



# VCU

## Procurement Services

FIRST AMENDMENT TO CONTRACT NO. 5884772JH  
BY AND BETWEEN  
VIRGINIA COMMONWEALTH UNIVERSITY  
AND  
Color ID, LLC

This First Amendment to Contract No. 5884772JH by and between Virginia Commonwealth University, hereafter referred to as "VCU", and Color ID, LLC, hereinafter referred to as "Contractor", is entered into as of this 19<sup>th</sup> day of April, 2019.

WHEREAS, VCU and Contractor entered into Contract No. 5884772JH, dated May 22, 2014 ("the Contract");

WHEREAS, VCU desires to continue to obtain the services that Contractor offers as revised herein;

WHEREAS, Contractor agrees to continue to provide the services to VCU as revised herein;

WHEREAS, the Contract provides for changes to the terms of the Contract through a changes provision set forth in the General Terms and Conditions, clause O (Changes to the Contract); and

WHEREAS, VCU and Contractor desire to revise the Contract in accordance with the clauses described above,

NOW THEREFORE, VCU and Contractor agree to enter into this Amendment to allow the following changes and additions to the Contract:

1. The expiration date of the Contract will be extended to July 31, 2019.

This Amendment shall become effective upon execution of this Amendment by VCU and Contractor. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed, intending thereby to be legally bound.

VIRGINIA COMMONWEALTH UNIVERSITY

Name: Mark E. Roberts

By: [Signature]

Title: Interim Director Procurement Services

Date: 4/23/19

Color ID, LLC

Name: Mark Dezan

By: [Signature]

Title: Director of Corporate Marketing

Date: 4-23-2019



# VCU Procurement Services

Date May 15, 2018

Mr. Mark Degan  
20480-F Chartwell Center  
Cornelius, NC 28031

**Procurement Services**  
University Purchasing

912 W Grace Street, 5<sup>th</sup> Floor  
Box 980327  
Richmond, Virginia 23284

804 828-1077  
Fax: 8 4 828-7837  
TDD: -800-828-1120  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

RE: Contract #: 5884772JH  
Renewal No.: Four (4) of Four (4)  
Current Purchase Order: EP2590437

Dear Mr. Degan:

The current term for the Virginia Commonwealth University (VCU) Contract # 5884772JH with Color ID expires on May 31, 2018. VCU intends to renew the contract from June 01, 2018 to May 31, 2019 in accordance with the renewal terms of the contract.

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

This contract is an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion; purchase the identical and/or similar goods/services from other sources. Services shall be provided in accordance with the contract for the renewal period: June 01, 2018 through May 31, 2019.

☐ Pricing remains the same as the previous contract period.

☒ Attached is the revised pricing in accordance with the contract terms.

☒ By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, Box 843040, Richmond, VA.

Please return the completed and signed renewal document to me no later than May 18, 2018 by email to [pbanks3@vcu.edu](mailto:pbanks3@vcu.edu). If you have any questions, please contact me at (804) 828-0160.

Sincerely,

Princess Banks  
Senior Buyer

**RESPONSE:**

Products and Services shall be provided in accordance with contract no. 5884772JH and this renewal form for the renewal period June 01, 2018 through May 31, 2019.

ColorID, LLC

Name of Firm

Signature

Mark Degan

Name Printed

Director of Corporate Marketing

Title

5/16/2018

Date

**VCU**

Make it real

June 22, 2017

Mr. Mark Degan  
Color ID  
20480-F Chartwell Ctr.  
Cornelius, NC 28031

Dear Mr. Degan:

The Color ID contract #5884772JH with Virginia Commonwealth University (VCU) for access cards, hardware, software, accessories, and consumables expired on May 31, 2017. VCU intends to exercise the renewal of this contract in accordance with the original contract terms and conditions.

Please facilitate obtaining the authorized Color ID signature below to indicate acceptance of this renewal, and return this document to me no later than June 26, 2017 at 2:00 PM. Your response may be emailed to jcolbert@vcu.edu. If you have any questions, please contact me at (804) 828-0163.

Sincerely,

Jackie Colbert  
Category Manager and Contracting Officer

## RESPONSE:

Products shall be provided in accordance with contract #5884772JH for the renewal period June 1, 2017 through May 31, 2018 as follows:

☐ Pricing remains the same as the previous contract period.



Revised pricing in accordance with contract terms to include any new products is requested. Please submit an electronic revised Price List for the June 1, 2017 through May 31, 2018 renewal term.

Signature

MARK DEGAN

Name Printed

DIRECT OF CORPORATE MARKETING

Title

6/22/2017

Date



**VIRGINIA COMMONWEALTH UNIVERSITY**  
Department of Procurement Services  
CONTRACT TRANSMITTAL SHEET (REVISED)

INITIATING DEPARTMENT: Technology Services

DEPARTMENT CONTACT: Patti Murdock

REQUISITION NO.: 5884772

P.O. AMOUNT: 185,000

INDEX CODE: 138110

IF APPLICABLE ELECTRONIC  
PAYMENT INFORMATION  
SUBMITTED TO AP (Y/N) : n/a

VENDOR NAME: Color ID

IF APPLICABLE INFORMATION  
SUBMITTED TO SWaM  
COORDINATOR (Y/N) : n/a

COMMODITY/SERVICE: Access cards, hardware, software & accessories

METHOD OF PROCUREMENT: RFP

CONTRACT PERIOD: 6/1/2014 – 5/31/2015

**SUMMARY OF CONTRACT PURPOSE AND SELECTION PROCESS:**

Access cards, hardware, software and accessories to match existing systems.

**BACKGROUND ON AWARDEE**

List of other Current Contracts this Awardee has with VCU and the amounts paid on those contracts	Contract # and Title	Contract Dollar Amount
Current access card contract	2799519EW	165,000

**If A Competitive Procurement the following information is required:**

List of all offerors

VENDOR NAME	PRICE OFFERED	VENDOR LOCATION
BEC Plastics	451,010	Richmond, VA
Wired Fox	270,419	Greenville, SC
DTC Worldwide	203,200	Eden Prairie, MN
IRIS Ltd	178,030	Fleetwood, PA
Color ID	163,000	Cornelins, NC
Richmond Security	163,460	Richmond, VA

Committee Members

Committee Member	Department
Patti Murdock	Tech Services
Lene Hunt	Tech Services
David Phillips	Tech Services

The attached contract, as referenced above, has been drawn under proper procurement methods, reviewed as to its terms and conditions, and is now ready for execution.

Jeff H. Category Mgr.  
 Name, Title  
5/22/14  
 Date

\_\_\_\_ Amount is \$50,000-\$100,000, review by Jackie Colbert is required prior to sending to Asst. Vice President, Business Services for signature.

Jackie Colbert  
 Jackie Colbert, Category Manager/Contracting Officer  
5/22/14  
 Date

X Amount is over \$100,000, review by Asst. Vice President, Business Services is required prior to sending to VP, Finance and Administration for signature.

Diane Reynolds  
 Diane Reynolds, Asst. VP, Business Services  
6-2-14  
 Date

☒ Return Document,

via: ☐ Call when ready.  
☒ E-mail jhornback@vcu.edu when ready.  
 Campus Mail to transmitter - PO Box 980327



# VCU

Make it real.

## COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

**Contract Number: 5884772JH**

This contract entered into 5/22/14 by Color ID, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University, called the "Purchasing Agency".

**WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**PERIOD OF THE PERFORMANCE:** From 6/1/14 through 5/31/15 with four (4) successive one (1) year renewal options.

**SCOPE OF CONTRACT:** The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

The contract documents shall consist of:

- (1) This signed form;
- (2) The Request for Proposals # 5884772JH dated 4/11/14 including Addendum #1 dated 4/25/14;
- (3) The Contractor's Proposal dated 4/29/14; and
- (4) The Negotiated Modification dated 5/16/14.

All of which documents are incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

Color ID

By: 

Name Printed: MARK DEGAN

Date: 5-21-14

Title: CORPORATE MKT MGR

**PURCHASING AGENCY:**

Virginia Commonwealth University

By: 

Name Printed: William R. Decatur

Date: 6/3/14

Title: Vice President for  
Finance and Administration



# Request for Proposals

RFP #: 5884772JH

RFP Title: Access Cards, Hardware, Software,  
Accessories & Consumables

Date: 4/11/2014



College of William and Mary  
George Mason University  
James Madison University  
Old Dominion University  
Radford University  
The University of Virginia  
Virginia Commonwealth University  
Virginia Military Institute  
Virginia Tech

A VASCUPP Member Institution

## Request For Proposals RFP # 5884772JH

**Issue Date:** 4/11/2014

**Title:** Access Cards, Hardware, Software, Accessories & Consumables

**Issuing and Using Agency:** Virginia Commonwealth University  
Attention: John Hornback  
10 S 6<sup>th</sup> St., 2<sup>nd</sup> floor  
POB 980327  
Richmond, Virginia 23298-0327

**Period of Contract:**

Proposals For Furnishing The Services Described Herein Will Be Received Until: 11:00 AM (EDT) local time on 5/1/2014.

All Inquiries For Information Should Be Directed To: ISSUING AGENCY, address listed above or to Phone: (804) 628-2878, VOICE TDD: (800) 828-1120.

This solicitation & any addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, POB 980327, RICHMOND, VA 23298-0327. **IF PROPOSALS ARE HAND DELIVERED OR SENT BY COURIER, DELIVER TO:** VIRGINIA COMMONWEALTH UNIVERSITY, DEPARTMENT OF PROCUREMENT SERVICES, 10 S 6TH ST., 2nd FLOOR, RICHMOND, VA 23219. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University Purchasing. Any Work Relative To This Solicitation Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University. **Signature below constitutes acknowledgement of all information contained through links referenced herein.**

**NAME AND ADDRESS OF FIRM:**

_____	Date: _____
_____	By (Signature In Ink): _____
_____ Zip Code _____	Name Typed: _____
E-Mail Address: _____	Title: _____
Telephone: ( ____ ) _____	Fax Number: ( ____ ) _____
<b>Toll free, if available</b>	<b>Toll free, if available</b>
DUNS NO.: _____	FEI/FIN NO.: _____
REGISTERED WITH eVA: ( ) YES ( ) NO	SMALL BUSINESS: ( ) YES ( ) NO
VIRGINIA DMBE CERTIFIED: ( ) YES ( ) NO	MINORITY-OWNED: ( ) YES ( ) NO
DMBE CERTIFICATION #: _____	WOMEN-OWNED: ( ) YES ( ) NO

**A Pre-Proposal conference will be held. See Section V herein.**

**THIS SOLICITATION CONTAINS 18 PAGES (including cover).**

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I. PURPOSE:

The intent and purpose of this Request for Proposals (RFP) is to establish a contract with one or more qualified sources for access cards, hardware, software, and consumables and other services for Virginia Commonwealth University (the lead issuing institution and hereafter referred to as “the University” or “VCU”), an agency of the Commonwealth of Virginia. The initial contract term is one (1) year with four (4) optional one (1) year renewals.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

Additional information is available at:

[http://procurement.vcu.edu/files/RFP Website Link Cooperative Procurement.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20Cooperative%20Procurement.pdf)

II. OPTIONAL USE CONTRACT:

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

III. THE UNIVERSITY:

Information is available at:

[http://procurement.vcu.edu/files/RFP Website Link The University.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20The%20University.pdf)

IV. REPORTING AND DELIVERY REQUIREMENTS:

Information is available at:

[http://procurement.vcu.edu/files/RFP Website Link Reporting Delivery Requirements.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20Reporting%20Delivery%20Requirements.pdf)

V. PRE-PROPOSAL CONFERENCE:

**OPTIONAL PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held at 8:00 AM (EDT) on 4/25/2014 at the Technology Administration Building, 701 West Broad St, Richmond VA in Conference Room 202. The purpose of the conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

*Note – Offerors: Should submit questions 24 hours in advance (via email) to [jhornback@vcu.edu](mailto:jhornback@vcu.edu) prior to the date of the conference.*

VI. BACKGROUND:

- A. VCU has two campuses in Richmond– Monroe Park and MCV (see <http://www.maps.vcu.edu/> for a full listing and directions to all buildings).
- B. VCU School of the Arts has a campus in Qatar in the Middle East.
- C. VCU currently uses the CBORD CS Gold System.
- D. VCU brand standards for guidelines and samples of our marks are available at <http://www.identity.vcu.edu/identity/index.html>.
- E. VCU will assign a Project Manager as a point of contact, and that person may designate a specific contact per building or project.
- F. VCU currently uses access cards manufactured by HID.

