



STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

PROCUREMENT AND PROPERTY SERVICES
P. O. Box 13030
NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP NUMBER
VIDEO OBSERVATION SYSTEM-21

ADDENDUM NO. 1

Dated: 11/01/2021

PROPOSAL MUST BE RECEIVED BEFORE:
FRIDAY, NOVEMBER 12, 2021 AT 5:00 P.M.

MAIL PROPOSAL TO:

Stephen F. Austin State University
Procurement Services
P. O. Box 13030
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

**STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #VIDEO OBSERVATION SYSTEM-21**

ADDENDUM NO. 1

**THIS ADDENDUM DOES NOT HAVE TO BE ACKNOWLEDGED FOR THE
RESPONSE TO RECEIVE CONSIDERATION.**

Please note the following responses to questions received:

1. You have requested an axis camera that has h.264 compression, there are other manufactures with newer technology, that have h.265 compression as well as built in analytics such as gunshot and yelling detection which can be setup to notify specified users when these events happen. Will you accept these alternatives?

Answer: Yes, we will accept newer/better cameras. That was meant for a minimum requirement.

2. Are you wanting all cameras to be 1080p or 4k?Regarding installation hours expectations, since these activities are in active student locations, how will we be schedule to be in the common or room areas?

Answer: Yes, all cameras need to be a minimum of 1080p. The installation of these devices should be arranged with the Director of the program.

3. How long are you needing to save the recorded video to the VMS Server? We would recommend at least 60 days for this type of environment is that sufficient or do we need to account for a longer period of time?

Answer: We need to keep videos for the semester- and delete at the end of the semester. We would like the capability to keep some recordings as long as we want for educational purposes or be able to save them to another platform.

4. Will you except a camera that has built in audio that meet your audio requirements or do you specifically want us to add an external microphone to each camera?

Answer: External Microphones should be used. It would be important for proper placement of the microphones because of the use case.

5. Do we need to include a rack in this bid or do you have open space we can use in the MDF?

Answer: This location has a rack that will need to be reworked to remove the old equipment and maintain connectivity until the new equipment is up and working.



STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

PROCUREMENT AND PROPERTY SERVICES

P. O. Box 13030

NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP NUMBER

VIDEO OBSERVATION SYSTEM-21

**PROPOSAL MUST BE RECEIVED BEFORE:
FRIDAY, NOVEMBER 12, 2021 AT 5:00 P.M.**

**HAND DELIVER AND/OR MAIL
PROPOSAL TO:**

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

Show RFP Number, Due Date and Time on Return Envelope

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

REFER INQUIRIES TO:

Kay Johnson
Stephen F. Austin State University
Procurement and Property Services
936.468.4037
email: johnsondk6@sfasu.edu

STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal: VIDEO OBSERVATION SYSTEM-21

TABLE OF CONTENTS

SECTION 1- INTRODUCTION	3
1.1 SCOPE OF PROPOSAL	3
1.2 CONTRACT TERM	3
1.3 SFA INFORMATION	3
1.4 SCHEDULE OF EVENTS*.....	3
1.5 OPEN RECORDS	4
1.6 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB).....	4
1.7 TITLE IX	5
1.8 PARKING ON CAMPUS	5
1.9 U.S. DEPARTMENT OF HOMELAND SECURITY'S E-VERIFY SYSTEM	5
1.10 ISRAEL NON-BOYCOTT VERIFICATION.....	6
1.11 CONTRACTS WITH FOREIGN TERRORIST ORGANIZATIONS PROHIBITED	6
1.12 CONFIDENTIALITY	6
1.13 HIPAA COMPLIANCE	7
1.14 GROUP PURCHASING AUTHORITY	7
1.15 ELECTRONIC INFORMATION SYSTEMS (EIR)	7
1.16 FERPA COMPLIANCE	8
1.17 FORCE MAJEURE.....	8
1.18 RIGHT TO MODIFY	9
1.19 ADDITIONAL TERMS AND CONDITIONS	9
SECTION 2 -STATEMENT OF WORK	10
2.1 SCOPE OF WORK.....	10
2.2 DETAILED SPECIFICATIONS.....	10
2.3 INSURANCE REQUIREMENTS.....	16
SECTION 3 - INSTRUCTIONS TO RESPONDENTS	18
3.1 CONTACT INFORMATION	18
3.2 SUBMITTAL DEADLINE AND LOCATION	18
3.3 SUBMITTAL INSTRUCTIONS	19
3.4 ACCEPTANCE AND FORMATION OF AGREEMENT	20
3.5 EVALUATION CRITERIA.....	20
3.6 PROPOSAL FORMAT	21
EXHIBIT A - EXECUTION OF OFFER.....	22
EXHIBIT B - ACKNOWLEDGEMENT OF ADDENDA.....	23
EXHIBIT C - FINANCIAL PROPOSAL	24
EXHIBIT D - NON-COLLUSION AFFIDAVIT.....	25
EXHIBIT E - HUB SUBCONTRACTING PLAN (HSP).....	26
EXHIBIT F - EVALUATION OF QUALIFICATIONS, EXPERIENCE AND REFERENCES ..	40
EXHIBIT G – FLOOR PLANS	41

SECTION 1- INTRODUCTION

1.1 SCOPE OF PROPOSAL

Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals for an observation system that is a centralized audio visual solution to assist with adaptive clinical skills and recording for learning objectives in the instructional clinic setting. The observation system will be shared between the Speech and Language program, Counseling, and Early Childhood Lab

The Scope of Services are more specifically described in Section 2 (“Statement of Work”) of this Request for Proposal (RFP).

1.2 CONTRACT TERM

This contract will begin after award as mutually agreed and upon executed agreement. The expected term of this agreement is to start on or around January 2022 for a three or five year term. Thereafter the term may be extended for three additional 1-year periods at the option of SFA. Future contract extensions may be negotiable as mutually agreed upon between contractor and SFA.

1.3 SFA INFORMATION

Stephen F. Austin State University is a comprehensive, regional institution located in Nacogdoches, Texas. The University enrolls approximately 12,000 students, offering approximately 80 undergraduate majors and more than 120 areas of study within six academic colleges – business, education, fine arts, forestry and agriculture, liberal and applied arts, and sciences and mathematics. Accredited by the Southern Association of Colleges and Schools, SFA provides the academic breadth of a state university with the personalized attention of a private school.

1.4 SCHEDULE OF EVENTS*

*DATE	EVENT
October 19, 2021	Issuance of Request for Proposal
October 28, 2021 by 5:00 PM	Deadline for Questions
November 1, 2021	Question and Answer Addenda Document Posted, if any
November 12, 2021 by 5:00 PM	Requests for Proposals Due
November 12, 2021 until awarded	Evaluation of Proposals and Selection of Finalists and/or Negotiations
November 2021	Notification of Award
January 2022	Scope of Work to begin

*Dates are tentative and subject to change.

1.5 OPEN RECORDS

SFA anticipates that the review of the proposals will be completed and awarded in November 2021. 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 request. Additionally, state law requires each contract for the purchase of goods or services to be posted on the University's website. By entering into a contract with the University, the firm acknowledges and accepts the University will comply with all applicable laws regarding the public posting of contracts.

1.6 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

SEE EXHIBIT E – HUB SUBCONTRACTING PLAN READ CAREFULLY

Each respondent is required to make a good faith effort to subcontract with historically underutilized businesses and shall submit a HUB Subcontracting Plan using the HUB Subcontracting Plan documents provided in Exhibit E.

Stephen F. Austin State University is committed to making a good faith effort to increase business with historically underutilized businesses (HUBs) by contracting with HUBs either directly or indirectly through subcontracting opportunities. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that actively acknowledges and values diversity.

The university has determined that subcontracting opportunities are probable under this contract.

The university's HUB goal for this procurement is:
21.0% for Commodities

Each HUB subcontracting plan will be evaluated independently of the response. If the HSP does not reflect a good faith effort to subcontract with HUBs, the entire response will be disqualified.

All questions regarding the HUB Subcontracting Plan may be directed to the Procurement and Property Services Director/HUB Coordinator, Kay Johnson, 936-468-4037, johnsondk6@sfasu.edu

Failure to submit the HUB Subcontracting Plan will disqualify the bid from consideration.

1.7**TITLE IX**

Stephen F. Austin State University strictly adheres to Title IX of the Education Amendments of 1972, the federal Campus Sexual Violence Elimination Act; United States Department of Education regulations and directives; and the University's sexual misconduct policy and procedures ("Regulations"). Specifically, the Regulations apply to all students, employees, visitors, and other third parties on University-controlled property, including institutions and entities with whom University places its students. Further, such Regulations prohibit unequal treatment on the basis of sex as well as sexual harassment and sexual misconduct. As a condition of employment, enrollment, doing business, or being permitted on the campus, Contracting Party agrees to: 1) Report immediately to the Title IX coordinator any and all claims of sex discrimination or sexual misconduct; 2) Cooperate with University's Title IX investigation; and, 3) Cooperate fully with all sanctions that University may impose against such individual, organization, or entity, who is found to have violated the Regulations. If the individual, organization, or entity fails to adhere to any of the aforementioned requirements, University reserves the right to take appropriate action, including but not necessarily limited to, immediate removal from campus; discipline of employees and students (including termination of employment and/or expulsion from school); and immediate termination of business or contractual relationships.

