



# VCU Procurement Services

## CONTRACT RENEWAL

**DATE:** October 1, 2024

**CONTRACT TITLE:** Employee Service Recognition (Award) Program

**CONTRACT NO:** C0002533

**LEGACY CONTRACT NO:** N/A

**NEW START DATE:** October 1, 2024

**NEW END DATE:** September 30, 2025

**RENEWAL NUMBER:** 2 of 4

**CONTRACTOR:** C.A. Short Company

### PRICING:

Select one of the options below.

- ☐ Pricing remains the same as the previous contract period.
- ☒ Attached is the revised pricing in accordance with the contract terms.

### CERTIFICATE OF INSURANCE:

- ☒ 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 Virginia Commonwealth University as the "Additional Insured", citing the contractor's name and contract number, emailed to [sprousema@vcu.edu](mailto:sprousema@vcu.edu).

All other terms and conditions shall remain unchanged and in full force and effect.

**RESPONSE:**

C.A. Short Company

Name of Firm

  
Signature

CHRISTOPHER CHENEY

Name Printed

COO

Title

10/2/24

Date

## VCU Pricing Schedule - 2025

### Lapel Pin Pricing

### Current (2025)

5YR Gold Plated Lapel Pin with Year (No Jewels)	17.50
10YR Gold Plated Lapel Pin with Year - 1 CZ	20.50
15YR Gold Plated Lapel Pin with Year - 2 CZ	23.50
20YR Gold Plated Lapel Pin with Year - 3 CZ	26.50
25YR Gold Plated Lapel Pin with Year - 4 CZ	29.50
30YR Gold Plated Lapel Pin with Year - 5 CZ	32.50
35YR Gold Plated Lapel Pin with Year - 6 CZ	35.50
40YR Gold Plated Lapel Pin with Year - 7 CZ	38.50
45YR Gold Plated Lapel Pin with Year - 8 CZ	41.50
50YR Gold Plated Lapel Pin with Year - 9 CZ	44.50
55YR Gold Plated Lapel Pin with Year - 9 CZ	44.50
60YR Gold Plated Lapel Pin with Year - 9 CZ	44.50

### Gift Level Pricing

### Current (2025)

010 (5 - 15yr)	30.00
050 (20yr)	51.00
060 (25yr)	61.00
070 (30yr)	86.00
080 (35yr)	113.00
090 (40yr)	144.00
100 (45yr)	158.00
110 (50yr)	194.00
120 (55yr)	225.00
130 (60yr)	252.00

### CAS Supplied Glasses

Pair of Glasses	19.00
Single Glass	14.00

### VCU Supplied Items

7.50

CAS will invoice VCU \$7.50 for each customer supplied item ordered

### Administrative Fee

4.00

This fee will be applied to all eligible service award recipients

Admin Fee of \$4.00 will be applied to all eligible service award recipients

Gift and lapel pin pricing is freight inclusive



# VCU Procurement Services

## CONTRACT RENEWAL

**DATE:** September 21, 2023

**CONTRACT TITLE:** Employee Service Recognition (Award) Program

**CONTRACT NO:** C0002533

**LEGACY CONTRACT NO:** N/A

**NEW START DATE:** 10/1/2023

**NEW END DATE:** 9/30/2024

**RENEWAL NUMBER:** 1

**CONTRACTOR:** C.A. Short Company

### PRICING:

Select one of the options below.

- ☒ Pricing remains the same as the previous contract period.
- ☐ Attached is the revised pricing in accordance with the contract terms.

### PAYMENT METHOD:

VCU is migrating away from processing payments via paper check and strongly encourages the use of our electronic payment options.

- ☐ Virtual Card (Net 20) [Preferred Method]
- ☒ ACH - Paymode-X Premium (Net 20)
- ☐ ACH - Paymode-X Basic (Net 35) and Early Payment Discount (EPD)
- ☐ Paper Check (Net 30). If selecting this option, we encourage you to offer an EPD.
- ☐ Other \_\_\_\_\_

**ACTION REQUIRED:** For more information about costs and to sign up, please visit [Vendor Invoicing and Payment](#).

### EARLY PAYMENT DISCOUNT (EPD):

Please check one of the below. If you selected Paymode Basic above, select one of the options below. If you select "Other" below, please add a comment (e.g., 4.0% Net 15 / Net 30, enrolled in Virtual Card Program, etc.)

- ☐ 2.0% Net 15 / Net 30
- ☐ 1.5% Net 20 / Net 30
- ☐ 0.5% Net 25 / Net 30
- ☐ Other: \_\_\_\_\_

All other terms and conditions shall remain unchanged and in full force and effect.

**RESPONSE:**

C.A. Short Company

Name of Firm



Signature

Elena Turner

Name Printed

Controller

Title

9/21/2023

Date

## MASTER SERVICES AGREEMENT

This MASTER AGREEMENT ("MA"), effective as of the last date executed ("Effective Date"), is between Virginia Commonwealth University, a corporation and an institution of higher education of the Commonwealth of Virginia, whose address is 912 West Grace Street, Richmond, VA 23298 ("VCU", or "University"), and C.A. Short Company, with offices located at 4205 East Dixon Blvd, Shelby, NC 28152, ("CAShort" or "Contractor"). VCU and CAShort are sometimes referred to individually as a "Party" and collectively as the "Parties."

WHEREAS, VCU issued a Request For Proposals to solicit proposals for an employee service recognition program including gifts and services, RFP # 158161175CK issued June 29, 2022 (the RFP); and

WHEREAS, CAShort submitted its proposal dated July 25, 2022, (the "Proposal") wherein it wished to be considered, inter alia, for the employee service recognition award program, as more fully specified therein (the "Services"); and

WHEREAS, VCU considered all proposals submitted, including the CAShort Proposal, and VCU now desires to award to CAShort, as set forth in greater detail below; and

WHEREAS, CAShort desires to provide the necessary Services and Goods for the employee service recognition program, as set forth herein.