## VII. DESCRIPTION OF REQUESTED GOODS/SERVICES AND PROPOSAL RESPONSE REQUIREMENTS AND SUBMISSION INSTRUCTIONS:

This section describes VCU's requested goods and/or services and the areas to be addressed in Offeror's proposal. **The areas to be addressed are italicized and in bold.** Proposal response must be written in the same order as outlined below. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities. Emphasis should be placed on completeness and clarity of content. Failure to submit all information requested may result in the elimination of the proposal from consideration. Proposals which are substantially incomplete or lack key information may be rejected by VCU.

### A. SERVICE REQUIREMENTS

At minimum, The Contractor should provide the following:

1. All labor, supervision, equipment, tools, materials, transportation and incidentals, as necessary, to perform the contract services to be used in the daily operation of the VCUCard Office.
2. Complete campus-wide recarding events as requested by the VCU Contract Administrator.
3. Onsite ID Works & Tru Photo software systems as requested by the VCU Contract Administrator.
4. Telephone technical support form 8 a.m. to 5 p.m., Monday through Friday during the initial hardware and software installation.
5. Emergency onsite service performed by a trained technician within twenty-four hours for any problem that has not been resolved by the telephone technical support call. This may only include new hardware and softward installation.
6. Shipping of all supplies with next day delivery provided that VCU orders by 4 p.m. local time. Terms should be F.O.B. destination with costs paid by the Contractor.

***Firm should discuss its proposed plan to provide the services as described above or offer alternate methods that may provide the best value to VCU .***

### B. EQUIPMENT REQUIREMENTS

The Contractor should provide the following:

#### 1. Hardware

- a) Datacard SP75+CIATH1SCHID card printer with the following features:

- (a) IAT magnetic strip encoder;
- (b) HID ProxReader;
- (c) Ethernet and USB Interface standard;
- (d) Double-sided;
- (e) Full color;
- (f) Single lamination;
- (g) 100 card input hopper;
- (h) Backlit LCD screen with 16MB capacity;
- (i) Edge-toedge 300 dpi;
- (j) 120 volt; and
- (k) Twenty-four month warranty on printer and print head.

- b) Cameras

The Contractor should provide the following:



- (a) Canon G9.
- (b) VALCam Pro-Desktop USB Model V8500-630 with the following features:
  - (i) Pan-tilt zoom;
  - (ii) Software;
  - (iii) Cables;
  - (iv) Mounting hardware;
  - (v) Synchronized flash or strobe lamp with software exposure control; and
  - (vi) Twain drive for instant integration with all major ID, graphic packages, and camera cable to with with Windows ??.
- (c) Datacard #573454-006 Tru Photo Professional Solution v.7.1 to include the following:
  - (i) Twelve (12) megapixel camera;
  - (ii) Tripod;
  - (iii) USB cable;
  - (iv) Power cord;
  - (v) TruCapture software w/USB license key;
  - (vi) 32 MD SD memory card;
  - (vii) Backdrop; and
  - (viii) Stand and frame.
- (d) Prox/magstrip readers model PcProx for HID Prox Cards RDR-6081 AKU with the following:
  - (i) PC and USB interface; and
  - (ii) Ability to send card data as keystrokes.

***Firm should discuss the hardware it is offering in response to the specifications described above.***

## 2. Consumables

The Contractor should provide the following:

- a) Ribbons DataCard #562854-50 2, SP75 Color Ribbon Kit YMCK, 500 ipr to include:
  - (a) One (1) ribbon;
  - (b) One (1) alcohol card; and
  - (c) One adhesive cleaning sleeve.
- b) Laminate – DataCard #562757-003 Ribbon Duraguard Hologram with the following:
  - (a) .6 mil size;
  - (b) Secure globe;
  - (c) Full Card;
  - (d) High resolution image with enhanced security features;
  - (e) 350 prints per roll.
- c) Laminate – DataCard #562757-003 Ribbon Duraguard Hologram with the following:

- (a) .5 mil size;
- (b) Non-hologram;
- (c) Full card;
- (d) Overlay-clear SP75; and
- (e) 375 ipr.

***Firm should discuss the consumables it is offering in response to the specifications described above.***

### 3. Accessories

The Contractor should provide the following manufactured by Brady People ID:

- a) Lanyards – imprinted woven for the these styles:
  - (a) VCU SB-34C with the following:
    - (i) Silkscreening, 3/8” breakaway style;
    - (ii) Clip fitting;
    - (iii) Black fabric color;
    - (iv) Gold imprint color PMS 130;
    - (v) Times New Roman font reading “Virginia Commonwealth University”; and
    - (vi) Maximum imprint area of 31” x 1/4”.
  - (b) VCUHS SB-34C with the following:
    - (i) Silkscreening, 3/8” breakaway style;
    - (ii) Card clamp fitting;
    - (iii) Navy blue fabric color;
    - (iv) White imprint color;
    - (v) Times New Roman font reading “VCU Health System”; and
    - (vi) Maximum imprint area of 31” x 1/4”.
- b) Imprinted Badge Reel Retractors for these styles:
  - (a) 905-1 VCU Imprinted Maslabel Badge Reel Retractors with these features:
    - (i) Black;
    - (ii) 36” slide;
    - (iii) Three (3) color logo imprinting;
    - (iv) One (1) to five (5) colors on 1” standard label; and
    - (v) Maximum imprint area of 7/8”.
  - (b) 905-1 VCUHS Imprinted Maslabel Badge Reel Retractors with these features:
    - (i) Royal Blue;
    - (ii) 36” slide;
    - (iii) Three (3) color logo imprinting;
    - (iv) One (1) to five (5) colors on 1” standard label; and
    - (v) Maximum imprint area of 7/8”.
- c) 505A Economy Strip Clip with smaller 3/8” diameter snap. Packaged in bags of 100.

- d) 506-T1 Single Pocket Style ID Hang Holders with slots and chain holes – horizontal.
- e) 506-T2 Hang Holder, Two Pocket Style with heavy tear resistant clear vinyl with slots and chain holes.
- f) 504-HC1 half card holder for retractable reels with easy swiping of vertical format magnetic strip cards without punching a slot in the card.
- g) 726-T1 Frosty clear economy card dispensers – horizontal.

***Firm should discuss the accessories it is offering in response to the specifications described above.***

#### 4. Card Stock

The Contractor should provide the following styles:

- a) VCUHS preprinted non-prox blank back cards HID#S1226.
- b) VCUHS preprinted prox/mag iCLAS HID#2120BC3ANN-1212.
- c) VCU preprinted prox/mag iCLASS HID#2120BC3ANN-1196.
- d) Blank with mag.
- e) Blank front/blank back.
- f) Blank with mag and prox iCLASS HID.
- g) Rec Sports preprinted prox/mag iCLASS HID#2120B1NNM-110677.
- h) VCU Police preprinted blank back non prox/mag.
- i) Qatar preprinted cards non prox/mag.

***Firm should discuss the card stock it is offering in response to the specifications described above.***

#### 5. Software

The Contractor should provide the following:

- a) DataCard #571897-006 ID Works Software with updates to include:
  - (a) Prox Plug-in;
  - (b) SASI;
  - (c) Lifetouch w/USB Security Key for Windows 7; and
  - (d) 60 day free phone support.
- b) ID Works Enterprise Production Module v6.5 with upgrades for customers using ID Works Standard Production v2.x, 3.x, or 4.x
- c) ID Works Enterprise Designer Module v6.5 with upgrades for customers using ID Works Standard Production v2.x, 3.x, or 4.x.

#### 6. Other Equipment

The Contractor should provide upgrades to existing equipment and substitutions for discontinued models as required during the term of the established contract at a fair and reasonable price.

***Firm should discuss the software it is offering in response to the specifications described above. Describe your capability to provide upgrades and substitutions as required during the term of the established contract.***

### C. CONTRACTOR REQUIREMENTS

- 1. The contractor should be prequalified by the card manufacturer HID before an award is made and will provide proof of prequalification at VCU's request. If an Offeror is not already

prequalified by HID when submitting a response, the Offeror **shall** agree to prequalify with HID as an approved vendor when/if included in negotiations.

2. The Contractor should honor the HID Lifetime Warranty for access cards currently held by VCU, and provide for full credit or replacement of all defective cards excluding damage or abuse.
3. Experience and Qualifications of Firm:
  - a) The Contractor should have adequate staff to provide, support and service the equipment listed in this RFP.
  - b) The Contractor should be authorized service providers for all of the equipment manufacturers listed in this RFP.
  - c) The Contractor should have experience working higher education institutions and /or state agencies.

***Firm should provide:***

***A listing of the personnel that they are proposing to offer to provide support and service to VCU in performance of the contract established by this RFP.***

***Letters from each manufacturer of equipment listed in this RFP or their proposal stating their status of good standing and ability to service and support the manufacturers' equipment.***

***List of three references for whom similar services were provided, preferably of public institutions of higher education or a similar sized organization.***

***Provide a list of institutions of higher education with which the firm has a signed term contract.***

***Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP Members can be found at <http://procurement.vcu.edu/our-services/university-purchasing/vascupp/>.***

- D. Other related goods/services:

***Describe other products and/or services provided by your firm that may be utilized by VCU. Explain how the fee schedule would be established for these products / services during the contract term (or submit the fee schedule) and your firm's ability to provide most favored nations pricing. Also, explain how VCU would be notified of newly introduced products / services.***

- E. Sustainability:

***Provide information to demonstrate the overall environmental impact of your proposed approach. Include information on your recommendations to reduce the environmental impact and create efficiencies.***

- F. Small, Women-Owned and Minority-Owned Business Commitment:

***Firm must submit complete Appendix I which is available at [http://procurement.vcu.edu/files/RFP Website Link Appendix 1.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20Appendix%201.pdf) unless the firm is a DMBE certified small business. DMBE certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.***

- G. Payment Method:

***Firm must submit complete Appendix II which is available at: [http://procurement.vcu.edu/files/RFP Website Link Appendix 2.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20Appendix%202.pdf)***

- H. Price Schedule:

***Firm should provide pricing on Attachment A (on a separate file).***

I. Compliance:

Firm should address the following:

1. Utilization of the words "shall" or "must" in Section VI, the "DESCRIPTION OF REQUESTED GOODS AND PROPOSAL RESPONSE REQUIREMENTS AND SUBMISSION INSTRUCTIONS" indicates a mandatory requirement: Does / will your company comply with mandatory requirements?:

Yes \_\_\_\_ No \_\_\_\_

If "NO," identify the specific requirement and the reason for non-compliance.

2. Utilization of the word "should" in Section VI, the "DESCRIPTION OF REQUESTED GOODS AND PROPOSAL RESPONSE REQUIREMENTS AND SUBMISSION INSTRUCTIONS" indicates a non-mandatory requirement. Does / will your company comply with the non-mandatory requirements as presented in Section IV (i.e. "should" becomes "shall")?

