



STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

PROCUREMENT AND PROPERTY SERVICES

P. O. Box 13030

NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP

SCHOLARSHIP ASSESSMENT-2019

ADDENDUM NO. 1

Dated: 10/29/19

PROPOSAL MUST BE RECEIVED BEFORE:

5:00 PM, TUESDAY NOVEMBER 12, 2019

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 #
SCHOLARSHIP ASSESSMENT-2019**

**PROPOSAL MUST BE RECEIVED BEFORE:
5:00 PM, TUESDAY NOVEMBER 12, 2019**

ADDENDUM NO. 1

THIS ADDENDUM MUST BE ACKNOWLEDGED ON EXHIBIT B IN ORDER FOR THE RESPONSE TO RECEIVE CONSIDERATION. FAILURE TO ACKNOWLEDGE THE ADDENDUM WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.

PLEASE NOTE THE FOLLOWING RESPONSES TO THE QUESTIONS RECEIVED:

1. Has a budget been established for the Scholarship Assessment project? If so, can you disclose?

Answer: No.

2. Are you currently working with a vendor for services substantially similar to those requested in the RFP? If so, can you disclose?

Answer: No.

3. The planned study start date is January 2020. Is the goal to impact the fall 2020 class?

Answer: We will begin fall 2020 awarding in December 2019. I am not sure that we could change the financial awarding piece mid-year to impact fall 2020. Not to mention auditors concerns if we changed mid-year. The report outcome would definitely be used for fall 2021.

4. Is this incentive being driven by a strategic enrollment plan? What is the driving catalyst for this Scholarship Assessment?

Answer: Yes. The driving catalyst for this assessment is to assess and effectively manage our scholarship program

5. Is the university looking for an assessment of both undergraduate and graduate scholarship investments?

Answer: Yes

6. Does the university require the successful firm to develop a financial aid annual plan?

Answer: We are seeking a consultant to perform a thorough study and develop a financial aid strategy plan. We do plan to have a review periodically.

7. Will the successful firm work with you to both develop and deploy your financial aid strategy parameters?

Answer: The successful firm will work with SFA to develop financial aid strategy parameters. SFA will deploy the financial aid strategies.

8. Will the firm be expected to match student characteristics with the appropriate merit-and need-based awards?

Answer: Yes. Most of endowed scholarships have specific characteristics and thus must be awarded accordingly.

9. Are you interested in student-level scoring to model student behavior and score each admitted student based on their likelihood to enroll and their receptivity to aid?

Answer: Yes

10. Are you interested in understanding the long-term (5 year) impacts of the recommended aid strategies?

Answer: Yes.

11. Does the university require updates on progress toward goals with expertise to make any mid-course adjustments in strategy or modifications to individual awards?

Answer: Yes

12. Is this RFP limited to first-time, full-time students, traditional undergraduates including transfers, or is it inclusive of all SFA admits?

Answer: All admits.

13. Does SFA have an existing financial aid/ enrollment management partner?

Answer: No. SFA does not currently use a third party servicer.

14. How does SFA currently handle enrollment predictions, tracking, and/or projections, as this is a standard component of our analytics/awarding partnerships?

Answer: The financial aid office will run projections for funds allocations monthly and yearly to make sure we are on track with awarding aid (excluding state aid and scholarship aid).

2.2 DETAILED INTENT AND SCOPE-Additions in red

Identify strategies that will:

- evaluate the efficacy of the university's dual credit commitment.



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RFP NUMBER

SCHOLARSHIP ASSESSMENT-2019

PROPOSAL MUST BE RECEIVED BEFORE:

TUESDAY NOVEMBER 12, 2019

MAIL PROPOSAL TO:

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P. O. Box 13030, SFA Station
Nacogdoches, TX 75962-3030

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**STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal
Scholarship Assessment-2019**

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SECTION 1 INTRODUCTION

1.1 SCOPE OF PROPOSAL

Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals from qualified firms to advise the University on the effectiveness of the current institutional scholarship program. The consultant will work with University data to perform an econometric analysis to determine the mix of scholarship investments that will yield optimal enrollment and revenue tuition.

For the purposes of this request for proposal (RFP), the scholarship program is defined as the overall investment that SFA commits annually to manage and fund all institutional scholarships, waivers and tuition discounts as well as financial aid that SFA students receive from federal, state and private sources. The selected vendor will complete a study that includes a comprehensive review of the University’s scholarship program, policies and processes to determine what changes will yield improvements in the recruitment and retention of students that have potential to be successful at SFA and maximize net tuition revenue for the University.

The 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 planned study start date is January 2020 for a period of one year with the option to renew for three (3) additional one year periods as mutually agreed.

1.3 SFA INFORMATION

Stephen F. Austin State University is a comprehensive, regional institution located in Nacogdoches, Texas. The University enrolls more than 13,000 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.

