The University of Maine System, Office of Strategic Procurement reserves the right to authorize other University Institutions to use the Agreement(s) resulting from this document, if it is deemed to be beneficial for the University to do so.

1.2.7 Pricing

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

1.2.8 Cost Response Form Quantities

The quantities shown on the cost response form are approximate only. The Contractor shall cover the actual needs of the University throughout the term of the Agreement regardless of whether they are more or less than the quantities shown.

1.2.9 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 Agreement Administrator or designee, notifies the Contractor in writing that any person employed on this Agreement is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Agreement without the prior written consent of the Agreement Administrator.

1.2.10 Environment Compliance

In the event that the resulting Agreement involves the generation, transportation, handling, disposal, and/or other operations or activities in relation to toxic, hazardous, radioactive, or otherwise dangerous gases, vapors, fumes, acids, alkali's, chemicals, wastes or contaminants and/or other substance, material or condition, the Contractor agrees to indemnify save harmless and defend the University from and against all liabilities, claims, damages, forfeitures, suits, and the costs and expenses incident thereto (including costs of defense, settlement and reasonable attorney's fees) which the University may hereafter incur as a result of death or bodily injuries or damage to any property, contamination of or adverse effects of the environment or any violation of state or federal regulations or laws (including without limitation the Resources Conservation and Recovery Act, the Hazardous Material Transportation Act or the Superfund Amendment and Reauthorization Act, as the same now exists or may hereafter be amended) or order based on or arising in whole or in part from the Contractor's performance under the Agreement, provided, however the Contractor shall not indemnify the University for any liabilities, claims, damages, (as set forth above) caused by or arising out of the sole negligence of the University, or arising out of any area of responsibility not attributable to Contractor.

1.2.11 Specification Protest Process and Remedies:

If a Respondent feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement to the email address provided on the cover page of this document. 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 Deadline for Proposal Submission noted in Section 1.3.1. 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.

1.3 General Submission Provisions

1.3.1 Timeline of Key Events

Reference Section	Event Name	Event Due Date
Section 1.2.2	Deadline for Written Inquiries/Questions	February 6, 2026
Section 1.2.2	Response to Written Inquiries/Questions **(subject to change)**	February 11, 2026
Section 1.2.2	Deadline for Proposal Submission	February 27, 2026
Section 2.2	Award Announcement **(subject to change)**	February 28, 2026
	Estimated Agreement Start Date **(subject to change)**	TBD

1.3.2 Eligibility to Submit Responses

Public entities, private for-profit companies, and non-profit companies and institutions are invited to submit a response to this document.

1.3.3 Debarment

Respondents must complete and submit the "Debarment, Performance and Non-Collusion Certification Form provided in Appendix B. Failure to provide this certification may result in the disqualification of the Respondent's proposal, at the University's discretion.

Submission of a signed response 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.

1.3.4 Response Understanding

By submitting a response, the Respondent agrees and assures that the specifications are adequate, and the Respondent accepts the terms and conditions herein. Any exceptions should be noted in your response

1.3.5 Response Validity

Unless specified otherwise, all responses shall be valid for ninety (90) days from the due date of the response.

1.3.6 Non-Response Submission

The University will not consider non-responsive submissions, i.e., those with material deficiencies, omissions, errors or inconsistencies or that otherwise do not follow instructions. The University in its sole discretion will determine what is Non-Responsive.

1.3.7 Response Submission

A **SIGNED** virus-free electronic copy must be submitted as follows:

- The response must be received electronically to the E-Mail shown in the **Response Submission Information** section of the cover page of this document.

- Electronic submission must be received by the required **Response Deadline Date/Time** reflected on the cover page of this document.
- Response submissions that exceed 20 MB will be submitted with multiple emails modifying email subject line shown in the **Response Submission Information** section of the cover page of this document to include: Submission 1 of X ('X' representing the number of files being submitted).

2.0 EVALUATION AND AWARD PROCESS

2.1 Evaluation Criteria

2.1.1 Scoring Weights

The score will be based on a 100-point scale and will measure the degree to which each response meets the following criteria:

Evaluation Appendices	Category	Points
Appendix C1	Master Agreement Terms	10
Appendix D	References	10
Appendix E	Robotics Training & Services Suppliers	10
Appendix F	Collaborative Robots	10
Appendix G	Rail, Movability, and AMR Systems	10
Appendix H	Safety Systems	10
Appendix I	Electrical Systems	10
Appendix J	Humanoid & Legged Robotic Systems	10
Appendix K	Robot End Effectors & Extrusion Systems	10
Appendix L	Software Support	10
	Total Points	**100**

2.1.2 Scoring Section Descriptions

2.1.2.1 Master Agreement (Appendix C and C1)

The evaluation team will use a consensus approach to evaluate and assign evaluation based on pass/fail decision based on University risk assessment. The University reserves the right to reject any or all responses, in whole or in part, for any response receiving no points in this section in accordance with Section 2.2 Award.

Responses will be evaluated using the following guidelines:

a. Revisions to the Agreement provisions specified in Section 1.2.1.2 will receive point reductions based on the University's risk assessment.
b. Revisions to the Agreement provisions other than those specified in Section 1.2.1.2 will be evaluated at the University's discretion based on the University's risk assessment.

2.1.2.2 References

The evaluation team will use a consensus approach to evaluate and assign evaluation points. Reference checks will be performed on the top Respondent(s) only as determined by consensus scoring in the other categories.

2.1.2.3 Appendices E - L
The evaluation team will use a consensus approach to evaluate and assign evaluation points.

2.2 Award

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.

2.3 Tie Bids

When two equal bids are received, there shall be a preference for “in-state bidders”. When tie bids are both in-state, or both out-of-state, the award will be made to the bid that arrives first which will be determined by reviewing the electronic submission date and time stamp.

2.4 Negotiations

The University reserves the right to negotiate with the successful Respondent to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the University’s Request for Qualifications to an extent that may affect the price of goods or services requested. The University reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the response they submitted in response to the advertised RFQ. In the event that an acceptable contract cannot be negotiated with the highest ranked Respondent, the University may withdraw its award and negotiate with the next-highest ranked Respondent, and so on, until an acceptable contract has been finalized. Alternatively, the University may cancel the RFQ, at its sole discretion.

2.5 Award Protest

Respondents may appeal the award decision by submitting a written protest to the University of Maine System’s University of Maine System’s Executive Director of Strategic Procurement and Chief Procurement Officer within five (5) business days of the date of the award notice, with a copy of the protest to the successful Respondent. The protest must contain a statement of the basis for the challenge. Further information regarding the appeal process can be found at:

Administrative Practice Letter VII-A - University of Maine System

If this RFQ results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

3.0 RESPONSE FORMAT REQUIREMENTS

3.1 General Format Instructions

3.1.1 Electronic Submissions

Documents submitted as part of the electronic response are to be prepared on standard electronic formats of 8-1/2" x 11" and of PDF file type. Submissions requiring additional supporting information, such as, foldouts containing charts, spreadsheets, and oversize exhibits are permissible and must be submitted as Appendices, clearly numbered and referencing the Section in which they provide supporting information.

For clarity, the Respondent's name should appear on every document page, including Appendices. Each Appendix must reference the section or subsection number to which it corresponds.

3.1.2 Respondents Responsibility

It is the responsibility of the Respondent to provide all information requested in the document package at the time of submission. Failure to provide information requested in this document may, at the discretion of the University's evaluation review team, result in a lower rating for the incomplete sections and may result in the response being disqualified for consideration. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in this document.

3.1.3 Brief Response

Respondents are asked to be brief and to respond to each question listed in the "Response to Questions" section of this document. Number each response in the response to correspond to the relevant question in this document.

3.1.4 Additional Attachments Prohibited

The Respondent may not provide additional attachments beyond those specified in the document for the purpose of extending their response. Any material exceeding the response limit will not be considered in rating the response and will not be returned. Respondents shall not include brochures or other promotional material with their response. Additional materials will not be considered part of the response and will not be evaluated.

3.2 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.