Yes \_\_\_\_ No \_\_\_\_

If "NO," identify the specific requirement and the reason for non-compliance.

3. Does your company accept the terms and conditions as presented in Section VIII, the "GENERAL TERMS AND CONDITIONS"; and in Section IX, the "SPECIAL TERMS AND CONDITIONS"?

Yes \_\_\_\_ No \_\_\_\_

If "NO," identify the specific requirement and the reason for non-compliance.

J. Proposal Submission Instructions:

1. Complete and return page 1 of the RFP. Proposals shall be signed by an authorized representative of the Offeror.
2. Complete and return signed addenda acknowledgments (if applicable).
3. Submit one (1) original hard copy (paper) document of the entire proposal with the original signature on page 1, including all attachments and proprietary information. The original proposal must be clearly marked on the outside of the proposal.
4. Submit one (1) unsecured, electronic copy (on a disc or flash drive) of the entire proposal including all attachments and EXCLUDING ANY PROPRIETARY INFORMATION. This disc or flash drive must be clearly marked on the outside that it excludes proprietary information.
5. Submit one (1) unsecured electronic copies (on a disc or flash drive) of the entire proposal, including all attachments and proprietary information.
6. If applicable, the outside of the proposal must be marked to denote proprietary information is contained in the documents. **Written notice of proprietary information must be submitted as the first page of the Offeror's proposal.** Notice must specifically identify the applicable portions of the Offeror's proposal that contains data or materials to be protected and state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's proposal, by some distinct method, such as highlighting,

underlining, etc. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

7. Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.
8. Additional information is available at:  
[http://procurement.vcu.edu/files/RFP\\_Website\\_Link\\_Additional\\_Information.pdf](http://procurement.vcu.edu/files/RFP_Website_Link_Additional_Information.pdf)

#### VIII. ORAL PRESENTATION:

Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available.

Offerors who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU, on the Offerors presentation team.

#### IX. EVALUATION AND AWARD CRITERIA:

Proposals will be evaluated based upon the information provided in the Offeror's proposal using the following criteria: Offeror's qualifications and experience; methodology/approach to providing the requirements stated herein; price; and the Offeror's status as a Virginia certified SWaM Business or the Offeror's plans to utilize Virginia DMBE certified SWaM Businesses in the Offeror's performance of the contract. Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. The Institution may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Governing Rules Section 49.D) Should the Institution determine in writing and in its sole discretion that only one Offeror has made the best proposal, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at  
<http://www.eva.virginia.gov>.

#### X. GENERAL TERMS AND CONDITIONS:

General Terms and Conditions can be viewed at:

<http://procurement.vcu.edu/files/General-Terms-and-Conditions.pdf>

#### XI. SPECIAL TERMS AND CONDITIONS:

- A. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

- B. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- C. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- E. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- F. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- G. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
- H. DRUG FREE WORKPLACE: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:
  - 1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
  - 2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
  - 3. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.
- I. IDENTIFICATION OF PROPOSAL: The proposal package should be identified as follows:

From: \_\_\_\_\_

Name of Offeror	Due Date	Time
Street or Box Number	RFP No.	
City, State, Zip Code +4	RFP Title	

Name of Contract / Purchase Officer or Buyer: John Hornback

The package should be addressed as directed on Page 2 of the solicitation.

If a proposal is not clearly identified, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- J. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intrauniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.
- K. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.
- L. LIMITATION OF LIABILITY: To the maximum extent permitted by applicable law, the Contractor will not be liable under this contract for any indirect, incidental, special or consequential damages, or damages from loss profits, revenue, data or use of the supplies, equipment and/or services delivered under this contract. This limitation of liability will not apply, however, to liability arising from: (a) personal injury or death; (b) defect or deficiency caused by willful misconduct or negligence on the part of the Contractor; or (c) circumstances where the contract expressly provides a right to damages, indemnification or reimbursement.
- M. MAINTENANCE MANUALS: The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- N. MINORITY/WOMEN-OWNED BUSINESSES SUBCONTRACTING REPORTING REQUIREMENTS AND GOALS: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be obtained from the buyer handling this solicitation. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

Virginia Commonwealth University Department of Procurement Services encourages the participation of minority owned businesses in the procurement process by actively soliciting bids from these businesses. Our office uses the information compiled by the State Department of Minority Business Enterprise, the State Division of Purchase and Supply and the Department of Information Technology to assist in this endeavor. The department has membership with the Virginia Regional Minority Supplier Development Council and participates in the annual Virginia



Businesses Opportunities Fair. We encourage departments to support minority-owned businesses within their purchasing authority when appropriate.

Virginia Commonwealth University has a minority-owned business participation goal of twenty percent (20%) for each project.

- O. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- P. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for (four (4) successive one (1) year periods under the terms and conditions of the original contract except as stated below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately 60 days prior to the expiration date of each contract period:
- If the Commonwealth elects to exercise the option to renew the contract for additional one (1)-year periods, the contract price(s) for the additional one (1) year shall not exceed the contract price(s) of the previous contract period increased/decreased by more than the percentage increase/decrease of the "Services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- Q. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- R. WARRANTY (COMMERCIAL): The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty must be furnished with the proposal.
- S. ELECTRONIC DATA INTERCHANGE: University Purchasing has a great interest in utilizing Electronic Data Interchange (EDI) to improve efficiency of operation in the transmission of purchasing related information. Vendors are encouraged to provide a statement indicating their current EDI capabilities and/or future plans to establish/improve their EDI capabilities.
- T. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.
- U. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in purchase order(s) with the eVA transaction fee specified below assessed for each order.

For orders issued July 1, 2013, and after, the Vendor Transaction Fee is:

- a) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
- b) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase

order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, may provide an electronic catalog (price list) or index page catalog for items awarded. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

V. ELECTRONIC COPIES OF PROPOSALS:

The successful Contractor may be required to provide the VCU Department of Procurement Services with a copy of the Contractor's entire original proposal (to include all attachments), and all subsequent correspondence (i.e. responses to requests for clarification and documents generated through the negotiation process) in an unsecured electronic format (i.e. email, disc – CD or DVD or flash drive). **The Contractor SHALL NOT INCLUDE ANY PREVIOUSLY IDENTIFIED PROPRIETARY INFORMATION IN THE ELECTRONIC FORMAT; VCU will post the Contractor's original proposal, and all subsequent correspondence on the VCU Department of Procurement Services Website, VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format).**

W. CONTRACT SUMMARY:

The Contractor must provide to the University within fourteen (14) days after award of contract, an unsecured electronic summary of the contract. All the main features of the contract, including pricing, must be summarized. The contract summary will provide information for authorized users that choose to access the contract.

DATE: April 25, 2014

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference - Request for Proposals: RFP# 5884772JH

Commodity/Title: Access Cards

Issue Date: 4/11/14

Proposal Due: 5/1/14

Pre-Proposal Conference: 4/25/14

The following questions were provided for the preproposal conference, and the answers are incorporated into Section VII:

1. In the card accessories category, some of the part numbers listed on the pricing schedule differ from the part numbers in the accessories description area on page 9.

***Use the part#s listed in the Pricing Schedule as the current specifications to be considered for this procurement.***

2. Some of the part numbers listed in the card accessories section seem to be invalid.

***Use the descriptions listed to offer whatever product you feel fits the need specified.***

3. In the accessories section, please clarify part #JCA21911 and JJOB34C. (both items cannot be found anywhere)

***See the answer above***

4. For the dye sublimated lanyards, is the width 3/8" or 3/4"?

***3/8" for both***

5. Is the bid all or part, do you have to quote all of the line items?

***You may offer whatever items you feel provide the best value for***

***VCU. In the RFP process, we can ask for clarification of your proposal, and negotiate better terms. Our preference is to work with one Contractor, but we do have the ability to make multiple awards and have more than one Contractor if that is in the best interest of VCU.***

6. Is card reader installation a requirement?

***See above.***

7. Are the quantities on the pricing schedule examples of the amounts purchased at one time?

***We will purchase on an as-needed basis, and the quantities listed are for total annual orders. You should list any case quantities or other thresholds that may offer a better price so that we can adjust our ordering to get the best pricing.***

8. May equal brands be quoted on items such as custom printed lanyards, and badge holders?

***Whatever you feel provides the best value for VCU. You may offer the brand name we have specified and also offer an alternate for our consideration.***

9. What are the data specifications for the data cards?

***Attachment B is provided with all of those specifications.***

NOTE: A signed acknowledgment of this addendum must be received by this office either prior to the proposal due date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Sincerely,

John Hornback, Category Manager

Phone: (804) 628-2878 or [jhornback@vcu.edu](mailto:jhornback@vcu.edu)

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Name of Firm

---

Signature/Title

---

Date

Request For Proposals RFP # 5884772JH

Issue Date: 4/11/2014

Title: Access Cards, Hardware, Software, Accessories & Consumables

Issuing and Using Agency: Virginia Commonwealth University  
Attention: John Hornback  
10 S 6<sup>th</sup> St., 2<sup>nd</sup> floor  
POB 980327  
Richmond, Virginia 23298-0327

Period of Contract:

Proposals For Furnishing The Services Described Herein Will Be Received Until: 11:00 AM (EDT) local time on 5/1/2014.

All Inquiries For Information Should Be Directed To: ISSUING AGENCY, address listed above or to Phone: (804) 628-2878, VOICE TDD: (800) 828-1120.


This solicitation & any addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, POB 980327, RICHMOND, VA 23298-0327. **IF PROPOSALS ARE HAND DELIVERED OR SENT BY COURIER, DELIVER TO:** VIRGINIA COMMONWEALTH UNIVERSITY, DEPARTMENT OF PROCUREMENT SERVICES, 10 S 6TH ST., 2nd FLOOR, RICHMOND, VA 23219. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University Purchasing. Any Work Relative To This Solicitation Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University. **Signature below constitutes acknowledgement of all information contained through links referenced herein.**

NAME AND ADDRESS OF FIRM:

Color ID Date: 4-29-14  
20480-F CHARTWELL CENTER DR. By (Signature In Ink):   
CORNELIUS NC Zip Code 28031 Name Typed: MARK DEGAN  
E-Mail Address: MARK.degan@colorid.com Title: ACCOUNT MANAGER  
Telephone: (704) 897-1146 Fax Number: (704) 987-2240  
Toll free, if available 888-682-6567 ext 145 Toll free, if available  
DUNS NO.: 094173163 FEI/FIN NO.: 56-2139924  
REGISTERED WITH eVA: ☒ YES ( ) NO SMALL BUSINESS: ☒ YES ( ) NO  
VIRGINIA DMBE CERTIFIED: ( ) YES ( ) NO MINORITY-OWNED: ( ) YES ☒ NO  
DMBE CERTIFICATION #: SWAM# 660680 WOMEN-OWNED: ( ) YES ☒ NO

A Pre-Proposal conference will be held. See Section V herein.

THIS SOLICITATION CONTAINS 18 PAGES (including cover).



