



September 2, 2021

REQUEST FOR PROPOSAL  
GIFT CARD INCENTIVE PROGRAM  
RFP P22JS001  
DUE: 2:00 P.M., MST, 09/23/2021

Deadline for Inquiries

5:00 P.M., MST, 09/16/2021

Time and Date Set for Closing

2:00 P.M., MST, 09/23/2021

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## 1. INTRODUCTION

1.1. Universities' Background. Northern Arizona University (NAU), Arizona State University (ASU) and the University of Arizona (UA) will collectively be known as the "Universities." The Universities are fully accredited State of Arizona institutions of higher education. Additional information on the Universities is available at the following links:

1.1.1. NAU specific: Additional information on NAU may be accessed from the following link: <https://nau.edu/Institutional-Research/Quick-Facts/>.

1.1.2. ASU specific: Additional information on ASU may be accessed from: <http://www.asu.edu/>.

1.1.3. UA specific: Additional information on UA may be accessed from: [www.arizona.edu/](http://www.arizona.edu/). Specific demographic information on UA may be accessed from: <http://oirps.arizona.edu/UAFactBook.asp>.

### 1.2. Proposal Background

1.2.1. The Universities are requesting sealed Proposals from qualified Proposers for a Gift Card Incentive Program.

1.2.2. This RFP is part of a competitive negotiation process intended to allow the Universities to obtain goods and/or services as outlined herein in a manner that is most advantageous to the Universities. This RFP provides the Universities the flexibility to negotiate with Proposers, if desired, to arrive at a mutually agreeable relationship. Price may weigh heavily in the evaluation process but will not be the only factor under consideration and may not be the determining factor. All Proposals will be considered public records and will be available for review, as allowed by Arizona law and the Code.

1.2.3. It is the Universities' intent to select the Proposal(s), which are most favorable to the Universities in all respects, including scope, availability of services, quality of services, reputation, and price. If not otherwise stated herein, multiple Awards may be made or an Award(s) may be made partial, by part, by line item, or by any combination of parts if identified as being in the best interest of the Universities.

1.2.4. The initial Contract term will be for one (1) year with the possibility of four (4) successive one (1) year renewals, for a total term not to exceed five (5) years.

1.3. Coverage and Participation. Unless objection is submitted with the Proposal, it is the intent of the University that any Award resulting from the RFP be available for use by all departments of Northern Arizona University and any other Arizona University, along with any other educational institution or Governmental entities, to the extent allowed by Arizona law and the Code.

1.4. Communications. All questions or inquires relating to this RFP must be directed to:

Jennifer Strones, Senior Buyer

Tel: (928) 523-8045

E-mail: Jennifer.Strones@nau.edu

## 2. **DEFINITIONS**

Capitalized terms shall have the meaning set forth in Board Policy 3-801.B <https://public.azregents.edu/Policy%20Manual/3-801-General%20Provisions.pdf>, with the exception of the following terms which shall have the meanings set forth below in this RFP.

- 2.1. “May” or “Should” indicates something that is not mandatory but permissible/desirable. If a Proposer fails to provide recommended information, the Universities may, at their sole option, ask Proposer to provide the information or evaluate the Proposal without the information.
- 2.2. “Must,” “shall,” “will” indicates a mandatory requirement. Failure to meet any mandatory requirements may result, in the Universities’ sole discretion, in the rejection of your proposal.
- 2.3. “MST” means Mountain Standard Time, the time zone in which the Universities operate. Arizona does not observe Daylight Savings Time.
- 2.4. “Proprietary Information” means trade secrets and other proprietary or confidential information exempt from Arizona’s Public Records Statute pursuant to A.R.S. § 15-1640(A). Contract terms and conditions, pricing, and information generally available to the public are not considered Proprietary Information under the Code (*See* Code § 3-801(D)(1)).
- 2.5. “RFP” refers to this request for proposal RFP P22JS001.
- 2.6. “Successful Proposer” means any Proposer selected by the Universities to receive an Award as a result of this RFP and to enter into a Contract to provide the Universities with the products or services sought by this RFP.
- 2.7. “TBD” refers to To Be Determined.

### **3. INSTRUCTIONS TO PROPOSERS**

#### **3.1. General Requirements.**

- 3.1.1. The data, specifications, and requirements outlined herein are intended to serve as a general guideline for the Universities' requirements. Proposers should submit a fully detailed Proposal that adequately describes the advantages and benefits to the Universities. Proposers should provide a detailed response to each requirement in this RFP, individually numbered to match each requirement. At a minimum, in such case where a detailed response is not applicable, each Proposer should indicate their ability to comply with and/or agreement to the requirements of this RFP. Proposers are encouraged to provide any additional information that is not specifically identified in this RFP that would assist the Universities in making their evaluations based upon the disclosed evaluation criteria.
- 3.1.2. Any Person submitting a Proposal shall be deemed to have read and understand all the terms, conditions and requirements in this RFP.
- 3.1.3. The Contracts, Purchasing and Risk Management department shall retain this RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the Proposer's submission, is grounds for immediate disqualification.
- 3.1.4. Proposer agrees that the Universities will not pay for or be responsible for any cost or expense incurred by Proposer in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP.
- 3.1.5. The Universities reserve the right to reject any or all Proposals or any part thereof, or to accept any Proposal, or any part thereof, or to withhold the Award and to waive or decline to waive irregularities in any Proposal when it determines that it is in its best interest to do so. The Universities also reserve the right to hold all Proposals after the Opening date and the right to accept a Proposal not withdrawn before Opening.
- 3.1.6. Proposer may withdraw their Proposal any time prior to Opening. Proposer may request to withdraw their Proposal after Opening and any time prior to selection and notice of Award. The Universities shall have sole authority to grant or deny such a request. In the event the Universities grant such a request, it may withhold issuing future Requests for Proposals to such Proposer.
- 3.1.7. All Proposals and accompanying documentation will become the property of the Universities at the time the Proposals are opened. It will be the Proposer's responsibility to request that samples be returned to the Proposer and provide a method for doing so at the expense of the Proposer. If such a request is not received and a method of return is not provided, all samples shall become the property of the Universities forty-five (45) days from the date of Award and may be disposed of in the Universities' sole discretion.

- 3.1.8. Collusion with other Proposers or employees thereof, or with any employee of the Universities, is prohibited and may result in disqualification of the Proposer and/or cancellation of an Award. Any attempt by the Proposer, whether successful or not, to subvert or skirt the principles of open and fair competition may result in disqualification of Proposer and/or cancellation of an Award.
- 3.1.9. Each Proposer shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between or among the Proposer, the Universities, and any other party to this RFP. Without limiting the foregoing, Proposer shall refrain from offering or giving gratuities, in the form of entertainment, gifts or otherwise, to any officer or employee of the State of Arizona with a view toward securing a Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such Contract. The Universities reserve the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether or not Proposer disqualification and/or cancellation of an Award shall result.
- 3.1.10. If any Proposer or any of the Proposer's employees, agents, or other representatives participating in this RFP need, or have questions about the Universities' accommodations for people with disabilities, arrangements can be made by contacting Jennifer Strones at telephone # (928) 523-8045, email address – Jennifer.Strones@nau.edu. Such requests should be made as early as possible to allow time to arrange the accommodation(s).
- 3.1.11. The Universities shall have the right to use any ideas that are contained in any Proposal received in response to this RFP, along with any adaptation of such ideas. Selection or rejection of the Proposal shall not affect the Universities' right of use. Provided, however, that the Universities will, in good faith, honor the proprietary and confidential nature of any Proposer information that is enclosed in a separate envelope from the Proposal and clearly designated and conspicuously labeled as set forth in Section 7.5.9 of this RFP.
- 3.1.12. Any protest of this procurement must comply with the requirements of section 3-809(B) of the Code.
- 3.1.13. Proposer shall acquire and maintain all necessary permits and licenses and shall adhere strictly to all Federal, State, County, or City laws, codes, regulations, and ordinances as applicable in performing any work under this RFP.
- 3.1.14. The Universities are under no obligation whatsoever to honor or observe any information that may apparently conflict with any provision of this RFP, regardless of whether such information is obtained from any office, agent, or employee of the Universities. Such information shall not affect the Proposer's risks or obligations under a Contract resulting from this RFP.
- 3.1.15. Any Proposer exception, stipulation, counter-offer, requirement, and/or other alternative term or condition shall be considered rejected unless specifically

accepted in writing by the Universities and thereafter incorporated into any Contract resulting from this RFP.

- 3.2. Attention to Terms and Conditions. Proposers are cautioned to thoroughly understand and comply with all matters covered under the Terms and Conditions section of this RFP. The Successful Proposer is expected to enter into the form of agreement approved by the Board, refer to Section 9. The Universities terms and conditions included in this RFP, are intended to be incorporated into the Contract. **Proposals that are contingent upon any changes to these mandatory terms and conditions may be deemed to be non-responsive and may be rejected. Proposals must state any exceptions taken to the mandatory terms and conditions in detail (refer to Exhibit 1).**
- 3.3. Project Resources.
  - 3.3.1. The Successful Proposer shall be required to provide the personnel, knowledge, and experience required to maintain an appropriate level of professionalism and coverage for performance of requirements outlined herein. The Universities reserve the right to review Proposer's staff assigned for relevant qualifications and experience.
  - 3.3.2. Proposals shall include a list of proposed personnel with resumes specifying qualifications and relevant experience. Describe assignment of account representatives and/or key personnel.
  - 3.3.3. Proposer may subcontract installation, training, warranty, or maintenance service with prior Universities' authorization. Proposal shall list and describe any subcontractor's qualifications and relevant experience and describe how Proposer guarantees subcontractor performance. The Successful Proposer shall remain solely responsible for the performance of a resulting Contract from this RFP. All Universities' payments for goods and/or services shall be made directly to the Proposer.
  - 3.3.4. The Universities reserve the right to inspect Proposer's facilities prior to Award or any time throughout the term of the Contract.
- 3.4. Small Businesses. The Universities are committed to the development of Small Business and Small Disadvantaged Business ("SB & SDB") suppliers. If subcontracting (Tier 2 and higher) is necessary, Proposer (Tier 1) will make commercially reasonable efforts to use SB & SDB in the performance of any Contract resulting from this RFP. Proposals should include a description of the Proposer's efforts to solicit SB & SDB participation in providing the services.



#### 4. **SCOPE OF WORK**

The University is seeking Offers for the purchase and administration of Gift Cards for a wide variety of merchants.