3.2.1 Section 1 – Response Cover Page

3.2.1.1 Label this response - Section 1 – UMS Response Cover Page

3.2.1.2 Insert Appendix A – University of Maine System Response Cover Page

3.2.1.3 Insert Appendix B – Debarment, Performance and Non-Collusion Certification

3.2.2 Section 2 – Master Agreement

3.2.2.1 Label this response - Section 2 – Master Agreement

3.2.2.2 Insert Appendix C1 – Master Agreement

3.2.3 Section 4 – Submission Materials

3.2.3.1 Label this response - Section 3 – Submission Materials: **Respondents should respond to Appendix D and the following appendices that pertain to the goods and services they offer. Respondents do not need to respond to Appendices that do not pertain to the goods and services they offer.**

3.2.3.2 Insert Appendix D – Organization Reference Form

3.2.3.3 Insert Appendix E – Robotics Training & Services Suppliers

3.2.3.4 Insert Appendix F – Collaborative Robots

3.2.3.5 Insert Appendix G – Rail, Movability, and AMR Systems

3.2.3.6 Insert Appendix H – Safety Systems

3.2.3.7 Insert Appendix I – Electrical Systems

3.2.3.8 Insert Appendix J – Humanoid & Legged Robotic Systems

3.2.3.9 Insert Appendix K – Robot End Effectors & Extrusion Systems

3.2.3.10 Insert Appendix L – Software Support

Appendix A – University of Maine System Response Cover Page

RFQ # 2026-057
Robotics Purchases

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 Qualifications, 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

RFQ # 2026-057
Robotics Purchases

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

Appendix C – Master Agreement

UNIVERSITY OF MAINE SYSTEM
MASTER AGREEMENT

This Master Agreement ("Agreement" or "Master Agreement") entered into this _____ day of _____, _____, by and between the **University of Maine System**, hereinafter referred to as the **"University",** and _____, hereinafter referred to as **"Contractor".**

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the University, the Contractor hereby agrees with the University to provide the products and services described in this agreement, and the following Riders, hereby incorporated into this Agreement and made part of it by reference:

Rider A - Specifications of Work to be Performed

Rider A-1 – Pricing

Rider B – Insurance Requirements

Rider C – University of Maine System Standards for Safeguarding Information

Rider D – Services Engagement Form

Contract Amendments as required

Request for <<insert Bid or Proposal>> #<<insert #>> Issue Date <<insert date>> Titled <<insert title>>
Contractor's Bid in Response to Request for <<insert Bid or Proposal>> #<<insert #>> Proposal Submission Date <<insert date>> Titled <<insert title>>

WHEREAS, the University desires to enter into a contract for professional services, and the Contractor represents itself as competent and qualified to accomplish the specific requirements of this Contract to the satisfaction of the University;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

This Agreement, along with any documents identified, which are incorporated by reference, constitutes the entire Agreement between the parties, and there are no other or further written or oral understandings or agreements with respect thereto.

1. **Specifications of Work:** The Contractor agrees to perform the Specifications of Work as described in **Rider A**, hereby incorporated by reference.
   <<Following paragraph under #1 will be used only when a MLA is the desired result, otherwise the language should be removed. >>
   Rider A provides a suite of services offered by the Contractor to the University. As required by the University institutions, the parties will develop jointly specific Services Engagement documents. The required format of this document is detailed in **Rider D**. The document will be governed by all the terms in this agreement; except that the engagement administrator for purposes of managing the service deliverables may be different than this Agreement Administrator and the term may be different than the term of the agreement but may not extend beyond this Agreement termination date. The Services

Engagement document will be fully executed by the parties. Institutions may execute more than one agreement for services to support their needs over the term of this Agreement

2. **Term:** This Contract shall commence on _____ and shall terminate on _____, unless terminated earlier as provided in this Contract with option for **<<enter renewals as appropriate>>** upon the parities' mutual written agreement.

3. **Payment:**

   A. 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.

   << Select or remove items B – E depending on Agreement requirements. >>

   B. The total of **all** payments made against this contract shall not exceed $_____. Any expenses not listed here will not be reimbursed.

   C. The University shall compensate the Contractor at the rate of $ _____ per _____ (hour, week, semester, entire project.) Payment will be made within 30 days upon submittal and approval of invoices.

   D. Reimbursement for travel:
   _____ All travel, lodging and meals are part of the compensation described in section A. No additional reimbursement will be made.

   OR

   _____ Contractor will be reimbursed for pre-approved travel, lodging and meals in an amount not to exceed $ _____. Copies of receipts or itemized bills for expenses must be submitted for reimbursement.

   E. Other expenses (postage, printing, phone, etc.) shall not exceed $ _____. Copies of receipts or itemized bills for expenses must be submitted for reimbursement.

   F. "**Additional Services**" The University will have the option to purchase additional services under this Agreement.
   <<Following paragraph under #1 will be used only when a MLA is the desired result, otherwise the language should be removed. >>

   As required by the University institutions, the parties will develop jointly specific Services Engagement documents. The required format of this document is detailed in **Rider D**.

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 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.

5. **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 Contractor for all services performed to the effective date of termination subject to offset of sums owed by the Contractor to the University.

6. **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.

7. **Conflict of Interest:** No officer or employee of the University shall participate in any decision relating to this contract which affects his or her personal interest in any entity in which he or she directly or indirectly has interest. No employee of the University shall have any interest, direct or indirect, in this contract or proceeds thereof.

8. **Modification:** This Contract may be modified or amended only in a writing signed by both parties.

9. **Assignment:** This Contract, or any part thereof, may not be assigned, transferred or subcontracted by the Contractor without the prior written consent of the University.

10. **Applicable Law:** This Contract shall be governed and interpreted according to the laws of the State of Maine.

11. **Administration:** _____shall be the University's authorized representative in all matters pertaining to the administration of the terms and conditions of this Contract.

12. **Non-Discrimination:** In the execution of the contract, the Contractor shall not discriminate on the basis of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran status and shall provide reasonable accommodations to qualified individuals with disabilities upon request. The university encourages the employment of qualified individuals with disabilities.

13. **Indemnification:** The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and orders relating to the services provided under this Contract. Contractor shall indemnify, defend and hold the University, its Trustees, officers, employees, and agents, harmless from and against any and all loss, liability, claims, damages, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend arising from or attributable to any acts or omissions of the Contractor, its agents, employees or subcontractors, in performing its obligations under this Contract, including, without limitation, for violation of proprietary rights, copyrights, or rights of privacy, arising out of a publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under the Contract or based on any libelous or other unlawful matter contained in such data.

14. **Contract Validity:** In the event one or more clauses of this Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of this Contract.

15. **Independent Contractor:** Contractor is an independent contractor of the University, not a partner, agent or joint venture of the University and neither Party shall hold itself out contrary to these terms by advertising or otherwise, nor shall either party be bound by any representation, act or omission whatsoever of the other. For U.S. entities, Contractor, its employees and subcontractors if any, is/are independent contractors for whom no Federal or State Income Tax will be deducted by the University, and for whom no retirement benefits, social security benefits, group health or life insurance, vacation and sick leave, Worker's Compensation and similar benefits available to University's employees will accrue. The parties further understand that annual information returns as required by the Internal Revenue Code and Maine Income Tax Law will be filed by the University with copies sent to Contractor. Contractor will be responsible for compliance with all applicable laws, rules and regulations involving but not limited to, employment, labor, Workers Compensation, hours of work, working conditions, payment of wages, and payment of taxes, such as unemployment, social security and other payroll taxes, including other applicable contributions from such persons when required by law.

16. **Intellectual Property:** Any information and/or materials, finished or unfinished, produced in performance of this Contract, and all of the rights pertaining thereto, are the property of the University and shall be turned over to the University upon request.

17. **Entire Contract:** This Contract 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 Contract 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 Contract. Contractor may not unilaterally change any term or condition of this Contract.

18. **Licensing:** Contractor shall secure in its name and at its expense all federal, state, and local licenses and permits required for operation under this Contract. Contractor shall provide proof of such licensure or permit to the University prior to commencing work under this Contract.

19. **Record Keeping, Audit and Inspection of Records:** The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of seven years or for such longer period as specified herein. All retention periods start on the first day after the final payment of the Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The University, the grantor agency (if any), or any of their authorized representatives shall have the right at reasonable times and upon reasonable notice, to examine and copy the books, records and other compilations of data of the Contractor pertaining to this Contract. Such access shall include on-site audits.

20. **Publicity, Publication, Reproduction and use of Contract's Products or Materials:** Unless otherwise provided by law or the University, title and possession of all data, reports, programs, software, equipment, furnishings and any other documentation or product paid for with University funds shall vest with the University. The Contractor shall at all times obtain the prior written approval of the University before it, any of its officers, agents, employees or subcontractors, either during or after termination of the Contract, makes any statement bearing on the work performed or data collected under this Contract to the press or issues any material for publication through any medium of communication. If the Contractor or any of its subcontractors publishes a work dealing with any aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the University shall have a royalty free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication.

21. **Confidentiality:** The contractor shall comply with all laws and regulations relating to confidentiality and privacy including but not limited to any rules or regulations of the University.

22. **Force Majeure:** Neither party shall be liable to the other or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or of a public enemy, fires, flood, epidemics, strikes, embargoes or unusually severe weather. Dates or time of performance shall be extended to the extent of delays excused by this section provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

23. **Notices:** Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing and addressed to the persons and addresses below.