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I. PURPOSE:

The intent and purpose of this Request for Proposals (RFP) is to establish a contract with one or more qualified sources for access cards, hardware, software, and consumables and other services for Virginia Commonwealth University (the lead issuing institution and hereafter referred to as "the University" or "VCU"), an agency of the Commonwealth of Virginia. The initial contract term is one (1) year with four (4) optional one (1) year renewals.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

Additional information is available at:

[http://procurement.vcu.edu/files/RFP Website Link Cooperative Procurement.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20Cooperative%20Procurement.pdf)

II. OPTIONAL USE CONTRACT:

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

III. THE UNIVERSITY:

Information is available at:

[http://procurement.vcu.edu/files/RFP Website Link The University.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20The%20University.pdf)

IV. REPORTING AND DELIVERY REQUIREMENTS:

Information is available at:

[http://procurement.vcu.edu/files/RFP Website Link Reporting Delivery Requirements.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20Reporting%20Delivery%20Requirements.pdf)

V. PRE-PROPOSAL CONFERENCE:

**OPTIONAL PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held at **8:00 AM (EDT) on 4/25/2014 at the Technology Administration Building, 701 West Broad St, Richmond VA in Conference Room 202.** The purpose of the conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

*Note – Offerors: Should submit questions 24 hours in advance (via email) to [jhornback@vcu.edu](mailto:jhornback@vcu.edu) prior to the date of the conference.*

VI. BACKGROUND:

- A. VCU has two campuses in Richmond– Monroe Park and MCV (see <http://www.maps.vcu.edu/> for a full listing and directions to all buildings).
- B. VCU School of the Arts has a campus in Qatar in the Middle East.
- C. VCU currently uses the CBORD CS Gold System.
- D. VCU brand standards for guidelines and samples of our marks are available at <http://www.identity.vcu.edu/identity/index.html>.
- E. VCU will assign a Project Manager as a point of contact, and that person may designate a specific contact per building or project.
- F. VCU currently uses access cards manufactured by HID.



## VII. DESCRIPTION OF REQUESTED GOODS/SERVICES AND PROPOSAL RESPONSE REQUIREMENTS AND SUBMISSION INSTRUCTIONS:

This section describes VCU's requested goods and/or services and the areas to be addressed in Offeror's proposal. **The areas to be addressed are italicized and in bold.** Proposal response must be written in the same order as outlined below. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities. Emphasis should be placed on completeness and clarity of content. Failure to submit all information requested may result in the elimination of the proposal from consideration. Proposals which are substantially incomplete or lack key information may be rejected by VCU.

### A. SERVICE REQUIREMENTS

At minimum, The Contractor should provide the following:

1. All labor, supervision, equipment, tools, materials, transportation and incidentals, as necessary, to perform the contract services to be used in the daily operation of the VCUCard Office.
2. Complete campus-wide recarding events as requested by the VCU Contract Administrator.
3. Onsite ID Works & Tru Photo software systems as requested by the VCU Contract Administrator.
4. Telephone technical support form 8 a.m. to 5 p.m., Monday through Friday during the initial hardware and software installation.
5. Emergency onsite service performed by a trained technician within twenty-four hours for any problem that has not been resolved by the telephone technical support call. This may only include new hardware and softward installation.
6. Shipping of all supplies with next day delivery provided that VCU orders by 4 p.m. local time. Terms should be F.O.B. destination with costs paid by the Contractor.

***Firm should discuss its proposed plan to provide the services as described above or offer alternate methods that may provide the best value to VCU .***

### B. EQUIPMENT REQUIREMENTS

The Contractor should provide the following:

#### 1. Hardware

- a) Datacard SP75+CIATH1SCHID card printer with the following features:

- (a) IAT magnetic strip encoder;
- (b) HID ProxReader;
- (c) Ethernet and USB Interface standard;
- (d) Double-sided;
- (e) Full color;
- (f) Single lamination;
- (g) 100 card input hopper;
- (h) Backlit LCD screen with 16MB capacity;
- (i) Edge-toedge 300 dpi;
- (j) 120 volt; and
- (k) Twenty-four month warranty on printer and print head.

- b) Cameras

The Contractor should provide the following:

- (a) Canon G9.
- (b) VALCam Pro-Desktop USB Model V8500-630 with the following features:
  - (i) Pan-tilt zoom;
  - (ii) Software;
  - (iii) Cables;
  - (iv) Mounting hardware;
  - (v) Synchronized flash or strobe lamp with software exposure control; and
  - (vi) Twain drive for instant integration with all major ID, graphic packages, and camera cable to with with Windows ??.
- (c) Datacard #573454-006 Tru Photo Professional Solution v.7.1 to include the following:
  - (i) Twelve (12) megapixel camera;
  - (ii) Tripod;
  - (iii) USB cable;
  - (iv) Power cord;
  - (v) TruCapture software w/USB license key;
  - (vi) 32 MD SD memory card;
  - (vii) Backdrop; and
  - (viii) Stand and frame.
- (d) Prox/magstrip readers model PcProx for HID Prox Cards RDR-6081 AKU with the following:
  - (i) PC and USB interface; and
  - (ii) Ability to send card data as keystrokes.

***Firm should discuss the hardware it is offering in response to the specifications described above.***

## **2. Consumables**

The Contractor should provide the following:

- a) Ribbons DataCard #562854-50 2, SP75 Color Ribbon Kit YMCK, 500 ipr to include:
  - (a) One (1) ribbon;
  - (b) One (1) alcohol card; and
  - (c) One adhesive cleaning sleeve.
- b) Laminate – DataCard #562757-003 Ribbon Duraguard Hologram with the following:
  - (a) .6 mil size;
  - (b) Secure globe;
  - (c) Full Card;
  - (d) High resolution image with enhanced security features;
  - (e) 350 prints per roll.
- c) Laminate – DataCard #562757-003 Ribbon Duraguard Hologram with the following:

- (a) .5 mil size;
- (b) Non-hologram;
- (c) Full card;
- (d) Overlay-clear SP75; and
- (e) 375 ipr.

***Firm should discuss the consumables it is offering in response to the specifications described above.***

### 3. Accessories

The Contractor should provide the following manufactured by Brady People ID:

- a) Lanyards – imprinted woven for the these styles:
  - (a) VCU SB-34C with the following:
    - (i) Silkscreening, 3/8" breakaway style;
    - (ii) Clip fitting;
    - (iii) Black fabric color;
    - (iv) Gold imprint color PMS 130;
    - (v) Times New Roman font reading "Virginia Commonwealth University"; and
    - (vi) Maximum imprint area of 3 1/4".
  - (b) VCUHS SB-34C with the following:
    - (i) Silkscreening, 3/8" breakaway style;
    - (ii) Card clamp fitting;
    - (iii) Navy blue fabric color;
    - (iv) White imprint color;
    - (v) Times New Roman font reading "VCU Health System"; and
    - (vi) Maximum imprint area of 3 1/4".
- b) Imprinted Badge Reel Retractors for these styles:
  - (a) 905-1 VCU Imprinted Maslabel Badge Reel Retractors with these features:
    - (i) Black;
    - (ii) 36" slide;
    - (iii) Three (3) color logo imprinting;
    - (iv) One (1) to five (5) colors on 1" standard label; and
    - (v) Maximum imprint area of 7/8".
  - (b) 905-1 VCUHS Imprinted Maslabel Badge Reel Retractors with these features:
    - (i) Royal Blue;
    - (ii) 36" slide;
    - (iii) Three (3) color logo imprinting;
    - (iv) One (1) to five (5) colors on 1" standard label; and
    - (v) Maximum imprint area of 7/8".
- c) 505A Economy Strip Clip with smaller 3/8" diameter snap. Packaged in bags of 100.



- d) 506-T1 Single Pocket Style ID Hang Holders with slots and chain holes – horizontal.
- e) 506-T2 Hang Holder, Two Pocket Style with heavy tear resistant clear vinyl with slots and chain holes.
- f) 504-HC1 half card holder for retractable reels with easy swiping of vertical format magnetic strip cards without punching a slot in the card.
- g) 726-T1 Frosty clear economy card dispensers – horizontal.

***Firm should discuss the accessories it is offering in response to the specifications described above.***

#### 4. Card Stock

The Contractor should provide the following styles:

- a) VCUHS preprinted non-prox blank back cards HID#S1226.
- b) VCUHS preprinted prox/mag iCLAS HID#2120BC3ANN-1212.
- c) VCU preprinted prox/mag iCLASS HID#2120BC3ANN-1196.
- d) Blank with mag.
- e) Blank front/blank back.
- f) Blank with mag and prox iCLASS HID.
- g) Rec Sports preprinted prox/mag iCLASS HID#2120B1NNM-110677.
- h) VCU Police preprinted blank back non prox/mag.
- i) Qatar preprinted cards non prox/mag.

***Firm should discuss the card stock it is offering in response to the specifications described above.***

#### 5. Software

The Contractor should provide the following:

- a) DataCard #571897-006 ID Works Software with updates to include:
  - (a) Prox Plug-in;
  - (b) SASI;
  - (c) Lifetouch w/USB Security Key for Windows 7; and
  - (d) 60 day free phone support.
- b) ID Works Enterprise Production Module v6.5 with upgrades for customers using ID Works Standard Production v2.x, 3.x, or 4.x
- c) ID Works Enterprise Designer Module v6.5 with upgrades for customers using ID Works Standard Production v2.x, 3.x, or 4.x.

#### 6. Other Equipment

The Contractor should provide upgrades to existing equipment and substitutions for discontinued models as required during the term of the established contract at a fair and reasonable price.

***Firm should discuss the software it is offering in response to the specifications described above. Describe your capability to provide upgrades and substitutions as required during the term of the established contract.***

### C. CONTRACTOR REQUIREMENTS

- 1. The contractor should be prequalified by the card manufacturer HID before an award is made and will provide proof of prequalification at VCU's request. If an Offeror is not already

prequalified by HID when submitting a response, the Offeror **shall** agree to prequalify with HID as an approved vendor when/if included in negotiations.

2. The Contractor should honor the HID Lifetime Warranty for access cards currently held by VCU, and provide for full credit or replacement of all defective cards excluding damage or abuse.
3. Experience and Qualifications of Firm:
  - a) The Contractor should have adequate staff to provide, support and service the equipment listed in this RFP.
  - b) The Contractor should be authorized service providers for all of the equipment manufacturers listed in this RFP.
  - c) The Contractor should have experience working higher education institutions and /or state agencies.

***Firm should provide:***

***A listing of the personnel that they are proposing to offer to provide support and service to VCU in performance of the contract established by this RFP.***

***Letters from each manufacturer of equipment listed in this RFP or their proposal stating their status of good standing and ability to service and support the manufacturers' equipment.***

***List of three references for whom similar services were provided, preferably of public institutions of higher education or a similar sized organization.***

***Provide a list of institutions of higher education with which the firm has a signed term contract.***

***Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP Members can be found at <http://procurement.vcu.edu/our-services/university-purchasing/vascupp/>.***

**D. Other related goods/services:**

***Describe other products and/or services provided by your firm that may be utilized by VCU. Explain how the fee schedule would be established for these products / services during the contract term (or submit the fee schedule) and your firm's ability to provide most favored nations pricing. Also, explain how VCU would be notified of newly introduced products / services.***

**E. Sustainability:**

***Provide information to demonstrate the overall environmental impact of your proposed approach. Include information on your recommendations to reduce the environmental impact and create efficiencies.***

**F. Small, Women-Owned and Minority-Owned Business Commitment:**

***Firm must submit complete Appendix I which is available at [http://procurement.vcu.edu/files/RFP Website Link Appendix 1.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20Appendix%201.pdf) unless the firm is a DMBE certified small business. DMBE certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.***

**G. Payment Method:**

***Firm must submit complete Appendix II which is available at: [http://procurement.vcu.edu/files/RFP Website Link Appendix 2.pdf](http://procurement.vcu.edu/files/RFP%20Website%20Link%20Appendix%202.pdf)***

**H. Price Schedule:**

***Firm should provide pricing on Attachment A (on a separate file).***



I. Compliance:

Firm should address the following:

1. Utilization of the words "shall" or "must" in Section VI, the "DESCRIPTION OF REQUESTED GOODS AND PROPOSAL RESPONSE REQUIREMENTS AND SUBMISSION INSTRUCTIONS" indicates a mandatory requirement: Does / will your company comply with mandatory requirements?:

Yes ☒ No ☐

If "NO," identify the specific requirement and the reason for non-compliance.

