REQUEST FOR PROPOSAL

EMPLOYEE RECOGNITION PROGRAM SERVICE AWARDS

RFP 122002

DUE: 3:00 P.M., MST, 2/7/2020

Deadline for Inquiries 3:00 P.M., MST, 1/24/2020

Time and Date Set for Closing 3:00 P.M., MST, 2/7/2020
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SECTION I – REQUEST FOR PROPOSAL

RFP 122002

Arizona State University is requesting sealed proposals from qualified firms or individuals for Employee Recognition Program Service Awards.

Proposals are to be addressed and delivered to the receptionist area, first floor, University Services Building, Purchasing and Business Services, Arizona State University, 1551 S. Rural Road, (located on the east side of Rural Road between Apache Boulevard & Broadway Road) Tempe, Arizona 85281 on or before 3 P.M. MST on February 7th, 2020 at which time a representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting proposals. All times noted are Mountain Standard Time (MST). Please note that Daylight Savings Time is NOT observed. No telephone, electronic or facsimile proposals will be considered. Proposals received after the time and date for closing will be returned to the proposer unopened. No proposals will be accepted after this time. No other public disclosure will be made until after award of the contract.

Arizona State University’s Overnight Delivery (FedEx, Airborne, and UPS) address is:

Purchasing and Business Services
University Services Building
Arizona State University
1551 S. Rural Rd
Tempe, AZ 85281

Arizona State University’s U.S. Postal Service Mail address is:

Purchasing and Business Services
Arizona State University
P.O. Box 875212
Tempe, AZ 85287-5212

ARIZONA STATE UNIVERSITY

Ernesto Marquez
Buyer

EM/SK
SECTION II – PURPOSE OF THE RFP

1. INTENT

Arizona State University intends to award a contract for the provision of milestone acrylics, to include a limited supply of service/lapel pins and gift items to eligible University employees. The Sun Devil Award for Service recognizes all benefits-eligible staff, faculty, and academic professionals for continued commitment to ASU. An employee’s service is recognized in five (5) year increments of employment. The Office of Human Resources currently recognizes employees having 5, 10 and 15 years of service with a pin and employees with 20, 25, 30, 35, 40, 45, and 50 years of service with choice of either a service pin or a gift item. The service award program is one component of ASU’s employee recognition program. ASU looks forward to creating additional strategies and opportunities to engage our employees (e.g., onboarding and affinity).

2. BACKGROUND INFORMATION

Arizona State University is committed to the recruitment, retention, and development of diverse faculty, academic professionals, administrators and staff. ASU is building an inclusive workforce by actively pursuing qualified employees from a wide range of ages, ethnicities, races, experiences, interests and cultures.

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves close to 119,000 students. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

Currently, the Sun Devil Award for Service program recognizes the continuous dedication of faculty and staff in five-year increments with a service award pin or gift as a memento of their enduring relationship with ASU. The program would like to offer a milestone acrylic in replacement of the service/lapel pin for employees at the 5, 10 and 15-year service level. Reaching 20-years of service, employees may continue to receive the milestone acrylic or select from a variety of gifts at a selected budget. The program would like to continue to receive an inventory of service/lapel pins for FY21, for employees who wish to close out their collection. Service/lapel pins will be discontinued at the start of FY22.

The milestone acrylics and pins will be a bulk order submitted in early October by a point person in the Office of Human Resources and received in November. Gifts awarded at 20 years and above shall be ordered on-line October - December utilizing a single-sign-on process and delivered between late January and early February directly to a point person for each school/unit. The Office of Human Resource will provide the necessary data for employees at 20 years and above to set up ordering, communication and delivery. If you would like more information about ASU, please visit us at http://www.asu.edu.

3. TERM OF CONTRACT
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. The contract will be available for use by other University departments during this term.
SECTION III – PRE-PROPOSAL CONFERENCE

X No pre-proposal conference will be held.
SECTION IV – INSTRUCTIONS TO PROPOSERS

1. You must address and deliver your proposal to the receptionist area, first floor, University Services Building, Purchasing and Business Services, Arizona State University, 1551 S. Rural Road, Tempe, Arizona 85281, on or before the time and date set for closing. **No proposal will be accepted after this time.** The University Services Building is located on the east side of Rural Road between Apache Boulevard and Broadway Road. **PROPOSALS MUST BE IN A MARKED SEALED CONTAINER** (i.e., envelope, box):

   Name of Proposer
   Title of Proposal
   RFP Number
   Date and Time Proposal is Due

   All times noted are Mountain Standard Time (MST). Please note that Daylight Savings Time is NOT observed. No telephone, electronic or facsimile proposals will be considered. **Proposals received after the time and date for closing will be returned to the proposer unopened.**

2. **DIRECTIONS TO USB VISITOR PARKING.** Purchasing and Business Services is in the University Services Building (“USB”) 1551 S. Rural Road, Tempe, AZ, 85281 (located on the east side of Rural between Broadway Road and Apache Boulevard). A parking meter is located near the main entry to USB.

   All visitors to USB are required to check in at the USB Reception Desk to obtain a visitor’s badge to wear while in the building. The receptionist will call to have you escorted to your meeting.

3. Proposer should use recycled paper and double-sided copying for the production of all printed and photocopied proposal documents. Furthermore, the documents should be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste paper).

4. You may withdraw your proposal at any time prior to the time and date set for closing.

5. No department, school, or office at the University has the authority to solicit or receive official proposals other than Purchasing and Business Services. All solicitations are performed under the direct supervision of the Chief Procurement Officer and in complete accordance with University policies and procedures.

6. The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the University will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once a contract is executed, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.

7. Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Purchasing and Business Services will do the scheduling of these oral presentations.

8. The award shall be made to the responsible proposer(s) whose proposal is determined to be the most advantageous to the University based on the evaluation factors set forth in this solicitation. Price, although a consideration, will not be the sole determining factor.
9. The University reserves the right to award all or part of this RFP to one or more suppliers at its sole discretion.

