REQUEST FOR PROPOSAL

By

The University of Texas at Arlington

for

HR APPLICANT TRACKING SYSTEM

RFP No. 2016-009

Submittal Deadline: April 04, 2016

Issued: March 03, 2016

U.T. Arlington RFP #2016-009
REQUEST FOR PROPOSAL

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SECTION 1

INTRODUCTION

1.1 Description of the University

The University of Texas at Arlington ("University") is a comprehensive public university located in the dynamic and growing Dallas-Fort Worth metroplex. University has a population of approximately 38,600 students, faculty, and staff. University is the second largest institution in the UT System and the sixth largest in Texas. University offers 80 baccalaureates, 74 master and 31 doctoral degrees to approximately 35,000 students who come from 120 countries. University has approximately 3,600 full-time and part-time employees.

University offers a first rate education in more than 180 disciplines, has endowments of over $61 million and has approximately 169,000 alumni with 107,000 of those living in the Dallas-Fort Worth Metroplex. Research activity has more than tripled to $66 million over the past 10 years, with increasing expertise in bioengineering, medical diagnostics, micro-manufacturing, and defense and Homeland Security technologies, among other areas.

The University's main campus in Arlington includes approximately 420 acres bisected by Trading Horse Creek and more than 100 buildings (the "Campus"). UT Arlington is home to the city's first mixed-use, residential and retail development – College Park District. The 7,000-seat College Park Center is the district's centerpiece and the new home court for UT Arlington basketball and volleyball, concerts, commencement exercises and other major events. The two (2) other campuses operated by University are located in Fort Worth, Texas, at Riverbend Park and the University of Texas at Arlington Fort Worth Center.

1.2 Background and Special Circumstances

University desires to transition from our current HR Applicant Tracking System to a web-hosted solution accessible through the University's website which allows for improved efficiency, increased strategic impact, enhanced visibility and customization and branding such that it is transparent to job applicants.

1.3 Objective of this Request for Proposal

The University is seeking sealed Request for Proposals (RFP 2016-009), for an Applicant Tracking System that will satisfy recruitment, position, description, classification, performance management, onboarding, and data reporting needs (more specifically described in Section 5, “Scope of Work,” of this RFP). The ideal system will have a professional appearance, is user friendly, and should maintain the user friendliness when updating and expanding the operations of the system. The system should offer social media and other types of integration with ease. The system should be capable of putting pertinent data at the users' fingertips via an interactive dashboard which will help users determine their next steps in the system. The selected respondent shall provide exceptional customer service and assistance with any problems or changes that need to be made to the new system.

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proposal should include a complete description of the solution as per attached general and technical specifications.

The University and IT departments will determine if the system will be vendor hosted or hosted by the University IT department. Pricing should include a vendor hosted option. The successful bidder must have a proven track record in producing interfaces between applicant tracking software solutions, and potentially with other necessary campus software systems.

### 1.4 Term of the Agreement

The initial term of the resulting Agreement will be for three (3) years, and thereafter the University shall have the right, at its option, to renew the Agreement for up to two (2) additional renewal terms of one (1) year each.

Prices for year one are to be firm. At the end of the initial term and each renewal (if any), the rates may be increased, decreased or remain unchanged. If an adjustment is requested by the vendor, the adjustment must be justifiable and substantiated by documentation from a recognized trade index for this service sector or commodity group. The index to be used must be mutually agreed upon by both the vendor and the University at least ninety (90) days prior to the expiration of the then current term. If the price increase is not justifiable and the University and vendor cannot reach a mutually agreeable price, the Agreement may be terminated. Likewise, if the index shows a change in favor of the University, a corresponding decrease in price should be offered. In no instance shall an adjustment exceed 3% of the previous price.

### 1.5 Group Purchase Authority

Texas law authorizes institutions of higher education (defined by Section 61.003, Education Code) to use the group purchasing procurement method (ref. Sections 51.9335, 73.115, and 74.008, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer under this RFP. In particular, Proposer should note that University is part of The University of Texas System ("UT System"), which is comprised of nine academic and six health universities described at http://www.utsystem.edu/institutions. UT System institutions routinely evaluate whether a contract resulting from a procurement conducted by one of the institutions might be suitable for use by another, and if so, this could give rise to additional purchase volumes. As a result, in submitting its proposal in response to this RFP, Proposer should consider proposing pricing and other commercial terms that take into account such higher volumes and other expanded opportunities that could result from the eventual inclusion of other institutions in the purchase contemplated by this RFP.

### 1.6 Addenda and Additional RFP Documents

Any addenda or other subsequently released RFP documents will posted to the Electronic State Business Daily (ESBD) website. They will not be sent directly to potential proposers. It is the Proposer's responsibility to periodically check the ESBD website for additional RFP documents. RFP documents can be acquired by accessing the Electronic State Business Daily website (http://esbd.cpa.state.tx.us/) and selecting University of Texas at Arlington from the agency list and searching for the RFP number.
1.7 Parking

Employees of companies who park their personal vehicle in UT Arlington parking facilities, or any property owned or controlled by UT Arlington, to perform their duties are required to purchase a faculty/staff or daily permit. For more information visit the University’s Parking and Transportation Services website at https://www.uta.edu/pats/parking/guest-parking.php.

1.8 Disclosure of Interested Parties

As part of the contract execution process, and as required by House Bill 1295, the successful Proposer will be required to complete and submit Form 1295 “Certificate of Interested Parties” for certain types of contracts expected to exceed $1 million over the potential life of the contract. The form can be downloaded at https://www.ethics.state.tx.us/tec/1295-Info.htm. The form requires disclosure of parties with controlling interest and/or any intermediaries acting on behalf of the Proposer.

“Controlling Interest” means:

(1) an ownership interest or participating interest in a Business Entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent;

(2) membership on the board of directors or other governing body of a Business Entity of which the board or other governing body is composed of not more than 10 members; or

(3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a Business Entity that has more than four officers.

“Intermediary” means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the Business Entity who:

(1) Receives compensation from the Business Entity for the person’s participation;

(2) Communicates directly with the UT Institution on behalf of the Business Entity regarding the contract; and

(3) Is not an employee of the Business Entity.
SECTION 2

NOTICE TO PROPOSER

2.1 Submittal Deadline
University will accept proposals submitted in response to this RFP until 3:00p.m., Central Prevailing Time on April 04, 2016 (the “Submittal Deadline”).

2.2 University Contact Person
Proposers will direct all questions or concerns regarding this RFP to the following University contact (the “University Contact”):

Charles Brooks
Contract Specialist
Email: charles.brooks@uta.edu

University specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to the University Contact. The University Contact must receive all questions or concerns no later than March 18, 2016. University will have a reasonable amount of time to respond to questions or concerns. It is University’s intent to respond to all appropriate questions and concerns; however, University reserves the right to decline to respond to any question or concern.

2.3 Criteria for Selection
The successful Proposer, if any, selected by University in accordance with the requirements and specifications set forth in this RFP will be the Proposer that submits a proposal in response to this RFP on or before the Submittal Deadline that is the most advantageous to University. The successful Proposer is referred to as the “Contractor.”

Proposer is encouraged to propose terms and conditions offering the maximum benefit to University in terms of (1) services to University, (2) total overall cost to University, and (3) project management expertise. Proposers should describe all educational, state and local government discounts, as well as any other applicable discounts that may be available to University in a contract for the Services.

An evaluation team from University will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. University may give consideration to additional information if University deems such information relevant.

The criteria to be considered by University in evaluating proposals and selecting Contractor, will be those factors listed below:

2.3.1 Threshold Criteria Not Scored

2.3.1.1 Ability of University to comply with laws regarding Historically Underutilized Businesses; and
2.3.1.2 Ability of University to comply with laws regarding purchases from persons with disabilities.
2.3.2 Scored Criteria

2.3.2.1 the cost of goods and services; 10%
2.3.2.2 the reputation of the Proposer & of the Proposer's goods or services; 20%
2.3.2.3 the quality of the Proposer's goods or services; 20%
2.3.2.4 the extent to which the goods or services meet the University's needs; 40%
2.3.2.5 the Proposer's past relationship with the University; 5%
2.3.2.6 the total long-term cost to the University of acquiring the Proposer's goods or services 5%

2.4 Key Events Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>March 03, 2016</td>
</tr>
<tr>
<td>MANDATORY Pre-Proposal Conference</td>
<td>March 23, 2016</td>
</tr>
<tr>
<td>(ref. Section 2.6 of this RFP)</td>
<td></td>
</tr>
<tr>
<td>Deadline for Questions/Concerns</td>
<td>March 18, 2016</td>
</tr>
<tr>
<td>(ref. Section 2.2 of this RFP)</td>
<td></td>
</tr>
<tr>
<td>Submittal Deadline</td>
<td>3:00 p.m. Central Prevailing Time on April 04, 2016</td>
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<tr>
<td>(ref. Section 2.1 of this RFP)</td>
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2.5 Historically Underutilized Businesses

2.5.1 All agencies of the State of Texas are required to make a good faith effort to assist historically underutilized businesses (each a “HUB”) in receiving contract awards. The goal of the HUB program is to promote full and equal business opportunity for all businesses in contracting with state agencies. Pursuant to the HUB program, if under the terms of any agreement or contractual arrangement resulting from this RFP, Contractor subcontracts any of the Services, then Contractor must make a good faith effort to utilize HUBs certified by the Texas Procurement and Support Services Division of the Texas Comptroller of Public Accounts or any successor agency. Proposals that fail to comply with the requirements contained in this Section 2.5 will constitute a material failure to comply with advertised specifications and will be rejected by the University as non-responsive. Additionally, compliance with good faith effort guidelines is a condition precedent to awarding any agreement or contractual arrangement resulting from this RFP. Proposer acknowledges that, if selected by University, its obligation to make a good faith effort to utilize HUBs when subcontracting any of the Services will continue throughout the term of all agreements and contractual arrangements resulting from this RFP. Furthermore, any subcontracting of the Services by the Proposer is subject to review by the University to ensure compliance with the HUB program.