SFA provides graduate students traditional financial assistance through scholarships, state grants, work study programs, graduate assistantships, and student loans.

Fiscal Year 2018-19 student financial aid support totaled over \$147 million. That total included loans of nearly \$75 million, restricted awards of \$27 million, non-restricted awards of \$34 million, and tuition and fee exemptions of \$11 million.

SFA's strategic, foundational goal is student enrollment growth. There is a renewed leadership commitment for integrated strategic marketing and enrollment management built upon enhanced public school districts and community college relationships.

1.4 RESPONDENT QUALIFICATIONS

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

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

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

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

1.5 SCHEDULE OF EVENTS*

*DATE	EVENT
October 11, 2019	Issuance of Request for Proposal
October 22, 2019 by 12:00 PM	Deadline for Questions
October 29, 2019	Question and Answer Addenda Document Posted, if any
November 12, 2019 by 5:00 PM	Requests for Proposals Due
November 13, 2019 until awarded	Evaluation of Proposals and Selection of Finalists and/or Negotiations
December 2019	Notification of Award
January 2020	Scope of Work to begin
July 2020	Completion of Review and Report Submission

*Dates are tentative and subject to change.

1.6 OPEN RECORDS

SFA anticipates that the review of the proposals will be completed and awarded in December 2019. 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. 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.

1.7 HISTORICALLY UNDERUTILIZED BUSINESSES

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

Stephen F. Austin State University is an equal opportunity employer and all Historically Underutilized Businesses (HUBs) are encouraged to participate. In addition, SFA actively promotes a Historically Underutilized Business program in compliance with the State of Texas. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that supports, where possible, the HUB program and actively acknowledges and values

diversity. More information about HUBs or the University's HUB program can be found at <http://www.sfasu.edu/purchasing/703.asp>.

1.8 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 harassment policy and procedures ("Regulations"). Specifically, the Regulations apply to all students, employees, visitors, and other third parties on Stephen F. Austin State University-controlled property, including institutions and entities with whom Stephen F. Austin State 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, the above-mentioned individuals, organizations, and entities must agree to: 1) Report immediately to the Title IX coordinator any and all claims of sex discrimination or sexual misconduct; 2) Cooperate with Stephen F. Austin State University's Title IX investigation; and, 3) Cooperate fully with all sanctions that Stephen F. Austin State 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, Stephen F. Austin State 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 termination of business or contractual relationships.

1.9 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

1.10 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.

1.11 ISRAEL NON-BOYCOTT VERIFICATION

To the extent that Section 2270.002, Texas Government Code applies, Contracting party hereby represents, verifies, and warrants that it does not boycott Israel and will not boycott Israel during the term of the Agreement, as Section 808.001(1), Texas Government Code defines that term.

1.12 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.

1.13 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.

1.14 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.

SECTION 2 STATEMENT OF WORK

2.1 SCOPE OF WORK

The following are specifications for the work described in section 1.1 and detailed intent and scope described in section 2.2 of this RFP.

2.2 DETAILED INTENT AND SCOPE

1. What is the price sensitivity of SFA's admit pool for financial aid purposes?
2. What are the appropriate award strategies and mix of awards SFA should use to maximize yield (enrollment and revenue) on the available dollars for the scholarship program while maintaining support for the University's strategic goals?
3. How does SFA's investment in its scholarship program and price compare to benchmark competitors?
4. Is SFA affordable to both in and out-of-state students?

SFA's objective is to work with the consultant to conduct a comprehensive analysis of the University's scholarship program. Working with the consultants, SFA seeks to achieve the following:

- Develop a predictive model to demonstrate how changes in award value and mix will impact enrollment and tuition revenue of both primary and targeted enrollment groups.
- Identify strategies that will:
 - Increase potential yields or otherwise improve effectiveness of the University's scholarship program.
 - Improve processes used to market, manage and award of scholarships, discounts and waivers.
 - Improve alignment between the scholarship program and the strategic goals of the University.
 - Provide for long-term consistency in the program to enhance relationships with students, parents and school personnel.

The project should conclude with a report detailing recommendations for improving SFA's existing scholarship program strategies necessary to achieve targeted enrollment growth opportunities and maximize net tuition revenue. Recommendations may include, but are not limited to, changes in the gross scholarship investment as well as changes to value and overall mix of awards, discounts and waivers. Changes in processes used to manage and market scholarship award program.

2.3 INSURANCE REQUIREMENTS

The Contractor shall not commence work under this Contract until he has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by SFASU. Acceptance of the Contractor.

If policies are not written for the amounts specified below (except Worker's Compensation and Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of primary policy.

This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to the University.

Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.

Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the workers' compensation policy.

The workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of the University.