##### 4.1. Describe the following:

4.1.1. Account setup and registration process.

4.1.2. Gift Cards offered, including but not limited to:

4.1.2.1. Physical card versus electronic card options.

4.1.2.2. International Gift Cards.

4.1.2.3. Limits of specific retailer(s).

4.1.3. Fees, activation charges, and penalties, including but not limited to:

4.1.3.1. International fees.

4.1.3.2. Activation charges specifically for Visa/MasterCard/American Express/Discover cards.

4.1.4. Expiration dates.

4.1.5. Reloadable Gift Cards.

4.1.6. Ability to retract funds from unused Gift Cards.

4.1.7. Ability to de-activate, track usage and verify Card balance.

4.1.8. Process to cancel an order or return a gift card.

4.1.9. Number of days from receipt of order to delivery for a single issuance.

4.1.10. Number of days from receipt of order to delivery for a bulk issuance.

##### 4.2. Describe the process for ordering Gift Cards in detail, including but not limited to:

4.2.1. Online system features and capabilities.

4.2.2. Online catalog availability that would allow campus departments to order cards directly.

4.2.3. Ability to order and activate in bulk or single card increments.

- 4.2.4. Minimum and maximum ordering requirements.
- 4.2.5. Ability to activate and load on-demand.
- 4.2.6. Limit to the dollar amount of the cards you can order at one time.
- 4.2.7. Ability to load in multiple denominations.
- 4.2.8. ASU specific: Punch-Out Enablement.

4.2.8.1. ASU's current internal e-commerce platform (referred to internally as "SunRISE") is Jaggaer and is currently integrated with ASU's financial management system, Workday. Confirm if you currently support punch-out enablement with Jaggaer. For reference, enablement of the SunRISE catalog would be at no cost to the proposer.

- 4.2.8.1.1. If you support punch-out enablement with Jaggaer, provide evidence and support (ex. screenshots of your punch-out environment for another university, customer reference for another university that you've implemented punch-out enablement for, etc.).
- 4.2.8.1.2. If you support punch-out enablement with Jaggaer, demonstrate capabilities to support punch-out online quote (eQuote) retrieval to shopping cart.
- 4.2.8.1.3. If you support punch-out enablement with Jaggaer, demonstrate the ability to receive purchase orders and change orders electronically via cXML and send invoices electronically via cXML.
- 4.2.8.1.4. If you support punch-out enablement with Jaggaer, describe what browsers are supported (i.e. FireFox, Chrome, Safari, etc.) for your punch-out enablement environment.

4.3. Describe Gift Card distribution in detail, including but not limited to:

- 4.3.1. Process to distribute gift cards to recipients individually.
  - 4.3.1.1. Provide options for Gift Cards not assigned to one individual.
- 4.3.2. Process to distribute gift cards to recipients in bulk.
- 4.3.3. Process to distribute gift cards if the individual that ordered the gift cards is not the individual sending them to the recipients.
- 4.3.4. Shipping and handling, including but not limited to:

- 4.3.4.1. Ability to expedite orders.
  - 4.3.4.2. Gift Card(s) delivery or shipping options.
  - 4.3.4.3. International fees and shipping costs.
- 4.4. Describe invoicing options in detail.
- 4.5. Describe security and reporting in detail, including but not limited to:
  - 4.5.1. Secure handling of sensitive information and the capability of the program to maintain confidentiality.
  - 4.5.2. Ability of authorized personnel to view on-demand, up-to-date online reports of activity for tracking, monitoring and audit purposes.
- 4.6. Describe reporting options in detail.
- 4.7. Describe provided training in detail.
- 4.8. Warranties.
  - 4.8.1. Each Proposal shall state the warranties to be offered by Proposer.
  - 4.8.2. Unless stated elsewhere in this RFP, the Universities expect that Proposer will provide the following warranties, at a minimum: (i) that all of the Contract services will be performed in a professional and workmanlike manner and in conformity with industry standards by persons reasonably suited by skill, training and experience for the type of services they are assigned to perform; (ii) that the Successful Proposer will comply, and will be responsible for ensuring its owner, members, employees, agents, contractors and subcontractors comply, with all applicable federal, state and local laws in the performance of a resulting Contract; (iii) that the Successful Proposer owns or has sufficient rights in all goods and services to be delivered by the Successful Proposer, and the goods and services delivered by the Successful Proposer will not infringe upon or violate any Intellectual Property of any third parties; (iv) that any code or software developed or delivered by the Successful Proposer under a resulting Contract will not contain any viruses, worms, Trojan Horses, or other disabling devices or code; (v) that in addition to any implied warranties, all goods and services delivered by the Successful Proposer will conform to the specifications and descriptions created therefore.
- 4.9. Performance Standards.
  - 4.9.1. Provide Account Manager assignment or customer service representative(s).

- 4.9.2. Describe ability to provide toll-free access for balance inquiries during regular business and after business hours.
- 4.9.3. Describe web access for balance inquiries.
- 4.9.4. Describe ability to provide Interactive Voice Response (IVR) to include business times.
- 4.9.5. Describe customer support and service ticketing process.
- 4.9.6. Describe escalation procedure.

4.10. Accessibility and Information Technology Security Requirements.

4.10.1. All e-learning and information technology (“Technology”) developed, purchased, upgraded or renewed by or for the use of the Universities shall comply with all applicable Universities’ policies and Federal and State laws and regulations including but not limited to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act; all of which are applicable to all benefits, services, programs, and activities provided by or on behalf of the Universities. The Successful Proposer shall also comply with the Web Content Accessibility Guidelines 2.1. Optionally, for additional information Proposer may provide one or both of the following accessibility documents for the version of the product Proposed:

- 4.10.1.1. An Accessibility Conformance Report (ACR), which is a completed Voluntary Product Accessibility Template (VPAT).
- 4.10.1.2. A completed checklist for conformance to Web Content Accessibility Guidelines.

4.10.2. [Proposals shall provide a platform that complies with accessibility accommodations.](#)

4.10.3. [Proposers shall complete the RFP Technical and Accessibility Requirements RFP.](#)

4.10.4. If the proposed platform is cloud based, upon Awarded the Proposer will be required to complete the [Higher Education Cloud Vendor Assessment Tool.](#)

4.11. Additional Services. Proposer may offer additional goods and/or services not specifically requested in this RFP, including associated costs. The Universities shall determine, in its sole discretion, which additional goods/service options are the most beneficial from both a cost and service standpoint, and may further negotiate these options to include or omit, at any time throughout the Contract or any renewal term, dependent on the needs of the Universities.

4.12. Quality Assurance Plan. Proposals shall provide a quality assurance plan that details

the methods by which the Proposer guarantees performance.

4.13. Sustainability.

4.13.1. The Universities are committed to buying products with recycled content or environmentally sustainable alternatives. Identify all environmentally sustainable features and supply all relevant specifications of offered products. Include in the Proposal, information regarding Proposer's overall sustainable efforts.

## **5. PRICING AND PAYMENT**

Proposer shall submit a detailed cost proposal in the format found in Exhibit 2 to include all aspects of providing the scope of work associated with this RFP.

- 5.1. Any pricing and/or revenue offerings in a Proposal may be considered a final offer by the Universities, whether stated as amounts or percentages, and/or whether or not offered on an all-or-none basis, unless otherwise specified in the Proposal. The Universities may accept or reject in part or entirely a Proposal's pricing and/or revenue offerings, unless otherwise specified in the Proposal. A Proposal's pricing and/or revenue offering may not be modified after Opening unless the Universities, at their sole discretion, permit such modification. The Universities may reject any Proposal in which the pricing and/or revenue offering does not conform to the prescribed manner and method in this RFP.
- 5.2. Method of Payment & Discount for Early Payment. The Universities preferred method of payment is via credit card. Each Proposal shall indicate whether Proposer will:
  - 5.2.1. Accept payment via credit card at the time of purchase without assessing credit card fees;
  - 5.2.2. Offer an early payment discount (and describe the offering);
  - 5.2.3. Offer an early payment discount if paid via credit card;
  - 5.2.4. Accept payment via a Single Use Account when the invoice is processed through Accounts Payable. A Single Use Account is a card-based payment solution that acts like a check by providing a 16-digit virtual account number for each payment.

## 6. RFP PROCESS

- 6.1. Intent / Right to Terminate and Recommence RFP Process. The Universities intend to enter into a Contract with one or more Proposers whose Proposal(s) are considered to be in the best interests of the Universities. However, the Universities may terminate this RFP process at any time up to notice of Award, without prior notice, and without liability of any kind or amount. Further, the Universities reserve the right to commence one or more subsequent RFP processes seeking the same or similar products or services covered hereunder.
- 6.2. Communications Regarding the RFP.
- 6.2.1. No department, school, or office at the Universities has the authority to solicit or receive official Proposals other than Contracts, Purchasing and Risk Management. All solicitations are performed under the supervision of the Chief Procurement Officer and in accordance with Universities' policies and procedures.
- 6.2.2. Any and all questions regarding this RFP shall be directed to the Purchasing unit of Contracts, Purchasing and Risk Management and to no other office or individual at the Universities. Any Proposer who improperly attempts to communicate with unauthorized Universities' personnel regarding the RFP may face disqualification at the discretion of the Universities.
- 6.2.3. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the Universities of errors or omissions relating to this RFP must be in writing and directed by email to: [Jennifer.Strones@nau.edu](mailto:Jennifer.Strones@nau.edu). All formal inquiries must be submitted at least ten (10) calendar days before the time and date set for closing this RFP. Failure to submit inquiries by this deadline may result in the inquiry not being answered. Addenda will be posted to the Universities' bid board at <https://in.nau.edu/contracting-purchasing-services/nau-bid-board/>, it is the responsibility of the Proposer to obtain any addenda to this RFP. Failure to receive addenda shall not constitute a basis for claim, protest, or reissuance of the RFP.
- 6.2.4. The Universities may answer informal questions orally. The Universities make no warranty of any kind as to the correctness of any oral answers and uses this process solely to quickly provide minor clarifications. Oral statements or instructions shall not constitute an addendum to this RFP. Proposer shall not be entitled to rely on any verbal response from the Universities.
- 6.3. Schedule of Events. The following is the schedule that will apply to this RFP, but may change in accordance with the Universities' needs.

09-02-2021	Issuance of RFP
09-16-2021	Technical Questions/Inquiries due no later than 5:00 PM/MST
09-23-2021	RFP is Due 09/23/2021, no later than 2:00 PM, MST
09-29-2021	Proposer Presentations

10-14-2021	Complete Evaluations
10-20-2021	Award Notification
11-16-2021	Commence Service
TBD	Implementation, if applicable

6.4. Submitting Proposals.

6.4.1. All Proposals shall be submitted, and all communications with the Universities shall be made in accordance with the terms of this RFP.