2.5.2 The University has reviewed this RFP in accordance with Title 34, Texas Administrative Code, Section 20.13 (a), and has determined that subcontracting opportunities are probable under this RFP.
2.5.3 A HUB Subcontracting Plan ("HSP") is required as part of Proposer’s proposal. The HSP will be developed and administered in accordance with University’s Policy on Utilization of Historically Underutilized Businesses attached as APPENDIX TWO and incorporated for all purposes.

*Each Proposer must complete and return the HSP in accordance with the terms and conditions of this RFP, including APPENDIX TWO. Proposers that fail to do so will be considered non-responsive to this RFP in accordance with Section 2161.252, Government Code.*

**Questions regarding the HSP may be directed to:**

Laurie Thompson,  
HUB Program Coordinator  
(817) 272-2039  
lauriethompson@uta.edu

2.5.4 Proposer must submit one (1) original of the HSP to University at the same time it submits its proposal to University (ref. Section 3.2 of this RFP.) The original of the HSP must be submitted under separate cover and in a separate envelope (the “HSP Envelope”). Proposer must ensure that the top outside surface of its HSP Envelope clearly shows and makes visible:

2.5.4.1 the RFP No. (ref. Section 1.3 of this RFP) and the Submittal Deadline (ref. Section 2.1 of this RFP), both located in the lower left hand corner of the top surface of the envelope,

2.5.4.2 the name and the return address of the Proposer, and

2.5.4.3 the phrase “HUB Subcontracting Plan”.

Any proposal submitted in response to this RFP that is not accompanied by a separate HSP Envelope meeting the above requirements will be rejected by the University and returned to the Proposer unopened as that proposal will be considered non-responsive due to material failure to comply with advertised specifications. Furthermore, the University will open a Proposer’s HSP Envelope prior to opening the proposal submitted by the Proposer, in order to ensure that the Proposer has submitted the number of completed and signed originals of the Proposer’s HSP that are required by this RFP. A Proposer’s failure to submit the number of completed and signed originals of the HSP that are required by this RFP will result in the University’s rejection of the proposal submitted by that Proposer as non-responsive due to material failure to comply with advertised specifications; such a proposal will be returned to the Proposer unopened. (Ref. Section 1.5 of Appendix One to this RFP.) **Note:** The requirement that Proposer provide three originals of the HSP under this Section 2.5.4 is separate from and does not affect Proposer’s obligation to provide the University with the number of copies of its proposal as specified in Section 3.1 of this RFP.

2.6 **MANDATORY Pre-Proposal Conference**

University will hold a pre-proposal conference at 10:00 a.m., Central Prevailing Time on March 23, 2016, in Room FAAA 102 of The Watson Building, 219 W. Main St., Arlington, TX 76019 (ref. APPENDIX TWO Campus Map). The pre-proposal conference will allow all Proposers an opportunity to ask University’s representatives
relevant questions and clarify provisions of this RFP. Due to potential space limitations, please limit your group to no more than two (2) company representatives.

SECTION 3
SUBMISSION OF PROPOSAL

3.1 Number of Copies
Proposer must submit a total of two (2) complete and identical copies of its entire proposal. An original signature by an authorized officer of Proposer must appear on the Execution of Offer (ref. Section 2 of APPENDIX ONE) of at least one (1) copy of the submitted proposal. The copy of the Proposer’s proposal bearing an original signature should contain the mark “original” on the front cover of the proposal. One copy must be submitted in hard copy format. Copy two must be submitted on a flash drive.

Note: University will not accept proposals submitted by telephone, proposals submitted by Facsimile (“FAX”) transmission, or proposals submitted by electronic transmission (i.e., e-mail) in response to this RFP (APPENDIX ONE, Section 1.9.6).

3.2 Submission
Proposals must be received by University on or before the Submittal Deadline (ref. Section 2.1 of this RFP) and should be delivered to:

Physical Address
Charles Brooks
Contract Specialist
The University of Texas at Arlington
219 W. Main St.
Arlington, TX 76010

3.3 Proposal Validity Period
Each proposal must state that it will remain valid for University’s acceptance for a minimum of one hundred eighty days (180) days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

3.4 Terms and Conditions
3.4.1 Proposer must comply with the requirements and specifications contained in this RFP, the Terms and Conditions (ref. Section 4 of this RFP), the Notice to Proposer (ref. Section 2 of this RFP), Proposal Requirements (ref. APPENDIX ONE) and the Specifications and Additional Questions (ref. Section 5 of this RFP). If there is a conflict among the provisions in this RFP, the provision requiring Proposer to supply the better quality or greater quantity of services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence:

3.4.1.1. Specifications and Additional Questions (ref. Section 5 of this RFP);

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3.4.1.2. Terms and Conditions (ref. Section 4 of this RFP);
3.4.1.3. Proposal Requirements (ref. APPENDIX ONE);
3.4.1.4. Notice to Proposers (ref. Section 2 of this RFP).

3.5 Submittal Checklist

Proposer is instructed to complete, sign, and return the following documents as a part of its proposal. If Proposer fails to return each of the following items with its proposal, then University may reject the proposal:

3.5.1 Signed and Completed Execution of Offer (ref. Section 2 of APPENDIX ONE);
3.5.2 Signed and Completed Pricing and Delivery Schedule (separate document);
3.5.3 Responses to Proposer's General Questionnaire (ref. Section 3 of APPENDIX ONE);
3.5.4 Signed and Completed Addenda Checklist (ref. Section 4 of APPENDIX ONE);
3.5.5 Responses to questions and requests for information in the Specifications and Additional Questions Section (ref. Section 5 of this RFP);
3.5.6 Intentionally Omitted
SECTION 4
GENERAL TERMS AND CONDITIONS

NOTE: If Proposer takes exception to any terms or conditions set forth in Section 4 of this RFP, Proposer must submit a list of the exceptions and/or proposed alternate language in their proposal. Any exceptions or alternate language will be reviewed the University and acceptance is at the sole discretion of the University.

4.1 General

The terms and conditions contained in this Section 4 or, in the sole discretion of University, terms and conditions substantially similar to these terms and conditions, will be included in any contract or agreement that results from this RFP (ref. Section 1.4 of APPENDIX ONE). If Proposer takes exception to any terms or conditions set forth in the Section 4, Proposer will submit a list of the exceptions as part of its proposal in accordance with Section 5.3.1 of the RFP. Proposer’s exceptions will be reviewed by University and may result in disqualification of Proposer's proposal as non-responsive to this RFP. If Proposer’s exceptions do not result in disqualification of Proposer’s proposal, then University may consider Proposer’s exceptions when University evaluates the Proposer’s proposal. (As indicated in Section 2.3 of this RFP, the successful Proposer is referred to as the “Contractor”.)

4.2 Payment

University agrees to pay fees due under this Agreement in accordance with the Texas Prompt Payment Act (“Act”), Chapter 2251, Government Code. Pursuant to the Act, payment shall be deemed late on the 31st day after the later of: 1) the date the performance of the Services under this Agreement are completed, or 2) the date University receives an invoice for the Services. University will be responsible for interest on overdue payments equal to the sum of: 1) one percent, plus 2) the prime rate as published in the Wall Street Journal on the first day of July of the preceding fiscal year (University’s fiscal year begins September 1) that does not fall on a Saturday or Sunday. University will have the right to verify the details set forth in Contractor's invoices and supporting documentation, either before or after payment, by (a) inspecting the books and records of Contractor at mutually convenient times; (b) examining any reports with respect to the Project; and (c) other reasonable action. The cumulative amount of all payments will not exceed the amount of this Agreement.

4.3 Tax Exemption

University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax on the Services in accordance with Section 151.309, Tax Code, and Title 34 Texas Administrative Code (“TAC”) Section 3.322.

4.4 Intentionally Omitted

4.5 Contractor’s Obligations.

4.5.1 Contractor will perform the Services in compliance with all applicable federal, state and local, laws, regulations, and ordinances. Contractor represents and warrants that neither Contractor nor any firm, corporation or institution represented by U.T. Arlington RFP #2016-009
Contractor, or anyone acting for the firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, Business and Commerce Code, or federal antitrust laws, or (2) has communicated directly or indirectly the content of Contractor’s response to University’s procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process for this Agreement.

4.5.2 Contractor represents, warrants and agrees that (a) it will use commercially reasonable efforts to perform the Services in a good and workmanlike manner and in accordance with commercially reasonable standards of Contractor’s profession or business, and (b) all of the Services to be performed will be of the quality that prevails among similar businesses engaged in providing similar services in major United States urban areas under the same or similar circumstances.

4.5.3 Contractor will call to University’s attention in writing all information in any materials supplied to Contractor (by University or any other party) that Contractor regards as unsuitable, improper or inaccurate in connection with the purposes for which the material is furnished.

4.5.4 Contractor warrants and agrees that the Services will be accurate and free from any material defects. Contractor's duties and obligations under this Agreement will at no time be in any way diminished by reason of any approval by University nor will Contractor be released from any liability by reason of any approval by University, it being agreed that University at all times is relying upon Contractor's skill and knowledge in performing the Services.

4.5.5 Contractor will, at its own cost, correct all material defects in the Services as soon as practical after Contractor becomes aware of the defects. If Contractor fails to correct material defects in the Services within a reasonable time, then University may correct the defective Services at Contractor’s expense. This remedy is in addition to, and not in substitution for, any other remedy for defective Services that University may have at law or in equity.

