REQUEST FOR PROPOSAL

RFP NUMBER
FEASIBILITY-STUDY-2016

ADDENDUM NO. 1
Dated: 10/12/2016

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, MONDAY, OCTOBER 17, 2016

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX  75962
Nacogdoches, TX  75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX  75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Stephen F. Austin State University Procurement Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Kay Johnson
Stephen F. Austin State University
Procurement Services
936-468-4037
email: johnsondk6@sfasu.edu
Please note the following responses to questions received:

1. When did your last campaign begin?

2. What was your last campaign goal?
   **Answer:** $30M.

3. What amount did you raise in your last campaign?
   **Answer:** $38M in cash and planned gifts.

4. What were the campaign priorities?
   **Answer:** General support across the institution.

5. Do we have a volunteer board?
   **Answer:** Yes, the SFASU Foundation.

6. How large is the SFASU Foundation board?
   **Answer:** 25-30.

7. What is the structure of SFA’s development office?
   **Answer:** An Executive Director and 8 support staff.

8. Where do I anticipate most of the face-to-face interviews taking place during the feasibility study?
   **Answer:** Based on our current and potential donors, as well as the geographical Locations of our alumni, Texas. Houston being the highest, Dallas Fort Worth second, and greater East Texas third.

9. What is the structure of SFA’s University Advancement division?
   **Answer:** A division of the University that contains the office of development, alumni Affairs, and university marketing and communications. Each of which report to the Vice President for University Advancement.
10. What is the structure of SFA’s Alumni Affairs division?
   Answer: An executive director and 8 support staff.

11. What is the level of SFA’s endowment?
    Answer: Approximately $60 million.

12. How much does SFA raise on an annual basis?:
    Answer: Approximately $10 million annually.

13. Is the University looking to count planned gifts in the overall campaign total?
    Answer: Yes.

14. Is the University interested in a readiness assessment as part of the feasibility study?
    Answer: Yes.

15. Did SFA utilize counsel in its last campaign?
    Answer: Yes.

16. How far along are you in the case stating/philanthropic priority process? Are there any key priority areas already identified?
    Answer: We are in the beginning stages of implementing our newly crafted strategic plan. Our expectation is that the feasibility study, in conjunction with the strategic plan, will help the university administration determine our key funding priorities.

17. Will the upcoming campaign be part of the larger strategic plan in place at the University?
    Answer: Yes.

18. Has SFA conducted wealth screening of our alumni recently?
    Answer: Yes, a wealth screening was conducted by Wealth Engine in June of 2015.

19. Is it appropriate to list references from peer institutions located in Texas where we were hired to conduct the capital campaign but not the feasibility study?
    Answer: Yes.

20. Do you have a list of volunteers and donors who could serve on a planning committee for the feasibility study?
    Answer: Yes.

21. Which is more important, feasibility study or staff assessment?
    Answer: Both.
22. Any key Deans/Departments that you think will play a large role in the upcoming campaign?

**Answer:** Each of the six Academic Deans are anticipated to play an active role in the upcoming campaign.

23. Will athletic donations be included in the overall total of funds raised?

**Answer:** Yes.

24. What volunteer boards would be involved in this campaign?

**Answer:** The decision to approve moving forward on this capital campaign would be made by the SFA Board of Regents. Other volunteer boards that would play a role would be the SFASU Foundation Board of Trustees, and to a lesser extent the Nelson Rusche College of Business Executive Advisory Board.
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Stephen F. Austin State University
Procurement and Property Services
P. O. Box 13030, SFA Station
Nacogdoches, TX  75962-3030

EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX  75962

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Procurement and Property Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Kay Johnson
936.468.4037
email: johnsondk6@sfasu.edu
STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal
Feasibility Study in Preparation for a Capital Campaign

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SECTION 1
INTRODUCTION

1.1 SCOPE OF PROPOSAL
Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals from qualified vendors to provide a professional feasibility study to be conducted to assess the viability of a comprehensive capital campaign to raise private funds for academic program expansion, student and faculty support, and facility upgrades and construction. The study is to be based on one-on-one, face-to-face, interviews with internal and external stakeholders, select focus groups, and an evaluation of University and volunteer readiness. The Services are more specifically described in Section 2 (“Statement of Work”) of this RFP.