1.8**PARKING ON CAMPUS**

All vehicles parked on the University campus must properly display a valid parking permit and comply with all University parking rules. The Parking and Traffic Office supervises and coordinates all parking transportation and traffic related functions on the campus. Permits expire each August 31.

Contractor shall be responsible for obtaining parking permits from the Parking and Traffic Office and for resolving, should they arise, any parking regulation disputes and violations. The Parking and Traffic Office telephone number is 936-468-7275

1.9**U.S. DEPARTMENT OF HOMELAND SECURITY'S E-VERIFY SYSTEM**

By entering into this Contract, the Contractor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E- Verify system to determine the eligibility of:

1. All persons employed to perform duties within Texas, during the term of the Contract; and
2. All persons (including subcontractors) assigned by the Contractor to perform work pursuant to the Contract, within the United States of America.

The Contractor shall provide, upon request of SFA, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by the Contractor, and Contractor's subcontractors, as proof that this provision is being followed.

If this certification is falsely made, the Contract may be immediately terminated, at the discretion of SFA and at no fault to SFA, with no prior notification. The Contractor shall also be responsible for the costs of any re-solicitation that SFA must undertake to replace the terminated Contract.

1.10 ISRAEL NON-BOYCOTT VERIFICATION

If the Agreement has a value of \$100,000 or more that is to be paid wholly or partly from public funds of University, and if Contracting Party is a company, other than a sole proprietorship, with ten (10) or more full-time employees, then pursuant to Texas Government Code Chapter 2271, Contracting Party affirmatively states that it does not boycott Israel and will not boycott Israel during the term of the Agreement, as that term is defined by Section 808.001 (1), Texas Government Code.

1.11 CONTRACTS WITH FOREIGN TERRORIST ORGANIZATIONS PROHIBITED

Pursuant to Section 2252.152, Texas Government Code, and to the extent applicable, Contracting Party hereby represents, verifies, and warrants that it does not do business with Iran, Sudan, or any foreign terrorist organization identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153, Texas Government Code.

1.12 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.

1.13**HIPAA COMPLIANCE**

Contractor warrants to Stephen F. Austin State University that it is familiar with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its accompanying regulations, and will comply with all applicable HIPAA requirements in the course of the contract. Contractor warrants that it will cooperate with Stephen F. Austin State University in the course of performance of the contract so that both parties will be in compliance with HIPAA, including cooperation and coordination with SFA privacy officials and other compliance officers required by HIPAA and its regulations.

1.14**GROUP PURCHASING AUTHORITY**

Texas law authorizes institutions of higher education (defined by Section 61.003, Education Code) to use the group purchasing procurement method (ref. Section 51.9335, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer under this RFP.

1.15**ELECTRONIC INFORMATION SYSTEMS (EIR)**

ACCESS BY INDIVIDUALS WITH DISABILITIES: To the extent Contracting Party is providing Electronic Information Resources, as described herein, to University, Contracting Party represents and warrants that the electronic and information resources, as defined by Texas law, and all associated information, documentation and support that it provides to University under the Agreement ("Electronic and information Resources (EIR) Accessibility Warranty"; collectively, the "EIRs") comply with the applicable requirements set forth in Title 1, Chapters 206 and 213 of the Texas Administrative Code. University may review, test, evaluate and monitor Contracting Party's EIRs for compliance with the EIR Accessibility Warranty. Contracting Party agrees to cooperate fully and provide University timely access to EIRs and other items and information needed to conduct such review, evaluation, testing and monitoring. Neither the review, testing (including acceptance testing), evaluation, or monitoring of any EIR, nor the absence of such review, testing, evaluation, or monitoring will result in a waiver of the University's right to contest the Contracting Party's assertion of compliance with the EIR Accessibility Warranty. To the extent Contracting Party becomes aware that the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, then Contracting Party represents and warrants that it will, at no cost to University, either (1) perform all necessary remediation to make the EIRs satisfy the EIR Accessibility Warranty or (2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. In the event Contracting Party fails or is unable to do so, then University may terminate the Agreement and Contracting Party will refund to University all amounts University has paid under the Agreement during the time Contracting Party

was out of compliance with the EIR Accessibility Warranty within thirty (30) days after the termination date.

1.16 FERPA COMPLIANCE

To the extent applicable, Contracting Party agrees to hold student information, including any personally identifiable student information or education records as those terms are defined under federal law, ("Confidential Data") in strict confidence and warrants to University that it will use reasonable industry practices to establish and maintain adequate procedures to ensure the confidentiality and privacy of such Confidential Data from unauthorized use or disclosure in violation of the Federal Family Educational Rights and Privacy Act ("The Buckley Amendment or "FERPA"), 20 USC 1232 g and not to use or disclose Confidential Data except as permitted or required by this Contract, as required by law, or as otherwise authorized by University in writing. Contracting Party further agrees not to use Confidential Data for any purpose other than the purpose for which the disclosure to Contracting Party was made. Contracting Party shall continue to maintain the confidentiality and privacy of the Confidential Data retained in its system after cancellation, expiration or other conclusion of the Agreement. Upon termination, cancellation, expiration or other conclusion of this Contract, Contracting Party shall return all Confidential Data to University or, if return is not feasible, destroy any and all Confidential Data. If Contracting Party destroys the information, it shall provide University with a certificate confirming the date of destruction of the data. Contracting Party shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted Confidential Data received from, or on behalf of University or its students. These measures will be extended by contract to all subcontractors used by Contracting Party. Contracting Party shall, within one day of discovery, report to University any use or disclosure of confidential information not authorized by the Agreement or in writing by University. Following this report, Contracting Party will conduct a timely and thorough investigation in an attempt to identify: (i) the nature of the unauthorized use or disclosure, (ii) the data used or disclosed, and (iii) who made the unauthorized use or received the unauthorized disclosure. At the conclusion of this investigation, Contracting Party will furnish a confidential written report to University indicating the results of the investigation, what Contracting Party has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and what corrective action Contracting Party has taken or shall take to prevent future similar unauthorized use or disclosure.

1.17 FORCE MAJEURE

Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform arising out of or caused, directly or indirectly, by circumstances beyond its reasonable control including acts of God, strikes, national, state, or local health emergency, war, riots, flood, fire, sabotage, governmental authority, or any other circumstances ("Force Majeure Occurrence"). Provided, however, in the event of a Force Majeure Occurrence, Contracting Party agrees to use their best efforts

to mitigate the impact of the occurrence so that University may continue to provide mission critical services during the Force Majeure Occurrence.

1.18 RIGHT TO MODIFY

Stephen F. Austin State University reserves the rights to modify, revoke, or cancel this RFP in whole or in part at any time prior to the date on which SFA executes a Contract with the selected Respondent(s).

1.19 ADDITIONAL TERMS AND CONDITIONS

Purchase Order General Terms and Conditions:

<https://www.sfasu.edu/purchasing/721.asp>

SECTION 2 -STATEMENT OF WORK

2.1 SCOPE OF WORK

SFA is seeking proposals for an observation system that is a centralized audio visual solution to assist with adaptive clinical skills and recording for learning objectives in the instructional therapy setting.

Proposer to provide pricing for all needed equipment and infrastructure for the installation of all equipment including but not limited to high definition quality cameras and microphones as referenced in the floor plans in Exhibit G to include the following locations:

Speech and Language Program – 9 Rooms

Counseling – 6 Rooms

Early Childhood Lab – 1 Playground

Conference room – 1 room

2.2 DETAILED SPECIFICATIONS

2.2.1 System Components

Video Appliance

- All video shall be recorded to a video appliance recording solution. The video appliance shall be at minimum a Xeon E5 Processor with a minimum of 32 GB RAM, Dual gigabit network, mirrored OS, Hot Swappable drive bays, redundant power supply, Ubuntu Server latest release and Wowsa Media Server perpetual license.
- Multiple video appliances may be grouped together in order to provide unlimited scalability of additional cameras, storage and live observation capabilities. The multiple servers shall be accessed by a single IP address. The architecture shall also support the ability for servers to be placed at remote sites and operate over low bandwidth network connections by storing video content on remote video appliances.

Cameras

- The cameras shall be Axis, IP fixed and IP PTZ cameras providing h.264 compression and HDTV 1080p resolution. The cameras shall have a line level audio input and a line level audio output. The inputs on the camera shall support a lighted button/switch for starting and stopping a recording and the use of a privacy switch which switches the camera to black and cuts audio to the room.

- The video shall be encoded in an MP4 streaming format allowing downloaded video to be played back without the use of a proprietary player.
- Cameras shall include the use of IOS devices such as iPhones and IPad's which will support live viewing and recording and off line recording.

Audio Interface and Microphone Equipment

- All room microphones shall utilize an audio interface. The audio interface shall utilize power over ethernet. It shall provide power to the microphone. The audio interface shall provide multiple line level audio outputs. The audio interface shall have built in gain control providing fine tuning of audio levels at each room.
- SFA will install all network drops with a 15 foot service loop, be terminated to a female Rj45 jack, and be left coiled above the drop tile ceiling.
- SFA will ensure Bluetooth transmitter may be mounted within the reach of its power cable. A USB power block will be provided to connect to a power outlet.