10. The University reserves the right at its sole discretion to share this RFP and its results with other public universities, and with public Procurement Cooperatives to which the University is a member, for the purposes of utilizing the award for their own contract.

   a. Any resultant contract between awardee(s) and other public universities or public Procurement Cooperatives is solely between those two parties. Awardee(s) are under no obligation to honor pricing or terms resulting from a negotiated contract with ASU.
   b. Awardee(s) will be required to pay the University a 2% annual administration fee based on total net revenue from any public university or public Procurement Cooperative utilizing the results of this RFP as their own award.
   c. The administration fee may be charged by the supplier directly to other public universities or public Procurement Cooperatives.

11. Other public Arizona entities, including but not limited to, Northern Arizona University, University of Arizona, and Maricopa County Community College District may use the award and contract resulting from this RFP.

12. **Central Receiving and Last Mile Distribution Fee for real goods shipped to the University:**
    ASU operates centralized receiving warehouses that will be used for the majority of campus deliveries. The University's Central Receiving Unit will charge a fee to the supplier for all centralized shipments in the form of a Last Mile Distribution Fee.

   a. This fee can, in turn, be billed back to the University in the cost of goods or added as a separate delivery fee.
   b. This fee, totaling 5% of the gross funds paid to the Supplier, shall be paid directly to the Centralized Receiving Unit. This fee will apply to any and all products sold by the Supplier that are delivered to Central Receiving.

    The Fee will be calculated based on all sales transacted. The Supplier will submit the Fee, along with quarterly reports documenting all sales, to the University within 30 days following the end of each calendar quarter. Each quarterly report shall include, as a minimum, all purchased goods, price paid, and quantity for all sales within the calendar quarter just ended. Other options for last mile compensation can be discussed in the proposal, but responses should include acknowledgement of willingness to engage.

13. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Chief Procurement Officer concurs, this information will not be considered public information. The Chief Procurement Officer is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary. Any watermarks, footnotes, copyright or reference to Confidential and/or Proprietary throughout the submitted proposal will be disregarded as boilerplate markings.

14. Your proposal should be submitted in the format shown in Section X. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.
15. The University reserves 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 University also reserves the right to hold all proposals for a period of one hundred twenty (120) days after the opening date and the right to accept a proposal not withdrawn before the scheduled proposal opening date.

16. EXCEPTIONS: The Arizona State University contract terms and conditions are included in this Request for Proposal in Section XII. These terms and conditions will be incorporated into the contract between the University and the successful proposer. Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed nonresponsive and may be rejected. All exceptions must be submitted with justification and alternate language, and MUST be submitted with the proposal. In no event is a Proposer to submit its own standard contract terms and conditions as a response to this RFP.

17. Unless specifically stated to the contrary, any manufacturer's names, trade names, brand names or catalog numbers used in the specifications of this Request for Proposal are for the purpose of describing and/or establishing the quality, design and performance required. Any such reference is not intended to limit or restrict an offer by any proposer and is included in order to advise the potential proposer of the requirements for the University. Any offer, which proposes like quality, design or performance, will be considered.

18. Days: Calendar days

May: Indicates something that is not mandatory but permissible/desirable.

Shall, Must, Will: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as non-responsive.

Should: Indicates something that is recommended but not mandatory. If the proposer fails to provide recommended information, the University may, at its sole option, ask the proposer to provide the information or evaluate the proposal without the information.

19. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.

20. All proposals and accompanying documentation will become the property of the University 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 a request is not received and a method of return is not provided, all samples shall become the property of the University 10 days from the date of the award.

21. All required performance and payment bonds shall be held by the University in a secure location until the performance of the contract and the payment of all obligations rising there under have been 100% fulfilled. Upon completion of the project and all obligations being fulfilled, it shall be the proposer’s responsibility to request the surety bonding company to submit to the University the necessary documents to approve the release of the bonds. Until such time the bonds shall remain in full force and effect.
22. **All communications**, including formal inquiries, requests for significant or material clarification or interpretation, and/or notification to the University of errors or omissions relating to this Request for Proposal must be directed, in writing, to:

Ernesto Marquez  
Purchasing and Business Services  
University Services Building  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

Tel:  480-965-8777  
E-mail: ernesto.marquez@asu.edu

Requests must be submitted on a copy of the Proposer Inquiry Form included in Section XI of this Request for Proposal. All formal inquiries must be submitted at least ten (10) calendar days before the time and date set for closing this Request for Proposal. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

Note that the University will not answer informal questions orally. The University makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. Proposers shall not rely on any verbal responses from the University.

Proposers are prohibited from communicating directly to any member of the RFP committee other than the named Buyer during the RFP process except those activities conducted under the committee’s purview. Participants with other business with the University that does not fall under the purview of this RFP may conduct that business as would normally be required to maintain that business.

23. The University shall not reimburse any proposer the cost of responding to a Request for Proposal.

24. In accordance with an executive order titled “Air Pollution Emergency Proclamation” modified by the Governor of Arizona on July 16, 1996, the University formally requests that all products used in the performance of any contract that results from this Request for Proposal be of low- or no-content of reactive organic compounds, to the maximum extent possible.

25. Arizona requires that the University purchase ENERGY STAR® products or those certified by the Federal Energy Management Program as energy efficient in all categories available. If this Request for Proposal is for a product in a category for which ENERGY STAR® or certified products are available, please submit evidence of the ENERGY STAR® status or certification for the products you are bidding. Please note that if you fail to submit this information but a competitor does, the University will select your competitor’s product as meeting specifications and deem your product as not meeting specifications. See A.R.S. §34-451.

26. The University requires that all desktop computers, notebooks, and monitors purchased must meet Electronic Product Environmental Assessment Tool (EPEAT) Gold status as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products. The registration criteria and a list of all registered equipment are at [http://www.epate.net](http://www.epate.net) on the Web.
27. To the extent applicable to any contract resulting from this Request for Proposal, the proposer shall comply with the Standards for Privacy of Individually Identifiable Information under the Health Insurance Portability and Accountability Act of 1996 contained in 45 CFR Parts 160 and 164 (the “HIPAA Privacy Standards”) as of the effective date of the HIPAA Privacy Standards on April 14, 2003 or as later determined. Proposer will use all security and privacy safeguards necessary to protect Protected Health Information (PHI), as defined by HIPAA, and shall immediately report to University all improper use or disclosure of PHI of which it becomes aware. Proposer agrees to ensure that its agents and subcontractors agree to and abide by these requirements.