To the University:

Notice Submission via Email: sourcing@maine.edu

To Contractor:

Company Name:
Contact Name:
Address:
Phone Number:
Fax Number:

24. **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 3955
SCRANTON, PA 18505

Phone:	207-581-2695
Fax:	207-581-2698
Invoice Submission Email:	UMAP@maine.edu
Invoice Inquires:	UMSCentralAP@maine.edu

25. **Order of Precedence:** In the event of any conflict among the documents in this agreement, the following order of precedence shall apply:
    A. **Terms and conditions of this Agreement**
    B. **Rider A** - Specifications of Work to be Performed
    C. **Rider A-1** – Pricing
    D. **Rider B** – Insurance Requirements
    E. **Rider C** – University of Maine System Standards for Safeguarding Information
    F. **Rider D** – Services Engagement Form
    G. **Contract Amendments** as required
    H. **Request for <<insert Bid or Proposal>> #**<<insert #>> Issue Date <<insert date>> Titled <<insert title>>
    I. **Contractor's Bid in Response to Request for <<insert Bid or Proposal>> #**<<insert #>> Proposal Submission Date <<insert date>> Titled <<insert title>>

26. Multi-Institution Capabilities University will have the option to include products and services under this Agreement to additional University institutions, this includes any additional University institutions formed during the term of this agreement, all facilities utilized by an institution including those managed and/or owned by a third party, and additional entities, such as, the University College a division of University of Maine at Augusta.

The Community College System and Maine Maritime Academy, both public higher education institutions in the state, shall be permitted to piggyback off of the University's contract if they should so desire. The Contractor agrees to further provide the products and services, with all the same terms and conditions applicable, to these additional entities.

27. 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 addition, University Institutions may have specific Smoking Prohibitions. The Respondent shall be responsible for the implementation and enforcements of these restrictions.

Signatures

FOR THE UNIVERSITY OF MAINE SYSTEM:

BY: _____

(signature)

Name:_____

(print or type)

Title: _____

Address: _____

_____

_____

_____

Telephone: _____

Fax: _____

Date: _____

FOR THE CONTRACTOR:

LEGAL NAME: _____

BY: _____

(signature)

Name: _____

(print or type)

Title: _____

Address: _____

_____

_____

_____

Telephone: _____

Fax: _____

Date: _____

Tax ID #: _____

Executive Director of Strategic Procurement and Services approval is required of any University of Maine System agreement of $50,000 or more, and it is not approved, valid or effective until such written approval is granted.

Vice Chancellor for Finance and Administration approval is required of any University of Maine System agreement of $50,000 or more, and it is not approved, valid or effective until such written approval is granted.

Chief Business Officer approval is required of any campus specific agreement of $50,000 or more, and it is not approved, valid or effective until such written approval is granted.

SIGNATURES:

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

RIDER A
SPECIFICATIONS OF WORK TO BE PERFORMED

The Contractor agrees to the **Specifications of Work to be Performed** as follows:

INTENT AND PURPOSE

PRODUCT SCOPE OF WORK:

Additional Scope: The Contractor shall permit product and services not covered herein to be added by mutual agreement, without voiding the provisions of the existing contract. The Contractor, for additional consideration, shall furnish additional such products and services to the University.

PRICING: Refer to RIDER A-1. Pricing will be valid for the term of the Agreement.

PERFORMANCE TERMS AND CONDITIONS

1. **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 University Contract Administrator notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be utilized in the execution of this Contract without the prior written consent of the Contract Administrator.

2. **Business and Performance Reviews:** Recognizing that successful performance of this contract is dependent on favorable response, the Contractor shall meet at least quarterly with the Contract Administrator or designee for a business and performance review to evaluate operations and make necessary adjustments. These meetings will normally be conducted electronically but shall be face-to-face on demand. As part of these reviews, the University reserves the right to review equipment specifications quarterly and update equipment specifications accordingly. Contractor shall provide a single point of contact (i.e., relationship manager) and shall notify University in writing and in advance whenever there is a change to that single point of contact.

3. **Campus Visits:** The Contractor agrees to maintain good relations with the University. The Contractor shall make campus visits “as needed” on three days’ notice. The Contractor will coordinate campus visits with the University Services Information and Technology Department to ensure proper communication and sharing of information related to customer projects.

4. **Toll-Free Access**: The Contractor shall provide to the University, toll-free telephone access to technical support. The University prefers a unique toll-free telephone number just for the University. The Contractor shall provide an escalated support feature to ensure that unresolved support issues can be elevated to upper level management.

5. **Accessibility:** If the solution, services or deliverables include any Information or Communication Technology (ICT) containing a human-interface, such as an end-user software component, web pages or site, video or audio playback, file upload system, mobile device components, control panel, reports, documents, keypad, etc., the Contractor hereby warrants that the products and/or services to be provided under this agreement comply with the W3C's Web Content Accessibility Guidelines (WCAG) 2.1 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 2.1 for web content

The Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention and Contractor further agrees to indemnify and hold harmless the University of Maine System from any claim arising out of its failure to comply with the aforesaid requirements.

The University, at its discretion, may at any time test the Contractor's products or services covered by this agreement to ensure compliance with the above standards.

Complaints, or testing, that results in findings of non-compliance, that are not corrected within 30 days of being reported to the Contractor in writing, shall constitute a breach of this agreement and shall be grounds for termination of this agreement.

6. **Standards for Safeguarding Information:** The Contractor is expected to comply with these standards as outlined in ***Rider C - University of Maine System Standards for Safeguarding Information***. Should the Contractor fail to comply with the standards and is unable to reasonably cure its noncompliance within 60 days, the University may terminate this agreement.

7. **Environment Compliance:** In the event this Agreement involves the generation, transportation, handling, disposal, and/or other operations or activities in relation to toxic, hazardous, radioactive, or otherwise dangerous gases, vapors, fumes, acids, alkali's, chemicals, wastes or contaminants and/or other substance, material or condition, the Contractor aggress to indemnify save harmless and defend the University from and against all liabilities, claims, damages, forfeitures, suits, and the costs and expenses incident thereto (including costs of defense, settlement and reasonable attorney's fees) which the University may hereafter incur as a result of death or bodily injuries or damage to any property, contamination of or adverse effects of the environment or any violation of state or federal regulations or laws (including without limitation the Resources Conservation and Recovery Act, the Hazardous Material Transportation Act or the Superfund Amendment and Reauthorization Act, as the same now exists or may hereafter be amended) or order based on or arising in whole or in part from the Contractor's performance under this Agreement, provided, however the Contractor shall not indemnify the University for any liabilities, claims, damages, (as set forth above) caused by or arising out of the sole negligence of the University, or arising out of any are of responsibility not attributable to Contractor.

RIDER A-1
PRICING

RIDER B

INSURANCE REQUIREMENTS

Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

#	Insurance Type	Coverage Limit
1	Commercial General Liability, including Product's and Completed Operations (Written on an Occurrence-based form) (Bodily Injury and Property Damage)	$1,000,000 per occurrence or more
2	Vehicle Liability (Including Hired & Non-Owned) (Bodily Injury and Property Damage)	$1,000,000 per occurrence or more
3	Workers Compensation (In Compliance with Maine and Federal Law)	Required for all personnel
4	Professional Liability Insurance (Agents, Consultants, Brokers, Lawyers, Financial, Engineers, or Medical Services)	$1,000,000 per occurrence or more
5	Cyber Liability Insurance (If PII or PHI is stored on systems managed by the provider, the coverage is mandatory.)	$1,000,000 per occurrence or more
6	Marine General Liability (Any maritime or marine services)	$1,000,000 per occurrence or more

Coverage limit requirements can be met with a single underlying insurance policy or through the combination of an underlying insurance policy plus an Umbrella insurance policy.

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:

University of Maine System
Risk Manager
Robinson Hall
46 University Drive
Augusta, Maine 04330

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.

RIDER C
UNIVERSITY OF MAINE SYSTEM
STANDARDS FOR SAFEGUARDING INFORMATION

1. Scope: This Rider addresses the Contractor's responsibility for safeguarding Protected University Data. For the purposes of this Rider, Protected University Data is defined as any data or information owned by Institution that the Contractor creates, obtains, accesses (via records, systems, or otherwise), receives (from Institution or on behalf of the Institution), or uses in the course of its performance of the contract which include, but not be limited to: social security numbers; drivers' license numbers; credit card numbers; and all information whose collection, disclosure, protection, and disposition is governed by state or federal law or regulation, particularly information subject to the Family Educational Rights and Privacy Act (FERPA).

2. Term and Termination: This Rider shall take effect upon execution and shall be in effect commensurate with the term of the Agreement to which it is attached.

3. Subcontractors and Agents: Contractor shall not provide any Protected University Data to subcontractors, agents, or other third parties without prior written authorization from the University. If Contractor provides any Protected University Data received from the University, or created or received by Contractor on behalf of the University, to a subcontractor or agent, the Contractor shall require such subcontractor or agent to agree to the same restrictions and conditions as are imposed on Contractor by this Agreement and Rider.

4. Property of University: Unless otherwise stated in the Agreement, all Protected University Data is the property of the University and shall be turned over to the University upon request.