6.4.2. Proposals are to be addressed and delivered to the NAU Office of the Associate Vice President of Procurement, Northern Arizona University, Building 98B, Box 4124, 545 E. Pine Knoll Drive., Flagstaff, AZ 86011-4124 on or before 2:00 P.M., Arizona Local Time, on Thursday, Date September 23, 2021 at which time a representative of the Universities will announce publicly the names of those firms or individuals submitting Proposals. No Proposals will be accepted after this time. No other public disclosure will be made regarding the RFP until after issuance of a notice of intent to Award or notice of Award of the Contract. No telephone, electronic or facsimile proposals will be considered. Conditional Proposals shall not be considered. If responding by United States Postal Services mail, allow additional time for on-campus delivery. Proposals will be opened at the Zoom meeting identified below. **Proposals received after Opening will be returned to the Proposer unopened.**

Join Zoom Meeting: P22JS001 Bid Opening

Link: <https://nau.zoom.us/j/83968214945>

Topic: Bid Opening for RFP Number P22JS001, Gift Card Incentive Program  
Day and Time: Date September 23, 2021, 02:00 p.m., Local Arizona Time

Meeting ID: 839 6821 4945  
Password: 280648

Dial by PHONE:  
1-669-900-6833 US  
877-853-5247 US Toll-free

6.4.3. Proposal shall be submitted in the format shown in Exhibit 1. Proposals in any other format may be rejected. Proposals should include page numbers. The Universities reserve the right to reject, without prior notice, any Proposal that it deems overly complex, disorganized, or difficult to evaluate. The Universities reserve the right to make such a decision without any input or communication from any other party.



- 6.4.4. The Universities may, at its sole option, ask the Proposer to provide information that is not included in the Proposal or evaluate the Proposal as submitted.
- 6.4.5. Proposals shall be signed by an individual with authority to bind the Proposer. The Universities may reject any Proposal if it is not signed as indicated and/or required by the areas, spaces, or forms provided within this RFP.
- 6.4.6. Proposers are to submit one (1) original Proposal to the Universities, in hardcopy form, along with one (1) copy in electronic form, on a CD, flash drive or other removable storage device, in either Microsoft Word or as an Adobe PDF file.
- 6.4.7. Proposals must be submitted in a **marked and sealed container** (e.g. an envelope or box) and the exterior of the container must clearly and conspicuously display the following identifying information in addition to any other information otherwise required for transmittal: 1) the Name of the Proposer; 2) Title of Proposal; 3) RFP Number; and 4) Date and Time Proposals are Due.
- 6.4.8. Proposer is encouraged to use recycled paper and double-sided copying for the production of all printed and photocopied Proposal documents.
- 6.4.9. As a public institution that is subject to Arizona's Public Records laws, the Universities discourage Proposers from submitting confidential and/or proprietary information to the Universities. If the Proposer needs to submit confidential or proprietary information with its Proposal, the Proposer must submit such information in a separate envelope from the Proposal and clearly and conspicuously mark the submittals as "Confidential/Proprietary Information." The Universities will have sole discretion to determine whether any submitted information is actually confidential and/or proprietary. The envelope must also contain the reason(s) why the enclosed material is to be considered confidential or proprietary if deemed confidential by the Universities. Trade secrets or other proprietary data contained in the proposal documents shall be maintained as confidential in accordance with procedures promulgated by the Procurement Officer and subject to limitations in Arizona or Federal law. Contract terms and conditions, pricing, and information generally available to the public are not generally considered confidential information. Any watermarks, footnotes, or reference to confidential and/or proprietary throughout the Proposal will be disregarded as boilerplate markings.

## 6.5. Discussions with Proposers.

- 6.5.1. Following the opening of the Proposals, the Universities may conduct Discussions, including oral in-person presentations, with Responsible Proposers whose Proposals are determined, by the Universities, to be reasonably susceptible to being selected for Award. The Universities also reserve the right to select the most Responsive and Responsible Proposer(s) without further discussion, negotiation, or prior notice. The Universities may presume that any Proposal is a best-and-final offer.

- 6.5.2. During Discussions provided for by Section 7.6.1, the Universities may accept

revisions of Proposals and negotiate price changes. Selected Proposers participating in Discussions shall be accorded fair treatment with respect to any opportunity for Discussions or revisions of Proposals. If revisions are permitted, all selected Proposers will be invited to submit a final Proposal revision.

- 6.5.3. During any Discussion period, the Universities will not disclose any information derived from Proposals submitted, or from Discussions with other Proposers. Once a Contract is executed, the RFP file, and the Proposals contained therein, are in the public record and will be disclosed upon request.
- 6.5.4. After determining the Proposal(s) that is the most advantageous to the Universities, the Universities reserve the right to negotiate, prior to Award, with such Proposer(s) to finalize the terms of the Contract, resolve minor errors, clarify necessary details or responsibilities, obtain the lowest and best pricing, or otherwise as necessary to finalize the Contract.
- 6.5.5. Notification of Non-Selection. The Universities reserve the right not to notify Proposers not selected for further consideration or Award. The Universities may, in its sole discretion, post Awards to its website.

## **7. EVALUATION CRITERIA**

- 7.1. Selection of Successful Proposer. The Award shall be made to the Responsible Proposer whose Proposal is determined to be the most advantageous to the Universities based on the evaluation factors set forth in this RFP. Price, although a consideration, will not be the sole determining factor.
- 7.2. Criteria. The evaluation of Proposals will be based on the following criteria with the indicated points possible for each category:
  - 7.2.1. Scope of Work (refer to Section 4).  
25 Points.
  - 7.2.2. Pricing and Payment (refer to Section 5).  
50 Points.
  - 7.2.3. Exceptions to the Terms and Conditions of the RFP (refer to Section 3.2). Points may or may not be assigned to this category, however Proposals that are contingent upon changes to the Universities' terms and conditions may, if the Universities at their sole discretion determine not to accept the alternate terms and conditions, be considered non-responsive.  
5 Points.
  - 7.2.4. Overall responsiveness to RFP.  
20 Points.

## **8. CONTRACT TERMS AND CONDITIONS AND INSURANCE**

The Universities will require the Successful Proposer to sign the form agreement set forth in Exhibit 4 hereto. Proposals that are contingent upon any changes to these mandatory terms and conditions, and insurance requirements may be deemed to be non-responsive and may be rejected. **Proposals must state, in detail, any exceptions taken to the terms and conditions included in the form agreement in Exhibit 4.**

## **9. CERTIFICATIONS AND FORMS**

Each Proposal must include the following certifications and forms signed by an individual with authority to bind the Proposer. Universities' forms of certification are attached as Exhibit 3. Failure to include any of the following certifications may result in the Proposal being rejected as nonresponsive.

- 9.1. Request for Proposal Certification (refer to see Exhibit 3).
- 9.2. Anti-Lobbying Certification (refer to Exhibit 3).
- 9.3. Federal Debarred List Certification form (refer to Exhibit 3).
- 9.4. Proposer Information – Substitute W-9 & Vendor Authorization form (refer to Exhibit 3).

## **EXHIBIT 1 – PROPOSAL FORMAT**

In order to facilitate direct comparison, submit Proposal using the following format, listed in order, and index tabbed to match. Failure to follow instructions regarding format may result in rejection of Proposal. Include the following with Proposal:

1. Completed and signed RFP Certification (refer to Exhibit 3).
2. Completed and signed Anti-Lobbying Certification (refer to Exhibit 3).
3. Completed and signed Federal Debarred List Certification (refer to Exhibit 3).
4. Completed and signed Proposer Information - Substitute W-9 & Vendor Authorization Form (refer to Exhibit 3).
5. Project Resources (refer to Section 3.3).
6. A detailed technical Proposal (refer to Section 4).
7. Exceptions to the Terms and Conditions of the RFP (refer to Section 3.2).
8. Pricing Proposal (refer to Exhibit 2).

**EXHIBIT 2 - PRICING PROPOSAL**

Pricing to include, but is not limited to:

1. Physical cards. \_\_\_\_\_/Each
2. Digital cards, including electronic distribution fees, if any. \_\_\_\_\_/Each
3. Withdraw/transfer funds per card, if any. \_\_\_\_\_/Each
4. Replacement cards. \_\_\_\_\_/Each
5. Handling fees, if any. \_\_\_\_\_/Each
6. Training, if any. \_\_\_\_\_/Each
7. Implementation/setup costs, if any. \_\_\_\_\_/Total
8. Include fees not included, not listed above.

**EXHIBIT 3 – CERTIFICATIONS**



## REQUEST FOR PROPOSAL CERTIFICATION

Date:

Contracts, Purchasing, and Risk Management  
Northern Arizona University

The undersigned certifies, pursuant to Arizona Revised Statute [38-503](#), that to the best of his/her knowledge (check one):

- There is no officer or employee of Northern Arizona University, University of Arizona or Arizona State University who has, or whose relative has, a substantial interest in any Contract award subsequent to this RFP.
  
- The names of any and all public officers or employees of Northern Arizona University, University of Arizona or Arizona State University who have, or whose relative has, a substantial interest in any Contract award subsequent to this RFP are identified by name as part of the submittal.

The undersigned further certifies, in accordance with Federal Acquisition Regulation 52.209-5, that Proposer (check one)  **IS** or  **IS NOT** currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the Universities of any change in this status, shall one occur, until such time as an award has been made under this procurement action. The debarred list (List of Parties Excluded from Federal Procurement and Non-Procurement Programs) can be found at: <https://www.sam.gov/portal/SAM/#1>.

In compliance with RFP Number: **P22JS001** and after carefully reviewing all the terms and conditions imposed therein, the undersigned agrees to furnish such goods and/or services in accordance with the specifications/scope of work according to the Offer submitted or as mutually agreed upon by subsequent negotiation.

Name of Proposer		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address
(     )     -		
Print Name of Proposer's Authorized Agent		Signature of Proposer's Authorized Agent
Title of Proposer's Authorized Agent		Date

**AN AUTHORIZED AGENT OF THE PROPOSER  
SHALL SIGN THE PROPOSAL CERTIFICATION  
ANTI-LOBBYING CERTIFICATION**

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2007). In accordance with the Federal Acquisition Regulation, 52.203-11:

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The Proposer, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989.

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract; and

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Proposer shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Name of Proposer		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code

		-
Telephone Number	E-mail address	
(      ) -		
Print Name of Proposer's Authorized Agent	Signature of Proposer's Authorized Agent	
Title of Proposer's Authorized Agent	Date	
<b>AN AUTHORIZED AGENT OF THE PROPOSER SHALL SIGN THE ANTI-LOBBYING CERTIFICATION</b>		

## FEDERAL DEBARRED LIST CERTIFICATION

Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Proposer certifies, to the best of its knowledge and belief, that—

(i) The Proposer and/or any of its Principals—

(A) (check one) Are (  ) or are not (  ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Non-procurement Programs) is at <http://epls.arnet.gov> on the Web.)