28. The University believes that it can best maintain its reputation for treating suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Arizona Board of Regents procurement procedures, section 3-809,

Protests should be directed to:

Jamon Hill  
Deputy Chief Procurement Officer  
Purchasing and Business Services  
PO Box 875212  
Tempe AZ 85287-5212  
Email: Jamon.Hill@asu.edu
SECTION V – SPECIFICATIONS/SCOPE OF WORK

The Sun Devil Award for Service recognizes all benefits-eligible staff, faculty, and academic professionals for continued commitment to ASU. Length of service milestone acrylics are presented for 5, 10, and 15-years of service. Those who complete a minimum of 20 years of continuous service may select either the milestone acrylic or a service award gift offered from a selection of gifts that has been approved by the Office of Human Resources.

The vendor must work within the ASU Enterprise Brand and Marketing to obtain proper logo usage. This includes compliance with ASU logo policies, procedures, guidelines and ASU maroon and gold standards. The University will not pay for any work done, whether design or printing production that does not meet these ASU Graphic Standards. https://brandguide.asu.edu

Note: Any producer of products bearing any University marks must have a license. Campus departments and student organizations producing items, having items produced, or buying goods for resale must purchase items from a licensed manufacturer. All the uses of the ASU logo and trademarks require approval of the artwork and the samples. Description of the process may be found at https://cfo.asu.edu/licensing-trademarkmanagement.

The University logo and wordmark are registered marks of Arizona State University, and these graphic images must include the ® designation whenever they are used.

All quantities are estimates and may be higher or low.

1. APPROXIMATE NUMBER OF AWARDS FOR FISCAL YEAR 2020-2021

Quantity: estimated 1,929
Number of Awards by years of service:

<table>
<thead>
<tr>
<th>Years of service</th>
<th>Estimated quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>957</td>
</tr>
<tr>
<td>10</td>
<td>339</td>
</tr>
<tr>
<td>15</td>
<td>270</td>
</tr>
<tr>
<td>20</td>
<td>156</td>
</tr>
<tr>
<td>25</td>
<td>83</td>
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<td>40</td>
<td>16</td>
</tr>
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<td>45</td>
<td>6</td>
</tr>
<tr>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>

Projections for FY22 and FY23

<table>
<thead>
<tr>
<th>Years of service</th>
<th>FY22 estimated quantity (2,161)</th>
<th>FY23 estimated quantity (2,462)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1,133</td>
<td>1,228</td>
</tr>
<tr>
<td>10</td>
<td>378</td>
<td>505</td>
</tr>
<tr>
<td>15</td>
<td>299</td>
<td>365</td>
</tr>
</tbody>
</table>
2. PRICE RANGES FOR SERVICE AWARD ACRYLIC NUMERAL AWARDS, SERVICE PINS AND GIFTS

Unit pricing for all orders placed under this contract, regardless of order size, must be all-inclusive. Separate pricing must be shown for all fees associated with the products being proposed. This pricing must include artwork, artwork design, setup fees and any other associated fees. Shipping costs will separately be identified. Please provide a sample of an itemized invoice.

*Pricing listed below does not include shipping.*

<table>
<thead>
<tr>
<th>Years</th>
<th>Milestone acrylic</th>
<th>Price range per acrylic</th>
<th>Traditional stones in service pins (discontinue pins FY22)</th>
<th>Price range per pin (discontinue pins FY22)</th>
<th>Price range per gift (20 years and above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$36.50 per award</td>
<td>1 synthetic 5 pt. red ruby</td>
<td>$16 - $26 per pin</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 synthetic 5 pt. blue sapphire or blue spinel</td>
<td>$16 - $26 per pin</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 synthetic 5 pt. green emerald</td>
<td>$16 - $26 per pin</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 synthetic 5 pt. yellow topaz</td>
<td>$16 - $26 per pin</td>
<td>$73 avg. per item</td>
</tr>
<tr>
<td>25</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 genuine 3 pt. diamond</td>
<td>$50 - $70 per pin</td>
<td>$87.50 avg. per item</td>
</tr>
<tr>
<td>30</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 diamond + 2 synthetic red rubies (3 pt.)</td>
<td>$65 - $85 per pin</td>
<td>$105 avg. per item</td>
</tr>
<tr>
<td>Milestone</td>
<td>Custom ASU Graphic and Packaging</td>
<td>Custom ASU Graphic and Packaging</td>
<td>Custom ASU Graphic and Packaging</td>
<td>Custom ASU Graphic and Packaging</td>
<td></td>
</tr>
<tr>
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<td>---------------------------------</td>
<td>---------------------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award 1 diamond + 2 synthetic blue sapphires (3 pt.)</td>
<td>$65 - $85 per pin</td>
<td>$126 avg. per item</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award 2 diamonds + 1 synthetic red ruby (3 pt.)</td>
<td>$70 - $120 per pin</td>
<td>$151 avg. per item</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award 2 diamonds + 1 synthetic blue sapphire (3 pt.)</td>
<td>$70 - $120 per pin</td>
<td>$181 avg. per item</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award 3 diamonds (3 pt.)</td>
<td>$70 - $160 per pin</td>
<td>$217 avg. per item</td>
<td></td>
</tr>
</tbody>
</table>

**Quoted prices of milestone acrylics, pins and gifts must be guaranteed through May 29, 2020.**

Prices for milestone acrylics, pins and gifts at the level of 20 years and above must include automated administration of the program, to include an electronic communication, online ordering and a gift box for each gift. Include sustainable packaging where available.

### 3. MILESTONE ACRYLICS AND SERVICE/LAPEL PINS

#### a. Milestone Acrylics

Must consist of the registered ASU sunburst logo and an approved ASU photograph as backdrop. The price per milestone acrylic should include the logo, photograph, packaging/box, inventory, administration costs and the acrylic itself.