4.5.6 Contractor will maintain a staff of properly trained and experienced personnel to ensure satisfactory performance under this Agreement. Contractor will cause all persons connected with Contractor directly in charge of the Services to be duly registered and/or licensed under all applicable federal, state and local, laws, regulations, and ordinances. Contractor will assign to the Project a designated representative who will be responsible for the administration and coordination of the Services.

4.5.7 Contractor represents that if (i) it is a corporation, then it is a corporation duly organized, validly existing and in good standing under the laws of the State of Texas, or a foreign corporation or limited liability company duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary corporate power and has received all necessary corporate approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of Contractor has been duly authorized to act for and bind Contractor; or (ii) if it is a partnership, limited partnership, limited liability partnership, or limited liability company then it has all necessary power and has secured all necessary approvals to execute and deliver this Agreement and perform all its obligations hereunder, and
the individual executing this Agreement on behalf of Contractor has been duly authorized to act for and bind Contractor.

4.5.8 Contractor represents and warrants that neither the execution and delivery of this Agreement by Contractor nor the performance of its duties and obligations under this Agreement will (a) result in the violation of any provision [i] if a corporation, of Contractor’s articles of incorporation or by-laws, [ii] if a limited liability company, of its articles of organization or regulations, or [iii] if a partnership, of any partnership agreement by which Contractor is bound; (b) result in the violation of any provision of any agreement by which Contractor is bound; or (c) to the best of Contractor’s knowledge and belief, conflict with any order or decree of any court or other body or authority having jurisdiction.

4.5.9 Contractor represents and warrants that all of Contractor’s Personnel contributing to the Work Material (ref. Section 4.25) under this Agreement will be required to (i) acknowledge in writing the ownership of Contractor (for the benefit of University) of the Work Material and each element thereof produced by the Personnel while performing services pursuant to this Agreement and (ii) make all assignments necessary to effectuate such ownership. “Personnel” means any and all persons associated with Contractor who provide any work or work product pursuant to this Agreement, including officers, managers, supervisors, full-time employees, part-time employees, and independent contractors.

4.5.10 Contractor represents and warrants that: (i) the Services will be performed solely by Contractor, its full-time or part-time employees during the course of their employment, or independent contractors who have assigned in writing all right, title and interest in their work to Contractor for the benefit of University; (ii) University will receive free, good and clear title to all Work Material developed under this Agreement; (iii) the Work Material and the intellectual property rights protecting the Work Material are free and clear of all encumbrances, including security interests, licenses, liens, charges or other restrictions; (iv) the Work Material will not infringe upon or violate any patent, copyright, trade secret, trademark, service mark or other property right of any former employer, independent contractor, client or other third party; and (v) the use, reproduction, distribution, or modification of the Work Material will not violate the rights of any third parties in the Work Material, including trade secret, publicity, privacy, copyright, trademark, service mark and patent rights.

4.5.11 If this Agreement requires Contractor’s presence on University’s premises or in University’s facilities, Contractor agrees to cause its representatives, agents, employees and subcontractors to become aware of, fully informed about, and in full compliance with all applicable University rules and policies, including those relative to personal health, security, environmental quality, safety, fire prevention, noise, smoking, and access restrictions.

4.6 Family Code Child Support Certification

Pursuant to Section 231.006, Family Code, Contractor certifies that it is not ineligible to receive the award of or payments under this Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

4.7 Tax Certification

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

4.8 Payment of Debt or Delinquency to the State

Pursuant to Sections 2107.008 and 2252.903, Government Code, Contractor agrees that any payments owing to Contractor under this Agreement may be applied directly toward any debt or delinquency that Contractor 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.

4.9 Loss of Funding

Performance by University under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the “Legislature”) and/or allocation of funds by the Board of Regents of The University of Texas System (the “Board”). If the Legislature fails to appropriate or allot the necessary funds, or the Board fails to allocate the necessary funds, then University shall issue written notice to Contractor and University may terminate this Agreement without further duty or obligation hereunder. Contractor acknowledges that appropriation, allotment, and allocation of funds are beyond the control of University.

4.10 Notices

Except as otherwise provided in this Section, all notices, consents, approvals, demands, requests or other communications provided for or permitted to be given under any of the provisions of this Agreement will be in writing and will be sent via registered or certified mail, overnight courier, confirmed facsimile transmission (to the extent a facsimile number is set forth below), or email (to the extent an email address is set forth below), and notice will be deemed given (i) if mailed, when deposited, postage prepaid, in the United States mail, (ii) if sent by overnight courier, one business day after delivery to the courier, (iii) if sent by facsimile (to the extent a facsimile number is set forth below), when transmitted, and (iv) if sent by email (to the extent an email address is set forth below), when received:

If to University:  Jean M. Hood  
VP Human Resources  
University of Texas at Arlington  
Box 19132  
Arlington, TX 76019

With copy to:  Procurement Services  
University of Texas at Arlington  
219 W. Main St.  
Arlington, TX 76010  
Attention: Charles Brooks

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If to Contractor: __________________________
________________________
________________________
Attention: _________________
or other person or address as may be given in writing by either party to the other in accordance with this Section.

Notwithstanding any other requirements for notices given by a party under this Agreement, if Contractor intends to deliver written notice to University pursuant to Section 2251.054, Government Code, then Contractor will send that notice to University as follows:

University of Texas at Arlington
Procurement Services
219 W. Main St.,
Arlington, TX 76010
Fax: 817.272.2685
Email: cornwell@uta.edu
Attention: Julia Cornwell

with copy to:
University of Texas at Arlington
VP for Business Affairs & Controller
219 W. Main St.
Arlington, TX 76010
Fax: 817.272.7135
Email: kdavis@uta.edu
Attention: Kelly Davis

or other person or address as may be given in writing by University to Contractor in accordance with this Section.

4.11 State Auditor's Office

Contractor understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Sections 51.9335(c), 73.115(c) and 74.008(c), Education Code. Contractor agrees to cooperate with the Auditor in the conduct of the audit or investigation including providing all records requested. Contractor will include this provision in all contracts with permitted subcontractors.

4.12 Venue; Governing Law

Tarrant County, Texas, shall be the proper place of venue for suit on or in respect of this Agreement. This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.

4.13 Breach of Contract Claims

4.13.1 To the extent that Chapter 2260, Government Code, as it may be amended from time to time ("Chapter 2260"), is applicable to this Agreement and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 will be
used, as further described herein, by University and Contractor to attempt to resolve any claim for breach of contract made by Contractor:

4.13.1.1 Contractor’s claims for breach of this Agreement that the parties cannot resolve pursuant to other provisions of this Agreement or in the ordinary course of business will be submitted to the negotiation process provided in subchapter B of Chapter 2260. To initiate the process, Contractor will submit written notice, as required by subchapter B of Chapter 2260, to University in accordance with the notice provisions in this Agreement. Contractor's notice will specifically state that the provisions of subchapter B of Chapter 2260 are being invoked, the date and nature of the event giving rise to the claim, the specific contract provision that University allegedly breached, the amount of damages Contractor seeks, and the method used to calculate the damages. Compliance by Contractor with subchapter B of Chapter 2260 is a required prerequisite to Contractor’s filing of a contested case proceeding under subchapter C of Chapter 2260. The Chief Business Officer of University, or the other officer of University as may be designated from time to time by University by written notice thereof to Contractor in accordance with the notice provisions in this Agreement, will examine Contractor's claim and any counterclaim and negotiate with Contractor in an effort to resolve the claims.

4.13.1.2 If the parties are unable to resolve their disputes under Section 4.14.1.1, the contested case process provided in subchapter C of Chapter 2260 is Contractor’s sole and exclusive process for seeking a remedy for any and all of Contractor’s claims for breach of this Agreement by University.

4.13.1.3 Compliance with the contested case process provided in subchapter C of Chapter 2260 is a required prerequisite to seeking consent to sue from the Legislature under Chapter 107, Civil Practices and Remedies Code. The parties hereto specifically agree that (i) neither the execution of this Agreement by University nor any other conduct, action or inaction of any representative of University relating to this Agreement constitutes or is intended to constitute a waiver of University’s or the state’s sovereign immunity to suit and (ii) University has not waived its right to seek redress in the courts.

4.13.2 The submission, processing and resolution of Contractor’s claim is governed by the published rules adopted by the Texas Attorney General pursuant to Chapter 2260, as currently effective, thereafter enacted or subsequently amended.

4.13.3 University and Contractor agree that any periods set forth in this Agreement for notice and cure of defaults are not waived.

4.14 Compliance with Law

Contractor will perform the Services in compliance with all applicable federal, state and local, laws, regulations, and ordinances. Contractor represents and warrants that neither Contractor nor any firm, corporation or institution represented by Contractor, or anyone

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acting for the firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, Business and Commerce Code, or federal antitrust laws, or (2) has communicated directly or indirectly the content of Contractor’s response to University’s procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process for this Agreement.

4.15 Records

Records of Contractor’s costs, any reimbursable expenses pertaining to the Services and payments will be available to University or its authorized representative during business hours and will be retained for four (4) years after final payment or abandonment of the Services, unless University otherwise instructs Contractor in writing.