2.2.2 Video Recording Software and Asset Management Database

- The software shall run natively in the browser and support Chrome, Firefox, Safari, and Explorer/Edge. No client software shall be required on any of the remote workstations.
- The software shall be able to be accessed from an unlimited number of workstations at no additional license expense to the university.
- The software license shall be a perpetual license.
- The software supplier shall provide a fully staffed service desk of engineers that provide support for the software and all hardware including server, cameras, audio interface, and microphones. All the equipment shall be validated to work with the software. The software supplier shall provide full warranty support for all of the components on the system. The software provider shall maintain an inventory of cameras, audio equipment, servers, and server components in order to service and meet warranty requirements of the University.

2.2.3 Software Observation Requirements

- The software shall display rooms in an easy to find list and be labeled according to user preference. In the event that multiple cameras are located in a room the user will be able to launch all camera views by clicking on a single room ID.
- The software shall support all rooms being viewed simultaneously and up to 500 concurrent live video streams per video appliance.
- The rooms displayed in the list shall be based upon user log in and which group the user belongs to.

- User rights shall prevent other users from logging into the system and viewing a session which they have not initiated or have rights to view.
- Optional PTZ Control shall be performed via mouse or clicking in the video window.
- The software shall provide the ability to create presets to position PTZ cameras.
- The software shall allow observers to create markers/notes during the observation process which index important video points. The software shall support the use of marker templates allowing different groups to log different information during marker creation.
- The software shall allow markers to be created by multiple users on different client machines observing the same event. All of the marker information must be cataloged and indexed into the same video file and stored within the video database.
- The software shall allow the observer to view up to 9 simultaneous sessions on a single matrix display in order to view multiple live video sessions.
- The software shall support digital pan tilt zoom on all live view cameras.
- User rights shall allow/disallow observation privileges for which cameras are viewable, intercom access, ptz access, and marker capability based upon user and group access.

2.2.4 Software Recording Capabilities

- The software shall provide the recording capabilities of recording video from IP cameras up to 1080p resolution.
- The software shall support HDMI encoders such as the Epiphan VGADVI Broadcaster.
- The software shall support recording with the use of desktop PC's and IOS devices such as iPhone and iPad. A custom application shall keep IOS recordings in a secure container while they reside on the IOS device. IOS recordings shall automatically upload to the video management system when a sync feature is initiated in the IOS application.
- The software shall provide an unlimited number of unique data fields per camera which are customizable to the customer. The data fields capture specific "session" information in order to catalog and index the video file. Example data fields include: student name, instructor name, patient name, patient type.
- Each data field shall be customizable and provide for options of free form text, pre populated text, the ability to create customized drop down boxes and audio notes.

- The software shall support all cameras and encoders to be recorded simultaneously along with all rooms be viewed simultaneously without loss of system performance.
- The software shall provide the ability to select preset positions for the PTZ camera that the camera automatically positions itself to upon recording.
- Each video shall be recorded in its entirety in a single file regardless of session length. There is no work required by the user to create or save the file. The file shall not be broken into individual segments based on time.
- The software shall support grouping of multiple cameras together. The software shall support synchronized start and stop recordings of grouped cameras and the population of all cameras that are grouped with the same meta data. In the event the cameras are grouped each camera may be played back or downloaded independently if required.
- The software shall allow recording to be initiated via the user interface. A one click record button in the user interface shall start and stop the recording.
- The software shall provide a schedule feature which allows the user to schedule recordings in advance and pre-populate the session data using the customized data fields. The scheduler shall allow for scheduling of “recurring” appointments based upon days of the week and month. The schedule shall allow for removing individual sessions in the event that a session is canceled without removing the remaining sessions. The software shall allow for exceptions to remove recordings and take into account holidays and “days off”. The schedule shall allow for granting viewing rights to users that typically do not have access to the recorded video.
- The software shall provide for the ability for users to grant access to other users to view the content in the event that the other users may not have the “appropriate rights” or security level normally to view the recording.
- The software shall support initiating recording by a lighted button or switch.
- The software shall support the use of an access control card to start and stop the recording automatically assigning the video to the user credentials on the card.
- User rights shall allow/disallow recording privileges for: which rooms are available per user, scheduler recording access, editing of session data, and ability to stop other users sessions.
- Video recording shall be available immediately after recording. No rendering time shall be required in order to view a recording.

2.2.5 Software Search and Playback Capabilities

- The software shall limit users to search for content using a single search box. The users may type in any information which has been entered into the session data fields in order to find desired content including marker information.
- The software shall support the use of filters which allow users to create custom queries in order to find video content and perform research on stored data.
- The software shall allow users to search only their content or content that they have been given access to.
- The software shall allow/disallow the user to launch recordings and provide the ability to choose play back beginning at the start of the video or at a certain marker points within the video.
- The software shall allow the user to navigate through the playback video by clicking on a time line or choosing any marker which may have been created during the observation mode. By selecting a marker that video shall automatically begin playing at that marker point. The software shall also include the standard play, fast forward, fast reverse, stop and pause features.
- In the event multiple cameras associated with a single room or joint rooms, video content plays back completely synchronized.
- The software shall allow markers to be created and inserted into recorded video during playback sessions in order to index key points and allow users to quickly find and identify content.
- The software shall provide, with appropriate rights, session data to be edited during the playback.
- The software shall include a built in video editor that allows the user to create video clips and save them as independent files.
- The software shall support digital pan tilt zoom during playback.
- The software shall allow, with appropriate rights, users to download content to their own PC which may be played back in a standard media player.
- The software shall stream the video to appropriate users. No downloading of the video shall be required in order to playback video content. The software shall support the Wowza streaming engine and Wowza Stream Lock feature for encrypting live and recorded video streams.
- User rights shall allow/disallow playback privileges for: which content is searchable, the ability to edit session data, the ability to create markers, and the ability to download video.
- The software shall support the ability to share video content with users or groups that normally do not have access to the video.

2.2.6 Software Security Rights and Management Capabilities

- The software shall assign users rights based upon groups. The software will provide the ability to manually create users and groups within the software. All

- features of the software shall be a user or group right that may be turned on/off at the group or user level
- The software shall provide an interface for LDAP integration in order to synchronize with university user ID's and passwords.
 - The software shall provide full SSL encryption of all user names and passwords and encrypt all video data while at rest.
 - The software shall provide RTMPS encryption of the video streams.
 - The software shall provide access control settings for each group which limit user log in to specific days and times of days.
 - The software shall provide a robust audit trail which tracks:
 - which cameras have been viewed by IP address and user
 - which recordings were initiated by user and ip address
 - recordings viewed by user and ip address
 - recordings downloaded by user and ip address
 - administration changes by user and ip address
 - The software shall allow each group to be allocated its own set of cameras and to easily segment and departmentalize groups in order to isolate them from each other even though they share the same infrastructure.
 - The software shall provide the ability to create unique containers for each group allowing for administrators to be created in each container and yet be isolated from other containers and groups.
 - The software shall provide the ability to create "templates" so that different data fields are presented to different groups of users upon log in.
 - The software shall provide a video retention period that is set per group of users which will automatically delete after a certain period of time.
 - The software shall allow video's to be removed from the auto delete function in order for long term storage.
 - The software shall route all video traffic through the video appliance allowing all cameras to be placed on their own secure plan.
 - The software shall provide a one click upgrade process for applying new software updates.

2.2.7 Project Requirements/Conditions

- Proposer must provide a complete turn-key solution.
- Proposer to include a three year warranty for service and support and a three year warranty for hardware in proposal pricing.
- Proposer to include a five year warranty for service and support and a five year warranty for hardware in proposal pricing.

2.2.8 Project Milestones and Schedule

- Planned installation to be completed by January 15, 2022
- Provide detailed project timeline to be included in response

2.2.9 Other Specifications/Warranty

- All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from a nationally recognized testing laboratory (NRTL).
- Manufacturer's standard warranty shall apply unless otherwise stated in the RFP.

2.3 INSURANCE REQUIREMENTS

Contractor shall be responsible for and shall protect the University from loss of any funds collected while the funds are in the custody of the Contractor. Contractor shall promptly transmit to the University all funds collected regardless of any such loss. Contractor shall maintain in force for the period of this contract, and following its termination, for so long as the Contractor is engaged in collecting the University's accounts, a blanket performance bond in the amount of \$100,000 payable to the University to protect the University against any loss or failure of Contractor or any of its officers, employees or agents to transmit to the University for any reason monies collected as required by the contract. The bond shall be in a form and issued by a surety satisfactory to the University and shall require at least sixty (60) workdays' advance written notice of cancellation to the University. These limits are minimum limits and Contactor shall increase the amount of the bond upon request of the University.

In addition to the above, Contractor, consistent with its status as an independent contractor, will carry the following insurance coverages in the form, with the companies and in the amounts (unless otherwise specified) as the University may require.

Workers' Compensation Insurance with statutory limits, and Employer's Liability Insurance with limits of not less than \$1,000,000.