5. Return or Destruction of Protected University Data:
   A. Within 30 days of termination, cancellation, or expiration of the Agreement, for any reason, Contractor shall cease and desist all uses and disclosures of Protected University Data and shall return all such information received from the University, or created or received by Contractor on behalf of the University, unless the University requests that all such data be destroyed beyond all ability to recover. This provision shall apply to information that is in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of University information, including any compilations derived from and allowing identification of any individual's confidential information.

   B. In the event that Contractor determines that returning or destroying any such information is infeasible, Contractor shall provide to University notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of such information is infeasible, Contractor shall extend the protections of this Agreement to such information and limit further uses and disclosures of such information to those purposes that make the return or destruction infeasible, for so long as Contractor maintains such information.

6. Survival: While any Protected University Data is in the possession or control of the Contractor, its subcontractors or agents, the respective rights and obligations of Contractor pursuant to this Rider shall survive termination of the Agreement.

7. Reasonable and Appropriate Controls: The Contractor agrees to implement reasonable and appropriate privacy and security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted Protected University Data furnished by the University, or collected by the Contractor on behalf of the University

A. If information pertaining to student educational records is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with FERPA.

B. If information pertaining to protected health information is accessed, used, collected, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with HIPAA and Contractor shall sign and adhere to a Business Associate Agreement.

C. If Contractor engages in electronic commerce on behalf of the University or cardholder data relating to University activities is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with current PCI-DSS requirements.

D. If information pertaining to protected financial customer information is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with GLBA.

E. If information pertaining to persons located in the European Economic Area (EEA) is accessed, transferred, stored, or processed by Contractor; Contractor shall protect, collect, store, transfer, and process such data in accordance with the obligations of a data processor, or in accordance with the obligations of a data controller if specified within the underlying agreement as a data controller, as set forth in the General Data Protection Regulation (GDPR, Regulation (EU) 2016/679) and shall provide reasonable assistance at the request of the University for fulfillment of requests made pursuant to the rights afforded to data subjects in GDPR Chapter III.

8. Prohibition of Unauthorized Use or Disclosure of Information: Contractor agrees to hold all information in strict confidence. Contractor shall not use or disclose information received from, or created or received by, Contractor on behalf of the University except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by the University. For the avoidance of doubt, transfers of Protected University Data to another country without the prior written authorization of the University constitute unauthorized use of information in breach of this Section 8.

9. Contractor Employee Data Access Control: All Contractor employees shall be adequately screened, commensurate with the sensitivity of their jobs. Contractor agrees to limit employee access to data on a need-to-know basis. Contractor shall impose a disciplinary process for employees not following privacy procedures. Contractor shall have a process to remove access to Protected University Data immediately upon termination or re-assignment of an employee by the Contractor.

10. Data Breach: Contractor shall report to the University any use or disclosure of Protected University Data not authorized by this Agreement or in writing by the University. Contractor shall make the report to the University not more than one (1) business day after Contractor learns of such use or disclosure. Contractor's report shall identify; (i) the nature of the unauthorized use or disclosure, (ii) the information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or shall do to mitigate the effects of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by the University.

    Contractor shall take appropriate steps to remedy such data breach and mitigate, to the extent practicable, any harmful effect that is known to Contractor of a security breach or use or disclosure of Protected University Data by Contractor in violation of the requirements of this agreement. Contractor shall keep University informed on the progress of each step of the incident response. Contractor shall indemnify and hold University harmless from all liabilities, costs and damages arising out of or in any manner connected with the security breach or unauthorized use or disclosure by Contractor of any Protected University Data. Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a security breach or use or disclosure of Protected

University Data by Contractor in violation of the requirements of this Agreement. In addition to the rights of the Parties established by this Agreement, if the University reasonably determines in good faith that Contractor has materially breached any of its obligations, the University, in its sole discretion, shall have the right to terminate the Agreement immediately.

11. Mobile Devices: If mobile devices are used by the Contractor in the performance of this Agreement to access Protected University Data, Contractor shall install and activate authentication and encryption capabilities on each mobile device in use.

12. Contractor Hosted Data: If Contractor hosts Protected University Data in or on Contractor or subcontractor facilities, the following additional clauses apply.
    A. Computers that host Protected University Data shall be housed in secure areas that have adequate walls and entry control such as a card-controlled entry or staffed reception desk. Only authorized personnel shall be allowed to enter, and visitor entry will be strictly controlled.
    B. Contractor shall design and apply physical protection against damage from fire, flood, earthquake, explosion, civil unrest, and other forms of natural or man-made disasters. Contractor shall protect hosted systems with Uninterruptible Power Supply (UPS) devices sufficient to meet business continuity requirements.
    C. Contractor shall backup systems or media stored at a separate location with regular scheduled incremental and full back-ups with sufficient retention of backup files to restore data. Contractor shall test restore procedures not less than once per year.
    D. Contractor shall provide for reasonable and adequate protection on its network and system to include firewall and intrusion detection/prevention.
    E. Contractor shall use strong encryption and certificate-based authentication on any server hosting on-line and e-commerce transactions with the University to ensure the confidentiality and non-repudiation of the transaction while crossing networks.
    F. Contractor shall require strong passwords for any user accessing Protected University Data. Strong passwords shall be at least eight characters long; contain at least one upper and one lower case alphabetic characters; and contain at least one numeric or special character.
    G. The installation or modification of software on systems containing Protected University Data shall be subject to formal change management procedures and segregation of duties requirements.
    H. Contractor who hosts Protected University Data shall engage an independent third-party auditor to evaluate the information security controls not less than every two (2) years. Such evaluations shall be made available to the University upon request.

13. Records and Compliance: Contractor shall maintain records and other compilations of data pertaining to the use, access, collection, storage, and transfer of Protected University Data and make such available to the University or regulatory authorities (including, without limitation, the Secretary of the U.S. Department of Health and Human Services and public authorities in the EEA) upon request as reasonably necessary to demonstrate compliance with applicable laws, regulations, and lawful orders.

14. System Development: If the Contractor provides system development, Protected University Data shall not be used in the development or test environments. Records that contain these types of data elements may be used if that data is first de-identified, masked or altered so that the original value is not recoverable. For programs that process Protected University Data, initial implementation as well as applied updates and modifications must be produced from specifically authorized and trusted program source libraries and personnel. Contractor shall provide documentation of a risk assessment of new system development or changes to a system.

RIDER D
SERVICES ENGAGEMENT FORM
Services Engagement to Agreement for Services

University of Maine System Agreement #_____Agreement Date: _____
University of Maine System PO#_____

This Services Engagement is entered into as of the date of the last signature provided between _____ ("Contractor") and _____ ("Institution").

This Services Engagement shall be governed by the terms and conditions of the Master Agreement identified in this form. This form may not amend any terms or conditions of the Master Agreement other than to express an institution's engagement with the Contractor.

This Service Engagement Form when fully executed by the Parties', provides authorization to engage for the following services, products and/or licenses, identified and as offered in Agreement Rider A & A-1:

SERVICES / PRODUCTS / LICENSING *(Term and Agreement Rider A-1 pricing must be specified below):*

SIGNATURES:

Institution	**Contractor**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Date: _____	Date: _____

Appendix C1 – Evaluation Question(s) – Master Agreement

This portion of the RFQ contains special terms and conditions which will govern the resulting agreement, many of which are stated in RFQ Section 1.2, with more detail in RFQ Appendix C. 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 RFQ Section 2.1.1.

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
Section 4 Requirement: Termination				
	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	Agreement Language / Requirement	Agree	Disagree
Section 5 Requirement: Obligations 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	Agreement Language / Requirement	Agree	Disagree
Section 8 Requirement: Modification				
	Modification	This Agreement may be modified or amended only in a writing signed by both parties.		
Respondent Exception:				

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

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
Section 13 Requirement: Indemnification				
	Indemnification	The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and orders relating to the services provided under this Contract. Contractor shall indemnify, defend and hold the University, its Trustees, officers, employees, and agents, harmless from and against any and all loss, liability, claims, damages, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend arising from or attributable to any acts or omissions of the Contractor, its agents, employees or subcontractors, in performing its obligations under this Contract, including, without limitation, for violation of proprietary rights, copyrights, or rights of privacy, arising out of a publication, translation,		

	reproduction, delivery, performance, use or disposition of any data furnished under the Contract or based on any libelous or other unlawful matter contained in such data. This Agreement shall be governed and interpreted according to the laws of the State of Maine. This includes Maine Tort Claims Act (14 M.R.S.A. ' 8101, et seq.).
Respondent Exception:	

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
Section 17 Requirement: Entire 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	Agreement Language / Requirement	Agree	Disagree
Section 21 Requirement: Confidentiality				
	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. The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of agreement, a respondent must accept that, to the extent required by the Maine FOAA, any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
Requirement: Rider B Insurance Requirements				
Respondent Exception:				

Appendix D – 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 higher education institutions similar in size and requirements to the University of Maine System, including those with multi-campus integrated solutions.