4.16 Insurance

4.16.1 If the resulting contract requires the presence of Contractor, its employees, agents, suppliers or subcontractors (if any) on the property of The University of Texas at Arlington, Contractor will maintain and cause its agents, suppliers and subcontractors (if any) to maintain the following insurance coverage’s with companies authorized to do insurance business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code, having an A.M Best Rating of A:-VII or better, and in amounts not less than the following minimum limits of coverage:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker’s Compensation</td>
<td>Statutory Limits</td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td>$1,000,000 per Accident, Employee and Policy Limit</td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td></td>
<td>Including Contractual Liability</td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000 per Policy Limit</td>
</tr>
<tr>
<td>Product/Completed Ops</td>
<td>$2,000,000 Aggregate</td>
</tr>
<tr>
<td>Business Auto Liability</td>
<td>$1,000,000 Combined single unit</td>
</tr>
<tr>
<td></td>
<td>Must cover all owned, non-owned, or hired automobiles</td>
</tr>
</tbody>
</table>

4.16.2 All policies (except Workers’ Compensation and employer’s liability) will be endorsed and name the Board of Regents of the University of Texas System (“Board”) and The University of Texas at Arlington (“University”), as Additional Insured’s for liability caused in whole or in part by Contractor’s acts or omissions with respect to its on-going and completed operations up to the actual liability limits of the required insurance policies maintained by Contractor. Commercial General Liability Additional Insured endorsement including on-going and completed operations coverage will be submitted with the Certificates of Insurance. Commercial General Liability and Business Auto Liability will be endorsed to provide primary and non-contributory coverage.

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4.16.3 All policies will be endorsed to provide a Waiver of Subrogation in favor of the Board and the University. No policy will be cancelled until after thirty (30) days' unconditional written notice to the University. *All insurance policies* will be endorsed to require the insurance carrier providing coverage to send notice to University thirty (30) days prior to any cancellation, material change, or non-renewal relating to any insurance policy required from University.

4.16.4 Evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all required insurance policies after the execution and delivery of this Agreement and prior to the performance of any Work by Contractor under this Agreement. Additional evidence of insurance will be provided verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal.

Certificate Holder:
University of Texas at Arlington – Procurement Services
219 West Main St.
Arlington, Texas 76010

4.16.5 Intentionally Omitted

4.17 Indemnification

4.17.1 To the fullest extent permitted by law, Contractor will and does hereby agree to indemnify, protect, defend with counsel approved by University, and hold harmless University and The University of Texas System, and their respective affiliated enterprises, regents, officers, directors, attorneys, employees, representatives and agents (collectively “**Indemnites**”) from and against all damages, losses, liens, causes of action, suits, judgments, expenses, and other claims of any nature, kind, or description, including reasonable attorneys’ fees incurred in investigating, defending or settling any of the foregoing (collectively “**Claims**”) by any person or entity, arising out of, caused by, or resulting from Contractor’s performance under or breach of this Agreement and that are caused in whole or in part by any negligent act, negligent omission or willful misconduct of Contractor, anyone directly employed by Contractor or anyone for whose acts Contractor may be liable. The provisions of this Section will not be construed to eliminate or reduce any other indemnification or right which any Indemnitee has by law or equity. All parties will be entitled to be represented by counsel at their own expense.

4.17.2 In addition, Contractor will and does hereby agree to indemnify, protect, defend with counsel approved by University, and hold harmless Indemnites from and against all claims arising from infringement or alleged infringement of any patent, copyright, trademark or other proprietary interest arising by or out of the performance of services or the provision of goods by Contractor,
OR THE USE BY INDEMNITEES, AT THE DIRECTION OF CONTRACTOR, OF ANY ARTICLE OR MATERIAL; PROVIDED, THAT, UPON BECOMING AWARE OF A SUIT OR THREAT OF SUIT FOR INFRINGEMENT, UNIVERSITY WILL PROMPTLY NOTIFY CONTRACTOR AND CONTRACTOR WILL BE GIVEN THE OPPORTUNITY TO NEGOTIATE A SETTLEMENT. IN THE EVENT OF LITIGATION, UNIVERSITY AGREES TO REASONABLY COOPERATE WITH CONTRACTOR. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE.

4.18 Ethics Matters; No Financial Interest

Contractor and its employees, agents, representatives and subcontractors have read and understand:

University’s Conflicts of Interest Policy available at HOP Subchapter 5-500 Human Resources,

University’s Standards of Conduct Guide available at: http://www.uta.edu/compliance/pdf/conduct_guide.pdf,

and applicable state ethics laws and rules available at: www.utsystem.edu/ogc/ethics.

Neither Contractor nor its employees, agents, representatives or subcontractors will assist or cause University employees to violate University’s Conflicts of Interest Policy, provisions described by University’s Standards of Conduct Guide, or applicable state ethics laws or rules. Contractor represents and warrants that no member of the Board has a direct or indirect financial interest in the transaction that is the subject of this Agreement.

4.19 Undocumented Workers.

The Immigration and Nationality Act (8 United States Code 1324a) (“Immigration Act”) makes it unlawful for an employer to hire or continue employment of undocumented workers. The United States Immigration and Customs Enforcement Service has established the Form I-9 Employment Eligibility Verification Form (“I-9 Form”) as the document to be used for employment eligibility verification (8 Code of Federal Regulations 274a). Among other things, Contractor is required to: (1) have all employees complete and sign the I-9 Form certifying that they are eligible for employment; (2) examine verification documents required by the I-9 Form to be presented by the employee and ensure the documents appear to be genuine and related to the individual; (3) record information about the documents on the I-9 Form, and complete the certification portion of the I-9 Form; and (4) retain the I-9 Form as required by law. It is illegal to discriminate against any individual (other than a citizen of another country who is not authorized to work in the United States) in hiring, discharging, or recruiting because of that individual's national origin or citizenship status. If Contractor employs unauthorized workers during performance of this Agreement in violation of the Immigration Act then, in addition to other remedies or penalties prescribed by law, University may terminate this Agreement in accordance with Section 4.26. Contractor represents and warrants that it is in compliance with and agrees that it will remain in compliance with the provisions of the Immigration Act.

4.20 Force Majeure.

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Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, tornado, fire, sabotage, or any other circumstances of like character ("force majeure occurrence").

4.21 Entire Agreement; Modifications.

This Agreement supersedes all prior agreements, written or oral, between Contractor and University and will constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement. This Agreement and each of its provisions will be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by both University and Contractor.

4.22 Captions

The captions of sections and subsections in this Agreement are for convenience only and will not be considered or referred to in resolving questions of interpretation or construction.

4.23 Waivers

No delay or omission in exercising any right accruing upon a default in performance of this Agreement will impair any right or be construed to be a waiver of any right. A waiver of any default under this Agreement will not be construed to be a waiver of any subsequent default under this Agreement.

4.24 Ownership and Use of Work Material

4.24.1 All drawings, specifications, plans, computations, sketches, data, photographs, tapes, renderings, models, publications, statements, accounts, reports, studies, and other materials prepared by Contractor or any subcontractors in connection with the Services (collectively, "Work Material"), whether or not accepted or rejected by University, are the sole property of University and for its exclusive use and re-use at any time without further compensation and without any restrictions.

4.24.2 Contractor grants and assigns to University all rights and claims of whatever nature and whether now or hereafter arising in and to the Work Material and will cooperate fully with University in any steps University may take to obtain or enforce patent, copyright, trademark or like protections with respect to the Work Material.

4.24.3 Contractor will deliver all Work Material to University upon expiration or termination of this Agreement. University will have the right to use the Work Material for the completion of the Services or otherwise. University may, at all times, retain the originals of the Work Material. The Work Material will not to be used by any person other than University on other projects unless expressly authorized by University in writing.

4.24.4 The Work Material will not be used or published by Contractor or any other party unless expressly authorized by University in writing. Contractor will treat all Work Material as confidential.

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4.25  Intentionally Omitted

4.26  Default and Termination.

4.26.1 In the event of a material failure by a party to this Agreement to perform in accordance with the terms of this Agreement ("default"), the other party may terminate this Agreement upon fifteen (15) calendar days' written notice of termination setting forth the nature of the material failure; provided, that, the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the fifteen-day period.

4.26.2 University may, without cause, terminate this Agreement at any time upon giving seven (7) calendar days' advance written notice to Contractor. Upon termination pursuant to this Section, Contractor will be entitled to payment of an amount that will compensate Contractor for the Services satisfactorily performed from the time of the last payment date to the termination date in accordance with this Agreement. Notwithstanding any provision in this Agreement to the contrary, University will not be required to pay or reimburse Contractor for any services performed or for expenses incurred by Contractor after the date of the termination notice that could have been avoided or mitigated by Contractor.

4.26.3 Termination under Sections 4.26.1 or 4.26.2 will not relieve Contractor from liability for any default or breach under this Agreement or any other act or omission of Contractor.

4.26.4 If Contractor fails to cure any default within fifteen (15) calendar days after receiving written notice of the default, University will be entitled (but will not be obligated) to cure the default and will have the right to offset against all amounts due to Contractor under this Agreement, any and all reasonable expenses incurred in connection with University's curative actions.

4.26.5  Intentionally Omitted

4.27  Binding Effect

This Agreement will be binding upon and inure to the benefit of the parties hereto and their respective permitted assigns and successors.

4.28  Severability

In case any provision of this Agreement will, for any reason, be held invalid or unenforceable in any respect, the invalidity or unenforceability will not affect any other provision of this Agreement, and this Agreement will be construed as if the invalid or unenforceable provision had not been included.

4.29  Limitation of Liability

Except for University’s obligation (if any) to pay Contractor certain fees and expenses University will have no liability to Contractor or to anyone claiming through or under Contractor by reason of the execution or performance of this Agreement. Notwithstanding any duty or obligation of University to Contractor or to anyone claiming through or under Contractor, no present or future affiliated enterprise, subcontractor, agent, officer, director, employee,

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REPRESENTATIVE, ATTORNEY OR REGENT OF UNIVERSITY, OR THE UNIVERSITY OF TEXAS SYSTEM, OR ANYONE CLAIMING UNDER UNIVERSITY HAS OR WILL HAVE ANY PERSONAL LIABILITY TO CONTRACTOR OR TO ANYONE CLAIMING THROUGH OR UNDER CONTRACTOR BY REASON OF THE EXECUTION OR PERFORMANCE OF THIS AGREEMENT.