Each Accident	\$1,000,000
Disease Each Employee	\$1,000,000
Disease Policy Limit	\$1,000,000

Commercial General Liability Insurance with limits of not less than:

General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$ 50,000

Medical Expenses (any one person)	\$ 10,000
-----------------------------------	-----------

Commercial Automobile Liability Insurance covering all owned, non-owned or hired automobiles, with coverage for at least \$1,000,000 Combined Single Limit Bodily Injury and Property Damage.

Policies must include a waiver of rights and subrogation and other rights in favor of University. **Further, University reserves the right to require Contractor to maintain additional or different insurance coverage that will adequately compensate University for any damages resulting from the negligence; recklessness; or the intentional acts of the Contractor or its agents.**

SECTION 3 - INSTRUCTIONS TO RESPONDENTS

3.1 CONTACT INFORMATION

3.1.1 All questions regarding the solicitation, or response must be forwarded to the following:

Kay Johnson
Director of Procurement & Property Services/HUB Coordinator
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962
Phone: 936.468.4037
Fax: 936.468.4282
Email: johnsondk6@sfasu.edu

3.1.2 Questions relating to the HUB Subcontracting Plan may be directed to the Procurement and Property Services Director/HUB Coordinator, Kay Johnson, 936-468-4037, johnsondk6@sfasu.edu.

3.2 SUBMITTAL DEADLINE AND LOCATION

All proposals must be received by SFA no later than 5:00 PM, Friday, November 12, 2021.

Proposals are to be submitted to:

HAND DELIVER AND/OR MAIL
PROPOSAL TO:

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

All U.S. Mail addressed to any component of SFA is delivered to a central mailroom 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 mailroom 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 mailroom 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.

Proposals will be publicly opened Monday, November 15, 2021 at 8:30 AM in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

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.

Emailed proposals will be accepted and must be emailed as a pdf document to 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 wrong email. Confirmation of email responses is recommended but not required.

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

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

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

Respondent shall submit one (1) complete electronic copy of the Proposal on electronic media (e.g., USB Drive) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or searchable Adobe .PDF files.

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.

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.

A legally authorized representative of the Respondent shall sign proposals. Unsigned proposals (**Exhibit A**) will be rejected as a material failure.

3.4 ACCEPTANCE AND FORMATION OF AGREEMENT

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.

The University reserves the right to negotiate further with any respondent that submits a proposal, once proposals have been opened. 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.

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. The University shall be the sole judge of determining which proposal represents the best value to the University.

By submitting a response, the Respondent agrees to accept an agreement including the scope of work and specifications herein and attached to this Request For Proposal.

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 representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in Section 3.5.3. 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. 30% - Financial Proposal, Exhibit C
 - b. 20% - References, as referenced in Exhibit F
 - c. 35% - Evaluation of Qualifications and Experience, Exhibit F
 - d. 15% - Warranty and project timeline as listed in Exhibit C

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* (*only if addenda were sent out)
- C. Exhibit C – Financial Proposal
- D. Exhibit D – Non-Collusion Affidavit
- E. Exhibit E – HUB Subcontracting
- F. Exhibit F – Qualifications, Experience and References

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 RFQ 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:

Representations and Warranties by Respondent

If Respondent is a corporation, limited liability company, or any other entity organized and existing under state law, Respondent warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary power and has received all necessary approvals to execute and deliver the Agreement, and the individual signing the Agreement on behalf of the Respondent has been duly authorized to act for and bind Respondent.

Tax Certification

If Respondent is a taxable entity as defined by Chapter 171, Texas Tax Code ("Chapter 171"), then Respondent certifies that it is not currently delinquent in the payment of any taxes due under Chapter 171, or that Respondent is exempt from the payment of those taxes, or that Respondent is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable.

Eligibility to Receive Payment

In accordance with Section 231.006 of the Texas Family Code and Sections 2155.004 and 2155.006 of the Texas Government Code, Respondent certifies that it is not ineligible to receive the Agreement or any payments under the Agreement and acknowledges that University may terminate the Agreement and/or withhold any payment and/or reimbursement if this certification is inaccurate.

Payment of Debt or Delinquency to the State

Pursuant to Sections 2107.008 and 2252.903, Texas Government Code, Respondent agrees that any payments owing to Respondent under the Agreement may be applied directly toward any debt or delinquency that Respondent owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is 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 RESPONSE. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE

EXHIBIT B - ACKNOWLEDGEMENT OF ADDENDA

(If addenda are sent out)

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

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 a video observation system 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: _____

- 1. Please attach a detailed pricing quote for all needed equipment and infrastructure for the turn key observation system including products, services, installation and warranty as outlined in Section 2 of this RFP as follows:**

- a. Include detailed scope of work in detailed quote including a five year (5) year service, support and warranty**
 - b. Include detailed of scope of work in detailed quote including a three (3) year service, support and warranty**

- 2. Describe warranty processes and how returns will be handled:**

- 3. Attach a project timeline to include lead times and project management milestones for planned installation**

- 4. University's Payment Terms/Discounts offered**

University's standard payment terms for services are "Net 30 days."

1. Indicate below any early payment discount that Proposer will provide to University for a 5 year service, support and warranty upfront payment upon installation completion:

Prompt Payment Discount: ____ % ____ days

2. Indicate below any early payment discount that Proposer will provide to University for a 3 year service, support and warranty upfront payment upon installation completion:

Prompt Payment Discount: ____ % ____ days

- 5. Estimated installation timeline: # of weeks _____**

Estimated Start Date: _____ Estimated End Date: _____

EXHIBIT D - NON-COLLUSION AFFIDAVIT

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Proposal (such persons, firms and corporations hereinafter being referred to as the "Respondents"), being duly sworn, on his or her oath, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Proposal, has directly or indirectly entered into any agreement or arrangement with any other Respondent, or with any official of SFA or any employee thereof, or any person, firm or corporation under contract with SFA whereby the Respondent, in order to induce acceptance of the foregoing Proposal by said SFA, has paid or is to pay to any other Respondent or to any of the aforementioned persons anything of value whatsoever, and that the Respondent has not, directly or indirectly entered into any arrangement or agreement with any other Respondent or Respondent which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Proposal.

The Respondent hereby certifies that neither it, its officers, partners, owners, providers, representatives, employees and/or parties in interest, including the affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, potential Respondent, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Respondents or potential Respondents, or to obtain through any unlawful act an advantage over other Respondents or SFA.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the Respondent without consultation with other Respondents or potential Respondents or foreknowledge of the prices to be submitted in response to this solicitation by other Respondents or potential Respondents on the part of the Respondent, its officers, partners, owners, providers, representatives, employees or parties in interest including the affiant.

CONFLICT OF INTEREST

The undersigned Respondent and each person signing on behalf of the Respondent certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of SFA, nor any member of its Board of Regents, employee, or person whose salary is payable in whole or in part by SFA, has a direct or indirect financial interest in the award of the Proposal, or in the services to which this Proposal relates, or any of the profits, real or potential, thereof, except as noted otherwise herein.

Signature _____

Company name _____

Date _____

EXHIBIT E - HUB SUBCONTRACTING PLAN (HSP)



HUB Subcontracting Plan (HSP)

QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:

Section 1 - Respondent and Requisition Information
Section 2 a. - Yes, I will be subcontracting portions of the contract.
Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
Section 2 c. - Yes
Section 4 - Affirmation
GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract* in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

Section 1 - Respondent and Requisition Information
Section 2 a. - Yes, I will be subcontracting portions of the contract.
Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
Section 2 c. - No
Section 2 d. - Yes
Section 4 - Affirmation
GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract* in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

Section 1 - Respondent and Requisition Information
Section 2 a. - Yes, I will be subcontracting portions of the contract.
Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
Section 2 c. - No
Section 2 d. - No
Section 4 - Affirmation
GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:

Section 1 - Respondent and Requisition Information
Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
Section 3 - Self Performing Justification
Section 4 - Affirmation

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- **11.2 percent for heavy construction other than building contracts,**
- **21.1 percent for all building construction, including general contractors and operative builders' contracts,**
- **32.9 percent for all special trade construction contracts,**
- **23.7 percent for professional services contracts,**
- **26.0 percent for all other services contracts, and**
- **21.1 percent for commodities contracts.**

-- Agency Special Instructions/Additional Requirements --

In accordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.*

SECTION 1: RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: _____ State of Texas VID #: _____
- Point of Contact: _____ Phone #: _____
- E-mail Address: _____ Fax #: _____
- b. Is your company a State of Texas certified HUB? - Yes - No
- c. Requisition #: _____ Bid Open Date: _____
(mm/dd/yyyy)

Enter your company's name here: _____ Requisition #: _____

SECTION 2: RESPONDENT's SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods and services will be subcontracted**. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
- No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)

- b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <u>do not</u> have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>).

- c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to Item d, of this SECTION.)

- d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract* in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: _____ Requisition #: _____

SECTION 2: RESPONDENT's SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <u>do not</u> have a <u>continuous contract*</u> in place for <u>more than five (5) years.</u>	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>more than five (5) years.</u>	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: _____

Requisition #: _____

SECTION 3: SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

--

SECTION 4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date (mm/dd/yyyy)
-----------	--------------	-------	----------------------

Reminder:

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

HSP Good Faith Effort - Method A (Attachment A)

Rev. 2/17

Enter your company's name here:

Requisition #:

IMPORTANT: If you responded "Yes" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>

SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: **Description:**

SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tppasscmblsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

HSP Good Faith Effort - Method B (Attachment B)

Rev. 2/17

Enter your company's name here: _____ Requisition #: _____

IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: _____ Description: _____

SECTION B-2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, continue to SECTION B-4.)
- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

- d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		- Yes - No
		- Yes - No

HSP Good Faith Effort - Method B (Attachment B) Cont.