**Technical characteristics:**

- Custom designed with company specific imagery, unique to each year level
- Available in all years. For ASU, beginning at 5 years and in increments of 5, 10-50
- Sized to fit in 5"H x 7"W box or can be included in a Mini Deluxe Presentation Box
- Weight- 8.4-9.6 oz.
- Acrylic thickness - 0.75" with 1/6" smooth edge chamfer
- Vacuform insert - flocked styrene, 0.40" thick
- Full color dye sublimation imprint using various ASU graphics
- Etching location can be anywhere on surface of Acrylic to balance with graphics
- 4 color logo on box- wrapped SS-01 Silver Metallic Paper Embossed Skytogen

**Additional requirements:**

- Be manufactured in the USA.
- The milestones acrylics at each five-year increment should have a different ASU photograph serving as the background. With each fiscal year, the photographs will be updated. The Office of Human Resources point of contact will work with ASU’s Enterprise Marketing Hub to select photographs in advance and provide to vendor.
- Must be grouped by years of service (e.g., the 5-year milestone acrylics should be shipped together; 10-years should be shipped together, etc.). Each should be packaged
in a good-quality box with a label that specifies years of service; label should indicate 5-year, 10-year, or 15-year. Milestone acrylics ordered by employees with 20-year or more must be labeled with the employee's name, employee's department code and year/level of numeral.

b. Service/lapel pins

Service/lapel pins must consist of the registered ASU sunburst logo and appropriately placed gem(s). The price per pin should include the jewelry box, packaging, inventory of pins, administration costs and the pin itself.

Technical characteristics:

- The pin must be at least 1/10th karat gold-filled, 13mm across the top, and 9mm top to bottom, 1.5mm thick, and 1 pennyweight.
- The stones are synthetic; the diamonds are genuine. Synthetic stones in the 5, 10, 15 and 20-year pins must be 5 pt. The diamonds are synthetic stones in 25 through 50-year pins must be 3 pt.
- The stones should be set flush with the face of the pin and held in with small prongs.
- Quality of diamond required color H-I, clarity I
- The pin must be created in the design shown below with a ball clutch.
- The pin must be manufactured in the USA.
- The pin must come in a good quality jewelry box (leather, leather-like, velvet, or other quality-finish jewelry box).

Additional requirements:

- The pins must be grouped by years of service (e.g., the 5-year pins should be shipped together; 10-year pins should be shipped together, etc.). Each pin should be packaged in a good-quality jewelry box with a label that specifies years of service; label should indicate 5-year pin, 10-year pin, or 15-year pin. Pins ordered by employees with 20-year or more must be labeled with the employee's name, employee's department code and year/level of pin.
- Employees may receive a service/lapel pin option through the end of FY21. Beginning FY22, service/lapel pin option will be discontinued.

4. GIFT ITEMS

Employees with 20, 25, 30, 35, 40, 45 or 50 years of service will be allowed to choose one item from a selection of service awards/gifts that include the milestone acrylic. Service award gifts should include a variety of items, examples of such may be, but not limited to, jewelry, clocks, crystal, pewter, artwork, home decor, cameras and small electronics. The selection should not include retail items commonly found on the shelf at discount retailers (e.g. Target, Wal-Mart).
a. Vendor must offer a minimum of twenty (20) items for each level of years of service and an increase in value of each five-year increment. The price per item should include the cost of the employee service award gift selection packet, packaging, labeling, inventory of items, administration costs, the gift itself and the gift box. Where possible, each item shall display the registered ASU logo.
b. Each gift item must be packaged in a gift box that is labeled with the employee’s name, department code, years of service and description of the gift item.
c. Each gift item will be delivered to a point person identified in a file submission by the Office of Human Resources. The point person will be a school/unit liaison and will be responsible for receiving and distributing the gift to the employee.
d. Reference #6, information security and single-sign-on.

5. COMMUNICATION AND SERVICE AWARD GIFT SELECTION PACKET

To comply with ASU’s sustainability measures, the vendor must provide electronic measures to communicate with 20-50 year employees that contains the following components:

a. An electronic congratulatory message sent to the employee’s ASU email address. Body of the message will be customized to that individual, by name and identify their years of service. Message must comply with ASU brand standards. Office of Human Resources and Marketing Hub to assist in the drafting of a message, who it comes from and providing instructions to order service award gift.
b. The service provider must be able to accept electronic data transfer - in the form of an Excel spreadsheet provided by ASU - of recipients’ information to create gift labels and also identifying liaison to receive gift for distribution.
c. The Office of Human Resources must pre-approve in writing the gift selections offered in the online gift catalog. In the event that a particular gift item is not available and service providers wish to substitute that item, service provider must provide the point person in the Office of Human Resources a photo-quality color picture and a written description of such item and get written permission before substitution is made.

6. INFORMATION SECURITY AND SINGLE-SIGN ON

Due to the information security measures that ASU employs, the vendor must work with ASU’s University Technology Office to ensure a single-sign-on process is in place for employees who login to access the web ordering system. Note, this is only for employees from 20-50 years of service.

7. TOTAL SERVICE PACKAGE

Package will include a designated account representative and options for ordering, including web and phone. Vendor must provide 4-6 week turnaround on batch orders placed in fall and two-week turnaround for items mistakenly left out of the original order.

8. SAMPLES

The proposer must provide a sample of the employee service award gift selection packet - electronic method. It is best to provide a “real” sample of electronic packet from one of your customers that has a similar budget to ASU. Proposer must provide samples of a 5, 10, 15 year milestone acrylic with packaging, along with two (2) gift items from each year of service for 20 through 45 years in line with ASU’s price range for each level. Each gift item must be labeled with the year level and the
price for that item. The ASU logo is not mandatory for sample selection; however, a trademark license is required to manufacture samples with the ASU logo.

9. WARRANTY

The proposer should include a warranty for repair or replacement of damaged acrylic, pins and gifts with a reasonable turnaround, i.e., two (2) weeks, at no additional charge. Describe what your firm’s return policies and procedures are, and what your firm’s Quality Control methods are.