We request that the references include one long-standing customer (minimum of 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 E – Submission Materials – Robotics Training & Services Suppliers

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.

Submission Sections

Services

1. Current Service Capabilities

1.1. What robotics-related services does your company currently provide (e.g., training, commissioning, integration, maintenance)?

1.2. Which robot platforms do you actively support **today** (UR, ABB, Dooson, other)?

1.3. What programming environments or languages are you currently equipped to support (URScript, RAPID, Python, ROS, etc.)?

1.4. What safety assessment or compliance services are you currently able to deliver?

2. Current Training Availability

2.1. What training programs are you offering at this time for UR, ABB, Dooson, or general robotics education?

2.2. What training delivery formats are currently available (on-site, remote, hybrid, classroom)?

2.3. What training equipment, materials, and resources do you presently use in your courses?

3. Current Technical and Integration Capabilities

3.1. What types of robotic system integrations are you equipped to perform right now?

3.2. What end-of-arm tooling, vision systems, or safety devices can you integrate with your current staff and equipment?

3.3. What types of custom programming or application development do you offer at this time?

4. Current Support, Maintenance, and Response Capacity

4.1. What service plans or support agreements are you actively offering today?

4.2. What is your current response time capability for technical support (remote and on-site)?

4.3. What repair, calibration, or maintenance services are you presently equipped to perform?

4.4. What spare parts or consumables do you currently keep in inventory?

5. Current Resources, Personnel, and Certifications

5.1. What robotics certifications do your staff currently hold (UR Academy, ABB-certified, etc.)?

5.2. What is your present staffing capacity for training, integration, and support?

5.3. What tools, software, or testing equipment do you currently maintain for service delivery?

6. Current Scheduling and Lead Times

6.1. What is your current availability for training sessions?

6.2. What is your present lead time for integration or commissioning services?

6.3. What scheduling constraints should the University be aware of?

7. Current Pricing and Costs

7.1. What is your current pricing structure for training, integration, support, and consulting?

7.2. Are educational or volume discounts currently offered?

7.3. What travel or on-site fees are applicable at this time?

8. Current Additional Capabilities

8.1. What value-added services do you **currently** offer that may benefit the University?

8.2. What current capabilities or technologies do you provide that the University may not be aware of?

8.3. What robotics equipment, software, or tools do you actively resell or distribute today?

9. Provide a primary point of contact for future sales and technical inquiries.

Name: _____
Email: _____
Phone: _____

Appendix F – Submission Materials – Collaborative Robots (Cobots)

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.

Submission Sections

Supply

1. Collaborative Robot Supply

1.1. Current Cobot Offerings

1.1.1. What collaborative robot models do you currently manufacture, distribute, or integrate?

1.1.2. Please provide a table or link for each model, provide:

- Payload capacity
- Reach
- Repeatability
- Maximum TCP speed

1.1.3. Are your cobots rated for continuous industrial duty cycles?

1.1.4. Which models are currently available and supported (not legacy or end-of-life)?

1.2 Application Readiness

1.2.1. What applications are your cobots currently deployed in (e.g., additive manufacturing, inspection, reheating, material handling, assembly)?

1.2.2. Are your cobots suitable for layer-by-layer processes and in-process operations during active manufacturing?

1.2.3. Can your systems support tool changes or multiple end-effectors within a single process?

2. Safety & Human–Robot Collaboration

2.1 Collaborative Operation

2.1.1. How is collaborative operation achieved (force sensing, power & force limiting, speed & separation monitoring)?

2.1.2. What force, speed, and payload limits apply during collaborative modes?

2.1.3. Can collaborative and restricted modes be dynamically switched during operation?

2.2 Safety Architecture

2.2.1. What integrated safety functions are available (safe stop, safe speed, safe position, torque monitoring)?

2.2.2. How is safety validated and configured (software, teach pendant, external safety PLC)?

2.2.3. Can safety zones or modes be configured for different tasks or tooling?

2.3 Compliance

2.3.1. What safety standards do your cobots comply with?

- ISO 10218
- ISO/TS 15066
- ISO 13849
- Other applicable standards

2.3.2. Provide documentation or certifications supporting compliance.

3. Tooling, End-of-Arm, and Process Integration

3.1 End-of-Arm Tooling

3.1.1. What end-of-arm tooling solutions are supported (custom, third-party, vendor-supplied)?

3.1.2. Can your cobots handle:

- Heaters (IR, hot air, conduction)
- Sensors (thermal, vision, force, inspection)
- Material placement or add-ins

3.1.3. What payload and moment limitations apply with tooling installed?

3.2 Process Synchronization

3.2.1. How is cobot motion synchronized with external equipment (printers, heaters, conveyors)?

3.2.2. Can your system support real-time coordination with deposition or manufacturing processes?

3.2.3. Is external triggering or event-based motion supported?

4. Software, Programming, and Simulation

4.1 Programming Environment

4.1.1. What programming methods are supported (teach pendant, graphical, script-based)?

4.1.2. Are low-code or no-code options available for operators and researchers?

4.1.3. Can programs be versioned, stored, and reused across systems?

4.1.4. How are motion paths, waypoints, and process parameters edited and validated?

4.1.5. Can programs be modified safely while the robot is in a paused or reduced-speed state?

4.1.6. How do your software support importing, exporting, or utilizing URDF (Unified Robot Description Format) files for robot modeling, simulation, and control integration?

4.1.7. Does your software support integration with ROS (Robot Operating System), including the ability to run ROS nodes and communicate via ROS topics and services?

4.1.8. Is your software offered as on-premise, cloud-based, or hybrid?

4.2 Simulation & Digital Twin

4.2.1. Do you support offline programming or simulation?

4.2.2. Can full processes be validated in a virtual environment prior to deployment?

4.2.3. Are digital twin or process modeling tools available?

4.2.4. Does your platform support digital twin modeling for process optimization or research use?

4.2.5. Can simulation models be synchronized with real-world robot configurations and tooling?

4.2.6. How does your software integrate with NVIDIA Isaac Sim for robot simulation?

4.3 Integration & APIs

4.3.1. How does your system integrate with:

- Robot controllers
- PLCs
- MES or manufacturing execution systems
- ROS / ROS2 or other research frameworks
- NVIDIA Isaac Sim

4.3.2. What communication protocols are supported (e.g., Ethernet/IP, Profinet, Modbus, TCP/IP, issacsim)?

4.3.3. Can the robot be externally triggered or synchronized with other equipment (printers, heaters, sensors)?

4.4 APIs, SDKs, and Research Access

4.4.1. Are APIs or SDKs available for custom development, research, or academic integration?

4.4.2. What programming languages are supported for external control or extensions?

4.4.3. Are real-time data streams available for:

- Position
- Force/torque
- Speed
- Tool status

4.4.4. Are there limitations on external control access or safety-enforced boundaries?

4.5 Safety Software & Mode Control

4.5.1. How are safety modes configured and managed through software?

4.5.2. Can multiple safety profiles be defined for different tasks, tools, or operating states?

4.5.3. Are collaborative, reduced-speed, and restricted modes software-selectable?

4.5.4. Can safety zones, virtual fences, or speed limits be dynamically adjusted?

4.6 Monitoring, Logging, and Diagnostics

4.6.1. What monitoring tools are provided for:

- System health
- Fault detection
- Event logging

4.6.2. Are process and motion data logged for traceability and quality analysis?

4.6.3. Does the software support predictive maintenance or condition monitoring?

4.6.4. Can diagnostic data be exported for research or continuous improvement efforts?

5. Precision, Accuracy, and Repeatability

5.1.1. What repeatability and positional accuracy can be achieved under load?

5.1.2. How does accuracy change when mounted on:

- Pedestals
- Rails
- Mobile platforms (AMRs)

5.1.3. Are calibration or compensation tools available to improve accuracy over time?

6. Mounting, Mobility, and Expansion

6.1.1. Can your cobots be mounted on:

- Fixed bases
- Linear rails
- AMRs or mobile platforms

6.1.2. What interfaces or mounting standards are supported?

6.1.3. Can a single cobot be redeployed between fixed and mobile use cases?

7. Installation, Training, and Support Services

7.1.1 What installation and commissioning services are provided?

7.1.2. What training options are available for:

- Operators
- Maintenance staff
- Engineers and researchers

7.1.3. Are training materials or certifications provided?

7.1.4. What remote and on-site support response times are available?

8. Maintenance, Reliability, and Lifecycle

8.1.1. What preventive maintenance is required?

8.1.2. What components are considered wear items?

8.1.3 What is the expected service life of the cobot?

8.1.4. What warranty, service plans, or extended support options are available?

9. Scalability & Future Growth

9.1.1. How does your cobot platform scale to:

- Multiple robots
- Additional tooling
- Expanded work volumes

9.1.2. Does your roadmap support:

- Rail integration
- AMR integration
- Multi-robot coordination

9.1.3. What future software or hardware upgrades are planned?

10. Lead Times & Commercial Terms

10.1.1. What are current lead times for:

- Robot hardware
- Tooling
- Software licenses
- Integration services

10.1.2. Do you offer educational or research pricing?

11. Additional Capabilities

11.1.1. What collaborative robot capabilities do you offer that may not be apparent from standard documentation?

11.1.2. Are there features that uniquely support research, advanced manufacturing, or experimental workflows?

11.1.3. Describe any relevant university, research lab, or advanced manufacturing deployments.

12. Primary Point of Contact

Name: _____

Email: _____

Phone: _____

Appendix G – Submission Materials – Rail, Movability, and AMR Systems

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.