4.30 Historically Underutilized Business Subcontracting Plan.

Contractor agrees to use good faith efforts to subcontract the Services in accordance with the Historically Underutilized Business Subcontracting Plan ("HSP") [ref. Exhibit __]. Contractor agrees to maintain business records documenting its compliance with the HSP and to submit a monthly compliance report to University in the format required by Texas Procurement and Support Services Division of the Texas Comptroller of Public Accounts or any successor agency (collectively, “TPSS”). Submission of compliance reports will be required as a condition for payment under this Agreement. If University determines that Contractor has failed to subcontract as set out in the HSP, University will notify Contractor of any deficiencies and give Contractor an opportunity to submit documentation and explain why the failure to comply with the HSP should not be attributed to a lack of good faith effort by Contractor. If University determines that Contractor failed to implement the HSP in good faith, University, in addition to any other remedies, may report nonperformance to the TPSS in accordance with 34 TAC Sections 20.101 through 20.108. University may also revoke this Agreement for breach and make a claim against Contractor.

4.31.1 Changes to the HSP. If at any time during the term of this Agreement, Contractor desires to change the HSP, before the proposed changes become effective (a) Contractor must comply with 34 TAC Section 20.14; (b) the changes must be reviewed and approved by University; and (c) if University approves changes to the HSP, this Agreement must be amended in accordance with Section 2.5.3 to replace the HSP with the revised subcontracting plan.

4.31.2 Expansion of the Services. If University expands the scope of the Services through a change order or any other amendment, University will determine if the additional Services contains probable subcontracting opportunities not identified in the initial solicitation for the Services. If University determines additional probable subcontracting opportunities exist, Contractor will submit an amended subcontracting plan covering those opportunities. The amended subcontracting plan must comply with the provisions of 34 TAC Section 20.14 before (a) this Agreement may be amended to include the additional Services; or (b) Contractor may perform the additional Services. If Contractor subcontracts any of the additional subcontracting opportunities identified by University without prior authorization and without complying with 34 TAC Section 20.14, Contractor will be to any remedial actions provided by Texas law including Chapter 2161, Government Code and 34 TAC Section 20.14. University may report deemed to be in breach of this Agreement under Section 4.26 and will be subject nonperformance under this Agreement to the TPSS in accordance with 34 TAC Sections 20.101 through 20.108.

4.31 Responsibility for Individuals Performing Services; Criminal Background Checks.

Each individual who is assigned to perform the Services under this Agreement will be an employee of Contractor or an employee of a subcontractor engaged by Contractor. Contractor is responsible for the performance of all individuals performing the Services U.T. Arlington RFP #2016-009
under this Agreement. Prior to commencing the Services, Contractor will (1) provide University with a list ("List") of all individuals who may be assigned to perform the Services on University's premises and (2) have an appropriate criminal background screening performed on all the individuals on the List. Contractor will determine on a case-by-case basis whether each individual assigned to perform the Services is qualified to provide the services. Contractor will not knowingly assign any individual to provide services on University’s premises who has any history of criminal conduct unacceptable for a university campus or healthcare center, including any violent or sexual offenses. Contractor will update the List each time there is a change in the individuals assigned to perform the Services on University’s premises.

Prior to commencing performance of the Services under this Agreement, Contractor will provide University a letter signed by an authorized representative of Contractor certifying compliance with this Section. Contractor will provide University an updated certification letter each time there is a change in the individuals on the List.

4.32 Limitations

The Parties are aware that there are constitutional and statutory limitations on the authority of University (a state agency) to enter into certain terms and conditions that may be a part of this Agreement, including those terms and conditions relating to liens on University’s property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorneys’ fees; dispute resolution; indemnities; and confidentiality (collectively, the “Limitations”), and terms and conditions related to the limitations will not be binding on University except to the extent authorized by the laws and Constitution of the State of Texas.

4.33 Survival of Provisions

No expiration or termination of this Agreement will relieve either party of any obligations under this Agreement that by their nature survive such expiration or termination.

4.34 Relationship of the Parties

For all purposes of this Agreement and notwithstanding any provision of this Agreement to the contrary, Contractor is an independent contractor and is not a state employee, partner, joint venturer, or agent of University. Contractor will not bind nor attempt to bind University to any agreement or contract. As an independent contractor, Contractor is solely responsible for all taxes, withholdings and other statutory or contractual obligations of any sort, including workers’ compensation insurance.
4.35 Access to Documents

To the extent applicable to this Agreement, in accordance with Section 1861(v)(l)(i) of the Social Security Act (42 U.S.C. 1395x) as amended, and the provisions of 42 CFR Section 420.300, et seq., Contractor will allow, during and for a period of not less than four (4) years after the expiration or termination of this Agreement, access to this Agreement and its books, documents, and records; and contracts between Contractor and its subcontractors or related organizations, including books, documents and records relating to same, by the Comptroller General of the United States, the U.S. Department of Health and Human Services and their duly authorized representatives.

4.36 Affirmative Action.

A written copy of Contractor’s Civil Rights "Affirmative Action Compliance Program" is attached as Exhibit to this Agreement and incorporated for all purposes, or if Contractor is not required to have such a written program, the reason Contractor is not subject to such requirement is attached as Exhibit to this Agreement and incorporated for all purposes.

4.37 OSHA Compliance.

To the extent applicable to the services to be performed under this Agreement, Contractor represents and warrants, that all articles and services furnished under this Agreement meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-598) and its regulations in effect or proposed as of the date of this Agreement.
SECTION 5
SPECIFICATIONS AND SCOPE OF WORK

5.1 General

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. As indicated in Section 2.3 of this RFP, the successful Proposer is referred to as the “Contractor.”

5.2 Each Proposal must include information that clearly indicates that Proposer describes, in detail, each of the following:

5.2.1 Software and System

5.2.1.1 Describe any performance issues that might occur if the University houses the virtual application/terminal and interface servers on site and remotely accesses the University database server at another site?

5.2.1.2 Describe any connectivity issues that might occur when accessing the application/terminal server, interface server and database server remotely. Describe any anticipated drop in performance as a result and measures that would be taken by the contractor to correct the situation.

5.2.1.3 List the number of University employees you propose to train and indicate if training proposed will be on-site at the University or on-line.

5.2.1.4 List any resources you would require the University to provide in order to conduct training on campus, including extra software, licenses, etc.

5.2.1.5 Describe your training methodology for system administrators, approvers, and users for both the initial implementation and ongoing training.

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5.2.1.6 Provide a list of training agendas.

5.2.1.7 Will training materials customized for the University be provided? Can the materials be copied for use by the University personnel subsequent to the initial training?

5.2.1.8 Can other system manuals and documentation be copied for use by University personnel?

5.2.1.9 Is additional on-line training available at the customer's convenience or through webinars?

5.2.1.10 Are there multiple levels of support available? (5x8, 7x8, 7x24, etc.) Describe the support available for the proposed solution and associated cost for each level of support. What is the model of support recommended by your company for the University?

5.2.1.11 Include a chart of the escalation procedures for continuing or critical issues. Critical issues should not remain unresolved for more than 1 hour and urgent but not mission-critical issues should not remain unresolved for more than 1 day, and routine issues should not be unresolved for more than five (5) days.

5.2.1.12 What are your hours of operation for support during Central Standard Time?

5.2.1.13 What are your guaranteed and documented response times for support turnaround?

5.2.1.14 Will the University be assigned dedicated support personnel familiar with our requirements and installation?

5.2.1.15 Describe your methods and timeline for providing system documentation.

5.2.1.16 How often are version updates to your software typically released? Do you provide documentation of any changes made during version updates?

5.2.1.17 Are version updates included at no additional charge to customers? If not, describe how the associated charges are calculated.

5.2.1.18 What is the methodology utilized to apply version updates? How frequently are updates, patches, etc. normally performed? Please explain.

5.2.1.19 How is the system affected by version updates to the software?

5.2.1.20 What responsibilities for software upgrades are assumed by the University?

5.2.1.21 How many versions of your software are you currently supporting?

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5.2.1.22 Supply a copy of your upgrade and development calendar.

5.2.1.23 Are there limitations to the number of University staff who can contact technical support? If so, how many University staff can contact support?

5.2.1.24 Where is the location of your disaster recovery site, and what are your disaster recovery plans? Describe your database recovery processes.

5.2.1.25 Is there a user group for the system that your company is proposing? Please describe.

5.2.1.26 Does the product license allow for the installation of test and development instances without additional cost? If not, describe the process and associated costs with installing the test environments.

5.2.1.27 Does the product license allow for the installation of a training site without cost? If not, describe the process and associated costs with installing the training site.

5.2.1.28 Provide a project plan and an implementation timeline for system setup and configuration.

5.2.1.29 Provide a sample implementation checklist.

5.2.1.30 What is the method for assigning implementation consultants to a customer account?

5.2.1.31 Describe the customization options of the system your company is proposing for the University.

5.2.1.32 Does your company require access to UT Arlington Network 365/24/7? If so, please explain.

5.2.1.33 Provide a Statement of Work outlining tasks to be performed by the respondent and the University during installation.

5.2.1.34 Please describe your process for interfacing with (include whether it is real-time):

   a. Exporting data to and receiving data from existing UT Arlington systems

5.2.1.35 Describe how custom defined fees and rates are configured.

5.2.1.36 What types of communications to students and staff are provided? E-mail, form letters, SMS, etc.?

5.2.1.37 Can the system import historical data from the current system and provide historical reports based on that data? Please describe.