NOW THEREFORE, in consideration of the mutual promises set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **CONTRACT DOCUMENTS.** The contract documents are integrated and shall consist of this MA and the pricing list, attached hereto.
2. **SERVICES/GOODS.** CAShort shall provide an Employee Service Award program via a web platform allowing employees to select service recognition gift that coincides with years of service, as set forth in greater detail below.
3. **TERM and RENEWAL OF CONTRACT:** This contract shall have a one (1) year initial term (the "Initial Term") and may be renewed by VCU upon mutual written agreement of authorized representatives of both Parties for four (4) successive one (1) year period (the "Renewal Term") under the terms and conditions of this original Contract or as otherwise agreed in writing by the Parties at such time.
4. **FEES:** VCU shall pay Contractor as employee pins and gift items are ordered and shipped Invoices will be paid net 30 days following receipt of a proper invoice, services rendered, or goods delivered, whichever is later pursuant to and in accordance with Code of Virginia §§ 2.2-4347 through 2.2-4354 known as the Virginia Prompt Payment Act. Should VCU choose to exercise its right to Renew, the fee shall remain fixed during the Renewal Term. Thereafter, VCU shall pay any additional fees or payments due in accordance with this Section 4. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after receipt of invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however. Fees appearing to be incorrect will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Interest on past due amounts accrues at the rate permitted by Code of Virginia §§ 2.2-4347 through 2.2-4354 known as the Virginia Prompt Payment Act. Contractors may enter invoices into the

RealSource Vendor Portal, or Contractors may email invoices to VCU.Invoices@edmgroupp.com, or mail an invoice to the Digital Mailroom, VCU's third party payment provider. The address for submission of invoice to the Digital Mailroom is Accounts Payable, Box 398, Scranton, PA 18505.

5. **CONTRACTOR RESPONSIBILITIES.**

A. Employee Service Awards: CASHort shall offer service recognition awards for VCU and VCUHealth employees (the "Employees"). Employees are eligible for service awards beginning after their first 5 years of service and every 5 years thereafter. For award years 5, 10, and 15, Employees will receive a pin and certificate if requested by the employee. For years 20 and above, Employees may select a pin, or they may choose from a selection of gifts associated with their years of service.

B. Web platform:

- i. CASHort will provide a branded web ordering website for Employees to place their orders for Service Award Gifts. Employees will only be able to access their year level of awards. Employees will only be able to place an order for one award out of their year level. To limit the number of gift items, CASHort will issue one certificate number based on the Employee's year level. Once the certificate number has been used, no other orders can be placed.
- ii. CASHort's web platform will enable Employees to do the following: choose a gift item; specify preferred name for the Certificate; choose delivery address and track shipment; and receive order confirmation with confirmation number upon selection of gift item.
- iii. CASHort will work with VCU if it chooses to add the Employee gift item web platform to VCU's RealSource platform.

C. Pins and Gifts:

- i. Pins. CASHort will provide and deliver service pins and certificates to all employees who have 5, 10 and 15 years of service. The contractor will also provide and ship service pins to employees who choose them as their gift item.
- ii. Gift Items. CASHort shall provide a variety of award gift items, including jewelry, wristwatches, and high-quality gift items for the home or leisure (framed prints, crystal

items, luggage, appliances, and other catalog items). There should be a recognizable increase in the value of items as the years of service increase.

- iii. If requested by VCU, CASHort must provide samples of items proposed within fourteen (14) calendar days of the date the request is made.
  - iv. CASHort will communicate with employees if their gift or pin is delayed in shipping and make sure VCU is copied on the communication.
  - v. It is expected that CASHort will follow up with Employees who do not respond to initial notices during the selection process for the recipient group as per VCU's timeline. VCU will notify CASHort when to send out notifications.
  - vi. Packaging and Shipping: CASHort shall provide gifts and award items in a box that provides workmanship of the highest quality in every respect. CASHort will package each gift item individually with label reflecting Employee name and years of service, and packaged in a manner which protects the items during shipment. Gift items will be shipped to the recipient, F.O.B Destination.
- D. e-Card: CASHort will provide an e-Card service. The e-Card service sends automatic messages to employees on birthdays, work anniversaries, and holidays. VCU may opt to use this service at no additional cost. To participate, VCU will provide necessary employee data to CASHort.
- E. Reporting: CASHort will provide an online Admin Portal System, C.A. Insights. The system allows administrators to manage their recognition program. Reports can be assigned per customer request. Most programs have a defined set of standard reports, with numerous other reports that can be added to your selection.
- F. Warranty:
- i. All gift items must have a guarantee of at least 90 days or the manufacturer's guarantee, whichever is longer.
  - ii. CASHort will accept returns and exchanges from Employees. CASHort will cover costs of shipping returns and exchanges. CASHort will redeliver returns and exchanges within one week of authorization.
  - iii. CASHort will guarantee all gift items for manufacturer's defects for 5 full year from date of order.
- G. Trademark and Licensing: CASHort shall register, become licensed and maintain a license through CLC, VCU's brand management firm. CASHort will pay and be solely responsible for all registration and licensing fees associated with CLC. As required by CLC, CASHort will report and pay royalties for products bearing VCU's trademarks; submit all artwork electronically through the



Brand Manager 360 platform for approval; maintain product liability insurance; and compliance with labor code standards.

## 6. GENERAL TERMS AND CONDITIONS

- A. **APPLICABLE LAW AND COURTS:** This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia without regard to choice of law principles. The Parties agree that all disputes arising under this Contract shall be brought in the state or federal courts located in Richmond, Virginia. To the extent any provision of the Contract is prohibited by Virginia law, or is otherwise not authorized by Virginia law, due to VCU's status as an agency of the Commonwealth of Virginia, such provision is null and void. Each party shall be responsible for its own legal fees and costs unless otherwise ordered by a court of law.
- B. **ARBITRATION:** Neither Party shall be compelled to arbitrate any matter or otherwise be subject to any form of alternative dispute resolution, but may request and/or opt to participate in alternative dispute resolution in its sole discretion.
- C. **WAIVER OF CLAIMS:** Notwithstanding anything contained herein to the contrary, VCU is an agency of the Commonwealth of Virginia and as such, pursuant to Va. Code § 2.2-514, cannot waive or settle legal claims that VCU may have against another party nor may VCU bestow any right or obligation that is beyond the duly granted authority of the signatory to bestow or incur on behalf of the Commonwealth of Virginia.
- D. **ANTI-DISCRIMINATION:** Contractor certifies to the Commonwealth that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1). In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this Contract, the Contractor agrees as follows:

- a. VCU is an equal opportunity/affirmative action institution providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, the Contractor will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- B. The Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor who performs work relative to this RFP.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: Contractor certifies that it does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- F. ANTITRUST: By entering into a contract, Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under this Contract.
- G. ASSIGNMENT OF CONTRACT: The Contract shall not be assignable by Contractor in whole or in part without the written consent of the University.
- H. TESTING AND INSPECTION: To the extent applicable, VCU reserves the right to conduct any inspection it may deem advisable to assure goods and services conform to the specifications and this Contract.
- I. TERMINATION OF CONTRACT:
  - 1. Either Party may terminate this Contract if the other Party materially breaches this Contract and such breach is not cured within thirty (30) days after written notice to the breaching Party.
  - 2. University reserves the right to term this Contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor.
  - 3. Either Party may terminate this Contract after the initial twelve (12) months of this Contract upon sixty (60) days written notice to the other Party.
- J. CHANGES TO THE CONTRACT: Changes may be made to the Contract:
  - 1. The parties may agree to modify the scope of the Contract. An increase or decrease in the price of the Contract resulting from such modification shall be agreed by the parties as a part of their written Contract to modify the scope of the Contract.
  - 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings.

3. Material, substantive modifications, changes, and amendments to the Contract must be in a writing executed by authorized representatives of each party.

K. NOTICE: All notices provided hereunder in regard to default, claims, actions, or similar events shall be in writing and delivered personally, or sent by registered or certified mail, return receipt requested, postage prepaid, to the respective party at the following addresses:

For VCU:

Director, Procurement Services  
912 West Grace Street, 5<sup>th</sup> Floor  
Richmond, Virginia 23298-0327

For Contractor:

C.A. Short Company  
4205 East Dixon Blvd  
Shelby, NC 28152

Any notice sent by any other means shall not be considered duly given or delivered unless the receiving party affirmatively acknowledges receipt. Notices with respect to any services and communications specifically for day-to-day servicing purposes shall be sent to the designated points of contact as specified by each Party.

L. TAXES: Contractor acknowledges all sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this Contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

M. FAILURE TO DELIVER GOODS OR SERVICES: In case of failure to deliver goods or services in accordance with the Contract terms and conditions, VCU, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which VCU may have.

N. SHIPPING: Contractor shall ship all goods FOB destination at the actual freight rate based upon the actual weight of the goods to be shipped.

O. INSURANCE: Contractor certifies it will have the following insurance coverages, and any insurance otherwise required by applicable law, throughout the entire term of the Contract, as well as renewal terms. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. Contractor further certifies all insurance coverage will be provided by insurance companies authorized by the Virginia State Corporation Commission to sell insurance in Virginia. Minimum Insurance Coverages and Limits Required for Most Contracts:

1. Worker's Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer.

2. Employers Liability - \$100,000.

3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products, and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
  4. Cyber Security Liability - \$5,000,000 (applicable as determined by the University)
- P. DRUG-FREE WORKPLACE: During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) includes the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor providing services under this Contract. For the purposes of this section, *"drug-free workplace"* means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.
- Q. NONDISCRIMINATION: As applicable, federal law requires compliance with the following:
1. 41 CFR § 60-1.4 Equal Opportunity Clause prohibiting discrimination on the basis of race, color, religion, sex, or national origin.
  2. 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals on the basis of disability (60-741.5(a)) and protected veteran status (41 CFR 60-300.5(a)), and require affirmative action to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.
- R. CONFIDENTIAL INFORMATION: "Confidential Information" means all information of a party ("Disclosing party") disclosed or made available to the other party ("Receiving party") that (i) is clearly marked or identified as such at the time of disclosure or within a reasonable time thereafter; or (ii) should be reasonably known by the Receiving party to be confidential due to the nature of the information disclosed and the circumstances surrounding the disclosure. Confidential Information of VCU shall include, but not be limited to information about VCU personnel and students of VCU to the extent such information is not available to the public domain in accordance with the laws of the Commonwealth of Virginia and FERPA. Contractor shall use its reasonable efforts to prevent and protect Confidential Information from unauthorized use or disclosure, with at least the same degree of care that Contractor uses to protect its own confidential and proprietary information, but in no event less than a reasonable degree of care under the circumstances. Each Party will only disclose the other Party's Confidential Information to its employees, consultants, or subcontractors only on a need-to-know basis, provided that such employees or subcontractors are subject to confidentiality obligations no less restrictive than those contained herein. Upon the completion of the services and upon request of VCU, Contractor shall return all Confidential Information received in written format, including copies or reproductions or other media containing Confidential Information within seven (7) days of such request.