(B) (check one) Have (  ) or have not (  ), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) Are (  ) or are not (  ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Proposer (check one) has (  ) or has not (  ), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification


will be considered in connection with a determination of the Proposer’s responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

Name of Proposer		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address
(    ) -		
Print Name of Proposer’s Authorized Agent		Signature of Proposer’s Authorized Agent
Title of Proposer’s Authorized Agent		Date
<b>AN AUTHORIZED AGENT OF THE PROPOSER SHALL SIGN THE FEDERAL DEBARRED LIST CERTIFICATION</b>		

## PROPOSER INFORMATION

 <small>Contracts, Purchasing, and Risk Management</small>	<b>NORTHERN ARIZONA UNIVERSITY</b> SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM Contracts, Purchasing and Risk Management Services 928-523-4557	<b>DO NOT SEND TO IRS RETURN TO NAU</b>	
Foreign individuals/business entities doing business within the U.S. should complete the Foreign Substitute W-9 available at <a href="http://nau.edu/Contracting-Purchasing-Services/Forms/">http://nau.edu/Contracting-Purchasing-Services/Forms/</a> .			
<b>1. Taxpayer Identification Number (TIN):</b>		<input type="checkbox"/> Employer ID Number (EIN) <input type="checkbox"/> Social Security Number (SSN)	
<b>2 LEGAL NAME:</b> <small>(must match TIN above)</small>			
<b>3. DUNS #</b> (If applicable)			
<b>4. LEGAL MAILING ADDRESS:</b>	<small>(Where check, tax information, and general correspondence is to be sent)</small>		
DBA (Doing Business As):			
Address:			
Address Line 2:			
City:	State:	ZIP Code:	
<b>5. Remit to Address:</b>	<input type="checkbox"/> Same as Legal Mailing Address		
Address:			
Address Line 2:			
City:	State:	ZIP Code:	
<b>6. Contact Name:</b>			
Phone Number:			
Email Address:			
<b>7. ENTITY TYPE</b>			
<input type="checkbox"/> Individual (not a business)	<input type="checkbox"/> Sole proprietor (Individually owned business) or sole proprietor organized as LLC or PLLC	<input type="checkbox"/> Corporation (NOT providing health care, medical or legal services)	<input type="checkbox"/> Corporation (providing health care, medical or legal services)
<input type="checkbox"/> The US or any of its policital subdivisions or instrumentalities	<input type="checkbox"/> A state, a possession of the US, or any of their policital subdivisions or instrumentalities	<input type="checkbox"/> Tax-exempt organizations under IRC §501	<input type="checkbox"/> Partnership, LLP or partnership organized as LLC or PLLC
<b>8. Business Purpose:</b>			
<input type="checkbox"/> Medical	<input type="checkbox"/> Merchandise	<input type="checkbox"/> Legal	<input type="checkbox"/> Other, Specify:
<b>9. Product or Service Provided/ Purpose of Payment:</b>			

 <p>Contracts, Purchasing, and Risk Management</p>	<p><b>NORTHERN ARIZONA UNIVERSITY</b>  SUBSTITUTE W-9 &amp; VENDOR AUTHORIZATION FORM  Contracts, Purchasing and Risk Management Services  928-523-4557</p>	<p><b>DO NOT SEND TO IRS RETURN TO NAU</b></p>
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**10. FEDERAL INFORMATION – REQUIRED**

What is the Federal classification type of your business? – see definitions on link below.  
(S.B.A. Small Business definition FAR 19.001 and size standards FAR 19.102)  
<http://www.sba.gov/size>

LARGE Business? YES  NO   
SMALL Business? YES  NO

Please check all that apply to your business for Federal Supplier Type:

Service Disabled Veteran Owned (VD) <input type="checkbox"/>	Small Disadvantaged (SD) <input type="checkbox"/>	Women Owned (WO) <input type="checkbox"/>
Veteran Owned (VO) <input type="checkbox"/>	Minority Institution (MI) <input type="checkbox"/>	HUB Zone (HZ) <input type="checkbox"/>

Note: Supplier type will be verified through the System for Award Management  
<https://www.sam.gov>

**11. Residency (Select one):**

U.S. Person, Includes Resident Alien  
 Nonresident Alien performing services outside the U.S.

**12. CERTIFICATION**

Under penalties of perjury, I certify that :

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me),
2. I am not subject to backup withholding.
3. I am a U.S. person (including a resident alien). Cross ‘3’ if non-resident doing business outside the U.S.
4. I certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. See Federal Acquisition Regulation section [52.209-6](#) for more information regarding debarment.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.**

Payment Term: Net 30 in accordance with A.R.S. [35-342](#)

<b>PRINT NAME:</b>	<b>SIGNATURE:</b>
Title:	Date:

NAU Contact Name and Phone/Email:

**AN AUTHORIZED AGENT OF THE PROPOSER  
SHALL SIGN THE VENDOR INFORMATION**

Northern Arizona University is an Equal Opportunity/Affirmative Action Institution.

**EXHIBIT 4 – FORM OF AGREEMENT**

**CONTRACT FOR GOODS AND/OR SERVICES**

This Contract (“Contract”) is made between the Arizona Board of Regents (“ABOR”), for and on behalf of Northern Arizona University (“University”), and \_\_\_\_\_ (“Contractor”).

**WHEREAS** the Universities issued Request for Proposal # \_\_\_\_\_ for \_\_\_\_\_.

**WHEREAS** the Contractor responded with its proposal.

**WHEREAS** the Universities awarded a Contract the Contractor.

**NOW, THEREFORE**, in consideration of the above premises, the parties hereto agree as follows:

1. **Contract.** Contractor agrees to provide \_\_\_\_\_ (“Services”) to include but not limited \_\_\_\_\_ in accordance with the terms and conditions herein and Exhibit A, attached hereto and incorporated herein by reference.

2. **Term.**

a. The Contract shall commence on \_\_\_\_\_, for an initial one (1) year period with the option to renew for four (4) additional one (1) year periods for a total term not to exceed five (5) years.

b. The Universities may terminate the Contract, in whole or in part, with or without cause, upon thirty (30) days written notice to Contractor. Subject to the provision of any Transition Services (as defined below), upon termination, Contractor will refund to the Universities all prepaid amounts for Services not delivered or performed. If the Contract is terminated pursuant to this section, subject to the provision of any Transition Services, the Universities will pay Contractor, as full compensation under the Contract: (1) the portion of Services delivered or performed and accepted prior to the effective date of termination based on the unit prices in the Contract, or, if no unit prices are provided, the pro rata amount of the total order price based on the amount delivered or performed; and (2) a reasonable amount, not otherwise recoverable from other sources by Contractor, and as approved by the Universities, with respect to the undelivered, unperformed, or unacceptable portion of the Services. In no event will compensation paid previously under the Contract together with compensation paid under this section exceed the total purchase order or Contract price.

c. The Universities may terminate the Contract, in whole or in part, if Contractor defaults on any of its obligations in the Contract and fails to cure such default within seven (7) days after receiving notice of default from the Universities. In the event of such a default, the



Universities may procure the Services from other sources and Contractor will be liable to the Universities for any excess costs the Universities incur.

d. The Universities shall have the right to terminate this Contract at any time in the event the Contractor files a petition in bankruptcy, or is adjudicated bankrupt; or if a petition in bankruptcy is filed against the Contractor and not discharged within thirty (30) days; or if the Contractor becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for the Contractor or its business.

e. Upon termination of the Contract or termination of any Services (regardless of the reason for termination), the parties will work in good faith to transition the terminated Services to the Universities or its designee(s), with minimum interruption to the Universities' business. At the Universities' option, Contractor will continue to provide Services and will provide transition support at rates consistent with the terms of the Contract for a period of no longer than one-hundred and eighty (180) days following the termination date (the Transition Period). Contractor will provide the post-termination Services (the Transition Services) at least at the same levels of quality and timeliness of performance as Services were provided prior to termination, in a professional manner, with high quality, and in accordance with industry standards. The parties may, by written agreement, modify the Transition Services to be provided and the length of the Transition Period.

**3. Survival.** All provisions of the Contract that anticipate performance after the termination of the Contract, and all provisions necessary or appropriate to interpret and enforce such provisions, will survive termination of the Contract.

**4. Settlement Method and Terms.** Payment will be subject to the provisions of Title 35 of the Arizona Revised Statutes (ARS), as amended from time to time, relating to time and manner of submission of claims. The Universities' obligation will be payable only and solely from funds appropriated for the purpose of the Contract. After delivery and acceptance of the Services, Contractor will submit an acceptable invoice to the Universities. Invoices must be itemized, reference the appropriate Universities' purchase order number, and include sufficient detail to document the invoiced amount. The Universities will pay Contractor for the Services delivered and accepted net 30 days after receipt by the Universities of an invoice meeting the requirements of this section. Invoices will be electronically delivered to the Universities' Accounts Payable departments by email to -

4.1. NAU specific: To AccountsPayable@nau.edu.

4.2. ASU specific: To accounts.payable@asu.edu

4.3. UA specific: To Invoices@fso.arizona.edu

**6. Independent Contractor.** Contractor is an independent contractor. Neither the Universities nor Contractor may bind the other. None of the Contractor Parties will be employees, agents, partners, or joint venturers of the Universities. None of the Contractor Parties will be

eligible for any benefits from the Universities, including worker's compensation coverage. Contractor is responsible to the Universities for compliance with the Contract by the Contractor, or any of its owners, officers, directors, members, managers, agents, employees, contractors or subcontractors at all tiers (together with Contractor, the Contractor Parties). Contractor will determine Contractor's hours of work, and will provide all tools, equipment, and supplies Contractor determines to be necessary to deliver and perform the Services. Contractor will maintain all business registrations and licenses required to deliver and perform the Services. Contractor is using its own knowledge, skill, and technical know-how in the delivery and performance of the Services and is not being supervised by the Universities. The conduct and control of the Services lies solely with Contractor, and the Universities are interested only in final results.

**7. Work Product.** All reports, drawings and other work products in any medium produced by Contractor as a part of the Services rendered under this Contract shall be provided to and be the sole property of the Universities. Contractor shall not release this work product or other information obtained or produced pursuant to this Contract without the prior written consent of the Universities.

**8. Conflict of Interest.** The parties agree that this Contract may be canceled for conflict of interest in accordance with A.R.S. § 38-511.

**9. Dispute Resolution.** If a dispute arises under the Contract, the parties will exhaust all applicable administrative remedies provided for under Arizona Board of Regents Policy 3-809.

**10. Arbitration.** The parties agree to arbitrate disputes filed in Arizona Superior Court that are subject to mandatory arbitration pursuant to ARS § 12-133.