5.2.1.38 How many years of data can be maintained? What is the purging process?

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5.2.1.39 What are the operating system requirements for client machines?
5.2.1.40 Describe the minimum and recommended PC workstation configurations.
5.2.1.41 Is the software system capable of running in a virtual environment (if hosted, it is not relevant)?
5.2.1.42 Is the system able to run using Oracle or SQL Server databases (if hosted, it is not relevant)?
5.2.1.43 Describe system and data security measures employed by the system, including user authentication systems and how they will interact with the UT Arlington single-sign-on LDAP security (see APPENDIX SIX).
5.2.1.44 Describe your procedures for testing, training, and implementing new releases or enhancements while minimizing downtime and interruption of production users. Describe the implementation of a test version of the software and database.
5.2.1.45 Explain how the system can be accessed using mobile devices.
5.2.1.46 Describe the systems’ ability to interact with social networking sites.
5.2.1.47 Describe any customizable reporting tools that are available within the system.
5.2.1.48 Describe how assessment data is collected.
5.2.1.49 Explain how the system will manage concurrent users without impacting performance.

5.3 Additional Questions Specific to this RFP

Proposer must submit the following information as part of Proposer’s proposal:

5.3.2 In its proposal, Proposer must indicate whether it will consent to include in the Agreement the “Access by Individuals with Disabilities” language that is set forth in APPENDIX FOUR Access by Individuals with Disabilities. If Proposer objects to the inclusion of the “Access by Individuals with Disabilities” language in the Agreement, Proposer must, as part of its proposal, specifically identify and describe in detail all of the reasons for Proposer’s objection. NOTE THAT A GENERAL OBJECTION IS NOT AN ACCEPTABLE RESPONSE TO THIS QUESTION.

5.3.3 In its proposal, Proposer must respond to each item listed in APPENDIX FIVE, Electronic and Information Resources ("EIR") Environment Specifications. APPENDIX FIVE will establish specifications, representations, warranties and
agreements related to the EIR that Proposer is offering to provide to University. Responses to APPENDIX FIVE will be incorporated into the Agreement and will be binding on Contractor.

5.4 Scope of Work

Contractor will provide the following services to University:

5.4.1 Technical Specifications

1. Pricing should be based on a minimum user population of 2,500.
2. If University has an applicant retention policy, can the vendor comply?
3. Respondent should be SAS 70 compliant. (Also see SSAE 16)
4. Pricing is required on all modules with an option to add modules at a later date.
5. System should have available a Performance Management System with multiple types of evaluation options and ability to track/update goals and objectives
6. Sustain heavy use volume at peak times.
7. Compatible with most mobile devices/iPads etc.
8. Accessibility aids for the visually impaired
9. Support all browser versions/types
10. Compatibility for multiple URL's or ability to support multiple job types. Job types should be differentiated (student jobs vs. staff jobs)
11. The applicant tracking system should allow integration of the University's Position Description process.
12. Desire to have the ability to track Position Description/Classification/Title quick history view by individual position number to track changes to a position's title through reclassification, modification, etc.
13. The system should appear to be a University system and allow for branding features, Including, but not limited to:
   A. Customizable URL
   B. Ability to change fonts, colors, and graphic banners without Contractor assistance
   C. A white-label product where all major branding (including URL) can be removed or substituted with UT Arlington specific identify.
14. All users should have 24 hour web enabled access to applicant information
15. Ability to import data from external systems
16. Telephone support coverage

5.4.2 Access and Accessibility

16. Ability to utilize interfaces with other software programs: import employee and user information from PeopleSoft into Applicant Tracking System and export data from Applicant Tracking System to other software programs
17. General public to access certain areas of the site without authentication
18. Access site from mobile device
19. Interoperate with assistive technology devices and software packages (PeopleSoft)
20. User accounts with multiple groups, levels of security, and access
21. Single sign-on to the University portal, in PeopleSoft
22. Add new users and allow new users to request a user account (applicant profile

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management via self-service including password reset.)
23. Scan system for duplicate users
24. Ability for Administrators to remove duplicate users
25. Allow one person in a job at a time in Administrator site
26. Allow multiple job views with editing and adding capabilities
27. Individual employee access to position descriptions

5.4.3 Security

28. Integrate with campus central authentication system
29. Protect access to organization sites
30. Restrict access to certain content within the site
31. Restrict access to user profile content
32. Share requisition information if a department shares a position
33. Share permissions at an individual's level
34. Scan attachments for viruses, adware, malware, and other viruses
35. Disaster recovery plan
36. Replication process in place
37. Provide an environment that has the necessary security and back-up capabilities

5.4.4 Applicant Portal Requirements

38. Ability for applicant to track the application through the process (ex. page 3 out of 4).
39. System should be capable of breaking application into steps where each one is a save point.
40. Resume parsing, including ability for applicants to edit if needed.
41. System should allow applicants to select if they want notifications of similar jobs.
42. Multiple application types for requisitions (not separated by application type)
43. Application process for current employees/internal applicants (internal vs. external)
44. Feature that will prevent applicants from applying to the same job twice.
45. No limit to the number of documents that can be added.
46. System should allow notes to be added to applicant profile
47. Ability for applicants to attach multiple documents from various sources (PDF, Word, Excel, etc.) Mechanism to enforce complete applications by validation of submitted documents (critical).
48. System should allow for the use of a self-disclosure demographic form including EEO voluntary entries for AAP reporting

5.4.5 Administrator Portal Requirements

49. Edit/delete saved supplemental requisition questions in database
50. Add/edit application directions on applicant screen.
51. Control of editing of the main page
52. Restricted list – (may need more than one to separate by issue – ex. failed drug screen, falsified application)
53. Automatic applicant screening (pre-defined qualification questions)
54. Ability to see all jobs at a particular status (ex. closed, open, ready for offer, filled)
55. Spell check within Forms/Templates/Applications/Questions etc.
56. Purge information if needed
57. Multiple windows opened simultaneously

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58. Set emails by groups, user types and individually
59. Each user should be able to configure dashboard and show information such as the status of any action in the system, including how long an action has been at a certain status
60. Flexible workflow/approval process that can differ by request
61. Make applicant status changes as needed
62. Different postings with different workflows
63. Required questions within a form
64. Unlimited number of job descriptions with word formatting and spell check
65. Process multiple job description actions such as new, modification, or reclassification
66. Unlimited number of workflows
67. System should allow configuration for hiring managers to only see items in their department
68. Configure workflow path to the University's hiring process
69. Track changes that are made to documents/forms/etc.
70. Add notes to the requisition, position description, and applicant record
71. Update/add/delete fields on all forms and screens
72. Administrator should be able to mass update information on position descriptions
73. Grant individual users access to a single position description or requisition
74. View applicant history from the requisition
75. View history of pre-employment testing from the requisition – background investigation, MVR, etc.
76. Administrator should be able to customize the application form
77. Determine which applicants are viewed by hiring managers (hiring steps)
78. Allow timeline historical tracking for all processes and actions taken
79. Provide an audit trail to include the following: operator, date/time of changes, field changed, type of change, change from value, changed to value, description of change
80. Position driven system (position control)
81. Give users various levels of access (for example, add, modify, delete, inquiry only)
82. Provide simple and advanced search techniques to include common word and combinations or text string
83. Allow for certain fields to be required
84. Validation for fields
85. Reference tables (user-defined tables)
86. Default values
87. Administrator should be able to log in as a user or applicant to aid in trouble shooting.
88. If administrator is logged in as an applicant or user, change logs/audit logs should reflect who actually made any changes.
89. Administrators should be able to reset applicant or user passwords
90. Administrators should be able to change applicant user ID.
91. Merge multiple applicant profiles
92. Attach documents to requisitions and position descriptions
93. System should track where applicants fall out of the process with reason codes and why
94. Designate multiple posting options: internal (campus or department), external or waiver
95. Users should be able to delegate approval responsibility to other users (in the event they are out of the office)
96. Job applicant history should be stored and easily viewable
97. Search applications by name, skill, education, key word combinations, and/or text

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strings
98. Application withdrawal option for the applicant

5.4.6 Optional Customization and System Enhancements (Preferred)

99. Strongly prefer to have the University position description and classification process as part of ATS system to drive requisitions instead of using templates
100. Process position description and requisition simultaneously without going through additional approvals if the job is going to be opened.
101. Dashboard for the following:

A. HR/Admin - University wide viewing
B. Hiring manager - department view
C. Recruiter - recruitment area view
D. Applicant – job list

102. Ability to see when applicants are currently in process with other departments (interviewing, background check, MVR check) so they are not submitted for a duplicate check.
103. Dashboard for each applicant (for HR and Applicant) to see their history and statuses above the list of jobs they have applied for through the system.
104. Automatic Email for pending items with timeframes set by Administrators (ex. email reminder when a job has been at "closed" for 30 days)
105. Emails that can be submitted from the system for non-users to sign off in system instead of using a guest user account.
106. Ability to move a requisition forward without having to login. For example, the ability to move through emails.
107. Connection with Social Media sites (FB, Twitter, and LinkedIn) to post jobs/remove jobs depending on job status in system.
108. Social media counts/tracking
109. Ability for applicants to share jobs
110. Customer service for applicant questions 24/7.
111. Applicant sourcing/resume search/previous applicant status to allow HR to be more proactive in recruiting efforts
112. Alternate applicant flagged list or status change that puts 1st alternate applicants on a list that can be searched by key word
113. Schedule interviews and track progress online and communicate with applicant
114. Verification if the job is vacant or a way to determine if it’s the correct position to be recruited
115. Transfer current position descriptions/classifications over to the new system.
116. Onboarding system included that has new hire paperwork process tracked after requisition is complete
117. Onboarding that manages job information, parking, organization info, new hire paperwork that is pre-populated from application, E-verify
118. Manage onboarding tasks like computer/phone set up, uniform etc.
119. Solicit and receive reference information online from multiple sources
120. Hide tabs or change labels in system
121. Statuses would not be moved forward if prior steps not complete.
122. Add or require organizational chart (HRIS or manual)
123. Add competencies to job description when created