10. DELIVERY DATES

A point person in the Office of Human Resources will order the acrylics and pins in bulk in October (or earlier) with an anticipated delivery by late November. Gift orders for those at 20 years and above will ship directly to a point person/liaison at the school/unit. Ordering of gifts to take place between October - December, with an anticipated delivery of January or early February.

11. RESOURCES

The proposer to demonstrate availability of resources and qualified staff to support the project and knowledge required to support the services (show your process for creating and delivering the services).

12. EXCEPTIONS

Any and all exceptions to the specifications, terms and conditions must be listed on a separate page.

13. ELECTRONIC PAYMENT METHOD

Arizona State University has adopted a Visa Card from JP Morgan Chase Bank as its Purchasing Card. The University is very interested in adopting electronic methods of ordering from suppliers and in making associated payments with its Purchasing Card. If your firm has an electronic method of ordering, please describe it. Methods of ordering should range from your firm distributing a paper catalog and accepting phone and fax orders, to your firm providing access via a Website in which users can view and order products. Advise if your firm can accept payment with a Visa Card.

14. VALUE-ADDED SERVICES

Describe any special resources, skills or services which the firm possesses, and which are not addressed as part of this RFP, that would be available as part of an agreement with a successful proposer. Please demonstrate any advantages that would be realized by the University as a result of these value added resources.
SECTION VI – GREEN PURCHASING REQUIREMENTS/SPECIFICATIONS

In order to reduce the adverse environmental impact of our purchasing decisions the University is committed to buying goods and services from manufacturers and suppliers who share the University’s environmental concern and commitment. Green purchasing is the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that we use to make purchasing decisions.

Proposer shall use environmentally preferable products, materials and companies where economically feasible. Environmentally preferable products have a less or reduced effect on human health and the environment when compared to other products and companies that serve the same purpose. If two (2) products are equal in performance characteristics and the pricing is within 5%, the University will favor the more environmentally preferable product and company.

If you are citing environmentally preferred product claims, you must provide proper certification or detailed information on environmental benefits, durability and recyclable properties.

The University and the supplier may negotiate during the contract term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products are readily available at a competitive cost and satisfy the university’s performance needs.

Unless otherwise specified, proposers and contractors should use recycled paper and double-sided copying for the production of all printed and photocopied documents. Furthermore, the documents shall be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste) paper.

Proposer shall minimize packaging and any packaging/packing materials that are provided must meet at least one of, and preferably all, of the following criteria:

- Made from 100% post-consumer recycled materials
- Be recyclable
- Reusable
- Non-toxic
- Biodegradable

Further, proposer is expected to pick up packaging and either reuse it or recycle it. This is a requirement of the contract or purchase order.
SECTION VII – PROPOSER QUALIFICATIONS

The University is soliciting proposals from firms, which are in the business of providing services as listed in this Request for Proposal. Your proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your proposal.

1. The proposer shall present evidence that the firm or its officers have been engaged for at least the past five (5) years in providing services as listed in this Request for Proposal.

2. Proposer must provide a sample of the employee service award gift selection packet as outlined in Section V Specifications/Scope of Work.

3. Proposer must submit a list of customer references besides ASU, which should include at least three (3) current clients, local or national, comparable to the University both in size and type of facilities and operations. Please include name (and title), telephone number, mailing address, and email address of contact person and the type of work you did/or are doing for them.
SECTION VIII – EVALUATION CRITERIA

Proposals will be evaluated on the following criteria, listed in order of their relative priority with most important listed first:

1. Response Specifications/Scope of Work (35%)
2. Response Pricing Schedule (30%)
3. Sustainability Efforts (15%)
4. Response Proposer Qualifications (10%)
5. Acknowledgment and acceptance of ASU Terms and Conditions (10%)

Confidential and/or Proprietary Information must be submitted per the instructions in Section IV, item 13. Any watermarks, footnotes or reference to Confidential and/or Proprietary throughout the submitted proposal will be disregarded as boilerplate markings.
SECTION IX – PRICING SCHEDULE

Proposer shall submit a detailed cost proposal to include ALL aspects of providing the scope of work associated with this Request for Proposal. Note: Any costs must be identified in your response, as the University will not pay for any hidden costs.

*Pricing listed below does not include shipping.*

<table>
<thead>
<tr>
<th>Years</th>
<th>Milestone acrylics</th>
<th>Price range per acrylic</th>
<th>Traditional stones in service pins (discontinue pins FY22)</th>
<th>Price range per pin (discontinue pins FY22)</th>
<th>Price range per gift (20 years and above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$36.50 per award</td>
<td>1 synthetic 5 pt. red ruby</td>
<td>$16 - $26 per pin</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 synthetic 5 pt. blue sapphire or blue spinel</td>
<td>$16 - $26 per pin</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 synthetic 5 pt. green emerald</td>
<td>$16 - $26 per pin</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 synthetic 5 pt. yellow topaz</td>
<td>$16 - $26 per pin</td>
<td>$73 avg. per item</td>
</tr>
<tr>
<td>25</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 genuine 3 pt. diamond</td>
<td>$50 - $70 per pin</td>
<td>$87.50 avg. per item</td>
</tr>
<tr>
<td>30</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 diamond + 2 synthetic red rubies (3 pt.)</td>
<td>$65 - $85 per pin</td>
<td>$105 avg. per item</td>
</tr>
<tr>
<td>35</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>1 diamond + 2 synthetic blue sapphires (3 pt.)</td>
<td>$65 - $85 per pin</td>
<td>$126 avg. per item</td>
</tr>
<tr>
<td>40</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>2 diamonds + 1 synthetic red ruby (3 pt.)</td>
<td>$70 - $120 per pin</td>
<td>$151 avg. per item</td>
</tr>
<tr>
<td>45</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop image should be different for each 5 years.</td>
<td>$44.50 per award</td>
<td>2 diamonds + 1 synthetic blue sapphire (3 pt.)</td>
<td>$70 - $120 per pin</td>
<td>$181 avg. per item</td>
</tr>
<tr>
<td>50</td>
<td>1 custom ASU graphic and packaging. No customization. Backdrop</td>
<td>$44.50 per award</td>
<td>3 diamonds (3 pt.)</td>
<td>$70 - $160 per pin</td>
<td>$217 avg. per item</td>
</tr>
</tbody>
</table>
Quoted prices of milestone acrylics, pins and gifts must be guaranteed through May 29, 2021.