**11. Indemnification.**

a. Contractor shall indemnify, defend and hold harmless, the Universities, the State of Arizona, and the Arizona Board of Regents and their employees and agents from all losses, damages, claims, liabilities, costs and expenses (including, without limitation, costs and expenses of litigation and alternative dispute resolution, reasonable attorneys' and paralegals' fees, worker's compensation claims, unemployment compensation claims and unemployment disability claims) arising from any actual or alleged damage to property, injury to any person, or death of any person to the extent that such damage, injury or death arises from any actual or alleged act or omission (including, without limitation, negligence and willful misconduct) of Contractor or any of Contractor's employees, agents or representatives in connection with or incident to performance of this Contract, provided, however, that this indemnification shall not include (i) losses, damages, claims, liabilities, costs and expenses arising from professional errors or omissions of Contractor or any of Contractor's employees, agents or representatives or (ii) losses, damages, claims, liabilities, costs and expenses of the Universities or the Arizona Board of Regents arising from any obligation undertaken by the Universities or the Arizona Board of Regents in any contract entered into in connection with the Services of Contractor.

b. Notwithstanding any expiration or termination of this Contract, this indemnification shall remain in effect indefinitely without termination as to acts and omissions actually occurring or alleged to have occurred prior to expiration of termination of this Contract.

**12. Non-Appropriation.** This Contract may be canceled without any further obligation on the part of the Universities in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. Contractor shall be notified in writing of any such non-appropriation at the earliest opportunity.

**13. Inspection.** To the extent required by ARS § 35-214, all books, accounts, reports, files and other records relating to this Contract shall be subject at all reasonable times to inspection and audit by ABOR, the Universities, or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this Contract. Such records shall be produced at the Universities, or other location as designated by the Universities, upon reasonable notice to the Contractor.

**14. Authorized Presence Compliance.** As required by ARS § 41-4401, the Universities are prohibited from awarding a contract to any contractor or subcontractor that fails to comply with ARS § 23-214(A) (verification of employee eligibility through the e-verify program). Contractor warrants that it and its subcontractors comply fully with all applicable federal immigration laws and regulations that relate to their employees and their compliance with ARS § 23-214(A). A breach of this warranty will be a material breach of this Contract that is subject to penalties up to and including termination of this Contract. The Universities retain the legal right to inspect the papers of any Contractor or Contractor Party employee who works hereunder to ensure that the Contractor or Contractor Party is complying with the above warranty.

**15. No Boycott of Israel.** If the Services provided under this Contract include the acquisition of services, supplies, information technology or construction with a value of at least \$100,000 and Contractor is engaged in for-profit activity and has 10 or more full-time employees, then, to the extent required by ARS § 35- 393.01, Contractor certifies it is not currently engaged in, and during the term of this Contract will not engage in, a boycott of goods or services from Israel.

**16. Insurance Requirements.** Without limiting any liability of or any other obligation of Contractor, Contractor shall procure and maintain (and cause its subcontractors to procure and maintain), until all of their obligations have been discharged or satisfied, including any warranty periods under this Contract, insurance against claims that may arise from or in connection with the performance of work hereunder by Contractor, its agents, representatives, employees or subcontractors, the minimum insurance coverages listed below, unless otherwise agreed to in writing. Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Authorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The Universities in no way warrant that the above required minimum insurer rating is sufficient to protect the Contractor from potential insurance insolvency. Self-insurance may be accepted in lieu of or in combination with the insurance coverage requested.

- a. **Commercial General Liability** of \$1,000,000 minimum limit for each occurrence and \$2,000,000 general aggregate, to include coverage for bodily injury, property damage, personal and advertising injury, and broad form contractual liability coverage.

Each Occurrence	\$1,000,000
Damage to Rented Premises	\$50,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000
Liquor Liability (if applicable)	\$1,000,000

- b. **Workers Compensation** coverage for all employees which meets Arizona statutory benefits and Employers’ Liability insurance with a minimum limit of \$1,000,000 each accident, \$1,000,000 disease – each employee, and \$1,000,000 disease – policy limit.

- i. This requirement shall not apply to each Contractor or subcontractor that is exempt under ARS § 23-901 and when such Contractor or subcontractor executes the appropriate form (Sole Proprietor Waiver or Independent Contractor Agreement).

- c. **Technology Errors and Omissions** insurance with minimum limits of \$2,000,000 each claim (or each wrongful act) and \$2,000,000 annual aggregate.

- i. Such insurance shall cover any and all errors, omissions, or negligent acts in the delivery of products, services, and/or licensed programs under this Contract.
  - ii. Coverage shall include copyright infringement, infringement of trade dress, domain name, title or slogan.
  - iii. In the event that the Technology Errors and Omissions insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

- d. **Network Security (Cyber) and Privacy Liability** with minimum limits of \$2,000,000 each claim (or wrongful act) and \$2,000,000 annual aggregate.

- i. Such insurance shall include, but not be limited to, coverage for third party claims and losses with respect to network risks (such as data breaches, unauthorized access or use, identity theft, theft of data) and invasion of privacy regardless of the type of media involved in the loss of private information, crisis management and identity theft response costs. This should also include breach notification costs, credit remediation and credit monitoring, defense and claims expenses, regulatory defense costs plus fines and penalties, cyber extortion, computer program and electronic data restoration expenses coverage (data asset protection), network business interruption, computer fraud coverage, and funds transfer loss.

- ii. In the event that the Network Security (Cyber) and Privacy Liability required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- e. Policy for Commercial General Liability shall be endorsed to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of Contractor. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits are in excess of those required by this Contract.
- f. Policies for Commercial General Liability and Workers Compensation shall contain a waiver of subrogation endorsement in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of Contractor.
- g. Such coverage shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by Northern Arizona University, University of Arizona, Arizona State University and the Arizona Board of Regents, or the State of Arizona shall be excess and not contributory insurance, as provided by ARS §41-621(E).
- h. With the exception of ten (10) days' notice of cancellation for non-payment of premium, Contractor's insurance shall not be permitted to expire, be suspended, be cancelled, or materially changed for any reason without thirty (30) days prior written notice to the Universities.
- i. Contractor will furnish the Universities with valid certificate(s) of insurance required by this Contract and coverage must be in effect at or prior to commencement of work under this Contract and remain in effect for the term of this Contract.
- j. The Universities' project or purchase order number and project description will be noted on each certificate of insurance.
- k. The Certificate Holder shall be listed as "State of Arizona, Arizona Board of Regents and Northern Arizona University, University of Arizona and Arizona State University".
- l. Failure on the part of Contractor to maintain these requirements or provide evidence of renewal, shall constitute a material breach of this Contract upon which the Universities may immediately terminate this Contract, or, in the Universities' sole discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the Universities shall be repaid by Contractor to the Universities upon demand, or the Universities may offset the cost of the premiums against any monies due to Contractor.

- m. Costs for coverage broader than those required or for limits in excess of those required shall not be charged to the Universities.
- n. The Universities reserve the right to request and receive proof of insurance and/or certified copies of any or all of the above policies and/or endorsements at any time throughout the term of this Contract.
- o. Contractor's certificate(s) of insurance may include all subcontractors as insureds under its policies as required by this Contract, or Contractor will furnish to the Universities upon request, copies of valid certificates and endorsements for each subcontractor. Coverages for subcontractors will be subject to the minimum requirements identified above.

**17. Governing Law and Venue.** The Contract will be governed by the laws of the State of Arizona without regard to any conflicts of laws principles. The Universities' obligations hereunder are subject to the regulations/policies of the Arizona Board of Regents. Any proceeding arising out of or relating to the Contract will be conducted in Coconino County, Arizona. Each party consents to such jurisdiction and waives any objection it may now or hereafter have to venue or to convenience of forum.

**18. Public Records.** The Universities, as a public institution, are subject to ARS §§ 39-121 to 39-127 regarding public records. Any provision regarding confidentiality is limited to the extent necessary to comply with Arizona law.  
prior to disclosure.

**19. Interpretation-Parol Evidence.** The Contract is intended by the parties as a final expression of their agreement and is intended to be a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade will be relevant to supplement or explain any term used in the Contract. Acceptance or acquiescence in a course of performance rendered under the Contract will not be relevant to determine the meaning of the Contract even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection.

**20. Privacy; Educational Records.** Student educational records are protected by the U.S. Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations (FERPA). Contractor will not require any Universities' students or employees to waive any privacy rights (including FERPA or the European Union's General Data Protection Regulation (GDPR)) as a condition for receipt of any educational services, and any attempt to do so will be void. Contractor will comply with FERPA and will not access or make any disclosures of student educational records to third parties without prior notice to and consent from the Universities or as otherwise provided by law. If the Contract requires or permits Contractor to access or release any student records, then, for purposes of the Contract only, the Universities designate Contractor as a "school official" for the Universities under FERPA, as that term is used in FERPA.

- 21. Health Insurance Portability and Accountability Act.** Contractor shall abide by all laws and regulations that protect the privacy of healthcare information to which Contractor obtains access under this Contract. Contractor and the Universities acknowledge that certain portions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as codified at 42 U.S.C. § 1320d through d-8, and the federal privacy regulations as contained in 45 CFR Part 164 may apply to Contractor and the Universities, and their relationships and operation under this Contract. If necessary, Contractor and the Universities will enter into a standard Business Associate Contract, and any other required Health Insurance Portability Accountability Act agreements. To the extent the terms thereof relate to Contractor’s performance under this Contract, the provisions of such Business Associate Contract shall control.
- 22. Americans with Disabilities Act and Rehabilitation Act.** To the extent applicable, Contractor will comply with all applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act of 1973, and all applicable federal regulations, as amended from time to time (ADA Laws). All electronic and information technology and products and services to be used by Universities’ faculty/staff, students, program participants, or other Universities’ constituencies must be compliant with ADA Laws. Compliance means that a disabled person can acquire the same information, engage in the same interactions, and enjoy the same services as a nondisabled person, in an equally effective and integrated manner, with substantially equivalent ease of use.
- 23. No Waiver.** No waiver by the Universities of any breach of the provisions of this Contract by the Contractor shall in any way be construed to be a waiver of any future breach or bar the Universities’ right to insist on strict performance of the provisions of the Contract.
- 24. Modifications.** This Contract shall be modified or rescinded only by a writing signed by both parties or their duly authorized agents.
- 25. Assignment.** Contractor may not transfer or assign the Contract or any of Contractor’s rights or obligations thereunder, either directly or indirectly, or by operation of law, without the Universities’ prior written consent, and any attempt to the contrary will be void.
- 26. Assignment of Anti-Trust Overcharge Claims.** In actual economic practice, overcharges resulting from anti-trust violations are borne by the ultimate purchaser. Therefore, Contractor hereby assigns to the Universities any and all claims for such overcharges.
- 27. Prices.** All Prices will be as listed in a Universities’ purchase order as set forth in Exhibit B. Unless otherwise specified in the Contract: 1) all prices are in US Dollars; 2) prices include any cost for shipping, and handling; and 3) prices will include any travel, labor, interest, import/export fees, and other costs associated with providing the Goods/Services. The Universities will reimburse Contractor for expenses that are specifically identified in the purchase order. To obtain reimbursement for pre-approved expenses, Contractor must submit all receipts and any required backup documentation to the Universities within sixty (60) days after the applicable expenses were incurred. If the Universities agree to reimburse Contractor for any travel expenses, all reimbursable travel expenses must be authorized in writing by the Universities in advance of the planned travel and must be consistent with the Universities’ travel policies.