Submission Sections

Supply

1.Rail and Autonomous Mobile Robot (Current Offerings)

1.1. Rail & Linear Motion Systems

- What linear rail / 7th-axis systems do you currently supply or integrate for collaborative and industrial robots (e.g., UR, ABB, Dooson)?
- What are the standard rail lengths, load capacities, travel speeds, and positioning accuracies available today?
- Are your rail systems modular or extendable, and what constraints exist for future expansion?

1.2. AMR Platforms

- What AMR platforms do you currently manufacture, supply, or integrate?
- What are the payload capacities, maximum speeds, and operational runtimes of your current AMR models?
- Are your AMRs designed to support robot arm mounting, tooling, or modular top attachments (e.g., UR, ABB, Dooson)?

2. Robot Compatibility & Integration

2.1. Which robot models are currently certified or supported on your rail or AMR systems?

2.2. Do you provide mechanical mounting interfaces, cable management, or tool attachment solutions?

2.3. How is robot motion synchronized with the rail or AMR (controller integration, URCap, PLC, or native robot control)?

2.4. For AMRs, how does your system integrate with fleet management, PLCs, MES, or ROS-based systems?

2.5. Are APIs or SDKs available for custom research or academic integration?

3. Navigation, Docking, and Precision Control

3.1. For AMRs: What navigation technologies are used (SLAM, LiDAR, vision-based, QR, magnetic, or hybrid)?

3.2. What level of positional accuracy and repeatability can be achieved during docking, task execution, or rail-based travel?

3.3. How does your system handle dynamic obstacles, moving robots, and changing environments?

3.4. What docking, floor-locking, or mechanical stop mechanisms are available to ensure repeatable precision?

3.5. Can AMRs or rail-mounted robots automatically transition between mobile and fixed-operation modes?

4. Safety Systems & Compliance

4.1. What safety solutions are currently offered for rail-mounted, mobile, or AMR robots (e.g., scanners, light curtains, speed zoning, safe stops, bumpers, 3D cameras)?

4.2. How is safety handled during motion versus stationary operation?

4.3. Can your system support collaborative operation while fixed and restricted modes while moving?

4.4. What safety standards do your systems comply with (e.g., ISO 3691-4, ISO 13849, ISO 10218, ISO/TS 15066)?

5. Software & Control

5.1. What software platforms are currently used for fleet management, task scheduling, and motion control?

5.2. How does your software integrate with robot controllers, PLCs, MES, or ROS-based systems?

5.3. Are configurable safety profiles, virtual fences, or mode-based safety states supported?

5.4. What monitoring, logging, or diagnostics tools are included for system health, event tracking, or predictive maintenance?

5.5. Is your software offered as on-premise, cloud-based, or hybrid?

5.6. Does your software support integration with ROS (Robot Operating System), including the ability to run ROS nodes and communicate via ROS topics and services?

5.7. How does your software integrate with NVIDIA Isaac Sim for robot simulation?

5.8. How do your software support importing, exporting, or utilizing URDF (Unified Robot Description Format) files for robot modeling, simulation, and control integration?

6. Power, Charging, and Uptime (AMRs)

6.1. What battery technologies are used, and what is the typical operating time per charge?

6.2. What charging methods are supported (manual, automatic docking, opportunity charging)?

6.3. What uptime or availability metrics are typical for your current systems?

7. Installation, Training, and Support Services

7.1. What installation and commissioning services are currently provided?

7.2. What training programs are available for operators, technicians, and engineers?

7.3. What remote and on-site support response times are available today?

7.4. Are operator and engineer certifications or documentation provided?

8. Maintenance & Lifecycle

8.1. What preventive maintenance is required for rail systems, mobility platforms, and AMRs?

8.2. Which components are considered wear items, and what is their typical replacement interval?

8.3. What warranty, service plans, or support contracts are currently offered?

9. Scalability & Expansion

9.1. Are rail systems or AMRs modular and expandable for additional payload, length, or fleet size?

9.2. How does your system support multiple robots operating simultaneously (traffic management, task prioritization)?

9.3. What future upgrades or options exist for accuracy, autonomy, or integration?

10. Lead Times & Commercial Terms

10.1. What are your current lead times for hardware, mobility platforms, software, and integration services?

10.2. Do you offer educational or research pricing?

10.3. Are there facilities or infrastructure requirements (floor flatness, Wi-Fi, power, anchoring) that must be met?

11. Additional Capabilities

11.1. What rail, mobility, or AMR capabilities do you currently offer that may not be obvious from standard catalogs?

11.2. Are there options for future automation expansion or multi-robot integration?

12. Provide a primary point of contact for future sales and technical inquiries.

Name: _____
Email: _____
Phone: _____

Appendix H – Submission Materials – Safety Systems

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.

Submission Sections

Supply

1. Safety System Offerings (Current Capabilities)

1.1. What **robotics safety systems** do you currently manufacture, supply, or integrate (e.g., light curtains, area scanners, safety PLCs, interlocks, E-stops)?

1.2. Which robotic platforms are currently supported (UR, ABB, Dooson, rail-mounted robots, AMRs, where applicable)?

1.3. Are your safety solutions modular and expandable to support future system growth?

2. Standards, Compliance, and Certification

2.1. What safety standards do your systems currently comply with (ISO 10218, ISO/TS 15066, ISO 13849, ISO 3691-4, RIA standards)?

2.2. Are components certified (SIL, PL, CE, UL), and what documentation is provided?

2.3. How do you support compliance in academic or research environments?

3. Risk Assessment & Validation

3.1. Do you currently provide risk assessments, hazard analyses, or safety audits for robotic systems?

3.2. How are safety functions validated and documented prior to system handover?

3.3. Can you support updates to safety documentation as systems evolve?

4. Safety for Moving and Mobile Robots

4.1. What safety solutions are available for rail-mounted robots, gantry systems, and AMRs?

4.2. How do your systems manage speed and separation monitoring, safe stop zones, and collaborative operation?

4.3. Can safety behavior change dynamically between mobile and fixed operation modes?

5. Integration with Control & Software Systems

5.1. How do your safety systems integrate with robot controllers, PLCs, and safety PLCs?

5.2. Do you support software-based safety functions such as virtual fences, safety zones, and safe motion control?

5.3. How are safety configurations managed, backed up, and restored?

6. Installation, Commissioning, and Training

6.1. What installation and commissioning services do you currently provide for safety systems?

6.2. What training is available for operators, technicians, and engineers regarding safety system use and maintenance?

6.3. Do you provide on-site safety training or certification support?

7. Maintenance, Testing, and Lifecycle Support

7.1. What routine inspection and testing is required to maintain compliance?

7.2. What components are considered wear or replacement items?

7.3. What service agreements, calibration services, or extended support plans are offered?

8. Response, Diagnostics, and Reliability

8.1. How do your systems support fault detection and diagnostics?

8.2. What response times are available for safety-critical support requests?

8.3. What redundancy or fail-safe mechanisms are built into your solutions?

9. Commercial Terms & Availability

9.1. What are the current lead times for safety system hardware and services?

9.2. Do you offer educational or research pricing?

9.3. Are there facility requirements (power, mounting, environmental limits) that must be met?

10. Additional Capabilities

10.1. What safety system features or services do you currently offer that may not be included in standard catalogs?

10.2. How do your solutions support future expansion, increased autonomy, or multi-robot environments?

11. Provide a primary point of contact for future sales and technical inquiries.

Name: _____
Email: _____
Phone: _____

Appendix I – Submission Materials – Electrical support

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.

Submission Sections

Supply

1. Company Qualifications & Experience

1.1. Describe your experience designing and building electrical panels for robotic systems (fixed robots, cobots, rail systems, AMRs, or mobile platforms).

1.2. Provide examples of robotics or automation projects completed within the last five years involving custom electrical panels.

1.3. Identify in-house capabilities versus subcontracted work for panel design, fabrication, and testing.

1.4. Describe experience working in research, university, or shared lab environments.

2. Panel Design & Architecture

2.1. Do you design panels to UL 508A standards? If yes, provide certification details.

2.2. Can panels be designed for modular expansion as robotics capabilities grow?

2.3. Describe your approach to segregating power, control, safety, and communication circuits.

2.4. Can panels support multiple robots, rails, or mobile platforms from a single enclosure?

2.5. What enclosure types are offered (NEMA / IP ratings)?

3. Power Distribution & Electrical Capacity

3.1. Describe supported input power options, including voltage (e.g., 120V, 208V, 240V, 480V), phase (single/three-phase), and frequency (50/60 Hz).