Prices for milestone acrylics, pins and gifts at the level of 20 years and above must include automated administration of the program, to include an electronic communication and online ordering and a gift box for each gift. Include sustainable packaging where available.
SECTION X – FORM OF PROPOSAL/SPECIAL INSTRUCTIONS

Format of Submittal

To facilitate direct comparisons, your proposal must be submitted in the following format:

1. **One (1) clearly marked hardcopy “original” in 8.5” x 11” double-sided, non-binding form. No metal or plastic binding – may use binder, folder, or clip for easy removal of proposal; and**

2. **One (1) “single” continuous electronic copy (flash drive only), PC readable, labeled and no passwords.**

3. Any confidential and/or proprietary documents must be on a separate flash drive and labeled appropriately.

4. Proposer must check all flash drives before submitting. Company marketing materials should not be included unless the Request for Proposal specifically requests them; this does not include samples requested. All photos must be compressed to small size formats.

Content of Submittal

If proposer fails to provide any of the following information, with the exception of the mandatory proposal certifications, the University may, at its sole option, ask the proposer to provide the missing information or evaluate the proposal without the missing information.

1. Appendix 1 – RFP Checklist and Cover Page

2. Mandatory Certifications per Section XIII

3. Response to Supplier Sustainability Questionnaire

4. Response to Section V Specifications/Scope of Work

5. Response to Section VII Proposer Qualifications

6. Response to Section IX Pricing Schedule

7. Exceptions, justification, and alternate language proposed by Legal or Contract team and acknowledgement of Insurance Requirements Section XII, Terms and Conditions.

8. Confidential/Proprietary Justification Letter with sealed documents, if applicable. Please review instructions under Section IV, page 8, item 13.
SECTION XI – PROPOSER INQUIRY FORM

Pre-Proposal Questions, General Clarifications, etc. – Email to ernesto.marquez@asu.edu

PROJECT NAME: __________________________________________________________

PROPOSAL NUMBER: ______________________________________________________

INQUIRY DEADLINE: 3:00 P.M., MST, January 24, 2020

QUESTIONS ON: ______ ORIGINAL PROPOSAL or ______ ADDENDUM NO.

DATE: ________________________________

WRITER: __________________________________________

COMPANY: ________________________________________

E-MAIL ADDRESS: ______________________________________

PHONE: ______________________ FAX: ______________________

QUESTIONS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SECTION XII – AGREEMENT - TERMS & CONDITIONS

ASU will issue a Purchase Order(s) for goods and/or services awarded under this RFP.

The parties to the Purchase Order will be bound by the ASU Terms and Conditions effective on the date the purchase order is received. The ASU Terms and Conditions are available at ASU Standard Terms and Conditions.

Insurance requirements are outlined within this RFP and will be included in any resulting Purchase Order.

Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed non responsive and may be rejected. All exceptions must be submitted with justification and alternate language, and MUST be submitted with the proposal.
Insurance
Requirements

Without limiting any liabilities or any other obligation of Supplier, Supplier will purchase and maintain (and cause its subcontractors to purchase and maintain), until all of their obligations have been discharged or satisfied, including any warranty periods under the Agreement, insurance against claims that may arise from or in connection with the performance of the work hereunder by Supplier, its agents, representatives, employees or subcontractors, as described below.

These insurance requirements are minimum requirements for the Agreement and in no way limit any indemnity covenants in the Agreement. ASU does not warrant that these minimum limits are sufficient to protect Supplier from liabilities that might arise out of the performance of the work under the Agreement by Supplier, its agents, representatives, employees, or subcontractors. These insurance requirements may change if Supplier is a foreign entity, or with foreign insurance coverage.

A. Minimum Scope and Limits of Insurance: Supplier’s insurance coverage will be primary insurance with respect to all other available sources. Supplier will provide coverage with limits of liability not less than those stated below:

1. Commercial General Liability – Occurrence Form. Policy will include bodily injury, property damage, personal injury, and broad form contractual liability coverage.
   - General Aggregate $2,000,000
   - Products – Completed Operations Aggregate $1,000,000
   - Personal and Advertising Injury $1,000,000
   - Contractual Liability $1,000,000
   - Fire Legal Liability (only if Agreement is for leasing space) $50,000
   - Each Occurrence $1,000,000
   a. Policy will include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, will be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Supplier.”
   b. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Supplier.

2. Automobile Liability. If Supplier will be driving on ASU campus or on ASU business the following section will apply: Policy will include Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of the Agreement in the following amounts. If Supplier is not an individual then coverage will be a combined single limit of $1,000,000. If Supplier is an individual then coverage will be $100,000 per person, $300,000 per accident, and $50,000 property damage.
   a. Policy will include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, will be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Supplier, involving vehicles owned, leased, hired, or borrowed by Supplier.”
   b. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Supplier.
   c. Policy will contain a severability of interest provision.

3. Worker’s Compensation and Employers’ Liability. Applicable statutory limits, as amended from time to time.
   a. Employer’s Liability in the amount of $1,000,000 injury and disease.
   b. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Supplier.
c. This requirement will not apply to any contractor or subcontractor exempt under ARS § 23-901, when such contractor or subcontractor signs the Sole Proprietor Waiver Form.

4. Technology/Network Errors and Omissions Insurance. The terms of this section apply if: 1) ASU is purchasing or leasing software, or processing a software renewal; 2) Supplier is creating any code for ASU; 3) Supplier receives, stores, or analyzes ASU Data (including if the data is not online); 4) Supplier is hosting, or managing by infrastructure outside of ASU, including in the cloud, ASU Data; OR 5) ASU is purchasing or leasing equipment that will connect to ASU’s data network.