27.1. NAU specific: [University travel policy](#).

27.2. ASU specific: [Financial Services Travel Policy](#).

27.3. UA specific: [University travel policy](#).

**28. Taxes.** Unless otherwise specified in the Contract, prices will include all taxes and fees, including, without limitation, sales, use, or excise taxes, import duties, value added taxes, permit fees, license fees, or similar charges (Taxes). Taxes do not include the Universities' income taxes or taxes related to the Universities' employees.

**29. Responsibility.** Each party is responsible for the negligent or willful acts or omissions of its employees and contractors when acting under such party's direction and supervision. In addition, Contractor is responsible to the Universities for compliance with the Contract by the Contractor Parties. The Universities recognize an obligation to pay attorneys' fees or costs only when assessed by a court of competent jurisdiction. Notwithstanding the terms of the Contract or any other document, other than for employees and contractors acting under the Universities' direction and supervision, the Universities are not responsible for any actions of any third parties, including its students.

**30. Intellectual Property Ownership.** All Intellectual Property (as defined below) that Contractor or any of the Contractor Parties make, conceive, discover, develop or create, either solely or jointly with any other person or persons including the Universities, specifically for or at the request of the Universities in connection with the Contract (Contract IP), will be owned by the Universities. To the extent any Contract IP is not considered work made for hire for the Universities (or if ownership of all rights therein does not otherwise vest exclusively in the Universities), Contractor hereby irrevocably assigns, and will cause the Contractor Parties to so assign, without further consideration, to the Universities all right, title and interest in and to all Contract IP, including all copyright rights of ownership. Intellectual Property means all the Universities' Data, as defined below, any and all inventions, designs, original works of authorship, formulas, processes, compositions, programs, databases, data, technologies, discoveries, ideas, writings, improvements, procedures, techniques, know-how, and all patent, trademark, service mark, trade secret, copyright and other intellectual property rights (and goodwill) relating to the foregoing. Contractor will make full and prompt disclosure of the Contract IP to the Universities. Contractor will, and will cause the Contractor Parties to, as and when requested by the Universities, do such acts, and sign such instruments to vest in the Universities the entire right, title and interest to the Contract IP, and to enable the Universities to prepare, file, and prosecute applications for, and to obtain patents and/or copyrights on, the Contract IP, and, at the Universities' expense, to cooperate with the Universities in the protection and/or defense of the Contract IP.

**31. Contractor's Intellectual Property.** Contractor will retain ownership of its pre-existing Intellectual Property, including any that may be incorporated into the Contract IP, provided that Contractor informs the Universities in writing before incorporating any pre-existing Intellectual Property into any Contract IP. Contractor hereby grants to the Universities a perpetual, irrevocable, royalty-free, worldwide right and license (with the right to sublicense), to freely use, make, have



made, reproduce, disseminate, display, perform, and create derivative works based on such pre-existing Intellectual Property as may be incorporated into the Contract IP or otherwise provided to the Universities in the course of performing under the Contract.

**32. Data Use, Ownership, and Privacy.**

a. The terms of this section apply if Contractor receives, has access to, stores, or analyzes any the Universities' Data (as defined below). As between the parties, the Universities will own, or retain all of its rights in, all data and information that the Universities provide to Contractor, as well as all data and information managed by Contractor on behalf of the Universities, including all output, reports, analyses, and other materials relating to, derived from, or generated pursuant to the Contract, even if generated by Contractor, as well as all data obtained or extracted through the Universities' or Contractor's use of such data or information (collectively, the Universities' Data). the Universities' Data also includes all data and information provided directly to Contractor by the Universities' students and employees, and includes personal data, metadata, and user content.

b. The Universities' Data will be the Universities' Intellectual Property and Contractor will treat it as the Universities' Confidential Information (as defined below). Contractor will not use, access, disclose, or license, or provide to third parties, any the Universities' Data, except: (i) to fulfill Contractor's obligations to the Universities hereunder; or (ii) as authorized in writing by the Universities. Without limitation, Contractor will not use any the Universities' Data, whether or not aggregated or de-identified, for product development, marketing, profiling, benchmarking, or product demonstrations, without, in each case, the Universities' prior written consent. Contractor will not, directly or indirectly: (x) attempt to re-identify or de-aggregate de-identified or aggregated information; or (y) transfer de-identified and aggregated information to any third party unless that third party agrees not to attempt re-identification or de-aggregation. For the Universities' Data to be considered de-identified, all direct and indirect personal identifiers must be removed, including names, ID numbers, dates of birth, demographic information, location information, and school information. Upon request by the Universities, Contractor will deliver, destroy, and/or make available to the Universities, any or all the Universities' Data.

**33. Nondisclosure and Trade Secrets.** Contractor may receive (or has received) from the Universities and otherwise be exposed to confidential and proprietary information relating to the Universities' business practices, strategies, and technologies, the Universities' Data, as well as confidential information of the Universities necessary to perform and/or provide the Services (collectively, the Universities' Confidential Information). Universities' Confidential Information may include, but is not limited to, confidential and proprietary information supplied to Contractor with the legend "the Universities' Confidential and Proprietary," or other designations of confidentiality. As between Contractor and the Universities, the Universities' Confidential Information is the sole, exclusive, and valuable property of the Universities. Accordingly, Contractor will not reproduce or otherwise use any of the Universities' Confidential Information except in the performance or provision of the Services, and will not disclose any of the Universities' Confidential Information in any form to any third party, either during or after the Term, except with the Universities' prior written consent. Upon termination of the Contract, Contractor will cease using, and will return to the Universities, all originals and all copies of the Universities'

Confidential Information, in all forms and media, in Contractor's possession or under Contractor's control.

Contractor will not disclose or otherwise make available to the Universities any confidential information of Contractor or received by Contractor from any third party.

Contractor will have no obligation to maintain as confidential the Universities' Confidential Information (other than the Universities' Data) that Contractor can show: (i) was already lawfully in the possession of or known by Contractor before receipt from the Universities; (ii) is or becomes generally known in the industry through no violation of the Contract or any other agreement between the parties; (iii) is lawfully received by Contractor from a third party without restriction on disclosure or use; (iv) is required to be disclosed by court order following notice to the Universities sufficient to allow the Universities to contest such order; or (v) is approved in writing by the Universities for release or other use by Contractor.

**34. Background Checks.** Contractor will exclude from any direct participation in Contractor's performance under the Contract, any unqualified persons. In addition, Contractor will, at Contractor's expense, conduct relevant and appropriate background checks and fingerprinting according to the Universities' policies on all assigned employees and new hires to ensure that it does not assign any employee or agent to the Universities who may reasonably be considered to pose a threat to the safety or welfare of the Universities' community or its property. Contractor is required to maintain hereunder, all background and fingerprint information and all documentation relating to work performance for each employee or contractor who performs work hereunder. Contractor will abide by all applicable laws, rules and regulations including the Fair Credit Reporting Act and any equal opportunity laws, rules, and regulations.

34.1. NAU specific: [University's policy.](#)

34.2. ASU specific: [Background and Fingerprinting Policy.](#)

34.3. UA specific: [University's policy.](#)

**35. Foreign Corrupt Practices Act/UK Bribery Act/ Local Anti-corruption Law Compliance.** Contractor warrants that it is familiar with the U.S. laws prohibiting corruption and bribery under the U.S. Foreign Corrupt Practices Act and the United Kingdom laws prohibiting corruption and bribery under the UK Bribery Act. In connection with Contractor's work under the Contract, Contractor will not offer or provide money or anything of value to any governmental official or employee or any candidate for political office in order to influence their actions or decisions, to obtain or retain business arrangements, or to secure favorable treatment in violation of the Foreign Corrupt Practices Act, the UK Bribery Act, or any other local anti-corruption law, either directly or indirectly. Any breach of the U.S. Foreign Corrupt Practices Act, the UK Bribery Act, or other local anti-corruption law, will be a material breach of the Contract.

**36. Export Controls.** If any of goods provided under the Services are export-controlled under the U.S. Export Administration Regulations, U.S. International Traffic in Arms Regulations, or through the sanctions and embargoes established through the Office of Foreign Assets Control

(collectively, the Export Control Laws), Contractor will provide the Universities with written notification that identifies the export-controlled goods and such goods export classification. None of the work undertaken pursuant to the Contract will require either party to take or fail to take any action that would cause a violation of any of the Export Control Laws. The parties will cooperate to facilitate compliance with applicable requirements of the Export Control Laws.

**37. Business Continuity Plan.** If requested by the Universities, Contractor will provide to the Universities, within thirty (30) days after such request, a comprehensive plan for continuing the performance of its obligations during a public or institutional emergency (the Business Continuity Plan). The Business Continuity Plan, at a minimum, will address the following: 1) identification of response personnel by name; 2) key succession and performance responses in the event of sudden and significant decrease in workforce; 3) contingency plans for the Contractor to continue the performance of its obligations under the Contract, despite the emergency and 4) if Contractor will store, have access to, or otherwise process any the Universities' Data, a data recovery plan that includes the following: identification of data recovery personnel by name, how the Universities' Data will be recovered, recovery point and recovery time objectives, and steps to be taken to recover the Universities' Data. If the Universities require a data recovery plan, upon the Universities' request, Contractor will provide the Universities with evidence that Contractor annually tests the data recovery plan. In the event of a Public or Institutional Emergency, Contractor will implement the applicable actions set forth in the Business Continuity Plan and will make other commercially practicable efforts to mitigate the impact of the event. For clarification of intent, Contractor will not be entitled to any additional compensation or extension of time by virtue of having to implement a Business Continuity Plan, unless otherwise agreed to by the Universities in writing. A Public or Institutional Emergency means a natural or human made event that creates a substantial risk to the public, that causes or threatens death or injury to the general public, or that causes a significant disruption to the day-to-day business operations of the Universities.

**38. Payment Card Industry Data Security Standard.** For e-commerce business and/or credit card transactions, Contractor agrees to be bound by the requirements and terms of the Rules of all applicable Card Associations, as amended from time to time and be solely responsible for security and maintaining confidentiality of Card transactions processed by means of electronic commerce up to the point of receipt of such transactions by Bank.