- S. VA FOIA: Nothing contained herein is intended to limit VCU's compliance with the Virginia Freedom of Information Act ("VFOIA"). For clarity, contracts and pricing between VCU and its vendors are not considered to be exempt from VFOIA requests.
- T. INDEMNIFICATION: Contractor agrees to indemnify, defend, and hold harmless VCU, the Commonwealth of Virginia, and their officers, employees and agents from any claim, damage, liability, injury, expense or loss, including defense costs and attorneys' fees, arising from Contractor's negligence under this Agreement. Accordingly, VCU shall promptly notify Contractor of any claim or action brought against VCU in connection with this Agreement. Upon such notification, and at the request and direction of VCU and/or the Office of the Attorney General, Contractor will immediately defend any such claim or action pursuant to the provisions and requirements of § 2.2-514 of the Code of Virginia.
- U. LIMITATION OF LIABILITY: Contractor shall be liable for the direct damages caused by the negligence of itself, its officers, employees, and agents in connection with this Contract or any goods, services, actions, or omissions relating to this Contract.
- V. STATUTORY DAMAGES: VCU is not authorized to waive damages granted or otherwise available by statute.
- W. SOVEREIGN IMMUNITY: VCU is an agency of the Commonwealth of Virginia and is afforded the protection of sovereign immunity under Virginia law. Any claims against VCU or the Commonwealth are subject to the requirements established under Virginia law for bringing such claims against VCU or the Commonwealth, including the Virginia Tort Claims Act (Va. Code §§ 8.01-195.1 et seq.) and other applicable statutes relating to claims against the Commonwealth or its agencies. Notwithstanding any other provision, nothing in this Contract shall be deemed to be or construed as a waiver of VCU's or the Commonwealth's sovereign immunity, or any other applicable requirements under Virginia law for bringing claims against VCU or the Commonwealth. The total cumulative liability of the University, its officers, employees, and agents in connection with this contract or in connection with any goods, services, actions or omissions relating to this contract, shall not under any circumstance exceed payment of the maximum purchase price.
- X. FORCE MAJEURE: Neither Party will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond either Party's reasonable control, including without limitation, war, strikes or labor disputes, civil disturbances, fires, natural disasters, pandemics, including if VCU, in its sole discretion, must close a campus location or take other restrictive actions due to concerns related to the COVID-19 pandemic or acts of God. If the delay or failure in the performance of the Party claiming Force Majeure continues for thirty (30) days or more, then the Party not claiming Force Majeure may terminate this Agreement by written notice to the other Party without penalty. Any funds paid will be reimbursed pro rata based on Services not provided.
- Y. 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 University, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- Z. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that VCU shall be bound hereunder only to the extent the funds are appropriated, or otherwise made available, from the Virginia General Assembly or other funding source, or which funds may hereafter be provided

for the purpose of this Contract.

AA. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual contract, for Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Contract.

BB. **REALSOURCE REGISTRATION:** This Contract shall result in a purchase order or purchase orders issued via VCU's source-to-pay platform, RealSource. Contractor shall register in RealSource upon award of contract. For information on registering, visit [realsource.vcu.edu](http://realsource.vcu.edu). Registration is free, and registered vendors shall have access to purchase order, invoice, and payment information. Contractor is responsible for the security of its RealSource portal account, including restricting access to it, maintaining the confidentiality of login information, and taking any other actions necessary to protect the security of the Contractor's account. VCU will not be responsible for a third party's fraudulent collection of VCU payments due to the Contractor's failure to update or protect its account information. If this is a cooperative procurement, this clause shall apply to orders placed by VCU only.

CC. **eVA REGISTRATION AND FEES:** Contractor agrees to self-register with the Commonwealth of Virginia's electronic procurement system, eVA (information on eVA can be found at <http://www.eva.virginia.gov>), and agrees to maintain self-registered status for the duration of this Contract. The Commonwealth shall assess eVA transaction fees as specified below for each order resulting from this Contract. The Vendor Transaction Fee is:

1. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
2. Businesses that are not DSBSD-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 the invoice is payable 30 days after the invoice date.

Contractor is responsible for the security of its eVA account, including restricting access to it, maintaining the confidentiality of login information, and taking any other actions necessary to protect the security of Contractor's account. VCU will not be responsible for a third party's fraudulent collection of VCU payments due to Contractor's failure to update or protect its account information.

## **7. SPECIAL TERMS AND CONDITIONS**

- A. **ADVERTISING:** Contractor shall not state in any of its advertising or product literature that the University, the Commonwealth of Virginia, or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. **TRADEMARKS/LOGOS:** The University retains all rights, title and interest to its trademarks, logos and other intellectual property. Contractor shall first submit a request in writing to the VCU Division of University Relations prior to use of any VCU marks, name, or logos.

- C. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special educational or promotional sale prices or discounts immediately to University during the term of this Contract. Such notice shall also advise the duration of the specific sale or discount price.
- D. PROMPT PAYMENT DISCOUNTS: Virginia Commonwealth University will pay within 30 days after receipt and acceptance of an invoice. Offerors are encouraged to offer a prompt payment discount, in which Offeror provides a discount off the invoice total in exchange for VCU paying the invoice in fewer than 30 days. Offeror should describe such an offer at the bottom of their pricing proposal, indicating both A) the discount percentage offered and B) the net number of days in which payment would need to be made in order to achieve the discount.
- E. EXTRA CHARGES NOT ALLOWED: The Contract price shall reflect all fees to be incurred for the performance of the Contract, including all applicable freight and installation charges. Any additional fees that arise during the performance of the Contract shall only be paid if approved by the University prior to incurring such fees.
- F. ADDITIONAL USERS OF CONTRACT: It is the University's intent to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution, or any University-related foundation (Additional Users) may access this Agreement if authorized by Selected Firm.

To that end and if agreeable with the Contractor, upon written request from Additional Users the Contractor may allow access to the contract. Although the University desires to provide access on such contract to Additional Users, the Contractor is not required to provide such access. A Contractor's willingness to provide this access to Additional Users, will not be a consideration in awarding this contract. Although the Additional Users have access to any resulting contract, Additional Users are not bound to use the contract and any use of the contract is strictly optional.

If the Additional Users choose to access the contract and the Contractor agrees to such access, the terms and conditions of the contract will be in full force and effect as between the Additional Users and the Contractor. VCU will have no responsibility for the resolution of any contractual disputes, or for payment for services rendered which may arise from an Additional User accessing the contract. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another Additional User that accessed this contract.

- G. 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 University with 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.
- H. CRIMINAL BACKGROUND INVESTIGATION: If Contractor employees and agents will be on the VCU campus, or have access to protected data as defined herein, Contractor must comply with the following: Contractor shall ensure that its employees, full-time or part-time, including newly hired,

re-hired, seasonal, and/or temporary, who may have access to VCU confidential or proprietary information, or data about VCU personnel or students, have passed a criminal background check pursuant to the Code of Virginia, § 2.2-1201.1. Criminal background checks shall comply with the standards set forth in VCU's employment policies found at:

<http://www.policy.vcu.edu/sites/default/files/Criminal%20Conviction%20Investigations.pdf>

Specifically, Contractor shall ensure an investigation is conducted by a third-party vendor utilizing courthouse records and national databases to obtain records within the past seven (7) years. Convictions related to drugs, violence and/or sexual behavior are generally considered job related due to the nature of the VCU environment and the need to provide reasonable levels of protection for students, patients, employees, visitors, and institutional resources.