Rev. 2/17

Enter your company's name here: _____ Requisition #: _____

SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b**, of the completed HSP form for which you are completing the attachment.

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: _____ Description: _____

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.285 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code §20.282(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

SECTION A: PRIME CONTRACTOR'S INFORMATION

Company Name: _____
Point-of-Contact: _____
E-mail Address: _____

State of Texas VID #: _____
Phone #: _____
Fax #: _____

SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: _____
Point-of-Contact: _____
Requisition #: _____

Phone #: _____
Bid Open Date: _____
(mm/dd/yyyy)

SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor's Bid Response Due Date:

If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2,

we must receive your bid response no later than _____ on _____.
Central Time Date (mm/dd/yyyy)

In accordance with 34 TAC §20.285, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Admininistrative Code, §20.282(19)(C).

(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)

2. Subcontracting Opportunity Scope of Work:

3. Required Qualifications:

- Not Applicable

4. Bonding/Insurance Requirements:

- Not Applicable

5. Location to review plans/specifications:

- Not Applicable

EASY HUB LOOKUP on the CMBL

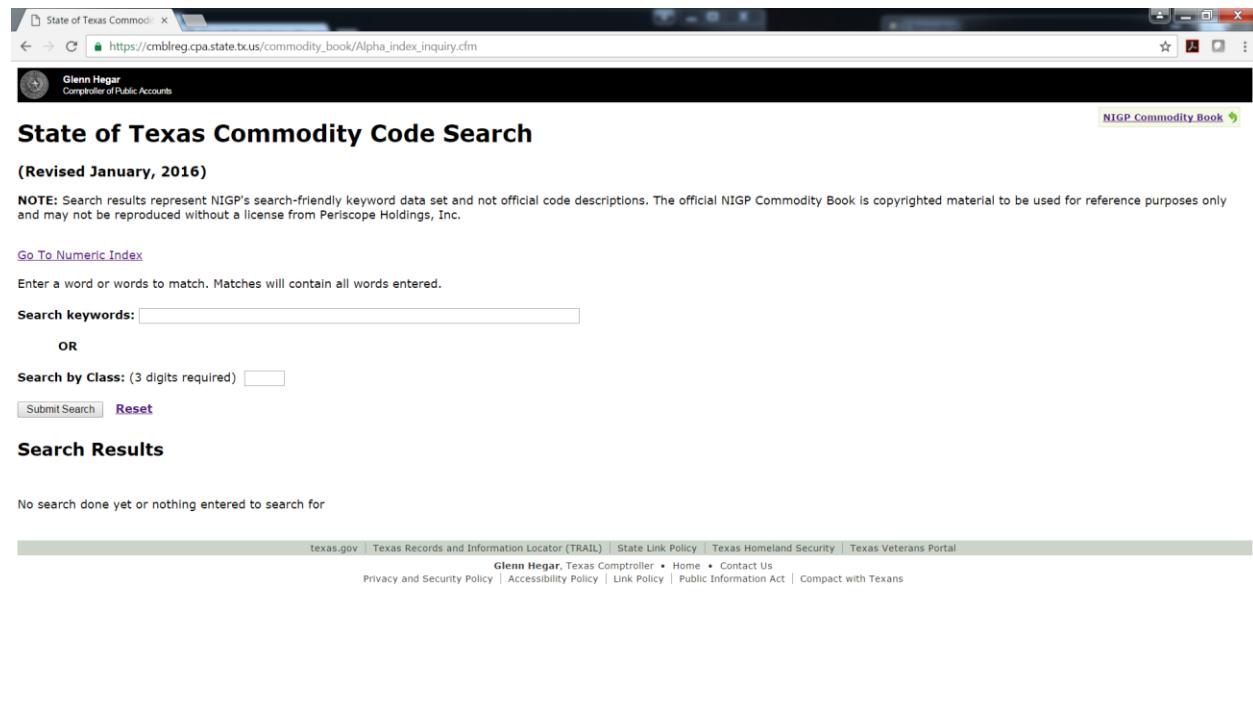
In accordance with Texas Administrative Code 20.14, the following HUB lookup procedures have been developed utilizing the Comptroller of Public Accounts website to identify possible HUB Vendors for subcontracting opportunities.

To that end the following easy step by step instructions to identify NIGP codes and search for potential HUB subcontractors is provided by Stephen F. Austin State University. In addition, the University may have already completed searches that may be beneficial and include a list of potential HUB subcontractors that may be used by the Respondent. If you have a hard time reading the webpages cited, increase the page view to 200% or better.

For assistance with this instruction or further assistance in identifying potential HUB subcontractors, please contact Manny Guerrero, Vendor Relations Manager at 936-468-4529.

STEP 1: After identifying what areas that are going to be subcontracted for the project go to the following web address at Comptroller of Public Accounts:

https://cmblreg.cpa.state.tx.us/commodity_book/Alpha_index_inquiry.cfm



The screenshot shows a web browser window with the following details:

- Title Bar:** State of Texas Commodity Book
- Address Bar:** https://cmblreg.cpa.state.tx.us/commodity_book/Alpha_index_inquiry.cfm
- Header:** Glenn Hegar, Comptroller of Public Accounts
- Page Title:** State of Texas Commodity Code Search
- Text:** (Revised January, 2016)
- Note:** NOTE: Search results represent NIGP's search-friendly keyword data set and not official code descriptions. The official NIGP Commodity Book is copyrighted material to be used for reference purposes only and may not be reproduced without a license from Periscope Holdings, Inc.
- Links:** Go To Numeric Index
- Form:** Enter a word or words to match. Matches will contain all words entered.
Search keywords:
- Text:** OR
- Form:** Search by Class: (3 digits required)
- Buttons:** Submit Search, Reset
- Section:** Search Results
- Text:** No search done yet or nothing entered to search for
- Page Footer:** texas.gov | Texas Records and Information Locator (TRAIL) | State Link Policy | Texas Homeland Security | Texas Veterans Portal
Glenn Hegar, Texas Comptroller • Home • Contact Us
Privacy and Security Policy | Accessibility Policy | Link Policy | Public Information Act | Compact with Texans
- Taskbar:** Shows various application icons (Windows, File Explorer, Internet Explorer, etc.) and the system clock (8:54 AM, 11/17/2016).

At this point type in the item you are looking for in Search keywords: (for this example we are looking for drywall services). Press Submit Search and the results will appear. See example below:

The screenshot shows a web browser window titled "State of Texas Commodity Code Search". The URL is https://cmblreg.cpa.state.tx.us/commodity_book/Alpha_index_inquiry.cfm. The page header includes the logo of Glenn Heger, Comptroller of Public Accounts, and a link to the "NIGP Commodity Book". The main content area has a heading "State of Texas Commodity Code Search" and a note "(Revised January, 2016)". It contains a search form with fields for "Search keywords" (set to "drywall"), "Search by Class" (with a dropdown menu), and buttons for "Submit Search" and "Reset". Below the form is a section titled "Search Results" with a table header "Class- Item Keyword Match". The table lists 10 results matching "drywall":

Class- Item	Keyword Match
150-33	DRYWALL GROUT
150-33	DRYWALL MORTAR
150-33	DRYWALL PLASTER
320-71	DRYWALL SCREWS
910-75	DRYWALL SERVICES, CEILING AND WALL
570-81	DRYWALL STUDS, STEEL
150-33	GROUT, DRYWALL
150-33	MORTAR, DRYWALL

The page will list Keyword Match for drywall. In this example the Class-Item for Drywall Services, Ceiling and Wall is 910-75. Remember to write down the Class and Item numbers. You will do the same for other items that you will be subcontracting on the project. Once you have completed collecting all Class and Item numbers for sub-contracting opportunities you can proceed to Step 2

STEP 2: With the Class and Item numbers you can search for HUB Vendors on the Centralized Master Bidders List – HUB Directory Search. Go to the following web address at Texas Comptroller of Public Accounts:

<https://mycpa.cpa.state.tx.us/tppasscmblsearch/index.jsp>

Under **SEARCH FOR** mark HUBs Only (you are looking for HUB vendors)

The EXAMPLE below is how the form should be filled out. Search for HUBs on CMBL; Selection 1: Class-Item; Select Fields For Output (Vendor ID, Company Name, Contact Person, City, Email, Phone, Business Description, HUB Eligibility, HUB Gender)

In the example below we are searching for NIGP Class Code 910, Items 75 (Drywall Services).

Once all the information needed has been marked. Click : **SEARCH**.

Centralized Master Bidders List - HUB Directory Search

The CMBL is a master database used by State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to the State of Texas. Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the CMBL to receive bidding opportunities.

The CMBL/HUB Directory Search is automatically defaulted to "CMBL Only" to perform a search for vendors, including [Texas certified HUBs](#) who have elected to [register on the CMBL](#). Purchasing entities use [NIGP Class and Item Codes](#) within the "Multiple Vendor Search" feature to identify vendors who can provide the products or services they want to purchase, and to develop mailing lists of vendors to receive bids.