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124. List Recruiter the hiring manager will be working with on welcome screen
125. Competency Library
126. Provides application in different languages

5.4.7 Reporting and Analysis Features

127. Track current employees/internal applicants by a unique identifier (Campus Wide Identification)
128. Dashboard for HR, Applicants, Hiring Managers
129. Ability to have reports at the top of the page for each job (ex. applicant contact information for all applicants in one report) or a Job dashboard for each job that houses this information
130. EEO reporting capability
131. Export information into Excel or other software programs
132. Full reporting that allows: customize fields, report creations, and edits
133. Track requisition rate by hiring manager, department, organization, or recruiter
134. Track where applicants are seeing job opportunity (external Ads, social media, listservs)
135. Ability to print a series of documents as a single complete document rather than individually
136. Data should be available by individual recruitments as well as aggregate statistics by department, hiring manager, recruiter, job classification, etc.
137. Produce a comprehensive applicant tracking report for timeline (date of entry to hire, open vs. filled, filled by external vs. internal)
138. Produce reports by applicant (position applied for, educational level, etc.)
139. Allow job postings to be printed
140. Search applicants by name, skills, experience, education, etc.
141. System that supports Affirmative Action Plan preparations - data retrieval and reporting

5.4.8 Communication Tools

142. Publish information to users and/or applicants
143. Send messages to different user groups
144. Ability to email individual hiring managers, applicants, entire applicant pool or entire user group
145. Email all users based on their account type
146. Email all applicants based on the requisition they applied to or status
147. Post alerts on main page of site (HR site and Applicant site)
148. Post links to resources
149. System should be able to email rejection letters/offers.
150. Email applicants if their application was accepted or they were system disqualified

5.4.9 Customer Support

151. One dedicated customer service representative for the University at no additional charge
152. Turnaround time for returning calls and responding to cases in a reasonable time frame
153. Provide video tutorials/user manual/training materials
154. System should not require significant training of end-users in order to take

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advantage of functionality.

5.4.10 System Maintenance/Upgrades

155. Sufficient notice prior to system upgrade/maintenance
156. Minimal down time for upgrade/maintenance. Any down time should be during hours of least usage
157. Downtime/system issues are communicated during maintenance windows
158. Upgrades (patches) are issued timely when necessary
159. Ability to log and report issues and view status of requests
160. Ability to escalate issues if they require a more rapid response

5.4.11 Installation/Testing/Implementation/Data Migration

161. Ample time to test new system.
162. System implementation includes data conversion process

SECTION 6

PRICING AND DELIVERY SCHEDULE

Proposal of: ______________________________________
             (Proposer Company Name)
To: The University of Texas at Arlington
Ref.: HR Applicant Tracking System
RFP No.: 2016-009

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the Applicant Tracking Services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

6.1 Pricing for Services Offered

<table>
<thead>
<tr>
<th>Core Product</th>
<th>University Hosted</th>
<th>Vendor Hosted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Tracking System:</td>
<td>$ __________</td>
<td>$ __________</td>
</tr>
<tr>
<td>Integration with HERC (Job Board):</td>
<td>$ __________</td>
<td>$ __________</td>
</tr>
<tr>
<td>Integration with InsideHigherEd.com:</td>
<td>$ __________</td>
<td>$ __________</td>
</tr>
<tr>
<td>Total:</td>
<td>$ __________</td>
<td>$ __________</td>
</tr>
</tbody>
</table>

Services and Training

| Training Package:                           | $ __________      | $ __________  |

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Implementation Services: $_________  $_________

Setup Fees: $_________  $_________

Posting Fees: $_________  $_________

**Total:** $_________  $_________

**Add-on Options**

Position Management: $_________  $_________

Single Sign-on (SSO) Integration: $_________  $_________

Data Export Int. – New Hire Info: $_________  $_________

Data Import int. – Titles/Classifications: $_________  $_________

**Total** $_________  $_________

**Annual Fees:**

Applicant Tracking System: $_________  $_________

Integration with HERC (Job Board): $_________  $_________

Integration with InsideHigherEd.com: $_________  $_________

**Total:** $_________  $_________

### 6.2 Delivery Schedule of Events and Time Periods

Respectfully submitted,

**Proposer:** __________________________

By: __________________________

(Authorized Signature for Proposer)

**Name:** __________________________

**Title:** __________________________

**Date:** __________________________

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APPENDIX ONE

PROPOSAL REQUIREMENTS

TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION
SECTION 2: EXECUTION OF OFFER
SECTION 3: PROPOSER'S GENERAL QUESTIONNAIRE
SECTION 4: ADDENDA CHECKLIST
SECTION 1

GENERAL INFORMATION

1.1 Purpose

University is soliciting competitive sealed proposals from Proposers having suitable qualifications and experience providing services in accordance with the terms, conditions and requirements set forth in this RFP. This RFP provides sufficient information for interested parties to prepare and submit proposals for consideration by University.

By submitting a proposal, Proposer certifies that it understands this RFP and has full knowledge of the scope, nature, quality, and quantity of the services to be performed, the detailed requirements of the services to be provided, and the conditions under which such services are to be performed. Proposer also certifies that it understands that all costs relating to preparing a response to this RFP will be the sole responsibility of the Proposer.

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

1.2 Inquiries and Interpretations

University may in its sole discretion respond in writing to written inquiries concerning this RFP and mail its response as an Addendum to all parties recorded by University as having received a copy of this RFP. Only University's responses that are made by formal written Addenda will be binding on University. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda issued by University prior to the Submittal Deadline will be and are hereby incorporated as a part of this RFP for all purposes.

Proposers are required to acknowledge receipt of each Addendum as specified in this Section. The Proposer must acknowledge all Addenda by completing, signing and

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returning the Addenda Checklist (ref. Section 4 of APPENDIX ONE). The Addenda Checklist must be received by University prior to the Submittal Deadline and should accompany the Proposer’s proposal.

Any interested party that receives this RFP by means other than directly from University is responsible for notifying University that it has received an RFP package, and should provide its name, address, telephone number and FAX number to University, so that if University issues Addenda to this RFP or provides written answers to questions, that information can be provided to such party.

1.3 Public Information

Proposer is hereby notified that University strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.

University may seek to protect from disclosure all information submitted in response to this RFP until such time as a final agreement is executed.

Upon execution of a final agreement, University will consider all information, documentation, and other materials requested to be submitted in response to this RFP, to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the Texas Public Information Act (Government Code, Chapter 552.001, et seq.). Proposer will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under Sections 552.101, 552.110, 552.113, and 552.131, Government Code.

1.4 Type of Agreement

Contractor, if any, will be required to enter into a contract with University in a form that (i) includes terms and conditions substantially similar to the terms and conditions set forth in Section 4 of this RFP, and (ii) is otherwise acceptable to University in all respects (the “Agreement”).

1.5 Proposal Evaluation Process

University will select Contractor by using the competitive sealed proposal process described in this Section. University will open the HSP Envelope submitted by a Proposer prior to opening the Proposer’s proposal in order to ensure that the Proposer has submitted the number of completed and signed originals of the Proposer’s HUB Subcontracting Plan (also called the HSP) that are required by this RFP (ref. Section 2.5.4 of the RFP.) All proposals submitted by the Submittal Deadline accompanied by the number of completed and signed originals of the HSP that are required by this RFP will be opened publicly to identify the name of each Proposer submitting a proposal. Any proposals that are not submitted by the Submittal Date or that are not accompanied by the number of completed and signed originals of the HSP that are required by this RFP will be rejected by the University as non-responsive due to material failure to

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comply with advertised specifications. After the opening of the proposals and upon completion of the initial review and evaluation of the proposals, University may invite one or more selected Proposers to participate in oral presentations. University will use commercially reasonable efforts to avoid public disclosure of the contents of a proposal prior to selection of Contractor.

University may make the selection of Contractor on the basis of the proposals initially submitted, without discussion, clarification or modification. In the alternative, University may make the selection of Contractor on the basis of negotiation with any of the Proposers. In conducting such negotiations, University will avoid disclosing the contents of competing proposals.

At University's sole option and discretion, University may discuss and negotiate all elements of the proposals submitted by selected Proposers within a specified competitive range. For purposes of negotiation, University may establish, after an initial review of the proposals, a competitive range of acceptable or potentially acceptable proposals composed of the highest rated proposal(s). In that event, University will defer further action on proposals not included within the competitive range pending the selection of Contractor; provided, however, University reserves the right to include additional proposals in the competitive range if deemed to be in the best interests of University.

After submission of a proposal but before final selection of Contractor is made, University may permit a Proposer to revise its proposal in order to obtain the Proposer's best and final offer. In that event, representations made by Proposer in its revised proposal, including price and fee quotes, will be binding on Proposer. University will provide each Proposer within the competitive range with an equal opportunity for discussion and revision of its proposal. University is not obligated to select the Proposer offering the most attractive economic terms if that Proposer is not the most advantageous to University overall, as determined by University.

University reserves the right to (a) enter into an agreement for all or any portion of the requirements and specifications set forth in this RFP with one or more Proposers, (b) reject any and all proposals and re-solicit proposals, or (c) reject any and all proposals and temporarily or permanently abandon this selection process, if deemed to be in the best interests of University. Proposer is hereby notified that University will maintain in its files concerning this RFP a written record of the basis upon which a selection, if any, is made by University.