2. Utilization of the word "should" in Section VI, the "DESCRIPTION OF REQUESTED GOODS AND PROPOSAL RESPONSE REQUIREMENTS AND SUBMISSION INSTRUCTIONS" indicates a non-mandatory requirement. Does / will your company comply with the non-mandatory requirements as presented in Section IV (i.e. "should" becomes "shall")?

Yes ☒ No ☐

If "NO," identify the specific requirement and the reason for non-compliance.

3. Does your company accept the terms and conditions as presented in Section VIII, the "GENERAL TERMS AND CONDITIONS"; and in Section IX, the "SPECIAL TERMS AND CONDITIONS"?

Yes ☒ No ☐

If "NO," identify the specific requirement and the reason for non-compliance.

J. Proposal Submission Instructions:

1. Complete and return page 1 of the RFP. Proposals shall be signed by an authorized representative of the Offeror.
2. Complete and return signed addenda acknowledgments (if applicable).
3. Submit one (1) original hard copy (paper) document of the entire proposal with the original signature on page 1, including all attachments and proprietary information. The original proposal must be clearly marked on the outside of the proposal.
4. Submit one (1) unsecured, electronic copy (on a disc or flash drive) of the entire proposal including all attachments and EXCLUDING ANY PROPRIETARY INFORMATION. This disc or flash drive must be clearly marked on the outside that it excludes proprietary information.
5. Submit one (1) unsecured electronic copies (on a disc or flash drive) of the entire proposal, including all attachments and proprietary information.
6. If applicable, the outside of the proposal must be marked to denote proprietary information is contained in the documents. **Written notice of proprietary information must be submitted as the first page of the Offeror's proposal.** Notice must specifically identify the applicable portions of the Offeror's proposal that contains data or materials to be protected and state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's proposal, by some distinct method, such as highlighting,



underlining, etc. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

7. Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.
8. Additional information is available at:  
[http://procurement.vcu.edu/files/RFP\\_Website\\_Link\\_Additional\\_Information.pdf](http://procurement.vcu.edu/files/RFP_Website_Link_Additional_Information.pdf)

#### VIII. ORAL PRESENTATION:

Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available.

Offerors who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU, on the Offerors presentation team.

#### IX. EVALUATION AND AWARD CRITERIA:

Proposals will be evaluated based upon the information provided in the Offeror's proposal using the following criteria: Offeror's qualifications and experience; methodology/approach to providing the requirements stated herein; price; and the Offeror's status as a Virginia certified SWaM Business or the Offeror's plans to utilize Virginia DMBE certified SWaM Businesses in the Offeror's performance of the contract. Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. The Institution may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Governing Rules Section 49.D) Should the Institution determine in writing and in its sole discretion that only one Offeror has made the best proposal, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at  
<http://www.eva.virginia.gov>.

#### X. GENERAL TERMS AND CONDITIONS:

General Terms and Conditions can be viewed at:

<http://procurement.vcu.edu/files/General-Terms-and-Conditions.pdf>

#### XI. SPECIAL TERMS AND CONDITIONS:

- A. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.



- B. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- C. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- E. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- F. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- G. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
- H. DRUG FREE WORKPLACE: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:
1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
  2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
  3. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.
- I. IDENTIFICATION OF PROPOSAL: The proposal package should be identified as follows:



From: Coler ID 5-1-14 11 AM  
Name of Offeror Due Date Time  
20480-F CHARTWELL CENTER A. 5884 77 2JH  
Street or Box Number RFP No.  
Cornelius NC 28031-6430 ACCESS CAR 25  
City, State, Zip Code +4 RFP Title

Name of Contract / Purchase Officer or Buyer: John Hornback

The package should be addressed as directed on Page 2 of the solicitation.

If a proposal is not clearly identified, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- J. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intrauniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.
- K. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.
- L. LIMITATION OF LIABILITY: To the maximum extent permitted by applicable law, the Contractor will not be liable under this contract for any indirect, incidental, special or consequential damages, or damages from loss profits, revenue, data or use of the supplies, equipment and/or services delivered under this contract. This limitation of liability will not apply, however, to liability arising from: (a) personal injury or death; (b) defect or deficiency caused by willful misconduct or negligence on the part of the Contractor; or (c) circumstances where the contract expressly provides a right to damages, indemnification or reimbursement.
- M. MAINTENANCE MANUALS: The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- N. MINORITY/WOMEN-OWNED BUSINESSES SUBCONTRACTING REPORTING REQUIREMENTS AND GOALS: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be obtained from the buyer handling this solicitation. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

Virginia Commonwealth University Department of Procurement Services encourages the participation of minority owned businesses in the procurement process by actively soliciting bids from these businesses. Our office uses the information compiled by the State Department of Minority Business Enterprise, the State Division of Purchase and Supply and the Department of Information Technology to assist in this endeavor. The department has membership with the Virginia Regional Minority Supplier Development Council and participates in the annual Virginia



Businesses Opportunities Fair. We encourage departments to support minority-owned businesses within their purchasing authority when appropriate.

Virginia Commonwealth University has a minority-owned business participation goal of twenty percent (20%) for each project.

- O. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- P. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for (four (4) successive one (1) year periods under the terms and conditions of the original contract except as stated below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately 60 days prior to the expiration date of each contract period:
- If the Commonwealth elects to exercise the option to renew the contract for additional one (1)-year periods, the contract price(s) for the additional one (1) year shall not exceed the contract price(s) of the previous contract period increased/decreased by more than the percentage increase/decrease of the "Services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- Q. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- R. WARRANTY (COMMERCIAL): The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty must be furnished with the proposal.
- S. ELECTRONIC DATA INTERCHANGE: University Purchasing has a great interest in utilizing Electronic Data Interchange (EDI) to improve efficiency of operation in the transmission of purchasing related information. Vendors are encouraged to provide a statement indicating their current EDI capabilities and/or future plans to establish/improve their EDI capabilities.
- T. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.
- U. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in purchase order(s) with the eVA transaction fee specified below assessed for each order.

For orders issued July 1, 2013, and after, the Vendor Transaction Fee is:

- a) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
- b) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase



order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

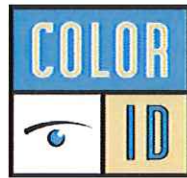
Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, may provide an electronic catalog (price list) or index page catalog for items awarded. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

V. ELECTRONIC COPIES OF PROPOSALS:

The successful Contractor may be required to provide the VCU Department of Procurement Services with a copy of the Contractor's entire original proposal (to include all attachments), and all subsequent correspondence (i.e. responses to requests for clarification and documents generated through the negotiation process) in an unsecured electronic format (i.e. email, disc – CD or DVD or flash drive). **The Contractor SHALL NOT INCLUDE ANY PREVIOUSLY IDENTIFIED PROPRIETARY INFORMATION IN THE ELECTRONIC FORMAT; VCU will post the Contractor's original proposal, and all subsequent correspondence on the VCU Department of Procurement Services Website, VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format).**

W. CONTRACT SUMMARY:

The Contractor must provide to the University within fourteen (14) days after award of contract, an unsecured electronic summary of the contract. All the main features of the contract, including pricing, must be summarized. The contract summary will provide information for authorized users that choose to access the contract.



## Proposal Response to Vendor Requirements

**Section VII, Subcategory A, Service Requirements:** Firm should discuss its proposed plan to provide the services as described above or offer alternate methods that may provide the best value to VCU.

1. *All labor, supervision, equipment, tools, materials, transportation and incidentals, as necessary, to perform the contract services to be used in the daily operation of the VCUCard Office.*
  - a. **ColorID Response:** ColorID is available for service, support and repair whenever VCUCard Office requires these items. ColorID can be reached after hours & on weekends via the below phone number that the VCUCard Office can call:
    - i. 704-451-8121
2. *Complete campus-wide recarding events as requested by the VCU Contract Administrator.*
  - a. **ColorID Response:** ColorID has the ability to re-card the entire VCU campus quickly and efficiently. Below you'll see a list of "Re-Card" references as well as the re-carding process. Pricing for the re-card will not be able to be determined until a specific quantity and information can be supplied. There are two different ways for re-carding to happen = outsource it to ColorID for us to print and issue at ColorID headquarters. Afterwards we'll ship the cards in order to VCU's Card office for easy disbursement. The other option is to re-card at VCU's ID Card office and have ColorID support team there onsite to assist with the re-carding and make sure everything is working 100% all the time.
    - o **Re-Carding Process:**
      - **PRE-PRINTING**  
Extremely high quality, digital offset, and lithographically Pre-Printed cards, using a state of the art digital laser guided printing process.
      - **VARIABLE PRINTING**  
Photo and identification information is completed with the highest quality dye sublimation printers. An extra laminate overlay may be applied for additional protection and extended card life.
      - **QUALITY CONTROL**  
Our project manager will oversee every step of the Re-Card process. You will be involved at each step of the process and we will proceed only when you are completely satisfied.
      - **HIGH CAPACITY**  
Using our parallel print process, we can quickly and efficiently complete your Re-Card project.
      - **CUSTOMIZED PACKAGING AND SORTING**  
We will package and sort your project to meet your specific distribution needs, and can even mail directly to your consumer.



## What To Expect

- **AUTHENTICATE THE ELECTRONIC DATA TRANSFER**  
Ensuring that we can receive and read your electronic database with photos and card data.
- **VALIDATE DATA CHANGES**  
Work with you and your IT department on the changes in data or layout for your new card.
- **SAMPLE NEW CARD DATA**  
Send new card samples to your office so you can test the new formatting of the variable data.  
NOTE: These first three steps are completed before we receive your order so you are 100% sure that we will be able to successfully complete your project.
- **Pre-Printed CARD ART**  
Send your Pre-Printed card art to us. We will then create a full color proof for your review and sign off.
- **PRINTING BASE CARD**  
We will print the non-variable part of your card using a high quality lithographic printing process (the Pre-Printed card is printed).
- **PROOF FINISHED CARD**  
We provide you with a set of real cards that have both full variable printing and the Pre-Printed card. You can check the encoding, printing quality and the layout. When you are satisfied with these sample cards you sign off on these cards.
- **PROXIMITY & iClass NUMBER CAPTURE**
- **SHIP**  
We can sort the cards in any order to match your distribution plans. We will work with you to establish a process to insure that the cards can be easily distributed after arriving at your facility.

### References for recent re-cardings =

1. Clemson University, Lisa Powers, 864-650-8336, LSPOWER@CLEMSON.EDU
2. Michigan State University, Sherry Ochsner, (517) 884-1880, ochsner@msu.edu
3. University of South Carolina – Columbia, Lynne M. Mack, (803) 777-5786, lynnem@mailbox.sc.edu
4. North Carolina State University - Mike Smith, (919) 515-6348, michael\_smith@ncsu.edu

### 3. *Onsite ID Works & Tru Photo software systems as requested by the VCU Contract Administrator.*

- a. **ColorID's Response:** ColorID has over 15 years of experience with ID Works and can offer multiple types of support and installation methods for VCU including, over the phone, remote desktop or on-site installations.



4. *Telephone technical support from 8 a.m. to 5 p.m., Monday through Friday during the initial hardware and software installation.*
  - a. **ColorID's Response:** ColorID's technical support team is open daily from 8 am to 6pm (EST) and offers support for the life of the product. We also offer extended warranties if your product is out of warranty.
5. *Emergency onsite service performed by a trained technician within twenty-four hours for any problem that has not been resolved by the telephone technical support call. This may only include new hardware and software installation.*
  - a. **ColorID's Response:** Our technical support team has the ability to meet your emergency support needs and upon request can set up an onsite installation and/or technical call.
6. *Shipping of all supplies with next day delivery provided that VCU orders by 4 p.m. local time. Terms should be F.O.B. destination with costs paid by the Contractor.*
  - a. **ColorID's Response:** ColorID is proud to offer VCU their 1 day turnaround shipping service for free on all their ID Printer Ribbons, Overlamine and Cleaning Supplies. If your order is placed by 4pm (EST) your order will ship the same day and be delivered at your facility the next day --- Guaranteed, for free.