- I. REPRESENTATIONS AND WARRANTIES: All representations and warranties made by University are made to the best of its knowledge at the time the representation or warranty is made. University will use its best efforts to comply with all conditions and restrictions on its accounts and the services provided hereunder.
- J. SECTION 508 COMPLIANCE: All information technology which, pursuant to this Contract, is purchased or upgraded by or for the use of the University (the "Technology") shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended. If requested, the Contractor must provide a detailed explanation of how compliance with Section 508 of the Rehabilitation Act is achieved and a validation of concept demonstration. The requirements of this Paragraph along with the Non-Visual Access to Technology clause below shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.2-3500 through 2.2-3504 of the Code of Virginia.
- K. NONVISUAL ACCESS TO TECHNOLOGY: All Technology shall comply with the following nonvisual access standards from the date of purchase or upgrade until the expiration of this Contract:
  - 1. effective, interactive control and use of the Technology shall be readily achievable by nonvisual means;
  - 2. the Technology equipped for nonvisual access shall be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
  - 3. nonvisual access technology shall be integrated into any networks used to share communications among employees, program participants or the public; and
  - 4. the technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing nonvisual access standards shall not be required if University determines (i) the Technology is not available with nonvisual access because the essential elements of the Technology are visual and (ii) nonvisual equivalence is not available. Installation of hardware, software, or peripheral devices used for nonvisual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information shall permit the installation and effective use of



nonvisual access software and peripheral devices. If requested, the Contractor must provide a detailed explanation of how compliance with the foregoing nonvisual access standards is achieved and a validation of concept demonstration. The requirements of this Paragraph shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.1-807 through 2.1-811 of the Code of Virginia.

## 8. INFORMATION SECURITY / DATA PRIVACY

- A. The University's Data and Intellectual Property Protection Addendum is attached and incorporated herein as Exhibit A.

IN WITNESS WHEREOF, the Parties have executed this Contract on the dates designated below.

### VIRGINIA COMMONWEALTH UNIVERSITY

DocuSigned by:  
By: John McHugh  
EE6DA7427C67468...  
Name: John McHugh  
Title: Director, Procurement Services  
Date: 9/23/2022

### C.A. SHORT COMPANY

By: JM  
Name: Jeffrey A. Ross  
Title: CEO + CFO  
Date: 9/22/22

## **EXHIBIT A**

### **Data and Intellectual Property Protection Addendum**

#### 1. Definitions

- a. “End User” means the individuals authorized by the University to access and use the Services provided by Contractor under this Addendum.
- b. “Personally Identifiable Information” includes but is not limited to: personal identifiers such as name, address, phone number, date of birth, Social Security number, and student or personnel identification number; “personal information” as defined in Virginia Code section 18.2-186.6 and/or any successor laws of the Commonwealth of Virginia; personally identifiable information contained in student education records as that term is defined in the Family Educational Rights and Privacy Act, 20 USC 1232g; “medical information” as defined in Virginia Code Section 32.1-127.1:05; “protected health information” as that term is defined in the Health Insurance Portability and Accountability Act, 45 CFR Part 160.103; nonpublic personal information as that term is defined in the Gramm-Leach-Bliley Financial Modernization Act of 1999, 15 USC 6809; credit and debit card numbers and/or access codes and other cardholder data and sensitive authentication data as those terms are defined in the Payment Card Industry Data Security Standards; other financial account numbers, access codes, driver’s license numbers; and state- or federal-identification numbers such as passport, visa or state identity card numbers.
- c. “Securely Destroy” means taking actions that render data written on physical (e.g., hardcopy, microfiche, etc.) or electronic media unrecoverable by both ordinary and extraordinary means. These actions must meet or exceed those sections of the National Institute of Standards and Technology (NIST) SP 800-88 guidelines relevant to data categorized as high security.
- d. “Security Breach” means a security-relevant event in which the security of a system or procedure used to create, obtain, transmit, maintain, use, process, store or dispose of data is breached, and in which University Data is exposed to unauthorized disclosure, access, alteration, or use.
- e. “Services” means any goods or services acquired by the University from the Contractor.
- f. “University Data” includes all Personally Identifiable Information and other information that is not intentionally made generally available by the University on public websites or publications, including but not limited to business, administrative and financial data, intellectual property, and patient, student and personnel data.

#### 2. Rights and License in and to the University Data

The parties agree that as between them, all rights including all intellectual property rights in and to University Data shall remain the exclusive property of the University, and Contractor has a limited, nonexclusive license to use these data as provided in this Addendum solely for the purpose of performing its obligations hereunder. This Addendum does not give a party any rights, implied or otherwise, to the other’s data, content, or intellectual property, except as expressly stated in the Addendum.

#### 3. Intellectual Property Disclosure/Rights

- a. Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared by Contractor (or its subcontractors) for the University will not be disclosed to any other person or entity without the written permission of the University.
- b. Contractor warrants to the University that the University will own all rights, title and interest in any intellectual property created for the University as part of the performance of

this Addendum and will have full ownership and beneficial use thereof, free and clear of claims of any nature by any third party including, without limitation, copyright or patent infringement claims. Contractor agrees to assign and hereby assigns all rights, title, and interest in any and all intellectual property created for the University as part of the performance of this Addendum to the University, and will execute any future assignments or other documents needed for the University to document, register, or otherwise perfect such rights. Nothing in this section is, however, intended to or shall be construed to apply to existing intellectual property created or owned by the vendor that the University is licensing under this Addendum. For avoidance of doubt, the University asserts no intellectual property ownership under this clause to any pre-existing intellectual property of the vendor, and seeks ownership rights only to the extent Vendor is being engaged to develop certain intellectual property as part of its services for the University.