1.2 AGREEMENT TERM
This agreement will begin after award as mutually agreed and upon executed agreement. The study should commence in January 2017 with an ending date of April 2017. The study should be completed and a full report received no later than May 31, 2017.

1.3 RESPONDENT QUALIFICATIONS
The University will give preference to those qualified vendors who meet the following qualifications:

- Significant experience in performing similar projects
- Possess the professionalism, and appropriate level of personnel and business capacity to conduct such a study for a large academic institution
- The extent to which the vendor’s experience meets the University’s needs
- The proposed timeline
- Milestones and deliverables

Respondents must possess sufficient resources, and be able to furnish the University with evidence of their ability to perform and provide the service needs of SFA. In addition, please provide sufficient information regarding the following:

- An overview of your firm and its demonstrated expertise and experience in large organization fundraising campaign planning, including a statement of your business philosophy as it pertains to campaign readiness assessment, feasibility studies and consultant’s role in these types of projects.
- Describe your firm’s personnel and business capacity to conduct such a study. Include resume on personnel that will be working on this project and their education and experience.
- Describe, in detail, your proposed method(s) for conducting the study and analyzing the results.
- Provide a minimum of five (5) references from state/regional peer universities with which you have conducted similar feasibility studies within the last five years and include the following: institution’s name, contact’s name, telephone number, and email address, length of business relationship, project description, and summary of work performed.
- Identify all assistance, support, and resources that your company will require the University to provide in the course of your performance of the requested services.
- Provide the precise method by which the firm expects to be compensated, including partial payments, breakdown of professional fees and expenses, and a total “not to exceed” amount.
- Provide information detailing the attributes that make your firm the ideal choice for SFA and better than other firms we could select.
1.4  **SFA INFORMATION**

1.4.1  SFA is an institution of higher education operated as an agency of the State of Texas. SFA employs approximately 1,700 full and part-time faculty and staff members. SFA had an enrollment of 12,606 full and part-time students during the fall 2015 semester. Most staff positions are based on a 12-month appointment coinciding with the fiscal year (9/1-8/31). Contracts are executed only for faculty members, and limited other appointments. A nine-member Board of Regents is appointed by the governor of Texas, with each regent serving staggered six-year terms.

1.4.2  SFA uses Raiser’s Edge software to manage and maintain our database of alumni and friends. Raiser’s Edge is a product of Blackbaud, Inc.

1.4.3  SFA currently maintains constituent records for approximately 103,000 living alumni, as well as an additional 37,000 records that represent non-alumni, businesses and corporations, and philanthropic foundations and organizations that have made donations in the past.

1.5  **SCHEDULE OF EVENTS*  

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of Request for Proposals</td>
<td>September 19, 2016</td>
</tr>
<tr>
<td>Proposal Closing</td>
<td>October 17, 2016, 5:00pm</td>
</tr>
<tr>
<td>Evaluation of Proposals and Selection of Finalists and/or Negotiations</td>
<td>October 18, 2016 – October 25, 2016</td>
</tr>
<tr>
<td>Finalists Presentations to SFA Board of Regents</td>
<td>November 6-7, 2016</td>
</tr>
<tr>
<td>Award of Agreement</td>
<td>November, 2016</td>
</tr>
<tr>
<td>Scope of Work to begin</td>
<td>January, 2017</td>
</tr>
<tr>
<td>Completion of Study and Report Submission</td>
<td>May, 2017</td>
</tr>
</tbody>
</table>

*Dates are tentative and subject to change.

1.6  **OPEN RECORDS**  

SFA anticipates that the review of the proposals will be completed in October 2016, and award recommended to the Stephen F. Austin State University Board of Regents at its regularly scheduled meeting in November 2016. Due to the nature of the proposals, the parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and agreements, after all negotiations are completed, may be subject to open records.