Contractor is required to be in compliance with the current or successor standard for Payment Card Industry Data Security Standard "PCI DSS", Payment Application Data Security Standard "PA DSS" for software and PIN Transaction Security "PCI PTS" for hardware and provide attestation of compliance annually. The technical solution must include the following:

- 1.1. Contractor maintains their own network operating on their own dedicated infrastructure. Contractor's network includes a firewall that includes access control rules that separate Contractor's PCI network from the Universities and restricts any communication between Contractor's network devices and the Universities' systems.
- 1.2. Contractor treats the Universities' network as an untrusted network and encrypts all cardholder data traversing the Universities' network using industry standard encryption

algorithms.

1.3. A system where the Universities has no ability to decrypt cardholder data.

Devices must be Secure Reading and Exchange of Data “SRED” and PTS 3.x compliant. Europay, MasterCard and Visa “EMV” compliance is required by October 1, 2015.

**39. Contractor Identification.** Contractor vehicles and personnel will be clearly identifiable when performing Services on Universities’ premises. Contractor’s employees shall always be in uniform with visible company identification and Contractor’s vehicles must be clearly identified with company name, phone number and or logo and with any applicable state license numbers.

**40. Parking.** Contractor shall acquire and maintain, at their sole expense, all necessary parking permits required by the Universities. Regulations shall be applicable to all employees of Contractor and will be strictly enforced. All fines incurred shall be the sole responsibility of the Contractor. Parking permits along with regulations governing traffic and parking are available from -

40.1. NAU specific: Parking permits along with regulations governing traffic and parking are available from University Transit Services (928-523-6623) located at 113 W Dupont Ave., Flagstaff, AZ 86011. Permit applications and vehicle registration may also be accessed on-line at <https://in.nau.edu/university-transit-services/>. Regulations shall be applicable to all employees of Proposer and will be strictly enforced. All fines incurred shall be the sole responsibility of the Proposer.

40.2. ASU specific: Proposer shall obtain all parking permits and/or decals required while performing work on ASU premises. The Proposer should contact ASU Parking and Transit, <https://cfo.asu.edu/pts>

40.3. UA specific: The Successful Vendor shall obtain all parking permits and/or decals that may be required while performing project work on University premises. The Successful Vendor should contact [Parking and Transportation Services](#) located at 1117 E. Sixth St., Tucson AZ 85721-0181.

**41. Permits.** Contractor shall acquire and maintain all necessary permits and licenses and shall adhere strictly to all Federal, State, County, or City laws, codes, regulations, and ordinances as applicable.

**42. Hazard Inspection.** Universities’ buildings have the potential to house hazards including, but not limited to hazardous building materials, chemical, biological, or physical hazards, or conditions which may become hazardous based on specific work scope or practices. Prior to commencement of any Services Contractor will review, sign, and return a Universities’ hazard inspection and communication form. Requests for inspection may be placed by any University employee or by the Contractor at <https://in.nau.edu/facility-services/asbestos-lead-and-pcbs/>, or by contacting the EH&S Material Safety Office at (928) 523-6435.

**43. Performance and Payment Bonds.** At the request of the Universities, Contractor will provide and pay for performance and payment bonds. Bonds will cover the faithful performance (100%) of the Contract and the payment of all obligations (100%) thereunder, in such form as the Universities may prescribe. Contractor will deliver the required bonds to the Universities not later than the date of executing the Contract. Contractor will require the attorney in fact who executes the required bonds on behalf of surety to affix thereto a certified and current copy of his/her power of attorney indicating the monetary limit of such power. Surety will be a company licensed to do business in the State of Arizona and will be acceptable to the Universities. Contractor will increase the bond amount to include any change order, at 100% of the total value amount of each change order.

**44. Non-Discrimination.** The parties will comply with all applicable laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act. If applicable, the parties will abide by the requirements of 41 CFR §§ 60- 1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

**45. Data Protection.** Contractor will ensure that all Services undertaken pursuant to the Contract are performed in compliance with applicable privacy and data protection laws, rules, and regulations. In addition, Contractor is responsible to the Universities for compliance with the Contract by all Contractor Parties. If Contractor will serve as a Processor of the Universities' Data that includes Personal Data of Data Subjects in the European Union, Contractor will cooperate with the Universities to comply with the GDPR with respect to such Personal Data and Data Subjects. This includes ensuring that all Data Subjects have signed appropriate Consents and signing and complying with all documents and agreements reasonably requested by the Universities, including any data processing agreements. All capitalized terms in this section not otherwise defined in the Contract are defined in the GDPR.

**46. Small Business.** If subcontracting (Tier 2 and higher) is necessary, Contractor will make commercially reasonable efforts to use Small Business (SB) and Small Diverse Business (SDB) in the performance of the Services. The Universities may request a report at each annual anniversary date and at the completion of the Contract indicating the extent of SB and SDB participation.

**47. Third Party Arrangements.** From time to time, the Universities may enter into arrangements with third parties that may require Contractor to work cooperatively with and/or connect and use infrastructure with third parties. On a case-by-case basis, the Universities and Contractor will work cooperatively, timely, and in good faith to take such actions as may be necessary or appropriate to give effect to the Universities' third-party agreements. Contractor will not be bound to terms and conditions of a third party that are different from this Contract unless expressly agreed in writing. If the third-party terms and conditions conflict with this Contract's terms, impact Contractor's ability to meet service level agreements of this Contract, or may cause

Contractor to incur additional costs, then the parties will enter into good faith negotiations for an amendment to this Contract prior to Contractor agreeing to comply with the third party terms and conditions.

**48. Gratuities.** Contractor will not give or offer any gratuities, in the form of entertainment, gifts or otherwise, or use an agent or representative of Contractor to give or offer a gratuity, to any officer or employee of the State of Arizona with a view toward securing an agreement or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such Contract. If the Universities determine that the Contractor has violated this section, the Universities may, by written notice to Contractor, cancel the Contract. If the Contract is canceled by the Universities pursuant to this section, the Universities will be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the costs incurred by Contractor in providing gratuities.

**49. Packaging.** Contractor shall package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked as follows: (a) Contractor's name and address; (b) the Universities' name, address and purchase order number; (c) Container number and total number of containers, e.g., box 1 of 4 boxes; and (d) The number of the container bearing the packing slip. Contractor shall bear cost of packaging unless otherwise provided.

**50. Shipment Under Reservation Prohibited.** Contractor shall not be authorized to ship the goods under reservation and no tender of a bill of lading shall operate as a tender of the goods.

**51. Liens.** All goods delivered and labor performed under this Contract shall be free of all liens and, if the Universities request, a formal release of all liens shall be delivered to the Universities.

**52. No Replacement of Defective Tender.** Every tender of goods shall fully comply with all provisions of this Contract as to time of delivery, quantity, quality, and the like. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender.

**53. Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to the Universities until the Universities actually receive the goods at the point(s) of delivery. Prices shall be F.O.B. Destination. Contractor shall retain title and control of all goods until they are delivered, received and the Contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the Contractor. The Contractor shall file all claims for visible and concealed damage. The Universities shall notify the Contractor promptly of any damaged goods and shall assist the Contractor in arranging for inspection. Notice of rejection may be made to the Contractor at any time within one month after delivery has been made. When supported by a written statement from the Universities, the Contractor shall not dispute its claims of damage.

**54. Inspection.** Contractor will supply the Services to the Universities exactly as specified in the Contract and applicable purchase order. The Services will meet the highest and best industry

practices. The Universities will have the right to inspect any Services prior to and a reasonable amount of time after delivery. If the Universities determine that any Services are incomplete, defective, or not in compliance with the specifications or other requirements of the Contract, the Universities may reject such Services in whole or in part.

**55. Warranties.** In addition to any implied warranties, Contractor warrants to the Universities that: 1) the Services will be free from any defects in design, workmanship, materials, or labor; 2) all of the Services will be performed in a professional and workmanlike manner and in conformity with highest and best industry standards by persons reasonably suited by skill, training and experience for the type of services they are assigned to perform; 3) Contractor will comply, and will be responsible for ensuring Contractor Parties comply with all applicable laws, rules, and regulations, including any policies of ABOR and the Universities, in the performance of the Contract; 4) Contractor owns or has sufficient rights in the Services that they do not infringe upon or violate any intellectual property of any third parties, and are free and clear of any liens or encumbrances; 5) any data, code, or software developed or delivered by Contractor to the Universities will not contain any viruses, worms, Trojan Horses, or other disabling devices or code; 6) all sensitive data, personal data, and personally identifiable data, as those terms may be defined in applicable laws, rules and regulations (PII) provided by Contractor to the Universities was obtained legally and Contractor has obtained all requisite permissions from the individuals whose PII is being provided for (a) Contractor to provide the PII to the Universities, and (b) the Universities to use the PII for the purposes and in the jurisdictions set forth in the Contract; 7) the prices of Services in the Contract are the lowest prices at which these or similar goods or services are sold by the Contractor to similar customers in similar quantities. In the event of any price reduction between execution of the Contract and delivery of the Services, the Universities shall be entitled to such reduction, and 8) all Services delivered by Contractor will conform to the specifications, drawings, and descriptions set forth in the Contract and applicable purchase order, and to any samples furnished by Contractor. In the event of a conflict among the specifications, drawings, samples, and description, the specifications will govern.

**56. Sales and Use Tax.** The Contractor shall comply with and require all Contractor Parties to comply with all the provisions of the applicable state and sales excise tax law and compensation use tax law and all amendments to same. The Contractor further agrees to indemnify and save harmless the Universities, of and from any and all claims and demands made against it by virtue of the failure of the Contractor or any Contractor Party to comply with the provisions of any or all said laws in amendments. The Universities are not exempt from state sales excise tax and compensation use tax.

**57. Changes.** Within the limits allowed by law, Contractor agrees that the Universities may order additional services, or make changes by altering, adding to, or deducting from the proposed Services, the Contract sum being adjusted accordingly, and Contractor shall enter into a modification of the Contract to reflect said changes.

**58. Price Adjustment.** Price changes shall only be considered at the end of one Contract period and the beginning of another. Price change requests shall be supported by evidence of increased costs to the Contractor. The Universities shall not approve price increases that shall

merely increase the gross profitability of the Contractor at the expense of the Universities. Price change requests shall be a factor in the Contract extension review process. The Universities shall determine whether the requested price increase or an alternate option shall be in the best interest of the Universities.

**59. Liquidated Damages.** The Universities and the Contractor agree that in the event that the Contractor fails to perform under this Contract, the Universities shall be damaged. The extent of the damage is very difficult to calculate. Therefore, the Contractor agrees to pay the Universities' liquidated damages if the agreed upon delivery and installation dates shall not be met and liquidated damages are specified on the purchase order.