For detailed explanations of the various search and data output features (i.e., Search For, Single Vendor Search, Multiple Vendor Search, Business Category / Vendor Location Search, Select Fields For Output, Output Options) that may be used to create lists of potential vendors as well as retrieve detailed information on a specific vendor, click [CMBL/HUB Directory Search Tips](#).

SEARCH FOR

CMBL Only HUBs Only HUBs On CMBL All Vendors

SINGLE VENDOR SEARCH

Vendor ID:
Vendor Number:
Vendor Name: contains
Include Inactive Vendors Note: If this box is checked, you must enter either a Vendor ID, Vendor Number or Vendor Name.

MULTIPLE VENDOR SEARCH

Selection 1	NIGP Class Code: <input type="text" value="910"/>	Items: <input type="text" value="75"/>	Highway District(s): <input type="text"/>
Selection 2	NIGP Class Code: <input type="text"/>	Items: <input type="text"/>	Highway District(s): <input type="text"/>
Selection 3	NIGP Class Code: <input type="text"/>	Items: <input type="text"/>	Highway District(s): <input type="text"/>

BUSINESS CATEGORY / VENDOR LOCATION SEARCH

Business Category:
County Location:
City Location: begins with
Zip Code Location: exact
Highway District(s) Location:

Once the search is completed, a page like the one below will appear listing all the HUB companies that are Class 910 and Item 75.

The search found 222 vendors where are HUB's.

At this point you should look at the Business Description to confirm that the company does indeed provide drywall services. Note that the first company listed 1DZ ENTERPRISE, L.L.C. does not list drywall services, instead the company business description list Janitorial Service – if at all possible you should not use this company in your Good Faith Efforts as there are other companies that list dry wall in their business description.

3 B'S CONSTRUCTION does list drywall and is a good candidate for sending a request to bid the project.

YOU ARE REQUIRED TO SELECT THREE (3) HUB VENDORS TO CONTACT.

When looking for HUB Vendors to support you at SFA look for these vendors that are close to Nacogdoches and East Texas. If none can be found in our area, expand your search to the Dallas/Fort Worth area, Austin and Houston market areas.

NOTES:

- 1) SELECTING HUBS THAT ARE FROM EL PASO, AND FAR WEST TEXAS DOES NOT SHOW GOOD FAITH IN YOUR SELECTION PROCESS.
- 2) IF YOU DO NOT UNDERSTAND THESE DIRECTIONS OR NEED ASSITANCE PLEASE CONTACT THE SFA PROCUREMENT OFFICE FOR HELP.

The screenshot shows a web browser window with the following details:

- Title Bar:** Search For Vendors - C:\Windows\system32\cmd.exe
- Address Bar:** https://mycpa.cpa.state.tx.us/tpasscmblsearch/CmblHubSearch.do
- Header:** Glenn Hegar, Texas Comptroller of Public Accounts
- Page Title:** Search For Vendors
- Content:**
 - Results For HUBs Only Search:** Search found 222 vendors, 222 are HUB's, Includes 0 Inactive Vendors.
 - Search Condition:** SearchType=HUB's Only,Section1 Class Code=910,Section1 Item(s)=(75)
 - Table:** A grid of vendor information with columns: Vendor ID, Company Name, Contact Person, City, Email, Phone, and Business Description.

Vendor ID	Company Name	Contact Person	City	Email	Phone	Business Description
1475357271900	1DZ ENTERPRISE, LLC	Debra A. Garcia	INGLESIDE	debbiegarc20@gmail.com	361-534-4244	Janitorial Service
1204990047000	3 B'S CONSTRUCTION	Owner/Andrew Rosas	LYTLE	andrewrosas@sbcglobal.net	210-382-0984	New construction, remodeling to include wood frame, metal stud,drywall. Installation suspended ceiling, concrete work and demolition.
1461995281600	360TXC	Tony Lester	AUSTIN	estimator@360txc.com	877-710-7474	We provide general contracting and complete project planning and management services. vast project portfolio covers everything from 1,000sqft interiors and renovations to 25,000sqft+ ground-up and core-shell buildouts.
1472181557000	3J CONTRACTING	Jose Mondragon	CORPUS CHRISTI	3jcontracting@gmail.com	361-548-4937	Remodel, repair, Paint, Lawn Services,constructions,electrical, plumbing, fencing and demolition of small building,& hauling land waste.
1743004957100	A-1 TOTAL INTERIOR, INC.	Pres./CEO/Randy Sanchez Sr.	SAN ANTONIO	A1totalinteriors@sbcglobal.net	210-733-3739	Construction finish out new builds; remodels; commercial & residential contractors
1760404341800	A.C.T. SERVICES	President / Deborah Harris	SAN ANTONIO	debbie@actsoftx.com	210-902-5785	A.C.T. Services provides quality residential and commercial design and construction services.
1752966405800	ACUMEN ENTERPRISES, INC.	Wayne Boyter	DESOTO	wayne@acumen-enterprises.com	972-572-0701	Mechanical HVAC & plumbing contractor, mechanical insulation, & general construction services.
1760616493100	ADVACS, INC.	Francis Foyeku	HOUSTON	ffoyeku@aol.com	713-266-7200	IT Services/Facilities Maintenance Service/Construction Management of Division 9
1263904481200	AG CONSTRUCTION MANAGEMENT	Anthony Gutierrez	AUSTIN	info@agcm.us	512-579-6498	Service general contractors for the federal, state, public works projects
1741946544200	AIR STREAM GENERAL CONSTRUCTION, INC	Rebecca Flores	SAN ANTONIO	bflores@air-streamservices.com	210-533-3264	Air-Conditioning, HVAC Contracting, Mechanical Services, and Facilities Support Services
1811519383300	ALA SIGNATURE SERVICES, LLC	Linda Alexander	KATY	alasignatureservices@gmail.com	817-993-2000	Facility/Building Maintenance Services; Janitorial/Custodial Services; General Freight Local; Administrative Services

POTENTIAL HUB SUBCONTRACTORS PROVIDED WITH

Request For Proposal: #VIDEO OBSERVATION SYSTEM-21

Issued by Stephen F. Austin State University

Closing Date/Time: November 12, 2021 at 5:00pm

This list of potential HUB subcontractors is provided for information only and SFA does not endorse, recommend, nor attest to the capabilities of any company or individual listed. A complete list of State certified HUBs can be searched on-line at <https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>

The Respondent is responsible for compliance with the Good Faith Effort requirements outlined in the Request For Proposal and HUB Subcontracting Plan documents.

NIGP Class Code – vendors in the following commodity class codes are identified on the following pages. The vendor is responsible to identify all commodity classes that may represent subcontracting opportunities.

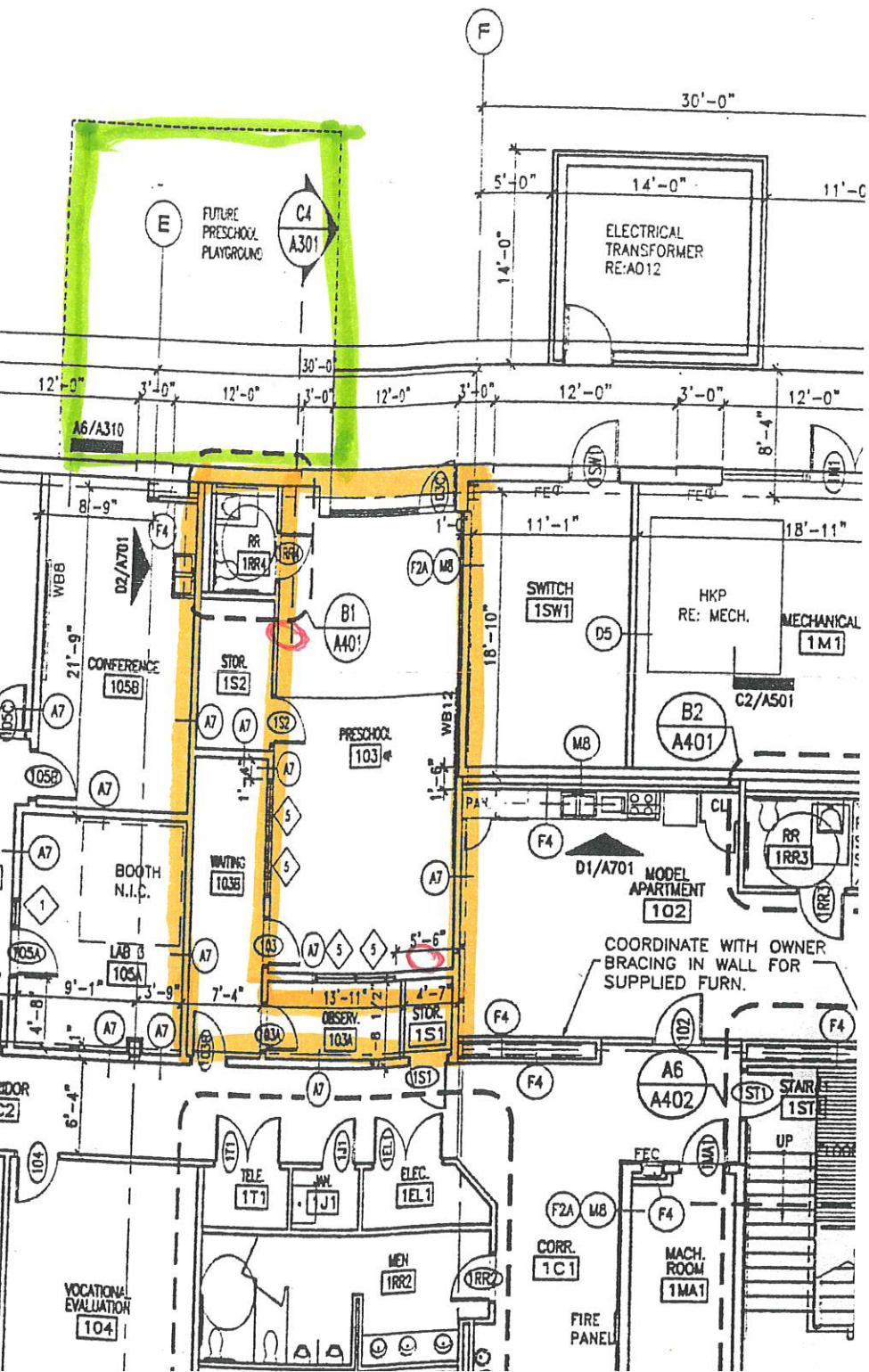
84067 – Video Camera Recordings, Digital Type