**Additional Services, Methods & Notes for VCU to consider from ColorID:**

- ColorID has worked with CBORD CS Gold Systems for over 10 years. We have had a successfully relationship in working with CBORD and collaborating with them effectively for installations, technical support and workstation upgrades.
- ColorID is a certified HID Advantage reseller and is approved to issue VCU's unique & secure Corporate 1000 format to them and to over 1,200 over Higher Education Schools in the US.

**Section VII, Subcategory B, Equipment Requirements: Firm should discuss the hardware it is offering in response to the specifications described above.**

1. Hardware

- a. **Datacard SP75+:** ColorID can offer this model for VCU with all the features/functions listed. *Please Note: ColorID can provide the Datacard SP75+ printer as well as offer the newer/replacement printer called the SD460. This model is a non-proprietary printer (meaning you can purchase supplies from any Datacard Authorized Reseller). Examples of proprietary models would be the CP80+ or the CD800 as if you purchased those from a reseller you can only purchase supplies from that single reseller. ColorID does not sell proprietary hardware, meaning VCU can purchase supplies for these anywhere they wish.*
  - **Alternative to SP 75+ = Datacard SD460:** ColorID can also offer the replacement model of the SP75+ to VCU with the same features & functions. VCU has the ability to demo the printer for free for up to 60 days before choosing whether or not they would like to purchase the printer. During this time, support & service will be offered to them to help set-up and work with their existing ID Works & CBORD system.
- b. Cameras : ColorID will be offering the following two ID cameras to VCU including:
  - a. Canon G9 = not offered, discontinued by mfg.
  - b. VALCam Pro V8500-630 is also part number VCPROIMAGE900 = pan, tilt and zoom features that connects with ID Works software & CBORD Cardlink software (currently in use at VCUCard Office today).
  - c. Datacard 5734540006 Tru Photo Solution = not offered, discontinued by mfg.



- d. Prox/magstripe reader model PcProx = is not a camera, however we have included this reader in the pricing schedule.
  - e. Alternative to discontinued part number is the VCPROIMAGE700 = Zoom only camera feature that connects with ID Works software & CBORD Cardlink software (low cost option).
- 2. Consumables: ColorID offers all the Datacard certified supplies for their current & future printing needs. All consumables come with ColorID lifetime warranty; in the event the supply is not working correctly, ColorID will replace for free. Consumables include =
  - a. *Color ribbon*:
    - a. 534000-008 (replaces 562854-502, YMCK full color ribbon for SP75+ & SD460)
  - b. *Laminate*:
    - a. 503856-103 (replaces 562757-003, Duraguard Secure Globe holographic laminate for SP75+)
    - b. 503849-401 (**replaces 503849-101**, Duraguard, Non-hologram, clear laminate for SP75+)
    - c. 508808-001 (Duraguard Secure Globe holographic laminate for SD460)
    - d. 508668-001 (Duraguard non-holographic overlay for SD460)
- 3. Accessories: ColorID can offer all the products listed in the RFP & pricing schedule, exactly as they receive them today. Both non-custom and custom accessories for VCU will be provided per their request. Please note that ColorID is also registered with the CLC (The Collegiate Licensing Company – An IMG Company) and is officially licensed to print/make VCU logo on accessory apparel in a legalized & endorsed manner.
  - a. *Lanyards*
    - a. VCU SB-34C: ColorID will produce this lanyard per the pricing schedule as they are currently getting them today from ColorID.
    - b. VCUHS SB-34C: ColorID will produce this lanyard per the pricing schedule as they are currently getting them today from ColorID.
  - b. *Imprinted Badge Reel Retractors for these styles*:
    - a. 905-I VCUHS: ColorID will produce this reel per the pricing schedule as they are currently getting them today from ColorID.
  - c. *505A Economy Strap Clip*: ColorID supply this exact product per the pricing schedule just as they are currently getting them today from ColorID.
  - d. *506T1 Single Pocket Holder*: ColorID supply this exact product per the pricing schedule just as they are currently getting them today from ColorID.
  - e. *506T2 Hang Holder, Two Pocket Style*: ColorID supply this exact product per the pricing schedule just as they are currently getting them today from ColorID.
  - f. *504-HC1 half card holder*: ColorID supply this exact product per the pricing schedule just as they are currently getting them today from ColorID.
  - g. *726T1 Frosty clear dispenser*: ColorID supply this exact product per the pricing schedule just as they are currently getting them today from ColorID.
- 4. Card Stock: ColorID is the current HID Corporate 1000 format holder/provider for VCU's following cardstock. ColorID will honor, service and support these following cards/HID cardstock per the pricing schedule.
  - a. VCUHS preprinted non-prox blank back cards HID#S1226, AKA: 2718030-1226
  - b. VCUHS preprinted prox/mag iCLAS HID#2120BC3ANN-1212.
  - c. VCU preprinted prox/mag iCLASS HID#2120BC3ANN-1196.



- d. Blank with mag, CW14300
- e. Blank front/blank back, CWBLANK
- f. Blank with mag and prox iCLASS HID#2020BC1ANN-111210
- g. Rec Sports preprinted prox/mag iCLASS HID#2120B1NNM-110677.
- h. VCU Police preprinted blank back non prox/mag, HID#2020BC3NNM-110904
- i. Qatar preprinted cards non prox/mag = ColorID will not bid this item as VCU will no longer be printing this item and it is not listed under the pricing schedule included in this bid/RFP.

Additional Card Stock ColorID can provide that was not listed in the RFP but listed in the pricing schedule:

- a. VCU Police Admin preprinted blank back non prox/mag, HID#2020BC3NNM-110903
5. Software: ColorID support, services and provides Datacard's ID Works software and will provide the identical software items per VCU's request. ColorID will honor any software updates for the products listed on pricing schedule and will support them indefinitely.
- a. Datacard 571897-006, ID Works Enterprise: ColorID will supply this exact product per the pricing schedule, just as they are currently getting them today from ColorID.
  - b. Datacard 571897-016, ID Works Enterprise Production Module: ColorID will supply this exact product per the pricing schedule, just as they are currently getting them today from ColorID.
  - c. Datacard 571897-022, ID Works Enterprise Designer Module: ColorID will supply this exact product per the pricing schedule, just as they are currently getting them today from ColorID.
6. Other Equipment: Items that are discontinued by mfg have been listed above and reference a suitable/equal replacement that works within the existing VCUCard office system (Datacard ID Works & CBORD Cardlink).

#### Section VII, Subcategory C. CONTRACTOR REQUIREMENTS:

- 1. ColorID is currently prequalified to produce & order all of VCU's existing HID Corporate1000 format cardstock. ColorID will provide and only provide HID GENINUE products to VCU as we will not provide a generic version of the cardstock to them, all card stock quoted is HID GENINUE product only!
- 2. ColorID honors the HID lifetime warranty on defective cardstock. ColorID will collect and submit to HID for review and approval, upon which HID will submit ColorID credit to the end user. ColorID will allow VCU to use the credit applied to their account for any product and or service sold at ColorID (not just HID cardstock).
- 3. Experience and Qualifications of Firm:
  - a. ColorID employs 35 individuals, of which =
    - i. 7 are technical service & support related for any technical related questions/issues.
    - ii. 4 are product line management for any advanced technology or questions geared around existing or future products.
    - iii. 6 are account/sales representatives
      - 1. VCU will have a dedicated account rep specifically to VCU. The VCU account would be 1 of only 8 total accounts this rep is servicing. The other 5 higher education reps would serve as back-up only (Please note



that the average account rep at ColorID represents 300 accounts, thus why a dedicated rep would be unique to VCU).

- iv. 4 are project management related for custom VCU orders.
- b. ColorID is an authorized service provider and technical support center for the following products & manufacturers =
  - i. HID = manufacturers advanced technology cardstock, desktop & wall readers that VCU utilizes currently.
  - ii. Datacard = manufacturers ID Printers, ID Software & Consumables that VCU utilizes currently.
  - iii. JAM Plastics / Brady People ID = manufacturers non-custom & custom accessories that VCU utilizes currently.
  - iv. RFIdea's = manufacturers desktop contactless readers.
  - v. Video Associates = manufacturers ID Cameras that VCU utilizes currently.
- c. ColorID's has experience working in the higher education market for the past 15 years. We have worked with over 1,200 schools in the US and currently work with a number of VAVASCUPP schools. ColorID is not a regional based company. ColorID works in specific vertical markets and we work wherever those customers are located geographically. Higher Education is one of our largest markets to date and we strive and work towards offering the best support, latest technology and we leverage our solid relationships with our manufacturers to offer best in class service, support & pricing to our end users.

#### **Letters from Manufacturers Listing Status of Good Standing & Ability to Service & Support:**

See page [12](#) of ColorID response in section "Manufacturer Letters".

#### **3 Higher Education References:**

Included the following 7 references =

<b>Organization</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone</b>
Harvard Univ.,	953 Holyoke Center, 1350 Massachusetts Ave, Cambridge, MA 02138,	Cheryl Ruane,	(617) 496-1797
Virginia Tech Univ.,	100 Student Service Bldg (0268), Blacksburg, VA 24061,	Julie Wesel,	(540) 231-8669
Univ. of Nebraska – Lincoln,	Lower Level Nebraska Union, Lincoln, NE 68588-0459,	Julie Yardley,	(402) 472-7331
North Carolina State University,	2901 Thurman Drive, Raleigh, NC 27607,	Mike Smith,	(919) 515-6348
Northwestern University,	1999 Campus Drive Evanston, IL 60208-2540	Art Monge,	(847) 467-6843
University of South Carolina,	1400 Green St. Columbia, SC 29208	Lynne Mack,	(803) 777-5786
Michigan State University,	201A Computer Center East Lansing, MI 48824,	Sherry Ochsner,	(517) 884-1880

#### **List of Higher Education Existing Contracts:**

- NC State University
- Arizona State University
- Los Angeles Community College District
- University of South Carolina
- Virginia Commonwealth University
- University of Tennessee, Knoxville
- Oregon State University

#### **Annual Sales for each VASCUPP Member:**

- College of William & Mary = \$6,530

- George Mason University = \$10,030
- James Madison University = \$0
- Old Dominion University = \$39,042
- Radford University = \$23,437
- Virginia Commonwealth University = \$158,387.50
- Virginia Military Institute = \$0
- Virginia Polytechnic Institute and State University = \$40,614
- University of Virginia = \$0

**D. Other Related goods/services:**

ColorID specializes in Identification, Biometrics & Transaction solutions. VCU is currently inquiring about Identification products, however in the event they would like to take advantage of ColorID biometric & transaction systems we can offer GSA schedule pricing for relevant items.

**E. Sustainability:**

n/a

**F. Small, Women-Owned and Minority-Owned Business Commitment:**

ColorID is a SWaM business, via #660680

**G. Payment Method:**

See Enclosed via "G. Payment Method"

**ADDITIONAL VALUE ADDED ITEMS & SERVICES BY COLORID =****1) FREE TELEPHONE TECHNICAL SUPPORT**

ColorID has an engineering support department that is always available to our customers. ColorID provides unlimited 100% toll free telephone technical support for any product purchased with us. ColorID's engineering department will be available to assist with any issues that arise, from the ID software to the contactless card programming and printing in the ID printer. With one call to ColorID, any card issuance problem can be worked out with no need to call multiple vendors. ColorID will work with the customer until the problems are resolved. ColorID offers training and maintenance for every aspect of the card issuance process in which we are involved.