1.7  **HISTORICALLY UNDERUTILIZED BUSINESSES**  

In accordance with Gov’t Code 2161.252, Stephen F. Austin State University has determined that subcontracting opportunities are not probable under this agreement.

Stephen F. Austin State University is an equal opportunity employer and all Historically Underutilized Businesses (HUBs) are encouraged to participate. In addition, SFA actively promotes a Historically Underutilized Business program in compliance with the State of Texas. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that supports, where possible, the HUB program and actively acknowledges and values diversity. More information
about HUBs or the University’s HUB program can be found at http://www.sfasu.edu/purchasing/vendor/hubprogram/index.asp.

1.8 CONFIDENTIALITY
Pursuant to the Gramm-Leach-Bliley Act (GLBA), every Service Provider (Contractor), defined as any person or entity that receives, maintains, processes or otherwise is permitted access to nonpublic personal information as defined in 16 C.F.R. § 313.3(n), whether in paper, electronic, or other form, about a university employee or student through its provision of services directly to the university is subject to the following requirements:

a. The Service Provider (Contractor) must ensure the security and confidentiality of nonpublic personal information as defined in 16 C.F.R. § 313.3(n), protect against any anticipated threats or hazards to the security and integrity of such information and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any university employee or student.

b. To the extent Contractor is provided Stephen F. Austin State University employee or student information owned, possessed or used by Stephen F. Austin State University and that is communicated to, learned, or otherwise acquired by Contractor in the performance of Contractor’s duties and obligations under this Agreement, Contractor, its management, employees and agents agree to keep such information confidential, beginning on the date Contractor is first given access to said data and continuing through the term of this Agreement and any time thereafter. Contractor, its employees and agents shall not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for Contractor’s, its management’s, employees’ or agents’ own benefit or the benefit of another, any such confidential information, unless required by law. Contractor shall take appropriate safeguards to protect the data and limit access to such to only those representatives of Contractor that must have access for the purposes of this Agreement.

SECTION 2
STATEMENT OF WORK

2.1 SCOPE OF WORK
2.1.1 Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals from qualified vendors to provide a professional feasibility study to be conducted to assess the viability of a comprehensive capital campaign to raise private funds for academic program expansion, student and faculty support, and facility upgrades and construction. As part of this study, the consultants would be expected to provide an overview of donors’ attitudes and their capacity and willingness to support a comprehensive capital campaign in the range of $50 - $100 million. This study is to be based on one-on-one, face-to-face, interviews with stakeholders and selected focus groups. The development office will provide 75 to 100 prospects from which the consultants will survey between 40 and 50 individuals about the feasibility of a comprehensive capital campaign. These prospects will be among the university’s best supporters and those with the highest gift potential.

The University would like to know the following from its alumni, and friends, with the capacity to contribute gifts in the six-figure, and above, range:

- Level of sophistication and understanding concerning the aspirations of the university
- Overall perception about the university and its direction and future
- Level of confidence in the senior administration and faculty
- Capacity and willingness to make a major contribution to a campaign
- Ability and willingness to be involved with the campaign in a leadership capacity
- The ability and willingness to identify and influence individuals, corporations and foundations who might financially support the campaign

Additionally, the University desires an assessment of preparedness and additional resources needed for the campaign to successfully achieve objectives and the overall goal as follows:

- Recommendations on overall campaign goals and priorities, as well as a reasonable proposed campaign timeline to be supported by intelligence developed in partnership with academic and volunteer leadership
- Conduct an internal assessment and staff audit of all departments at Stephen F. Austin State University that would need to be involved in a comprehensive capital campaign
- Examine the readiness of the university president, faculty, and volunteer leadership to enter into a comprehensive capital campaign
- Prepare recommendations regarding the experience and size of the development staff needed for a successful campaign
- Assess the overall campus culture and environment and its level of readiness and involvement concerning the support of a comprehensive capital campaign
- State of the database and its usefulness for supporting a campaign
- Appropriate campaign budget and resources to support a successful campaign
- A refined case statement tested throughout interviews with stakeholders
- An appraisal of SFA’s standing in the community with recommended strategies for increasing awareness of the institution’s case for support and brand among the various constituencies identified as prospects
- Identify the types of fundraising strategies likely to be successful and necessary to reach the university’s goal
- An evaluation of the potential for lead gifts of seven figures and higher
- The identification of specific constituents whose volunteer participation and leadership would be crucial to the overall success of a campaign
- Identify the challenges and opportunities facing Stephen F. Austin State University with regards to achieve the university’s overall goals
- A written campaign plan and a total campaign cost estimate
- Comparative data among state and regional institutions on campaign-related best practices and trends among the most successful of those organizations.