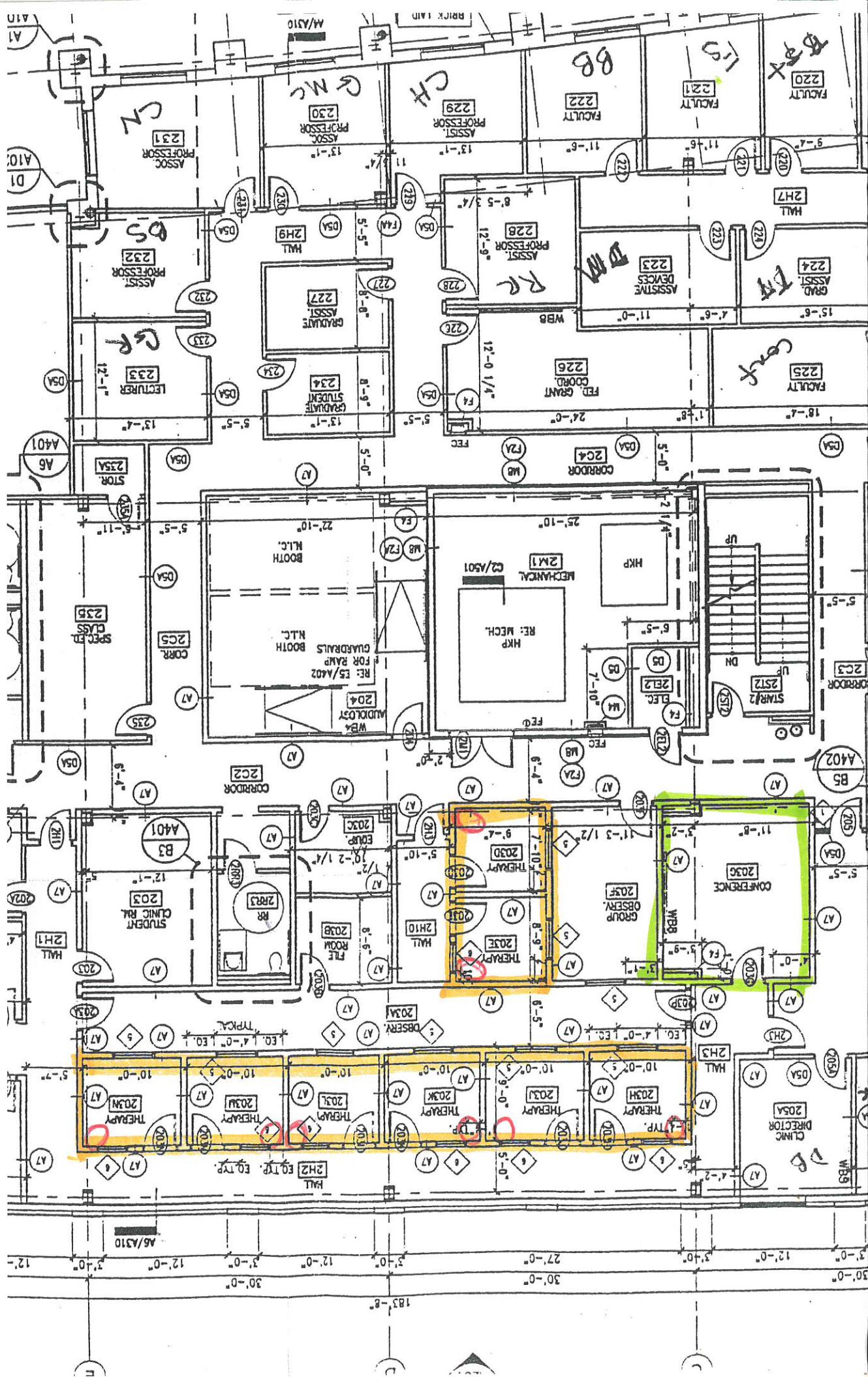
EXHIBIT F - EVALUATION OF QUALIFICATIONS, EXPERIENCE AND REFERENCES

1. Provide a history of your organization including how long your firm has been in business under its present name and any structural changes contemplated in the next year.
2. Provide a brief overview of your firm and its demonstrated expertise and experience related to requested services.
3. Provide a brief resume of the firm's personnel that will be working on the implementation and maintenance phases.
4. Provide a description of experience working with college/universities or similar size (or larger) and scope.
5. Submit documentation to demonstrate that your firm is financially stable and able to provide the requested services to the university.
6. Provide a minimum of three (3) client references for which Respondent currently provides similar services, including but not limited to higher education clients. The services provided should be similar to services requested in this RFP. At a minimum, include entity name, contact name, address, telephone number and email address, description of services provided, and time period of service. Particular weight will be given to similar projects in higher education.
7. Please provide your firms standard form of agreement, if any, including all terms and conditions.
8. Please provide current Voluntary Product Accessibility Template (VPAT)

EXHIBIT G – FLOOR PLANS

SCALE: $\frac{3}{4}'' = 1'-0''$





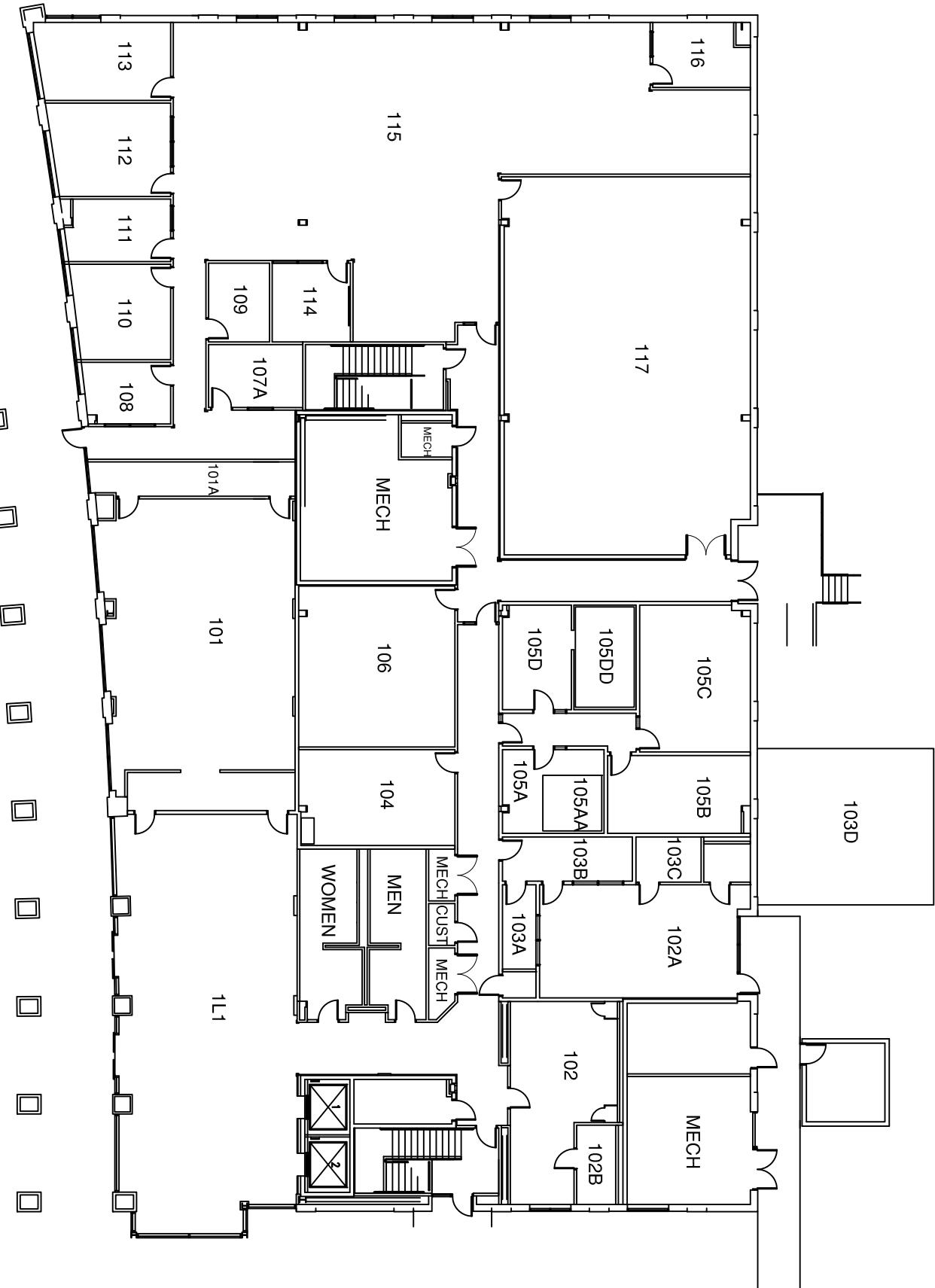
Additional Floor plan layout versions without measurements