Cost = FREE, No charge for this service

**2) TECHNICAL SERVICES SUPPORT CALL TRACKER**

ColorID's tech tracker is an internally built system that collects data from each tech support call or email that we take. Information such as customer name, contact, phone number, item description and serial number are all taken for each support issue and stored in our support database. Included are also notes of the issues at hand and steps taken to resolve. Each tech has access to the call tracker so we can easily pull up previous call notes and information. Follow ups can be scheduled using this tech tracker for final resolutions.

Cost = FREE, No charge for this service

**3) WEBINARS**

ColorID periodically hosts webinars throughout the year on a variety of topics including, but not limited to; contactless card technology such as HID iCLASS, MIFARE, DESFire EV1 and more, Security in a campus environment, Physical Access systems, Visitor Management Systems, Tracking, Biometrics, Banking, Logical Access and Transaction Management Systems.



The Higher Education Market is constantly changing and evolving. These webinars are a great way to catch up on the latest trends and products throughout the campus card community. Any of Rutgers's personnel are welcomed and encouraged to attend these webinars.

Cost = FREE, No charge for this service

**4) RE-CARDING SERVICES**

ColorID's Re-Carding Service allows your institution to outsource your entire Re-Carding event to ColorID. Many offices have state of the art carding centers that can manage the day to day traffic of new card production; however, when the entire institution needs to be Re-Carded the extra strain this puts on the resources can be enormous and expensive. ColorID's applies its years of experience working with card offices around the world to quickly and efficiently Re-Card your entire facility.

Cost = Custom for each institution. Additional details and specifications would be needed to provide accurate pricing for this Re-carding service.

**5) COLORID TUNE-UP PROGRAMS**

This Printer Tune-Up Program offered by ColorID will restore the operation of your card printer and make it perform better for your next busy enrollment season. We have a staff of factory-trained technicians that will inspect, calibrate, clean and test your Fargo printer. This helps ensure that your printer will be operating at maximum efficiency when you need it most.

Cost = \$249 per printer

**6) COLORID EXTENDED WARRANTY OPTIONS FOR ID PRINTERS**

ColorID offers extended warranties for most ID printers. Options include both DEPOT and OVERNIGHT LOANER or RAPID REPLACEMENT (depending on manufacturer). Typically, these extended warranties can be purchased for an additional one year or two year blocks once the initial manufacturer's warranty has expired.

Cost = Make, Model, type of extended warranty and duration of extended warranty needed to provide accurate pricing. A price range of \$400-\$1,200 per year can be used for budgetary figures. Again pricing will depend on specifics of ID printer and type of warranty. Please contact ColorID for additional details.

**7) PROJECT MANAGEMENT**

Once a Purchase Order for a project is received, a dedicated Project Manager is assigned. The ColorID Project Manager maintains close contact with the manufacturer or vendor and the customer. ColorID uses specially developed tracking software which insures that the project moves along as rapidly as possible, without missing any details. A project would consist of any item that needs custom artwork or custom programming. In the case of this RFP, both the HID iCLASS SR card and the Custom pre-printed cards would be assigned a dedicated Project Manager.

Cost = FREE, No charge for this service

**8) PROJECT AND ITEM TRACKER**

ColorID's project and item tracker are internally built system that collects data from each custom project or item that we take orders for. Information such as customer name, ColorID Sales Rep name, estimated ship dates of items, project type, item description and serial number (when necessary) are all taken for each custom project and stored in our tracking database. Each ColorID employee has access to these trackers so we can easily pull up notes and information when needed. Cost = FREE, No charge for this service

**9) CUSTOMER SERVICE & TECHNICAL SUPPORT PROCESS**

ColorID provides full technical support for all systems we supply, including both hardware and software. We have a dedicated support staff available M-F, 8:30 AM – 5:30 PM EST, including a dedicated toll free technical support hotline. Our staff is factory trained for supporting hardware and software, including ID printers and contactless card technologies. They can normally solve technical issues via remote support, including both telephone and Remote Client or VPN. Our normal response time for remote support is immediate upon call to our service hotline. If all of our engineering staff is handling calls with other customers, they will respond as soon as possible, typically within 2-4 hours.

10) ColorID has an engineering support department that is always available to our customers. ColorID provides unlimited 100% toll free telephone technical support for any product purchased with us. ColorID's engineering department will be available to assist with any issues that arise, from the ID software to the contactless card programming and printing in the ID printer. With one call to ColorID, any card issuance problem can be worked out with no need to call multiple vendors. ColorID will work with the customer until the problems are resolved. ColorID offers training and maintenance for every aspect of the card issuance process in which we are involved.

**11) INTERNAL PROCEDURES TO TRACK CUSTOMER SERVICE AND RESOLUTION**

ColorID's tech tracker is an internally built system that collects data from each tech support call or email that we take. Information such as customer name, contact, phone number, item description and serial number are all taken for each support issue and stored in our support database. Included are also notes of the issues at hand and steps taken to resolve. Each tech has access to the call tracker so we can easily pull up previous call notes and information. Follow ups can be scheduled using this tech tracker for final resolutions.

**12) RMA PROCEDURE**

To obtain a Return Merchandise Authorization, contact your ColorID Account Manager at 888-682-6567. The RMA will be completed while you are on the phone and you will be issued an RMA number. At the same time, an automated email will be sent that will fully describe how to send the product back to ColorID.

## **ColorID Response:**

### **RFP – Addendum**



DATE: April 25, 2014

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference - Request for Proposals: RFP# 5884772JH

Commodity/Title: Access Cards

Issue Date: 4/11/14

Proposal Due: 5/1/14

Pre-Proposal Conference: 4/25/14

The following questions were provided for the preproposal conference, and the answers are incorporated into SectionVII:

1. In the card accessories category, some of the part numbers listed on the pricing schedule differ from the part numbers in the accessories description area on page 9.

***Use the part#s listed in the Pricing Schedule as the current specifications to be considered for this procurement.***

2. Some of the part numbers listed in the card accessories section seem to be invalid.

***Use the descriptions listed to offer whatever product you feel fits the need specified.***

3. In the accessories section, please clarify part #JCA21911 and JJOB34C. (both items cannot be found anywhere)

***See the answer above***

4. For the dye sublimated lanyards, is the width 3/8" or 3/4"?

***3/8" for both***

5. Is the bid all or part, do you have to quote all of the line items?

***You may offer whatever items you feel provide the best value for***



NOTE: A signed acknowledgment of this addendum must be received by this office either prior to the proposal due date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Sincerely,

John Hornback, Category Manager

Phone: (804) 628-2878 or jhornback@vcu.edu

CologID  
Name of Firm

Account Manager  
Signature/Title

9-28-14  
Date

## **ColorID Response:**

### **Section G. Payment Method**

## APPENDIX II INVOICING AND PAYMENT

### Invoicing:

The Contractor shall submit a fully itemized invoice to Virginia Commonwealth University, Accounts Payable and Support Services, P. O. Box 980327, Richmond, VA 23298-0327, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

Upon request by VCU, the Contractor shall submit invoices electronically using the Ariba Network or other e-commerce channel utilized by VCU; and agrees to comply, within reason, with any future e-commerce initiatives including, but not limited to: procurement, procurement content, sourcing or any other electronic procurement and sourcing solutions.

Questions regarding this method of invoicing should be sent to: [ecommerce@vcu.edu](mailto:ecommerce@vcu.edu).

### Payment:

VCU Procurement Services is automating the payment process to the greatest extent possible. Contractors are encouraged to accept payment electronically through the commercial card program. Please review the payment methods described below and select one for your firm. By selecting the payment method below, Contractor acknowledges that the selected payment method is **not specific to the contract resulting from this solicitation and will apply to all payments made to the Contractor** by Virginia Commonwealth University. For example, if the Contractor has an existing contract(s) and is currently receiving payment by paper check, and the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the commercial card once the commercial card payment process is implemented for the firm.

### **Payment Methods**

**1. Electronically through a Wells Fargo Visa commercial card:** Payment will be made ten days (10) after receipt of a proper invoice for the amount of payment due, or ten (10) days after receipt of the goods or services, whichever is later.

It is the Contractor's responsibility to contact its banking institutions to determine any credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card.



Questions regarding this method of payment should be sent to [commcard@vcu.edu](mailto:commcard@vcu.edu).

2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://www.vcu.edu/treasury/VendorACH.htm>.

**Contractor must indicate the method of payment selected:**

\_\_\_\_\_ Commercial Card Payment (Wells Fargo VISA)

\_\_\_\_\_ Automated Clearing House (ACH)

**Invoicing and Payment Method Acknowledgement:**


Signature:

Name Printed:

Title:

Name of Firm:

Date:

  
\_\_\_\_\_  
MARK DEGAN  
CORPORATE MARKETING MANAGER  
COLORTO  
4-29-2014

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

Name of the individual:

Title:

Mailing address:

Email address:

Phone number:

Fax number:

TRICIA FITZGERALD  
ACCOUNTS PAYABLE  
20480-F CHARTWELL CENTER DR.  
CORNELIUS, NC 28031  
TRICIA.FITZGERALD@COLORTO.COM  
704-987-2238  
704-987-2240

## **ColorID Response:**

**Letters from Manufacturers Listing Status of Good Standing & Ability to Service & Support:**



HID Global  
15370 Barranca Parkway  
Irvine, CA 92618 USA

March 17, 2014

To Whom It May Concern:

I certify that ColorID is an authorized Value-Added Reseller and Integrator in good standing with HID Global.

ColorID has supplied more than one million contactless smart cards.

ColorID has been an Authorized HID Global Service Provider for more than five years.

A handwritten signature in black ink, appearing to read 'DODriscoll'.

David O'Driscoll  
Sr. Regional Sales Manager – Eastern North America  
HID Global – Secure Issuance Channel  
Cell: (613) 355-9739  
Email: DODriscoll@hidglobal.com

# Datacard

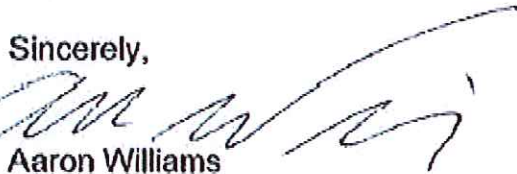
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To Whom It May Concern:

This letter is to confirm that **Color ID** is an Authorized Reseller of Datacard Group, currently in good standing with our company. **Color ID** may market, sell, install and support Datacard® ID Solutions products including the SP Plus Series card printers, ID Works® identification software, Tru™ Capture Solutions and Certified Supplies. We value the relationship we have with **Color ID** and they are an integral part of Datacard's North American Sales Channel.

If you have any questions, please feel free to contact myself or anyone from the Datacard Reseller team.

Sincerely,



Aaron Williams  
Distribution Sales Manager  
Datacard Group





*Single Badge Solutions for Identification and Access*

To Whom It May Concern:

Color ID has a long standing reseller relationship with RF IDEas for the resale of our manufactured products including our pcProx® and AIR ID ® brands. We value our partnership with Color ID and consider them exceptional in the products and services they provide.

Please feel free to contact me directly at any time for more information.

Thank you.

*Ron*

Ron Fiedler  
Director of Business Development  
RF IDEas  
[rfiedler@rfideas.com](mailto:rfiedler@rfideas.com)  
847-870-1723 office  
847-483-1129 fax

4238 B Arlington Heights Rd. #244 Arlington Heights, IL 60004  
Tel: 847-870-1723 Fax: 847-483-1129  
Web: [www.rfideas.com](http://www.rfideas.com) e-mail: [sales@rfideas.com](mailto:sales@rfideas.com)



Video Associates Labs  
2201 Denton Drive  
Suite 109B  
Austin, TX 78758

To Whom It May Concern:

ColorID, located at 20480 Chartwell Center Drive Suite F Cornelius NC, is a Premier distributor of Video Associate Labs camera systems.