- c. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research Addendums administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

#### 4. Data Privacy

- a. Contractor will use University Data only for the purpose of fulfilling its duties under this Addendum and will not share such data with or disclose it to any third party without the prior written consent of the University, except as required by this Addendum or as otherwise required by law.
- b. University Data will not be stored outside the United States without prior written consent from the University.
- c. Contractor will provide access to University Data only to its employees and subcontractors who need to access the data to fulfill Contractor obligations under this Addendum. Contractor will ensure that employees who perform work under this Addendum have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of this Addendum.
- d. The following provision applies only if Contractor will have access to the University's education records as defined under the Family Educational Rights and Privacy Act (FERPA): Contractor acknowledges that for the purposes of this Addendum it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under this Addendum for University's and its End User's benefit, and will not share such data with or disclose it to any third party except as provided for in this Addendum, required by law, or authorized in writing by the University.

#### 5. Data Security

- a. Contractor will store and process University Data in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. Without limiting the foregoing, Contractor warrants that all electronic University Data will be encrypted in transmission (including via web interface) in accordance with industry best practices commensurate to the sensitivity of the information; such as controls outlined in the Moderate or High control baselines in the latest version of National Institute of Standards and Technology Special Publication 800-53.

- b. If Contractor stores Personally Identifiable Information as part of this Addendum, Contractor warrants that the information will be stored in accordance with industry best practices commensurate to the sensitivity of the information; such as controls outlined in the Moderate or High control baselines in the latest version of National Institute of Standards and Technology Special Publication 800-53.
  - c. Contractor will use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods in providing Services under this Addendum.
6. Data Authenticity and Integrity  
Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor will be responsible under the terms of this Addendum, unless otherwise specified elsewhere in this Addendum, for converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.
7. Security Breach
  - a. Response. Upon becoming aware of a Security Breach, or of circumstances that are reasonably understood to suggest a likely Security Breach, Contractor will timely notify the University consistent with applicable state or federal laws, fully investigate the incident, and cooperate fully with the University's investigation of and response to the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals whose Personally Identifiable Information was involved, regulatory agencies, or other entities, without prior written permission from the University.
  - b. Liability.
    - 1) If Contractor must under this Addendum create, obtain, transmit, use, maintain, process, or dispose of the subset of University Data known as Personally Identifiable Information, the following provisions apply. In addition to any other remedies available to the University under law or equity, Contractor will reimburse the University in full for all costs incurred by the University in investigation and remediation of any Security Breach caused by Contractor, including but not limited to providing notification to individuals whose Personally Identifiable Information was compromised and to regulatory agencies or other entities as required by law or contract; providing one year's credit monitoring to the affected individuals if the Personally Identifiable Information exposed during the breach could be used to commit financial identity theft; and the payment of legal fees, audit costs, fines, and other fees imposed by regulatory agencies or contracting partners as a result of the Security Breach.
    - 2) If Contractor will NOT under this Addendum create, obtain, transmit, use, maintain, process, or dispose of the subset of University Data known as Personally Identifiable Information, the following provisions apply. In addition to any other remedies available to the University under law or equity, Contractor will reimburse the University in full for all costs reasonably incurred by the University in investigation and remediation of any Security Breach caused by Contractor.
8. Response to Legal Orders, Demands or Requests for Data
  - a. Except as otherwise expressly prohibited by law, Contractor will:
    - immediately notify the University of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data;
    - consult with the University regarding its response;

- cooperate with the University's reasonable requests in connection with efforts by the University to intervene and quash or modify the legal order, demand or request; and
  - upon the University's request, provide the University with a copy of its response.
- b. If the University receives a subpoena, warrant, or other legal order, demand (including request pursuant to the Virginia Freedom of Information Act) or request seeking University Data maintained by Contractor, the University will promptly provide a copy to Contractor. Contractor will promptly supply the University with copies of data required for the University to respond, and will cooperate with the University's reasonable requests in connection with its response.
9. Data Transfer Upon Termination or Expiration
- a. Upon termination or expiration of this Addendum, Contractor will ensure that all University Data are securely returned or destroyed as directed by the University in its sole discretion. Transfer to the University or a third party designated by the University shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of the University or its transferee, and to the extent technologically feasible, that the University will have reasonable access to University Data during the transition. In the event that the University requests destruction of its data, Contractor agrees to Securely Destroy all data in its possession and in the possession of any subcontractors or agents to which Contractor might have transferred University data. Contractor agrees to provide documentation of data destruction to the University.
- b. Contractor will notify the University of impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and data and providing the University access to Contractor's facilities to remove and destroy University-owned assets and data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to the University. Contractor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to the University. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on the University, all such work to be coordinated and performed in advance of the formal, final transition date.
10. Audits
- a. The University reserves the right in its sole discretion to perform audits of Contractor at the University's expense to ensure compliance with the terms of this Addendum. Contractor shall reasonably cooperate in the performance of such audits. This provision applies to all agreements under which Contractor must create, obtain, transmit, use, maintain, process, or dispose of University Data.
- b. If Contractor must under this Addendum create, obtain, transmit, use, maintain, process, or dispose of the subset of University Data known as Personally Identifiable Information or financial or business data which has been identified to Contractor as having the potential to affect the accuracy of the University's financial statements, Contractor will at its expense conduct or have conducted at least annually a(n):
- American Institute of CPAs Service Organization Controls (SOC 2) Type II audit, or other security audit with audit objectives deemed sufficient by the University, which attests the Contractor's security policies, procedures and controls;
  - vulnerability scan of Contractor's electronic systems and facilities that are used in any way to deliver electronic services under this Addendum; and
  - formal penetration test of Contractor's electronic systems and facilities that are used in any way to deliver electronic services under this Addendum.

Additionally, Contractor will provide the University upon request the results of the above audits, scans and tests, and will promptly modify its security measures as needed based on those results in order to meet its obligations under this Addendum. The University may require, at University expense, Contractor to perform additional audits and tests, the results of which will be provided promptly to the University.