2.2 REPORTS

2.2.1 The results of the feasibility study should provide a detailed report regarding the development organizational structure, staffing, support services, budget, etc. The report may be required to be presented at the next regularly scheduled Board of Regents meeting subsequent to the May 2017 completion date.
SECTION 3
INSTRUCTIONS TO RESPONDENTS

3.1 CONTACT INFORMATION

3.1.1 All questions regarding the RFP, or response must be forwarded to the Director of Procurement and Property Services:
Kay Johnson
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962
Phone: 936.468.4037
Fax: 936.468.4282
Email: johnsondk6@sfasu.edu

3.1.2 All questions regarding the desired services must be directed to Trey Turner, Executive Director of Development, turnertrey@sfasu.edu 936.468.6315.

3.2 SUBMITTAL DEADLINE AND LOCATION

3.2.1 All proposals must be received by SFA no later than 5:00pm, Monday, October 17, 2016.

3.2.2 Proposals are to be submitted to:

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement and Property Services
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX 75962

3.2.3 All U.S. Mail addressed to any component of SFA is delivered to a central mail room and redistributed by SFA personnel to the addressee’s on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Procurement and Property Services Department. Proposals must be in the office of the Procurement and Property Services Department by the time set for RFP closing in order to be considered, and receipt by SFA at the central mail room will not be deemed sufficient. The university shall not be responsible for responses received after the due date and time. Late responses will not be considered under any circumstances. Properly identified late responses will be returned to the respondent unopened.

3.2.4 Proposals will be publicly opened Tuesday, October 18, 2016 at 8:00am in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

3.2.5 Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner, regardless of delivery method or circumstances.

3.2.6 SFA offers facsimile or email service as a convenience only. The only telephone number for FAX submission of responses is 936-468-4282. The only email for email submission of responses is bids@sfasu.edu. The University shall not be responsible for responses or portions of responses received late, illegible, incomplete, or otherwise non-responsive due to failure of electronic
equipment, technology error, operator error or being sent to the wrong fax number or email. Confirmation of facsimile or email responses is recommended but not required.

3.2.7 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.

3.2.8 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.

3.3 SUBMITTAL INSTRUCTIONS

3.3.1 All proposals must be submitted in the format prescribed in Section 3.6.

3.3.2 Each Respondent must submit at least one original proposal with original signatures on the Execution of Offer and Form of Proposal and five (5) complete copies.

3.3.3 All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFA alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

3.3.4 Each respondent, by submitting a proposal, represents that the respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.

3.3.5 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals (Exhibit A) will be rejected as a material failure.

3.4 ACCEPTANCE AND FORMATION OF AGREEMENT

3.4.1 The SFA Board of Regents will confer in an open and public meeting and make the award decision based upon its determination of the best value to the university after considering the evaluation team recommendation and oral presentations. The Board of Regents reserves the right to reject any or all responses or to make an award based on information from the presentations that may not have been considered in the original evaluation criteria. By submitting a response, respondent accepts that best value will be solely determined by the SFA Board of Regents, and the original evaluation criteria will be used for determining which companies will make presentations to the board.

3.4.2 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified service.

3.4.3 The University reserves the right to further negotiate, after proposals are opened, with any Respondent that submits a proposal. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.
3.4.4 SFA reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.

3.5 EVALUATION CRITERIA

3.5.1 Award will be based on a comprehensive review and analysis based on a weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the university. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.