Telecommunications/Human Services Bldg

1st Floor Plan

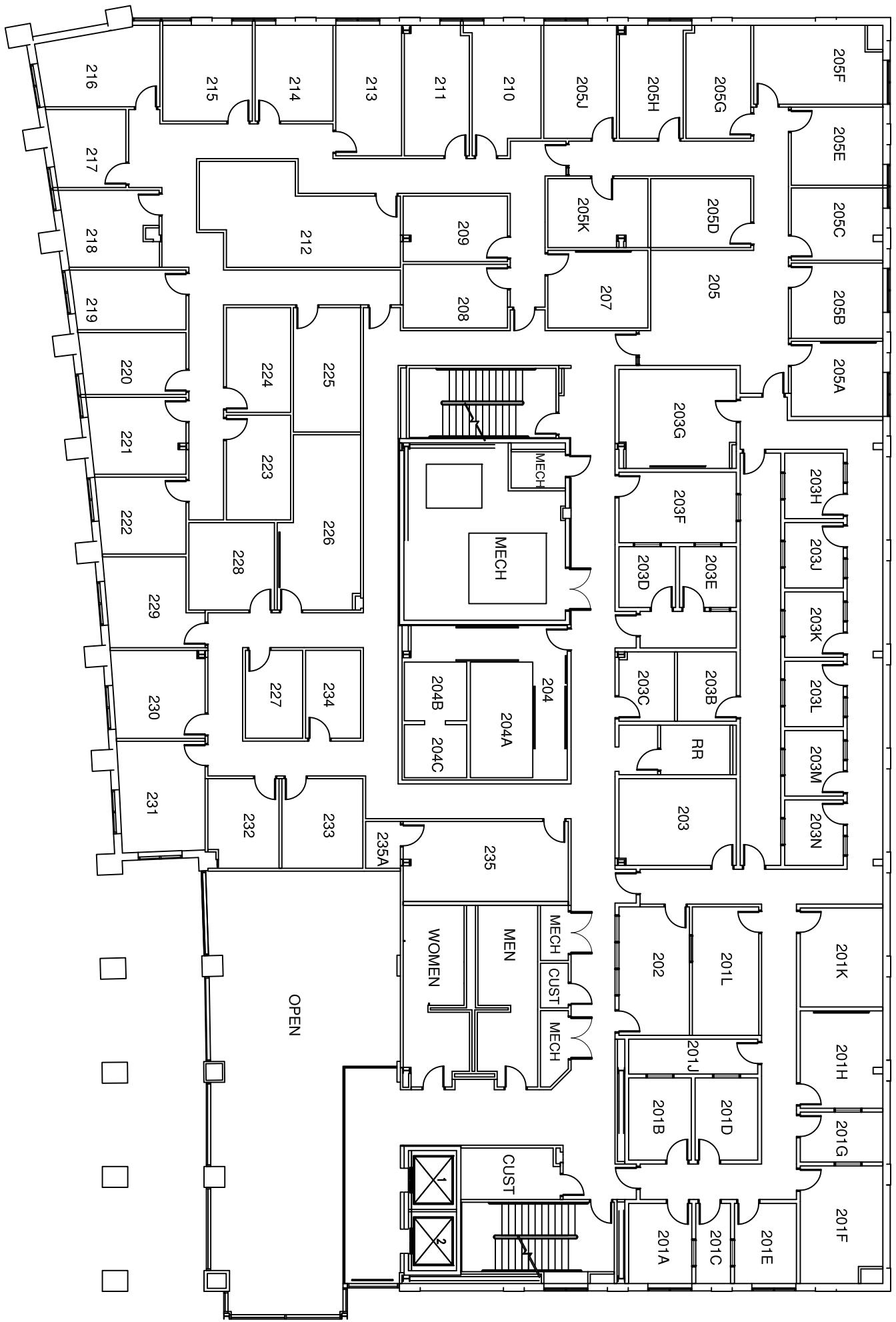


BLDG.# 185
ORIGINALLY BUILT 2003
GROSS 55928 sq.ft.
PERIMETER 589'
REVISED 04/10/04



Telecommunications/Human Services Bldg

2nd Floor Plan



Telecommunications/Human Services Bldg

3rd Floor Plan



RFP # VIDEO OBSERVATION SYSTEM-21 Opening date 11/15/2021 time 8:30 am

NAME/ADDRESS	HUB
Asian Contractor Association Website: www.acta-austin.com Email: Phone: 512-926-5400 Fax: 512-926-5410	
Southwest Minority Supplier Development Council Website: www.smsdc.org Email: Phone: 512-386-8766 Fax: 512-386-8988	
Dallas/Fort Worth Minority Supplier Development Council Website: http://affiliate.nmsdc.org/dfwmsdc Email: Phone: 214-630-0747 Fax: 214-637-2241	
Houston Minority Supplier Development Council Website: www.hmsdc.org Contact: Angela Freeman Email: Phone: 713-271-7805 Fax: 713-271-9770	
Tri-County Black Chamber of Commerce Website: http://www tcbcc.org Email: Phone: 832-875-3977 Fax: 713-839-7329	
Women's Business Council – Southwest Website: http://www.wbcsouthwest.org Contact: Anita Steele Email: Phone: 817-299-0566	
Women's Business Enterprise Alliance Website: http://www.wbea-texas.org Email: Phone: 713-681-9232	
Golden Triangle Minority Business Council Website: www.gtmbc.com PH: 409-962-8530 FX: 409-722-5402	

RFP # VIDEO OBSERVATION SYSTEM-21 Opening date 11/15/2021 time 8:30 am

NAME/ADDRESS	HUB
Hispanic Contractors Association de San Antonio Website: www.hcadesa.org PH: 210-444-1100 FX: 210-444-1101	
US Pan Asian American Chamber of Commerce Website: www.uspaacc-sw.org PH: 682-367-1393 FX: 817-469-9485	
El Paso Hispanic Chamber of Commerce Website: www.ephcc.org PH: 915-566-4066 FX: 915-566-9714	
Regional Hispanic Contractors Association (RHCA) Website: www.tamacc.org PH: 972-786-0909 FX: 972-786-0910	
Texas Association of Mexican American Chambers of Commerce (TAMACC) Website: www.tamacc.org Contact: Pauline Anton Email: Phone: 512-444-5727	
START SELECTED VENDORS HERE	
Intelligent Video Systems Carmen Haak N53 W24747 S. Corporate Circle Sussex, WI 53089-0330 PH: 855-229-9699	
CasinoVision, Inc. Richared Bungey N66W38493 North Woodlake Circle Oconomowoc, WI 53066 PH: 833-556-3543	
Heartland Video Systems, Inc. Brenden Meyer 1311 Pilgrim Road Plymouth, WI 53073-4969 PH: 920-893-4204	

RFP # VIDEO OBSERVATION SYSTEM-21 Opening date 11/15/2021 time 8:30 am

NAME/ADDRESS	HUB
Texas Media Systems, LTD Jessica Nixon 4311 Medical PKWY Austin, TX 78756-3311 PH: 512-440-1400	WO/F
RPS Holdings, Inc. Ronald J. Bertanzi 7907 Burning Hills Drive Houston, TX 77071-1312 PH: 713-995-4790	WO/F
GTS Technology Solutions, Inc. Laura Grant 9211 Waterford Centre Blvd, Suite 275 Austin, TX 78758-7679 PH: 512-452-0651	WO/F
Biway International Technology, Inc. Joseph Wang 5803 Socereign Dr. Suite 204 Houston, TX 77036-2338 PH: 713-271-4036	AS/M
The Whitlock Group Elissa Fox 11100 Metric Blvd Ste 500 Austin, TX 78758-4000 PH: 512-280-3710	
Eagle Eye Networks 4611 Bee Caves Rd, Suite 200 Austin, TX 78746 PH: 512-473-0500	
Ford Audio-Video Systems LLC Jim Tulberg 4120 Freidrich Lnm Suite 400 Austin, TX 78744-1003 PH: 512-427-1103	
Digital Resources, Inc. Tim Bock 2107 Greenbriar Dr. Ste B Southlake, TX 76092-8311 PH: 817-481-9300	WO/F