3.2. Describe typical nominal and maximum current draw supported per robot system and per panel.

3.3. How are panels sized to accommodate future robot payload increases, additional axes, or tool upgrades?

3.4. Can panels support mixed-voltage systems (AC and DC) within the same enclosure?

3.5. Describe provisions for clean and conditioned power for sensitive electronics such as vision systems, sensors, and external computing hardware.

3.6. Describe handling of peak loads, inrush current, and startup conditions, particularly

for robot acceleration, braking, or emergency stops.

3.7. Describe available tool and auxiliary power distribution, including support for:

- End effectors
- Spindles, heaters, extrusion heads
- Visual systems and sensors

3.8. Describe grounding requirements and methods used to mitigate electrical noise, EMI, and interference, especially in lab or shared spaces.

3.9. Do you provide power monitoring, energy metering, or consumption logging at the panel or system level?

3.10. Describe behavior and protection during power loss, brownouts, or emergency shutdowns.

4. Robotics & Motion Integration

4.1. Describe experience integrating electrical panels with:

- UR robots
- ABB robots
- Dooson
- Comparable cobots
- Linear rails / 7th-axis systems
- AMRs or mobile platforms

4.2. Can panels support coordinated motion between robot arms and linear axes?

4.3. Describe interface options with robot controllers and external PLCs.

5. Safety & Compliance

5.1. Describe integration of safety circuits (E-stops, light curtains, scanners) into the panel.

5.2. Do you support safety PLCs and safety-rated I/O?

5.3. How are safety circuits segregated and labeled within the panel?

5.4. Describe lockout/tagout provisions.

5.5. How do you support compliance with ISO 10218, ISO 13849, and related standards?

6. Communication & Networking

6.1. What industrial networks are supported (Ethernet/IP, PROFINET, Modbus TCP, Ether CAT)?

6.2. Can panels support safety fieldbuses (PROFIsafe, CIP Safety)?

6.3. Describe network segregation for safety, motion, vision, and IT traffic.

6.4. Can panels support ROS/ROS2-based systems or external computing platforms?

7. AMR & Mobile System Electrical Support

7.1. Describe electrical panel solutions for AMRs or mobile robotics systems.

7.2. Can panels support battery management systems (BMS) or charging stations?

7.3. How is electrical noise managed in mobile or shared spaces?

7.4. Describe docking station power and communication integration.

8. Panel Fabrication & Quality Assurance

8.1. Describe your panel build process and quality checks.

8.2. Are panels factory-tested prior to shipment? What tests are performed?

8.3. Do you provide full documentation including schematics, BOMs, and wiring diagrams?

8.4. Describe labeling standards and wire identification practices.

9. Installation & Commissioning

9.1. Do you provide on-site installation and commissioning services?

9.2. Describe support for integration with existing lab electrical infrastructure.

9.3. Can panels be reconfigured or relocated as lab layouts change?

9.4. Describe typical lead times for design, fabrication, and delivery.

10. Support, Training & Lifecycle

10.1. Describe post-installation support and warranty offerings.

10.2. Do you provide training for technicians and engineers on panel operation and maintenance?

10.3. How do you support troubleshooting, upgrades, or future expansions?

10.4. Are spare parts and replacement components readily available?

11. Documentation & Deliverables

11.1. List all deliverables provided with each panel (drawings, safety docs, test reports).

11.2. Are digital copies provided in native and PDF formats?

11.3. Do you support documentation updates as systems evolve?

12. Documentation & Deliverables

12.1. Provide a high-level cost structure (design, fabrication, testing, installation).

12.2. Identify optional features or cost adders.

12.3. Describe any long-term service or maintenance agreements available.

12.4. Confirm ability to comply with University or institutional purchasing terms.

13. Future Scalability & Innovation

13.1. How do your electrical panel designs support future automation, autonomy, or AI integration?

13.2 Describe experience designing panels for research-driven or evolving robotic environments.

13.3 Can your systems support phased implementation and incremental upgrades?

14. Provide a primary point of contact for future sales and technical inquiries.

Name: _____
Email: _____
Phone: _____

Appendix J – Submission Materials – Humanoid & Legged Robotic Systems

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.

Submission Sections

Supply

1. Robotic Platform Supply

1.1 Current Humanoid / Legged Robot Offerings

1.1.1. What humanoid or legged robot models do you currently manufacture, distribute, or integrate (e.g., bipedal, quadruped, hybrid)?

1.1.2. For each model, provide:

- Payload capacity (static and dynamic)
- Degrees of freedom
- Operating speed (walking, running, stair climbing)
- Endurance / runtime
- Environmental ratings (IP, temperature, dust, moisture)

1.1.3. Are these systems rated for continuous or extended-duty industrial or research operation?

1.1.4. Which models are currently available and fully supported (not prototype-only or end-of-life)?

2. Mobility, Locomotion, & Terrain Capability

2.1 Locomotion Modes

2.1.1. What locomotion capabilities are supported (walking, running, stairs, ladders, uneven terrain, slopes)?

2.1.2. Can the robot recover from slips, trips, or external disturbances?

2.1.3. Can the robot transition between static manipulation and dynamic locomotion?

2.2 Terrain & Environment

2.2.1. What environments are supported (indoor, outdoor, industrial floors, gravel, grass)?

2.2.2. Are the systems suitable for hazardous, confined, or human-occupied environments?

3. Manipulation & End-Effector Integration

3.1 Manipulation Capability

3.1.1. Does the robot support integrated arms, hands, or manipulators?

3.1.2. What payload, reach, and dexterity are supported for manipulation tasks?

3.2 End-Effectors & Tooling

3.2.1. What end-effectors are supported (grippers, tools, sensors, custom EOAT)?

3.2.2. Can the robot support:

- Sensors (vision, thermal, force/torque, inspection)
- Material handling or placement
- Specialized tooling for research or manufacturing support

3.2.3. How does tooling affect balance, stability, and locomotion performance?

4. Safety & Human–Robot Interaction

4.1 Safety Architecture

4.1.1. What safety systems are integrated (collision detection, force limiting, emergency stop, safe states)?

4.1.2. How does the robot detect and respond to human proximity or contact?

4.2 Operational Safety

4.2.1. Can safety modes be dynamically adjusted based on task or environment?

4.2.2. What safeguards exist for falls, power loss, or actuator failure?

4.3 Compliance

4.3.1. What applicable safety or industrial standards are met or targeted?

4.3.2. Provide supporting documentation or certifications, if available.

5. Software, Autonomy, & AI

5.1 Control & Autonomy

5.1.1. What autonomy levels are supported (teleoperation, supervised autonomy, full autonomy)?

5.1.2. How are perception, navigation, and decision-making handled?

5.2 Programming & Interfaces

5.2.1. What programming methods are supported (GUI, scripting, APIs)?

5.2.2. Does the platform support ROS / ROS2 integration?

5.2.3. Are APIs or SDKs available for research and custom development?

5.3 Simulation & Digital Twin

5.3.1. Is simulation or offline testing supported?

5.3.2. Does your platform integrate with NVIDIA Isaac Sim or similar tools?

5.3.3. Can simulation models be synchronized with physical robot configurations?

6. Sensing, Perception, & Data

6.1 Sensors

6.1.1. What onboard sensors are included (LiDAR, stereo vision, depth cameras, IMUs, force sensors)?

6.1.2. Can additional sensors be integrated?

6.2 Data Access & Logging

6.2.1. Are real-time data streams available for research use?

6.2.2. Is data logged for diagnostics, performance analysis, or AI training?

7. Power, Reliability, & Lifecycle

7.1 Power Systems

7.1.1. Battery type, runtime, and charging methods

7.1.2. Hot-swap or rapid recharge support

7.2 Reliability & Maintenance

7.2.1. Preventive maintenance requirements

7.2.2. Expected service life and duty cycle

7.2.3. Field-replaceable components

8. Deployment, Training, & Support

8.1 Deployment

8.1.1. Typical deployment timelines

8.1.2. Environmental preparation requirements

8.2 Training & Support

8.2.1. Training offered for operators, engineers, and researchers

8.2.2. Documentation and certification availability

8.2.3. Remote and on-site support options

9. Scalability & Research Roadmap

9.1 Scalability

9.1.1. Support for multiple robots or fleet operation

9.1.2. Multi-robot coordination or task sharing

9.2 Future Development

9.2.1. Planned hardware or software upgrades

9.2.2. AI, autonomy, or manipulation roadmap

10. Lead Times & Commercial Terms

10.1. Current lead times for hardware, accessories, and software

10.2. Availability of research, academic, or pilot pricing

11. Additional Capabilities

11.1 Unique humanoid or legged robot capabilities relevant to research or advanced manufacturing

11.1 Prior deployments in universities, national labs, or industrial R&D environments

12. Primary Point of Contact

Name: _____

Email: _____

Phone: _____

Appendix K – Submission Materials – Robot End Effectors & Extrusion Systems

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.