   - Each Claim $2,000,000
   - Annual Aggregate $4,000,000

a. This insurance will cover Supplier’s liability for acts, errors and omissions arising out of Supplier’s operations or services, including loss arising from unauthorized access, or use that results in identity theft or fraud.

b. If the liability insurance required by the Agreement is written on a claims-made basis, Supplier warrants that any retroactive date under the policy will precede the effective date of the Agreement, and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning at the time work under the Agreement is completed.

c. Policy will cover professional misconduct for those positions defined in the scope of work of the Agreement.

5. Professional Liability (Errors and Omissions Liability). If the Supplier will provide ASU Services under the Agreement, the Policy will include professional liability coverage as follows:

   - Each Claim $1,000,000
   - Annual Aggregate $2,000,000

a. If the professional liability insurance required by the Agreement is written on a claims-made basis, Supplier warrants that any retroactive date under the policy will precede the effective date of the Agreement; and that either continuous coverage will be maintained or an extended discovery period will be exercised for 2 years beginning at the time work under the Agreement is completed.

b. Policy will cover professional misconduct for those positions defined in the scope of work of the Agreement.

B. Cancellation; Material Changes: Cancellation notices will be delivered to ASU in accordance with all policy provisions. Notices required in this Section must be sent directly to ASU Purchasing and Business Services, email Insurance.certificates@asu.edu or mail to PO Box 875212, Tempe, AZ, 85287-5212.

C. Acceptability of Insurers: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an “A.M. Best” rating of not less than A- VII. ASU in no way warrants that the above required minimum insurer rating is sufficient to protect Supplier from potential insurer insolvency. Self-Insurance may be accepted in lieu of or in combination with insurance coverage requested.

D. Verification of Coverage: Each insurance policy required by the Agreement must be in effect at or prior to commencement of work under the Agreement and remain in effect for the term of the Agreement. Failure to maintain the insurance policies as required by the Agreement, or to provide evidence of renewal, is a material breach of contract.

If requested by ASU, Supplier will furnish ASU with valid certificates of insurance. ASU’s project or purchase order number and project description will be noted on each certificate of insurance. The State of Arizona and ASU may require complete, certified copies of policies at the time of notice of any loss or claim.

E. Subcontractors. Supplier’s certificate(s) may include all subcontractors as insureds under its policies as required by the Agreement, or Supplier will furnish to ASU upon request, copies of valid certificates and endorsements for each subcontractor. Coverages for subcontractors will be subject to the minimum requirements identified above.

F. Approval. These insurance requirements are the standard insurance requirements of ASU. Any modification or variation from the insurance requirements in the Agreement will require the approval of ASU’s Department of
SECTION XIII – MANDATORY CERTIFICATIONS

Fillable PDF versions of mandatory certifications are at: [https://cfo.asu.edu/business/do-business-asu](https://cfo.asu.edu/business/do-business-asu) under the Formal Solicitations tab. ORIGINAL signatures are REQUIRED for either version.

CONFLICT OF INTEREST CERTIFICATION

(Date)

The undersigned certifies that to the best of his/her knowledge: (check only one)

(   ) There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract resulting from this request.

(   ) The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

________________________________ ______________________________
(Email address)   (Address)

________________________________ ______________________________
(Signature required)   (Phone)

________________________________ ______________________________
(Print name)   (Fax)

________________________________ ______________________________
(Print title)
FEDERAL DEBARRED LIST CERTIFICATION

Certification Regarding Other Responsibility Matters (April 2010)

_____________________

(Date)

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

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

   (i) The Offeror 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; (  

      (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.

      (D) (check one) Have (   ) or have not (   ) within a three-year period preceding this offer,
been notified of any delinquent Federal taxes in an amount that exceeds $3,500 for which
the liability remains unsatisfied.

(ii) The Offeror (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) (a) “Principal,” for the purposes of this certification, means an officer; director; owner; partner;
or, person 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).

(b) The Offeror shall provide immediate written notice to the University if, at any time prior to contract
award, the Offeror 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 Offeror’s responsibility. Failure of the Offeror to furnish a
certification or provide such additional information as requested by University may render the Offeror
nonresponsible.
(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 Offeror 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 Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the University may terminate the contract resulting from this solicitation for default.

(Email address)  (Address)

(Signature required)  (Phone)

(Print name)  (Fax)

(Print title)
ANTI-LOBBYING CERTIFICATION

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2007)

_____________________
(Date)

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 offeror, 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;

(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 offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the University; and

(3) Offeror 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.

_______________________________
(Email address)

_______________________________
(Address)

_______________________________
(Signature required)

_______________________________
(Phone)

_______________________________
(Print name)

_______________________________
(Fax)

_______________________________
(Print title)
SUPPLIER SUSTAINABILITY QUESTIONNAIRE – SMALL COMPANY

Firm Name: ___________________________ Date: ___________________________

The Supplier Sustainability Questionnaire must be completed and returned with your Proposal. This questionnaire is applicable to firms that provide services as well as those that provide goods. Arizona State University's vision is to be environmentally sustainable while expanding our education, research, and community support programs. The University seeks suppliers who share our sustainability vision. Accordingly, please answer the following questions.

To each question please provide at least one of the following types of responses:
- An explanation or description
- A URL of your policy or program

An electronic copy of your illustrative policies or programs must be provided if requested. If the question does not apply, answer with N/A and provide an explanation as to why.

Energy
1. What is your firm doing to be energy efficient?
2. What plan is in place to reduce greenhouse gas emissions in the future?

Solid Waste
1. What is your firm doing to reduce waste to landfill?
2. What plan is in place to reduce waste to landfill generated in the future?

Water Waste
1. What is your firm doing to reduce water waste?
2. What plan is in place to reduce water waste in the future?

Packaging
1. What is your firm’s plan to minimize packaging and/or describe your firm’s packaging “Take Back” program?
2. What kind of reusable, recyclable, and/or compostable packaging materials does your firm use?
3. What does your firm do to encourage/require your suppliers to minimize packaging and/or use reusable, recyclable, or compostable packaging materials?