11. Compliance

- a. Contractor will comply with all applicable laws and industry standards in performing services under this Addendum. Any Contractor personnel visiting the University's facilities will comply with all applicable University policies regarding access to, use of, and conduct within such facilities. The University will provide copies of such policies to Contractor upon request.
- b. Contractor warrants that the service it will provide to the University is fully compliant with relevant laws, regulations, and guidance that may be applicable to the service, such as: the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA), Federal Export Administration Regulations, and Defense Federal Acquisitions Regulations.
- c. If the Payment Card Industry Data Security Standards (PCI-DSS) are applicable to Contractor service provided to the University, Contractor will, upon written request, furnish proof of compliance with PCI-DSS within 10 business days of the request.
- d. Section 508 Compliance: All information technology which, pursuant to this Agreement, is purchased or upgraded by or for the use of the University (the "Technology") shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended. If requested, the Contractor must provide a detailed explanation of how compliance with Section 508 of the Rehabilitation Act is achieved and a validation of concept demonstration. The requirements of this Paragraph along with the Non-Visual Access to Technology clause below shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.2-3500 through 2.2-3504 of the *Code of Virginia*.
- e. Nonvisual Access to Technology: All Technology shall comply with the following nonvisual access standards from the date of purchase or upgrade until the expiration of this Agreement:
  - i. effective, interactive control and use of the Technology shall be readily achievable by nonvisual means;
  - ii. the Technology equipped for nonvisual access shall be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
  - iii. nonvisual access technology shall be integrated into any networks used to share communications among employees, program participants or the public; and
  - iv. the technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing nonvisual access standards shall not be required if University determines (i) the Technology is not available with nonvisual access because the essential elements of the Technology are visual and (ii) nonvisual equivalence is not available.

Installation of hardware, software, or peripheral devices used for nonvisual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information shall permit the installation and effective use of nonvisual access software and peripheral devices.

If requested, the Contractor must provide a detailed explanation of how compliance with the foregoing nonvisual access standards is achieved and a validation of concept demonstration. The requirements of this Paragraph shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.1-807 through 2.1-811 of the Code of Virginia.

12. No End User agreements

In the event that Contractor enters into terms of use agreements or other agreements or understandings, whether electronic, click-through, verbal or in writing, with University employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Addendum shall apply.

13. Survival

The Contractor's obligations under Section 9 shall survive termination of this Addendum until all University Data has been returned or securely destroyed.

# Attachment 1 SPECIFICATIONS

**RFP No.: 158161175CK**

## Employee Service Recognition (Award) Program

**Instructions:** Enter in “Yes” if you comply with the specifications in Section A-F. If you do not comply with the specifications enter “No” in Section A-F. If you exceed the minimum specifications explain in a separate document. If you are proposing alternate designs and materials, please state them in Section G.

Specification	Description	Does your Proposal comply with the specifications?	
		YES	NO
Reference		Explain	
<b>A: Jewel Sequence</b>	1. 5 years: No jewels	YES	
	2. 10 years: 1.5pt Cubic Zirconia	YES	
	3. 15 years: 1.5pt Cubic Zirconia	YES	
	4. 20 years: 1.5pt Cubic Zirconia	YES	
	5. 25 years: 1.5pt Genuine Diamonds	YES	
	6. 30 years: 1.5pt Genuine Diamonds	YES	
	7. 35 years: 1.5pt Genuine Diamonds	YES	
	8. 40 years: 1.5pt Genuine Diamonds	YES	
	9. 45 years: 1.5pt Genuine Diamonds	YES	
	10. 50 years: 1.5pt Genuine Diamonds	YES	
	11. 55 years: 1.5pt Genuine Diamonds	YES	
	12. 60 Years: 1.5pt Genuine Diamonds	YES	
<b>B: Service Award Pins: 5,10, 15, Year Pins</b>	1. Pins should be die struck from steel dies with all details sharp and clear.	YES	
	2. The metal quality should be gold plated material. Each pin should be finished with highly polished gold plating with no visible scratches, dents or nicks. Emblem size should be 14-18 mm.	YES	
	3. Pins must be identical to attachment 5 design.	YES	



	The outside edges should be smooth and polished. The lapel pin will be affixed to a protective pad or card and packaged for presentation.	YES	
	<p>1. 10, 15, Year Pins 1.5 pt Cubic Zirconia's placed according to the stone-setting diagram provided.</p> <p>2. All pins to be packaged in Lucite box; option for clutch-back attachment or charm attachment.</p>	<p>YES</p> <p>YES</p>	
<b>C: Service Award 20-60 Year Pins</b>	<p><b><u>20-60 year pins</u></b> 1/10 10K Gold-filled with diamonds to be boxed in Lucite box.</p> <p><u>Diamonds for 20-60 year pins:</u></p> <p><b>Cut: Brilliant cut, 58 facets, with excellent brilliance. Facets correctly positioned. Girdle outlines will not be squared or oblong to the unaided eye. Visibly off- center tables or cutlets are not acceptable.</b></p> <p>Depth: 54 to 65% of girdle diameter</p> <p>Table: 53-67% of girdle diameter</p> <p>Pavilion: 38-48% of girdle diameter</p> <p>Cutlet: Small to medium - not visible to the naked eye.</p> <p>Color: Near colorless, white to commercial white. Equivalent to average GIA grade of H-I.</p> <p>Clarity: Most diamonds are clean to the unaided eye. Diamonds will contain imperfections which are noticeable under a 10-power loupe. Equivalent to average GIA grade of I.</p> <p>Diamonds centered in the outer band and positioned correctly for each service anniversary level according to the stone-setting diagram provided.</p> <p>20 – 60 Years: Gold plated lapel pins, .050 thickness, 29/32 x 29/32 size, packaged in two-piece hinged plastic boxes. Year numerals incised and black color-filled. Black color-fill in the letters VCU. Available with a deluxe flatback clutch or as a charm with jump ring.</p>	YES	
<b>D. Service Award 20-60 Year Pins</b>	<p><b><u>20-60 year pins</u></b> 1/10 Gold-filled with CZ's to be boxed in Lucite box. <u>CZs for 20-60 year pins:</u></p> <p>All pins to be packaged in Lucite box; option for clutch-back attachment or charm attachment.</p>	YES	