Submission Sections

Supply

Submission Sections

1. Company Qualifications & Experience

1.1. Describe your experience designing and building end effectors, grippers, or extrusion tools for robotic systems (UR, ABB, Doosan, or similar).

1.2. Provide examples of robotics or automation projects completed within the last five years involving custom end effectors or extrusion setups.

1.3. Identify in-house capabilities versus subcontracted work for design, fabrication, testing, and validation.

1.4. Describe experience working in research, university, government, or shared laboratory environments.

1.5. Describe experience supporting systems that operate in remote, autonomous, and procedural (code-driven) modes.

2. End Effector & Tool Design

2.1. What types of end effectors do you currently supply (grippers, tool changers, vacuum, magnetic, force-sensitive, multi-finger, collaborative, etc.)?

2.2. Do you provide modular or interchangeable tooling compatible with multiple robot models and vendors?

2.3. Describe mechanical, electrical, and communication interfaces for mounting on UR, ABB, Doosan, or similar robots.

2.4. Can your end effectors be used on linear rails, AMRs, or mobile robotic platforms?

2.5. Describe available hardware add-ons or customization options (additional sensors, force/torque modules, cooling, shielding, quick-change interfaces).

2.6. Can tooling configurations be modified or expanded post-deployment?

3. Extrusion & Additive Tooling for Robot Arms

3.1. Describe extrusion tools available for robotic arms (fused filament, pellet, paste, thermoplastic, thermoset, or composite materials).

3.2. List compatible materials and material handling requirements.

3.3. Provide achievable build volumes, nozzle sizes, flow rates, and layer resolutions.

3.4. Can extrusion systems be mounted on UR, ABB, Doosan, or similar arms and redeployed across platforms?

3.5. How do your extrusion tools integrate with robot controllers, motion planners, and ROS/ROS2 frameworks?

3.6. Can extrusion systems be operated in remote, autonomous, and procedural (code-driven) modes?

4. Sensor Mounting & Integration

4.1. Describe solutions for mounting sensors (vision, LiDAR, laser, thermal, force/torque, inspection) on robotic arms or tooling.

4.2. Can sensor mounts be repositioned or reconfigured for different processes or experiments?

4.3. How is sensor stability and calibration maintained during motion, machining, or mobile operation?

4.4. Describe electrical, mechanical, and data interfaces for integration with robot controllers, PLCs, ROS/ROS2, and simulation environments.

5. Machining Operation Tool Heads

5.1. Describe machining tool heads offered (milling, drilling, routing, trimming, sanding, polishing).

5.2. Supported materials (metals, composites, thermoplastics, wood, foams, hybrid structures).

5.3. Provide spindle specifications (power, torque, RPM, duty cycle).

5.4. Can tool heads be mounted on collaborative and industrial robots and integrated with rails or mobile platforms?

5.5. Describe tool change options (manual, semi-automatic, automatic).

5.6. How do tool heads integrate with robot controllers, PLCs, CAM software, and ROS/ROS2?

5.7. Describe achievable accuracy and surface finish.

5.8. Describe vibration control, rigidity, and structural considerations.

5.9. Are force/torque sensing or adaptive machining controls supported?

5.10. Can machining tools be simulated and validated using NVIDIA Isaac Sim, ROS/ROS2, or other digital twin environments?

6. Precision, Accuracy & Payload

6.1. Provide repeatability and positional accuracy under load.

6.2. Describe performance variation with payload, cutting forces, or dynamic motion.

6.3. Describe closed-loop control, force feedback, or compensation methods.

7. Safety & Compliance

7.1. Describe integrated safety features (guarding, interlocks, load monitoring, emergency stop integration).

7.2. Compatibility with collaborative operation and reduced-speed or restricted modes.

7.3. Compliance with ISO 10218, ISO/TS 15066, and applicable machining safety standards.

8. Software, Control Modes & Cybersecurity

8.1. Describe software interfaces (URCap, ABB RAPID, ROS/ROS2, APIs, CAM post-processors).

8.2. Can systems operate in multiple modes, including:

- Remote operation
- Fully autonomous operation
- Procedural or code-driven execution

8.3. Support for offline programming, simulation, and digital twin workflows.

8.4. Describe integration with ROS, ROS2, NVIDIA Isaac Sim, and related research frameworks.

8.5. Are APIs or SDKs available for custom development and experimentation?

8.6. Describe IT and cybersecurity controls, including the ability to meet requirements for CMMC Level 2 in-scope assets (access control, logging, network segmentation, update management).

9. Installation, Training & Support

9.1. Describe installation and commissioning services.

9.2. Describe training programs available for operators, engineers, researchers, and maintenance staff.

9.3. Are formal training materials, documentation, or certifications provided?

9.4. Describe remote diagnostics, monitoring, and support options.

10. Maintenance & Lifecycle

10.1. Routine maintenance requirements.

10.2. Wear items and replacement intervals.

10.3. Warranty, service plans, and rebuild options.

11. Additional Capabilities

11.1. Capabilities not apparent from standard documentation.

11.2. Support for hybrid additive + subtractive workflows.

11.3. Upgrade paths for increased power, accuracy, autonomy, or security.

12. Primary Contact for Sales and Technical Inquiries

Name: _____

Email: _____

Phone: _____

Appendix L – Submission Materials – Software support

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.

Submission Sections

Supply

1. Software Platforms & Current Offerings

1.1. What robotics software platforms do you currently provide, support, or license (e.g., robot control, simulation, fleet management, AI/vision, safety, or digital twins)?

1.2. Which robotic systems are currently supported by your software (e.g., UR, ABB, Dooson, AMRs, rail systems)?

1.3. Is your software offered as on-premise, cloud-based, or hybrid?

1.4. Does your software support integration with ROS (Robot Operating System), including the ability to run ROS nodes and communicate via ROS topics and services?

1.5. Is your software compatible with NVIDIA Isaac Sim for robot simulation, including control, environment interaction, and data exchange?

1.6. Does your software support importing, exporting, or utilizing URDF (Unified Robot Description Format) files for robot modeling, simulation, and control integration?

2. Integration & Compatibility

2.1. What robot controllers, PLCs, and middleware does your software currently integrate with?

2.2. Do you support ROS/ROS2, URCaps, ABB RAPID extensions, or other native robot APIs?

2.3. How does your software interface with external systems such as MES, ERP, vision systems, or data historians?

3. Simulation, Digital Twins, & Offline Programming

3.1. Do you currently provide simulation or offline programming tools?

3.2. Can your software create digital twins of robots, cells, rail systems, or AMRs?

3.3. How accurately does the simulation reflect real-world kinematics, timing, and safety constraints?

4. Safety, Security, & Access Control

4.1. What safety-related software features are supported (speed zones, virtual fences, safe states)?

4.2. What cybersecurity measures are implemented (user authentication, role-based access, encryption)?

4.3. How are software updates, patches, and version control managed?

5. AI, Vision, & Autonomy Support

5.1. What AI, machine learning, or vision capabilities are currently supported?

5.2. Does your software support perception, object detection, localization, or decision-making workflows?

5.3. Can users train, deploy, and modify models without vendor intervention?

6. Fleet Management & Multi-System Coordination

6.1. Does your software support fleet management for AMRs, or multi-robot cells?

6.2. How are task scheduling, traffic control, and collision avoidance handled?

6.3. Can the system scale to support additional robots without major reconfiguration?

7. Support, Maintenance, & Updates

7.1. What technical support services are currently provided (help desk, remote diagnostics, on-site support)?

7.2. What are your standard support response times and SLAs?

7.3. How frequently are software updates released, and are they included in the license?

8. Training & Documentation

8.1. What training resources are available for operators, engineers, and administrators?

8.2. Do you provide documentation, tutorials, sample code, or developer guides?

8.3. Are certifications or continuing education options available?

9. Licensing & Commercial Terms

9.1. What licensing models are currently offered (perpetual, subscription, per-robot, per-user)?

9.2. Are educational or research licenses available?

9.3. What costs are associated with upgrades, additional modules, or increased scale?

10. Reliability & Performance

10.1. What uptime, performance, or availability metrics are typical for your software?

10.2. How does your software handle faults, crashes, or loss of communication?

10.3. Are backup, restore, and recovery mechanisms included?

11. Additional Capabilities

11.1. What software features or services do you currently offer that may not be reflected in standard documentation?

11.2. What planned enhancements or roadmap items may be relevant to academic or research environments?

12. Provide a primary point of contact for future sales and technical inquiries.

Name: _____

Email: _____

Phone: _____