ColorID is authorized to install, and support all image acquisition products manufactured by Video Associates Labs and is in good standing with our company.

Sincerely,

A handwritten signature in black ink that reads "Randy Feingersh". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Randy Feingersh  
President  
Video Associates Labs



**BRADY** | PEOPLE ID

Manufacturer of ID Security Solutions

**Brady People ID**

3 Federal Street, Suite 300, Billerica, MA 01821

Toll Free: (800) 528-8005

Fax: 978-439-3141

[www.BradyPeopleID.com](http://www.BradyPeopleID.com)

To whom it may concern:

This letter is to confirm that Color ID is an authorized reseller of all J.A.M. Plastics ID attachments and accessories. Color ID has been a top customer of J.A.M. for many years and has penetrated numerous vertical markets offering our full line of products. We're proud to have categorized Color ID as one of our few "Platinum" dealers; a category defined by dealers who have demonstrated and exhibited top notch, professional customer service.

We are fortunate to have Color ID as a valued reseller of our products. If you have any questions or concerns, please feel free to contact any of us at J.A.M. Plastics.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Burditt', is written over a horizontal line.

Jim Burditt

Vice President, Sales & Marketing

J.A.M. Plastics

## **ColorID Response:**

### **Pricing Schedule**



Attachment A	Pricing Schedule				
Part #	Card Printer Consumables	Qty	Unit Cost	Total Cost	
534000-008	DataCard SP75 Color Ribbon Kit YMCK (500 prints) Includes 1 ribbon 1 alcohol card & 1 adhesive cleaning sleeve	100	66.00	6600.00	
503856-103	Duraguard Secure Globe Holographic Overlay (350 prints) .6 mil, Full Card for SP75 printer	100	72.00	7200.00	
503849-101	Duraguard Non-Holographic Overlay (375 prints) Clear, .5 mil, Full Card for SP75 printer	50	40.00	2000.00	
508808-001	Duraguard Secure Globe Holographic Overlay (350 prints) .6 mil, Full Card for SD460	100	65.00	6500.00	
508668-001	Duraguard Non-Holographic Overlay (375 prints) Clear, .5 mil, Full Card for SD460	50	36.00	1800.00	
Part #	Card Accessories		Cost	Total Cost	
SB-34C	Imprinted Woven VCU Lanyards, Clip fitting	10,000	1.60	6000.00	
SB-34C	Imprinted Woven VCUHS Lanyards, Clip fitting	4,000	1.60	2400.00	
905-1	VCU Imprinted Badge Reel Retractors	7,500	.70	5250.00	
JJ00505A	Economy Strip Clip	8,000	.06	480.00	
JJ0506-T1	Single Pocket Style ID Hang Holders w/slots and chain holes (Horizontal)	8,000	.20	1600.00	
506-T2	Two Pocket Style ID Hang Holders w/slots and chain holes (Horizontal)	3,000	.34	1020.00	
JJ1840A8000	Half Card Holder for Retractable Reels	2,000	.25	500.00	
726-T1	Frost Clear Economy Card Dispensers (Horizontal)	4,000	1.40	1600.00	
JCA21911	Bifold 70 denier wallet #21911, with interior key ring, one inside zipper pocket, one inside window pocket, clear pocket opening on the inside and velcro closure (Navy-VCUHS) 4 3/4" x 2 7/8" Polyester	1,000	2.50	2500.00	
JCA21911	Bifold 70 denier wallet #21911, with interior key ring, one inside zipper pocket, one inside window pocket, clear pocket opening on the inside and velcro closure (Gray-VCU) 4 3/4" x 2 7/8" Polyester	1,000	2.75	2750.00	
JJ0704CLP-B	Access., 704-CLP-Black, Carabiner Reels, 36" cord, large 1" imprint area and twist-free feature to help keep cards facing forward. Carabiner Badge Reel With NPS Belt Clip & Clear Vinyl trap. Color: Black reel case with 1-4 color flat custom label imprinting ---- 1,001 min qty order only	3,000	1.75	5250.00	
JJ08N34C	VCU - Dye Sublimation VCU Lanyards, Clip Fitting	10,000	.98	9800.00	
JJ08N34C	VCUHS - Dye Sublimation VCU Lanyards, Clip Fitting	4,000	.95	3800.00	
Part #	Card Stock		Cost	Total Cost	
2718030-1226	VCUHS Preprinted Non-Prox, Blank Back Cards with NO Mag Stripe	5,000	.55	2750.00	
2120BC3ANN-1212	VCUHS Preprinted Prox/iClass with Mag Stripe & Laser Engraving	10,000	3.99	39,900.00	
2120BC3ANN-1196	VCU STUDENT Preprinted Prox/Mag iClass & Laser Engraving	20,000	3.89	77,800.00	
CW143000	Blank with Mag/No Prox	5,000	.10	500.00	
CWBLANK	Blank Front/Blank Back, NoProx/No Mag	2,000	.08	160.00	
2020BC1ANN-111210	VCU Blank with UV Custom Printing Prox/iCLASS with Mag Stripe & Laser Engraving	5,000	3.69	18450.00	
2120B1NNM-110677	VCU Rec Sports, Preprinted Cards, Prox/iClass with Mag Stripe & Laser Engraving	5,000	3.89	19,450.00	
2020BC3NNM-110904	VCU Police OFFICER Pre-printed Cards, Prox/iClass with Mag Stripe & Laser	500	3.99	1995.00	
2020BC3NNM-110903	VCU Police ADMIN Pre-printed Cards, Prox/iClass with Mag Stripe & Laser Engraving	500	3.99	1995.00	
Part #	Card Hardware		Cost	Total Cost	
HI-PCPROXUSB	pcProx Reader for HID Prox Cards, for pc, USB Interface, Sends card data as keystrokes	10	160.00	1600.00	
HID MultiClass, PinPad, Magstripe Wall Readers	Reader, HID iClass/Prox, multiclass, pin pad, magstripe read-only reader, black, wiegand output.	10	405.00	4050.00	
573590-002	DataCard Printers SP75+CIATHISCHID, SP75+, Dual Sided with Mag Encoder	1	3100.00	3100.00	
568294-001	Datacard Upgrade kit for SP75+, pcProx HID read only	1	500.00	500.00	
507428-002	Datacard Printer SD460 Printer, Dual Sided with Mag Encoder (replaces SP75+ on May 2014)	1	1400.00	1400.00	
507952-001	Datacard Standard Laminator Module, Single Sided Only for SD460 Printer (replaced SP75+ on May 2014)	1	1400.00	1400.00	
503560-001	Datacard Upgrade Kit for Contactless Reading inside printer: Loosely Coupled, HID PC Prox Contactless Smartcard Reader (READ ONLY) - for DUPLEX printers only	1	300.00	300.00	
VCPROIMAGE700	Camera - VALCom ProImage700 (does not have Pan, Tilt features, only Zoom feature)	1	900.00	900.00	
VCPROIMAGE900	Camera - VALCom ProImage900 (has Pan, Tilt & Zoom features)	1	1595.00	1595.00	
Part #	Card Software		Cost	Total Cost	
571897-016	ID Works Enterprise Production Module v6.5 or latest. Upgrade for customers using ID Works Standard Production v2.x, 3.x, or 4.x	1	150.00	150.00	
571897-022	ID Works Enterprise Designer Module v6.5 or latest. Upgrade for customers using ID Works Standard Designer v2.x, 3.x, or 4.x	1	150.00	150.00	
571897-006	ID Works Enterprise v6.5 (includes Production and Designer Modules)	1	1000.00	1000.00	
	Offerors should provide pricing for the brand name items listed above. Offerors may propose an equivalent to the brand names listed				



[illegible]



May 13, 2014

RFP#5884772JH for Access Cards and Accessories

Negotiation Points

Color ID

Mark Degan:

- 1) What are your policies regarding defective products? Can you agree to replace defective products when requested by VCU?

ColorID warranties & supports all products we sell. Any product that is deemed defective/DOA/etc will be replaced as quickly as possible with no expense to VCU. We will agree to replace any/all defective products when requested by VCU.

- 2 Can you agree to provide re-card services? If so, what options can you offer for re-card services?

Yes, ColorID has the ability to re-card large organizations in a quick-turn service (1 month). We can set-up two options for VCU = onsite recarding or offsite recarding. Both are quick and effective and cost effective to VCU. Recarding events are available whenever you'd like however do require a separate service fee due to the complexity of recardings and not knowing what exactly VCU requires specifically.

- 3) Can you agree to offer a custom hologram if requested by VCU? If so, what is the process and what are the costs?

Yes, ColorID can offer a customized Datacard Opti-series laminate for VCU's existing and new line of printers. VCU will be required to purchase a min order of laminate (usually 50 rolls) at one time and the school is responsible for a set-up fee (aka – origination fee). This is a one time fee unless school adjust/changes their artwork. Lead time for custom laminate is 8 weeks after proof approval.

- 4) Can you agree to provide onsite support for new installs e.g. printers, cameras, software, etc? Can you agree to include that in your proposed costs for providing this equipment?

Yes, ColorID will offer onsite support for new installs when VCU requires assistance. In the event VCU requires onsite support ColorID will offer this at a reduced company rate of \$100 per hour for our certified staff to be onsite. In the event the installation can be done by VCU's account rep: Mark Degan those installations will be free of charge. Mark has ability to install: ID Printers, Cameras and ID Software.

- 5) We are interested in allowing cooperative use of any resulting contract by VASCUPP members (see Section I, "Purpose"). Can you agree to extend the same contract terms and pricing to VASCUPP members? If not, please describe the circumstances that affect terms and pricing if used cooperatively?

Yes, we agree to extend our products to the other VASCUPP members however not the discounted rate of \$100 per hour for onsite service/support or free installation by account rep Mark Degan. Everything else on the contract may be used towards the members though.

- 6) If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

Yes

7) Can you offer better pricing on card printer consumables and card accessories?

Yes, see the following for your review on updated discounted pricing.

Datacard Printer Consumables =

- RD534008 = 65.00
- RD856103 = 71.00
- RD849401 = 39.00
- RD808001 = 64.00
- RD668001 = 35.00

Accessories =

- SB34C (Imprinted Woven VCU Lanyards, Clip fitting) = \$.55 x 10,000 = \$5,500
- SB34C (Imprinted Woven VCUHS Lanyards, Clip fitting) = \$.55 x 4,000 = \$2,200
- 905-I (VCU Imprinted Badge Reel Retractors) = \$.69 X 7,500 = \$5,175
- JJ0704CLP-B (Black carabiner reels with flat label, 1001 min qty = \$.1.60 x 3000 = \$4,800
- JJ0BN34C (VCU – Dye Sub VCU Lanyards, Clip Fitting) = \$.90 x 10,000 = \$9,000
- JJ0BN34C (VCUHS – Dye Sub VCU Lanyards, Clip Fitting) = \$.90 x 10,000 = \$3,600

Please send me your responses by Friday, May 16 at 2 pm.

Thank you for your participation,

John Hornback, Category Manager

Additional modification:

- Part Number: *RD534006*
- Description: *Ribbon, Datacard Color Ribbon, YMCKT-KT, 300 prints per roll, For Datacard SP, SP Plus & SD Series Printers, (Replaces Datacard #552854-506), Datacard part# 534000-006, MSRP \$199.00.*
- Cost on contract: *\$150.00*

Our RFP had a section for "Other Related Goods/Services" can you agree to modify the contract to allow Color ID to provide any goods/related related to access cards, hardware, software, accessories, and consumables at a fair and reasonable cost consistent with the pricing that you offered for the items listed on our Pricing Schedule?

**Mark Degan**  
<MarkDegan@colorid.com>

To: John  
Hornback  
<jhornback@vcu.edu>

We agree,