	<p>1.5 CZs centered in the outer band and positioned correctly for each service anniversary level according to the stone-setting diagram provided.</p> <p>20 – 60 Years: Gold filled lapel pins, .050 thickness, 29/32 x 29/32 size, packaged in two-piece hinged plastic boxes. Year numerals incised and black color-filled. Black color-fill in the letters VCU. Available with a deluxe flatback clutch or as a charm with jump ring.</p>	YES	
<b>E. Service Award 20-60 Year Pins</b>	<p><b><u>20-60 year pins</u></b> Gold Plated with Genuine Diamonds boxed in Lucite box.</p> <p><u>Diamonds for 20-60 year pins:</u></p> <p><b>Cut: Brilliant cut, 58 facets, with excellent brilliance. Facets correctly positioned. Girdle outlines will not be squared or oblong to the unaided eye. Visibly off- center tables or cutlets are not acceptable.</b></p> <p>Depth: 54 to 65% of girdle diameter</p> <p>Table: 53-67% of girdle diameter</p> <p>Pavilion: 38-48% of girdle diameter</p> <p>Cutlet: Small to medium - not visible to the naked eye.</p> <p>Color: Near colorless, white to commercial white. Equivalent to average GIA grade of H-I.</p> <p>Clarity: Most diamonds are clean to the unaided eye. Diamonds will contain imperfections which are noticeable under a 10-power loupe. Equivalent to average GIA grade of I.</p> <p>Diamonds centered in the outer band and positioned correctly for each service anniversary level according to the stone-setting diagram provided.</p> <p>20 – 60 Years: Gold plated lapel pins, .050 thickness, 29/32 x 29/32 size, packaged in two-piece hinged plastic boxes. Year numerals incised and black color-filled. Black color-fill in the letters VCU. Available with a deluxe flatback clutch or as a charm with jump ring.</p> <p>All pins to be packaged in Lucite box; option for clutch-back attachment or charm attachment.</p>	YES	
<b>F. Service Award 20-60</b>	<p><b><u>20-60 year pins</u></b> Gold Plated with CZ's boxed in Lucite box.</p>	YES	

<b>Year Pins</b>	<p><u>CZs for 20-60 year pins:</u></p> <p>1.5 CZs centered in the outer band and positioned correctly for each service anniversary level according to the stone-setting diagram provided.</p> <p>20 – 60 Years: Gold filled lapel pins, .050 thickness, 29/32 x 29/32 size, packaged in two-piece hinged plastic boxes. Year numerals incised and black color-filled. Black color-fill in the letters VCU. Available with a deluxe flatback clutch or as a charm with jump ring.</p>	YES	
<b>G. Alternate Design and Materials</b>	N/A		

**Attachment 2: Pricing Schedule**  
**RFP No.: 158161175CK**  
**Employee Service Recognition (Award) Program**

<b>Service Award Pins (by group)—All Gold Plated with Cubic Zirconia (except 5 year-no jewels)</b>	<b>\$ Cost per Each (including shipping)</b>
5 Year Award Pins Gold Plated (No Jewels)	\$18.46
10 Year Award Pins	\$21.46
15 Year Award Pins	\$24.46
20 Year Award Pins	\$27.46
25 Year Award Pins	\$30.46
30 Year Award Pins	\$33.46
35 Year Award Pins	\$36.46
40 Year Award Pins	\$39.46
45 Year Award Pins	\$42.46
50 Year Award Pins	\$45.46
55 Year Award Pins	\$45.46
60 Year award Pins	\$45.46

Genuine Diamonds Cut: Brilliant cut, 58 facets, with excellent brilliance. Facets correctly positioned. Girdle outlines will not be squared or oblong to the unaided eye. Visibly off-center tables or cutlets are not acceptable.

<b>Service Award Pins (by group) All 1/10 10K Gold Filled with Diamonds as described above</b>	<b>\$ Cost per Each (including shipping)</b>
20 Year Award Pins	\$118.45
25 Year Award Pins	\$139.52
30 Year Award Pins	\$160.60
35 Year Award Pins	\$181.68
40 Year Award Pins	\$202.75
45 Year Award Pins	\$223.83
50 Year Award Pins	\$244.91
55 Year Award Pins	\$244.91
60 Year Award Pins	\$244.91

Cubic Zirconia: Facets correctly positioned. Girdle outlines will not be squared or oblong to the unaided eye. Visibly off-center tables or cutlets are not acceptable.

<b>Service Award Pins (by group) All 1/10 10K Gold Filled with Cubic Zirconia</b>	<b>\$ Cost per Each (including shipping)</b>
20 Year Award Pins	\$64.22
25 Year Award Pins	\$67.22
30 Year Award Pins	\$70.22
35 Year Award Pins	\$73.22
40 Year Award Pins	\$76.22
45 Year Award Pins	\$79.22
50 Year Award Pins	\$82.22
55 Year Award Pins	\$82.22
60 Year Award Pins	\$82.22

<b>Service Award Pins (by group) All Gold Plated with Genuine Diamonds as described above</b>	<b>\$ Cost per Each (including shipping)</b>
20 Year Award Pins	\$81.69
25 Year Award Pins	\$102.77
30 Year Award Pins	\$123.85
35 Year Award Pins	\$144.92
40 Year Award Pins	\$166.00
45 Year Award Pins	\$187.08
50 Year Award Pins	\$208.15
55 Year Award Pins	\$208.15
60 Year Award Pins	\$208.15

<b>Alternate Designs and Materials</b>	<b>\$ Cost per Each:</b> Depends on design and material
--	---

Special Note: All pins to be packaged in Lucite box; option for clutch-back attachment or charm attachment. See Attachment 1 for Specification Requirements.

<b>Service Award Gifts (by group)</b>	<b>\$ Cost per Each (including shipping)</b>
20 Year Award Gift	\$51
25 Year Award Gift	\$61
30 Year Award Gift	\$83
35 Year Award Gift	\$106
40 Year Award Gift	\$142
45 Year Award Gift	\$156
50 Year Award Gift	\$192
55 Year Award Gift	\$220
60 Year Award Gift	\$247

**Please respond:**

<b>Lead Times for Delivery</b>	<b>Delivery Time (once order is placed)</b>
Award Pins	Initial Order: 6 to 8 weeks On Going: 4 Weeks
Gifts	5 to 10 business days.