**60. Service Marks and Trademarks.** For purposes of this provision, the phrase "the Universities' Mark" means any trade name, trademark, service mark, logo, domain name, and any other distinctive brand feature owned or used by the Universities. Contractor agrees to comply with the Universities' trademark licensing program concerning any use or proposed use by Contractor of any of the Universities' Mark on goods, in relation to Services, and in connection with advertisements or promotion of Contractor or its business. Except as expressly authorized in this Contract, Contractor is not permitted to use any of the Universities' Mark without prior written approval of the Universities. Prior to any use of the Universities' Mark by Contractor or its affiliates or successors or assigns, Contractor will comply with the Universities' Licensing Policy.

60.1. NAU specific: <http://nau.edu/licensing>

60.2. ASU specific: <https://cfo.asu.edu/trademark-and-licensing>

60.3. UA specific: <https://licensing.arizona.edu/>

**61. Advertising/Publishing.** Contractor shall not advertise or publish, without the Universities' prior consent, the fact that the Universities have entered into this Contract, except to the extent necessary to comply with proper request for information provided by appropriate statutes.

**62. Weapons.** The Universities prohibit the use, possession, display, or storage of any weapon, explosive device, or fireworks on all land and buildings owned, leased, or under the control of the Universities or its affiliated or related entities, in all the Universities' residential facilities (whether managed by the Universities or another entity), in all the Universities' vehicles and at all the Universities or the Universities-affiliate sponsored events and activities, except as provided in §12-781 of the Arizona Revised Statutes or unless written permission is given by the Universities' Police Departments. Notification by Contractors to all persons or entities who are employees, officers, subcontractors, Contractors, agents, guests, invitees, or licensees of Contractor Parties of this policy is a condition and requirement of the Contract. Contractor further agrees to enforce this contractual requirement against all Contractor Parties.

**63. Tobacco Free.** The Universities recognize that tobacco use is a public health hazard and is dedicated to providing a healthy, comfortable and productive living, learning and working



environment. Use of all tobacco products, including those not approved by the FDA for cessation is prohibited on the Universities' property, facilities, grounds, parking structures, the Universities-owned vehicles and structures owned or leased by the Universities. This includes, but is not limited to, the use of cigarettes, e-cigarettes, hookah, e-hookah, chew, dip, snuff, cigars, pipes, vaporizers, etc. For additional information, go to –

63.1. NAU specific: <http://nau.edu/Tobacco-Free/Policy/>

63.2. ASU specific: [ASU Tobacco-Free Policy.](#)

63.3. UA specific: <https://policy.arizona.edu/ethics-and-conduct/smoking-and-tobacco-policy>

**64. Essence of Time.** Time shall be of the essence as to matters related to this Contract.

**65. COVID-19 Pandemic.** When providing services on Universities owned or leased property, Contractor shall and shall cause its subcontractors to abide by the CDC guidelines for COVID-19 safety and ensure 1) face masks or cloth face coverings are worn at all times, 2) health screenings are conducted daily for all Contractor and subcontractor employees, 3) ill employees are not assigned to provide services and 4) the Universities' Risk Management department is notified within 24 hours, if an employee reports i) being tested for COVID-19 or ii) testing positive for COVID-19 and for cases follow all CDC guidance for quarantine or isolation. Do not provide personally identifiable information of the employee in the notification, an official representative will follow-up if needed.

65.1. NAU specific: [NAU Risk Management department.](#)

65.2. ASU specific: [ASU Requirements for Contractors and Suppliers.](#)

65.3. UA specific: [UA Risk Management department.](#)

**66. Federal Funding Provisions.** If a purchase order issued for a Service performed under this Contract involves the use of United States federal funds, including from a government grant or funds from a subcontract at any tier relating to a federal government grant, the following terms apply to the Contract:

a. **Byrd Anti-Lobbying Amendment.** If the Contract is for \$100,000 or more, Contractor will file the certifications required by 31 U.S.C 1352 and associated regulations. Each tier certifies to the tier above that it will not or has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31U.S.C. 1352. Each tier will also disclose any lobbying with non-federal funds that takes place in connection with obtaining a federal award. Such disclosures are forwarded from tier to tier up to the Universities.

b. Debarment & Suspension. Contractor represents and warrants that neither it nor any of its subcontractors supplying the Services have either directly or indirectly or through subcontractors, been suspended, debarred, or otherwise excluded from participation in or penalized by any federal or state procurement, non-procurement, or reimbursement program. Contractor affirms that it has confirmed the above statement by checking The System for Award Management (SAM) [www.uscontractorregistration.com](http://www.uscontractorregistration.com) within 180 days prior to commencing work under the Contract. Contractor will provide immediate written notice to the Universities upon learning that it or any of its subcontractors are under any investigation or proposed action that could result in such exclusion, suspension, or debarment.

c. Rights to Inventions Made Under a Contract. If this Contract is a “funding agreement” under 37 CFR 401.3, the Parties agree to incorporate by this reference the standard patent rights clause found in 37 CFR 401.14 and any implementing regulations issued by the awarding agency.

d. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. To the extent any of the provisions of 2 CFR Appendix II to Part 200 apply to this Contract, such provisions are incorporated by reference.

**67. Government Subcontract Provisions.** If a purchase order issued for a Service performed under this Contract is a subcontract under a U.S. government prime contract, the clauses referenced below of the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulations (DFAR), or the Armed Services Procurement Regulations (ASPR) are incorporated into the Contract by this reference. Each regulation contains criteria for determining applicability of the regulation to a particular contract.

In the following clauses, the terms "Government" and "Contracting Officer" will mean the Universities; the term "Contract" will mean the Contract and the term "Contractor" will mean Contractor. Contractor will comply with all applicable federal laws and regulations, including but not limited to Uniform Guidance (2 CFR Part 200) and Debarment and Suspension (45 CFR 620).

For purchases funded with federal funds, the following provisions are incorporated into the Contract by reference where applicable and form a part of the terms and conditions of the Contract. Contractor agrees to flow down all applicable clauses to lower-tier entities.

Federal Acquisition Regulations (FAR)\*\*

52.202-1 Definitions

52.203-3 Gratuities

52.203-5 Covenant Against Contingent Fees

52.203-6 Restrictions on Subcontractor Sales to the Government

52.203-7 Anti-Kickback Procedures

52.203-12 Limitation on Payments to Influence Certain Federal Transactions

52.204-2 Security Requirements

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

52.204-26 Covered Telecommunications Equipment or Services-Representation.

52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment

52.211-15 Defense Priority and Allocation Requirements

52.214-27 Price Reduction For Defective Cost or Pricing Data

52.215-1 Instructions to Contractors—Competitive Acquisition.

52.215-2 Audit and Records - Negotiation

52.215-12 Subcontractor Cost or Pricing Data

52.215-13 Subcontractor Cost or Pricing Data – Modifications

52-215-14 Integrity of Unit Prices

52-219-8 Utilization of Small Business Concerns

52-219-9 Small Business Subcontracting Plan

52.222-1 Notice to the Government of Labor Disputes

52.222-4 Contract Work Hours and Safety Standards Act Overtime Compensation

52.222-6 Davis-Bacon Act [Construction Wage Rate Requirements]

52.222-20 Walsh Healey Public Contracts Act [Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000.]

52.222-21 Prohibition of Segregated Facilities

52.222-26 Equal Opportunity

52.222-35 Equal Opportunity for Veterans

52.222-36 Equal Opportunity for Workers with Disabilities

52.222-37 Employment Reports on Veterans

52.222-40 Notification of Employee Rights Concerning Payment of Union Dues or Fees

52.222-41 Service Contract Act of 1965, as Amended

52.222-50 Combating Trafficking in Persons

52.223-3 Hazardous Material Identification and Material Safety Data

52.223-6 Drug-Free Workplace

52.225-1 Buy American Act – Supplies

52.225-13 Restrictions on Certain Foreign Purchases

52.227-1 Authorization and Consent (Alt I in all R&D)

52.227-2 Notice and Assistance Regarding Patent and Copyright Infringement

52.227-3 Patent Indemnity

52.227-10 Filing of Patent Applications--Classified Subject Matter

52.227-11 Patent Rights – Ownership by the Contractor (Alt I-V)

52.227-13 Patent Rights - Ownership by the Government

52.227-14 Rights in Data – General

52.233-1 Disputes

52.242-1 Notice of Intent to Disallow Costs

52.242-15 Stop-work order

52.243-1 Changes - Fixed Price (43.205 (a) (1) Alts may apply)

52.243-2 Changes - Cost Reimbursement (43.205 (b) (1) Alts may apply)

52.244-2 Subcontracts  
52.244-5 Competition in Subcontracting  
52.244-6 Subcontracts for Commercial Items  
52.245-2 Government Property – Installation Operation Services  
52.246-15 Certificate of Conformance  
52.247-63 Preference for U.S. Flag Air Carriers  
52.247-64 Preference for U.S. Flag Commercial Vessels  
52.249.1 Termination for Convenience of the Government (Fixed Price) less than simplified acquisition threshold  
52.249-2 Termination for Convenience of the Government (Fixed Price) more than simplified acquisition threshold  
52.249.4 Termination for Convenience of the Government (Services)  
52.249-5 Termination for the Convenience of the Government (Educational and Other Nonprofit Institutions)  
52.249- 14 Excusable Delays

Defense Federal Acquisition Regulations (DFAR)\*\* DFAR CIT. TITLE

252.203-7001 Prohibition on Persons convicted of Fraud or Other Defense-Contract-Related Felonies  
252.222- 7000 Restrictions on Employment of Personnel  
252.225-7000 Buy American Act and Balance of Payments program  
252.227-7013 Rights in Technical Data and Computer Software  
252.227-7016 Rights in Bid or Proposal Information  
252.227-7018 Rights in Noncommercial Technical Data and Computer Software  
252.227-7019 Validation of Asserted Restrictions – Computer Software  
252.227-7037 Validation Technical Data  
252.243-7001 Pricing of Contract Modifications  
252.244-7000 Subcontracts for Commercial Items and Commercial Components

\*Full text of the FAR clauses can be found at <http://www.arnet.gov/far>

\*\*Full text of the DFAR clauses can be found at <http://farsite.hill.af.mil/VFDFARs.htm>

SIGNATURES ON FOLLOWING PAGE

WHEREFORE, the parties have executed this Contract on the date set forth below.

ARIZONA BOARD OF REGENTS  
for and on behalf of  
Northern Arizona University

PROPOSER

By _____	By _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date: _____

SAMPLE EXHIBIT A TO CONTRACT FOR GOODS AND/OR SERVICES

Scope/Description of Services

[Exhibit A will be the agreement of the parties based on the RFP process].

SAMPLE EXHIBIT B TO CONTRACT FOR GOODS AND/OR SERVICES

Pricing

[Exhibit B will represent pricing resulting from the RFP process].