3.5.2 Evaluation of the proposals will be performed by an evaluation committee consisting of personnel within the Office of Development at Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below. Stephen F. Austin State University reserves the right to award an agreement not based only on the cost to the University, but on the criteria that best meet the university’s requirements and goals. The university shall be the sole judge of determining which proposal represents the best value to the university.

3.5.3 Evaluation Criteria

a. 50% - Qualifications and experience;

b. 25% - Cost to the University (total cost of services INCLUDING reimbursable expense, if any);

b. 15% - Proposers timeline for accomplishing study;

c. 10% - Client references.

3.6 PROPOSAL FORMAT

3.6.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements and other differences that exist between the RFP and the respondent’s proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. Respondents shall organize their proposal in a point-by-point format according to Section 3.6.2. Failure to follow point-by-point presentation could be grounds for disqualification.

3.6.2 Proposal shall include the following information and be submitted in the following order: Failure to provide any of the following documents will result in disqualification of the proposal from further consideration

Required Submittals

A. Exhibit A – Signed Execution Of Offer
B. Exhibit B – Acknowledgement of Addenda, if any
C. Exhibit C -- Pricing Summary;
D. Respondent's standard form of agreement, including all terms and conditions;
E. Evaluation of Qualifications:
   1. An overview of your firm and its demonstrated expertise and experience in large organization fundraising campaign planning, including statement of your business philosophy as it pertains to campaign readiness assessment, feasibility studies and consultant's role in these types of projects.
2. Company Profile to include resumes on personnel that will be working on this project and their education and experience;

3. Provide a detailed technical proposal to include proposed method of performing the service, staffing levels, system capabilities, philosophy and methodology used in the development and implementation of a feasibility study in preparation for a comprehensive capital campaign, and anticipated SFA staff assistance, support and resources required for requested services to include proposed timeline for conducting the study;

4. List the total number of feasibility studies conducted with institutions of higher learning;

5. Provide a minimum of five (5) references from state/regional peer universities for which Respondent has conducted a feasibility study for a comprehensive capital campaign within the last five years. At a minimum, include institution name, contact name, telephone number, email address, length of business relationship, project description, and summary of work performed;

6. Provide brief summary detailing the attributes that make your firm the ideal choice for SFA and better than other firms we could select.

7. Provide a point by point acknowledgement and/or agreement with Sections 2.1 through 2.2.

*Stephen F. Austin State University reserves the right to check references prior to award. Any negative responses received may be grounds for disqualification of the bid. SFA reserves the right to enter into an agreement not based only on lowest cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.*
EXHIBIT A
EXECUTION OF OFFER

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

Certifications:
Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: "Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0551, Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer's Identification Number:______________________________
Sole Owner should also enter Social Security No.:________________________
Respondent/Company:______________________________________________
Signature (INK):____________________________________________________
Name (Typed/Printed):________________________________________________
Title:_______________________________________________________________
Street:________________________________________________________________
City/State/Zip:________________________________________________________
Telephone No/Fax No:_______________________________________________
Email:________________________________________________________________

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT’S PROPOSAL. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.
ACKNOWLEDGEMENT OF ADDENDA

Receipt is hereby acknowledged of the following addenda to this RFP.

Addenda No. ________  Dated ______________
Addenda No. ________  Dated ______________
Addenda No. ________  Dated ______________
Addenda No. ________  Dated ______________
Addenda No. ________  Dated ______________

Respondent/Company: ____________________________________________

Refer to the SFA Procurement and Property Services Department website to confirm all addenda issued: http://www.sfasu.edu/purchasing/122.asp
EXHIBIT C
FINANCIAL PROPOSAL

Having carefully reviewed the specifications and related documents affecting the proposal to provide collection services to Stephen F. Austin State University, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name:__________________________________________________________
Authorized Signature:________________________________________________________

A. Pricing for Services Offered

   Feasability Study  $________________________
   [includes all time, labor, materials, and reimbursable expenses
   (travel, lodging, parking fees, etc.) necessary to complete Services]

B. Proposed Timeline for Conducting Study    # of months: ________________