The workers' compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide worker's compensation coverage of a worker, that such insurance coverage is provided by the Contractor's policy.

Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by the Owner, the minimum insurance coverage as follows:

INSURANCE REQUIREMENTS	MINIMUM LIMITS
Workers' Compensation (Statutory)	Statutory
Employer's Liability	\$1,000,000 Each Occur/Aggregate
Commercial General Liability	\$1,000,000 Each Occur \$2,000,000 General Aggregate \$2,000,000 Products/Completed Operations
Comprehensive Automobile Coverage	\$1,000,000 Combined Single Limit

	NOTE: Required where a vehicle will be used on the premises. Coverage must include: All owned, leased, hired, non-owned and employee non-owned vehicles and, where applicable, Personal Injury Protection.

**SECTION 3
INSTRUCTIONS TO RESPONDENTS**

3.1 CONTACT INFORMATION

All questions regarding the RFP, or response must be forwarded to the Director of Procurement and Property Services:

Kay Johnson
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962
Phone: 936.468.4037
Fax: 936.468.4282
Email: johnsondk6@sfasu.edu

3.2 SUBMITTAL DEADLINE AND LOCATION

All proposals must be received by SFA no later than 5:00 PM, Tuesday, November 12, 2019.

Proposals are to be submitted to:

MAIL PROPOSAL TO:

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

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

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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 Wednesday, November 13, 2019 at 8:00 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.

Faxed or emailed proposals will **not** be accepted.

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.

Each Respondent must submit at least one (1) original printed proposal with original signatures on the Execution of Offer.

The printed copy shall (1) be unbound; (2) contain divider sheets or tabs; (3) be printed on 8-1/2 in. x 11 in. white paper to enable copying, if needed; and (4) be a complete copy of all information submitted with Respondent's Proposal. Colors must reproduce in a legible manner on a black-and-white copier.

Respondent shall also submit one (1) complete electronic copy of the printed copy of the Proposal on electronic media (e.g., USB Drive [SFA's preference], CD-ROM, or DVD-ROM) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or searchable Adobe .PDF files. . Respondents shall divide the electronic copy into **TWO (2)** separate electronic files, one of which shall contain Respondent's Qualifications and the other of which shall contain **Exhibits A-D and respondent's standard form of agreement.**

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. 25% - Qualifications and Experience ;
- b. 25% - Methodology used to conduct assessment and evaluation;
- c. 15% - Timeline for providing the analysis and subsequent strategies;
- d. 15% - Client references; and
- e. 20% - Financial Proposal.

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.

Proposals shall be printed on letter-size (8-1/2" x 11") paper and unbound. DO NOT USE METAL-RING HARD COVER BINDERS.

Submittals shall include a "Table of Contents" and give page numbers for each part of the Proposal.

Number all pages of the Proposal submittal sequentially using Arabic numerals (1,2,3,etc).

- 3.6.2 Proposal shall include the following information and be submitted in the following order:

Failure to provide any of the following documents will result in disqualification of the proposal from further consideration

Required Submittals

- A. Exhibit A – Signed Execution Of Offer
- B. Exhibit B – Acknowledgement of Addenda, if any
- C. Exhibit C – Financial Proposal;
- D. Exhibit D – Non-Collusion Affidavit
- E. Respondent's standard form of agreement, including all terms and conditions;
- F. Evaluation of Qualifications:
 1. An overview of your firm and its demonstrated expertise and experience related to requested services for assessment of scholarship program.

2. Company Profile to include resumes on personnel that will be working on this project and their education and experience;
3. Provide a detailed technical proposal to include proposed method of performing the service, staffing levels, system capabilities, philosophy and methodology used in the development and implementation of the requested services, and anticipated SFA staff assistance, support and resources required for requested services;
4. Provide detailed timeline for conducting the scholarship analysis and any subsequent strategies.
5. List the total number of scholarship assessment studies conducted with institutions of higher learning;
6. Provide a minimum of five (5) references from state/regional peer universities for which Respondent has conducted similar studies within the last five years. At a minimum, include institution name, contact name, telephone number, email address, length of business relationship, project description, and summary of work performed;
7. Provide brief summary detailing the attributes that make your firm the ideal choice for SFA and better than other firms we could select.
8. Provide a point by point acknowledgement and/or agreement with Sections 2.1 through 2.3 related to statement of work.

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

EXHIBIT A EXECUTION OF OFFER

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

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

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

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

Certifications:

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 PROPOSAL.
FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.**

**EXHIBIT B
ACKNOWLEDGEMENT OF ADDENDA**

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

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

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 an evaluation and study to assess the effectiveness of the scholarship program for Stephen F. Austin State University, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name: _____

Authorized Signature: _____

A. Pricing for Services Offered

Evaluation and Review of Scholarship Program \$ _____

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

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

**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 _____