Sustainability Practices
1. What programs does your firm have to encourage your employees to use alternative transportation while commuting to work and travelling locally?
2. What sustainability guidelines or environmental statement does your firm have to guide the firm as a whole?
3. What are your firm’s sustainable purchasing guidelines?
4. What kind of position(s) or team(s) does your firm have dedicated to overseeing sustainability initiatives?
5. List the sustainability related professional associations of which your firm is a member.
6. What kind of effort does your firm make to reduce the use of environmentally harmful materials?
7. Does your firm use Green Seal/EcoLogo certified or biodegradable/eco-friendly cleaning products?
8. Has your firm been cited for non-compliance of an environmental or safety issue in the past ten years?

9. Name any third party certifications your firm has in regards to sustainable business practices?

10. Describe any other initiatives your firm has taken to integrate sustainability practices principles into your operations.

Community
1. What charity, community development, educational programs, or environmental programs is your firm involved in within your local community?

2. What educational programs does your firm have to develop employees?

SUPPLIER SUSTAINABILITY QUESTIONNAIRE – LARGE COMPANY

Firm Name: ________________________ Date: ________________________

The Supplier Sustainability Questionnaire must be completed and returned with your Proposal. This questionnaire is applicable to firms that provide services as well as those that provide goods. Arizona State University’s vision is to be environmentally sustainable while expanding our education, research, and community support programs. The University seeks suppliers who share our sustainability vision. Accordingly, please answer the following questions.

To each question please provide at least one of the following types of responses:
- An explanation or description
- A URL of your policy or program

An electronic copy of your illustrative policies or programs must be provided if requested. If the question does not apply, answer with N/A and provide an explanation as to why.

Energy
1. What is your firm doing to be energy efficient?

2. What are your firm’s annual greenhouse gas emissions in metric tons of carbon dioxide equivalent? (Enter total metric tons of CO2 equivalency [includes the following GHGs: CO2, CH4, N2), SF6, HFCs and PFCs])

3. What plan is in place to reduce greenhouse gas emissions in the future?

Solid Waste
1. What is your firm doing to reduce waste to landfill?

2. What is your firm’s annual waste to landfill generated in metric tons? (Enter total metric tons)

3. What plan is in place to reduce waste to landfill generated in the future?

Water Waste
1. What is your firm doing to reduce water waste?

2. What is your firm’s annual water waste in gallons? (Enter total gallons)

3. What plan is in place to reduce water waste in the future?

Packaging
1. What is your firm’s plan to minimize packaging and/or describe your firm’s packaging “Take Back” program?
2. What kind of reusable, recyclable, and/or compostable packaging materials does your firm use?
3. What does your firm do to encourage/require your suppliers to minimize packaging and/or use reusable, recyclable, or compostable packaging materials?

**Sustainability Practices**
1. What programs does your firm have to encourage your employees to use alternative transportation while commuting to work and travelling locally?
2. What sustainability guidelines or environmental statement does your firm have to guide the firm as a whole?
3. What are your firm’s sustainable purchasing guidelines?
4. What kind of position(s) or team(s) does your firm have dedicated to overseeing sustainability initiatives?
5. List the sustainability related professional associations of which your firm is a member.
6. What kind of effort does your firm make to reduce the use of environmentally harmful materials?
7. Has an environmental life-cycle analysis of your firm’s products been conducted by a certified testing organization?
8. Does your firm use Green Seal/EcoLogo certified or biodegradable/eco-friendly cleaning products?
9. Has your firm been cited for non-compliance of an environmental or safety issue in the past ten years?
10. Name any third party certifications your firm has in regards to sustainable business practices?
11. Describe any other initiatives your firm has taken to integrate sustainability practices principles into your operations.

**Community**
1. What charity, community development, educational programs, or environmental programs is your firm involved in within your local community?
2. What educational programs does your firm have to develop employees?

**If your firm is just beginning the sustainability journey, or is looking for tools and resources, here are some suggestions:**

**Energy**
- Greenhouse Gas Protocol provides tools to calculate emissions that are industry specific:
  - [http://www.ghgprotocol.org/calculation-tools](http://www.ghgprotocol.org/calculation-tools)

**Solid Waste**
- The EPA’s pre-built excel file to help measure and track your waste and recycling:
  - [http://www.epa.gov/smm/wastewise/measure-progress.htm](http://www.epa.gov/smm/wastewise/measure-progress.htm)

**Water Waste**
- EPA information about conserving water:
  - [http://water.epa.gov/polwaste/nps/chap3.cfm](http://water.epa.gov/polwaste/nps/chap3.cfm)

**Packaging**
Sustainability Practices

Ideas for alternative transportation programs:
The EPA environmentally preferable purchasing guidelines for suppliers:
  o http://www.epa.gov/epp/

EPA life cycle assessment information:
  o http://www.epa.gov/nrmrl/std/lca/lca.html

Ecologo cleaning and janitorial products:
APPENDIX 1 - RFP CHECKLIST/COVER PAGE

The following documents are required for this proposal (please mark off each document to acknowledge that you have submitted the document in the proper order and format):

| ☐ | RFP Checklist/Cover Page, Mandatory Certifications, & Supplier Sustainability Questionnaire. |
| ☐ | Response to the Specifications/Scope of Work, Section V |
| ☐ | Proposer Qualifications, per Section VII |
| ☐ | Pricing Schedule, per Section IX |
| ☐ | Exceptions, justification, and alternate language proposed by Legal or Contract team and acknowledgement of Insurance Requirements Section XII, Terms and Conditions. |
| ☐ | Confidential/Proprietary Justification Letter with Sealed documents, if applicable. Section IV, page 8, item 13. |

Insert table with list of samples required
In addition, the proposer must provide their review and acknowledgement of the following documents provided in this RFP. Please mark off each box to acknowledge that you have reviewed the below documents in the RFP:

| ☐ | RFP 122002 (PDF Document) |
| ☐ | All RFP Addenda (PDF Document) |

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