1.6 Proposer's Acceptance of Evaluation Methodology

By submitting a proposal, Proposer acknowledges (1) Proposer's acceptance of [a] the Proposal Evaluation Process (ref. Section 1.5 of APPENDIX ONE), [b] the Criteria for Selection (ref. 2.3 of this RFP), [c] the Specifications and Additional Questions (ref. Section 5 of this RFP), [d] the terms and conditions set forth in Section 4 of this RFP, and [e] all other requirements and specifications set forth in this RFP; and (2) Proposer's

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recognition that some subjective judgments must be made by University during this RFP process.

1.7 **Solicitation for Proposal and Proposal Preparation Costs**

Proposer understands and agrees that (1) this RFP is a solicitation for proposals and University has made no representation written or oral that one or more agreements with University will be awarded under this RFP; (2) University issues this RFP predicated on University’s anticipated requirements for the Services, and University has made no representation, written or oral, that any particular scope of services will actually be required by University; and (3) Proposer will bear, as its sole risk and responsibility, any cost that arises from Proposer’s preparation of a proposal in response to this RFP.

1.8 **Proposal Requirements and General Instructions**

1.8.1 Proposer should carefully read the information contained herein and submit a complete proposal in response to all requirements and questions as directed.

1.8.2 Proposals and any other information submitted by Proposer in response to this RFP will become the property of University.

1.8.3 University will not provide compensation to Proposer for any expenses incurred by the Proposer for proposal preparation or for demonstrations or oral presentations that may be made by Proposer. Proposer submits its proposal at its own risk and expense.

1.8.4 Proposals that (i) are qualified with conditional clauses; (ii) alter, modify, or revise this RFP in any way; or (iii) contain irregularities of any kind, are subject to disqualification by University, at University’s sole discretion.

1.8.5 Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer’s ability to meet the requirements and specifications of this RFP. Emphasis should be on completeness, clarity of content, and responsiveness to the requirements and specifications of this RFP.

1.8.6 University makes no warranty or guarantee that an award will be made as a result of this RFP. University reserves the right to accept or reject any or all proposals, waive any formalities, procedural requirements, or minor technical inconsistencies, and delete any requirement or specification from this RFP when deemed to be in University’s best interest. University reserves the right to seek clarification from any Proposer concerning any item contained in its proposal prior to final selection. Such clarification may be provided by telephone conference or personal meeting with or writing to University, at University’s sole discretion. Representations made by Proposer within its proposal will be binding on Proposer.

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1.8.7 Any proposal that fails to comply with the requirements contained in this RFP may be rejected by University, in University’s sole discretion.

1.9 Preparation and Submittal Instructions

1.9.1 Specifications and Additional Questions
Proposals must include responses to the questions in Specifications and Additional Questions (ref. Section 5 of this RFP). Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer should explain the reason when responding N/A or N/R.

1.9.2 Execution of Offer
Proposer must complete, sign and return the attached Execution of Offer (ref. Section 2 of APPENDIX ONE) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by University, in its sole discretion.

1.9.3 Pricing and Delivery Schedule
Proposer must complete and return the Pricing and Delivery Schedule, as part of its proposal. In the Pricing and Delivery Schedule, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated. The fees must inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit. University will not recognize or accept any charges or fees to perform the Services that are not specifically stated in the Pricing and Delivery Schedule.

In the Pricing and Delivery Schedule, Proposer should describe each significant phase in the process of providing the Services to University, and the time period within which Proposer proposes to be able to complete each such phase.

1.9.4 Proposer’s General Questionnaire
Proposals must include responses to the questions in Proposer’s General Questionnaire (ref. Section 3 of APPENDIX ONE). Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer should explain the reason when responding N/A or N/R.

1.9.5 Addenda Checklist
Proposer should acknowledge all Addenda to this RFP (if any) by completing, signing and returning the Addenda Checklist (ref. Section 4 of APPENDIX ONE) as part of its proposal. Any proposal received without a completed and signed Addenda Checklist may be rejected by University, in its sole discretion.
1.9.6 Submission
Proposer should submit all proposal materials enclosed in a sealed envelope, box, or container. The RFP No. (ref. Section 1.3 of this RFP) and the Submittal Deadline (ref. Section 2.1 of this RFP) should be clearly shown in the lower left-hand corner on the top surface of the container. In addition, the name and the return address of the Proposer should be clearly visible.

Proposer must also submit the number of originals of the HUB Subcontracting Plan (also called the HSP) as required by this RFP (ref. Section 2.5 of the RFP.)

Upon Proposer’s request and at Proposer’s expense, University will return to a Proposer its proposal received after the Submittal Deadline if the proposal is properly identified. University will not under any circumstances consider a proposal that is received after the Submittal Deadline or which is not accompanied by the number of completed and signed originals of the HSP that are required by this RFP.

University will not accept proposals submitted by telephone, proposals submitted by Facsimile ("FAX") transmission, or proposals submitted by electronic transmission (i.e., e-mail) in response to this RFP.

Except as otherwise provided in this RFP, no proposal may be changed, amended, or modified after it has been submitted to University. However, a proposal may be withdrawn and resubmitted at any time prior to the Submittal Deadline. No proposal may be withdrawn after the Submittal Deadline without University’s consent, which will be based on Proposer's submittal of a written explanation and documentation evidencing a reason acceptable to University, in University’s sole discretion.

By signing the Execution of Offer (ref. Section 2 of APPENDIX ONE) and submitting a proposal, Proposer certifies that any terms, conditions, or documents attached to or referenced in its proposal are applicable to this procurement only to the extent that they (a) do not conflict with the laws of the State of Texas or this RFP and (b) do not place any requirements on University that are not set forth in this RFP or in the Appendices to this RFP. Proposer further certifies that the submission of a proposal is Proposer’s good faith intent to enter into an agreement with University as specified herein and that such intent is not contingent upon University’s acceptance or execution of any terms, conditions, or other documents attached to or referenced in Proposer’s proposal.

1.9.7 Page Size, Binders, and Dividers
Proposals must be typed on letter-size (8-1/2” x 11”) paper, and must be submitted in a binder. Preprinted material should be referenced in the proposal and included as labeled attachments. Sections within a proposal should be divided by tabs for ease of reference.
1.9.8 **Table of Contents**

Proposals must include a Table of Contents with page number references. The Table of Contents must contain sufficient detail and be organized according to the same format as presented in this RFP, to allow easy reference to the sections of the proposal as well as to any separate attachments (which should be identified in the main Table of Contents). If a Proposer includes supplemental information or non-required attachments with its proposal, this material should be clearly identified in the Table of Contents and organized as a separate section of the proposal.

1.9.9 **Pagination**

All pages of the proposal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.). Attachments should be numbered or referenced separately.

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**SECTION 2**

**EXECUTION OF OFFER**

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSER’S PROPOSAL. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE PROPOSER’S PROPOSAL MAY RESULT IN THE REJECTION OF THE PROPOSAL.

2.1 By signature hereon, Proposer represents and warrants the following:

2.1.1 Proposer acknowledges and agrees that (1) this RFP is a solicitation for a proposal and is not a contract or an offer to contract; (2) the submission of a proposal by Proposer in response to this RFP will not create a contract between University and Proposer; (3) University has made no representation or warranty, written or oral, that one or more contracts with University will be awarded under this RFP; and (4) Proposer will bear, as its sole risk and responsibility, any cost arising from Proposer’s preparation of a response to this RFP.

2.1.2 Proposer is a reputable company that is lawfully and regularly engaged in providing the Services.

2.1.3 Proposer has the necessary experience, knowledge, abilities, skills, and resources to perform the Services.

2.1.4 Proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

2.1.5 Proposer understands (i) the requirements and specifications set forth in this RFP and (ii) the terms and conditions set forth in Section 4 of this RFP, under which Proposer will be required to operate.

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2.1.6 If selected by University, Proposer will not delegate any of its duties or responsibilities under this RFP or the Agreement to any sub-contractor, except as expressly provided in the Agreement.

2.1.7 If selected by University, Proposer will maintain any insurance coverage as required by the Agreement during the term thereof.

2.1.8 All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Proposer acknowledges that University will rely on such statements, information and representations in selecting Contractor. If selected by University, Proposer will notify University immediately of any material change in any matters with regard to which Proposer has made a statement or representation or provided information.

2.1.9 **PROPOSER WILL DEFEND WITH COUNSEL APPROVED BY UNIVERSITY, INDEMNIFY, AND HOLD HARMLESS UNIVERSITY, THE UNIVERSITY OF TEXAS SYSTEM, THE STATE OF TEXAS, AND ALL OF THEIR REGENTS, OFFICERS, AGENTS AND EMPLOYEES, FROM AND AGAINST ALL ACTIONS, SUITS, DEMANDS, COSTS, DAMAGES, LIABILITIES AND OTHER CLAIMS OF ANY NATURE, KIND OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY NEGLIGENCE ACTS OR OMISSIONS OR WILLFUL MISCONDUCT OF PROPOSER OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF PROPOSER IN THE EXECUTION OR PERFORMANCE OF ANY CONTRACT OR AGREEMENT RESULTING FROM THIS RFP.**

2.1.10 Pursuant to Sections 2107.008 and 2252.903, **Government Code**, any payments owing to Proposer under any contract or agreement resulting from this RFP may be applied directly to any debt or delinquency that Proposer 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.

2.2 By signature hereon, Proposer offers and agrees to furnish the Services to University and comply with all terms, conditions, requirements and specifications set forth in this RFP.

2.3 By signature hereon, Proposer affirms that it has not given or offered to give, nor does Proposer intend 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 its submitted proposal. Failure to sign this **Execution of Offer**, or signing with a false statement, may void the submitted proposal or any resulting contracts, and the Proposer may be removed from all proposal lists at University.

2.4 By signature hereon, Proposer certifies that it is not currently delinquent in the payment of any taxes due under Chapter 171, **Tax Code**, or that Proposer is exempt from the payment of those taxes, or that Proposer is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable. A false certification will be deemed a material breach of any resulting contract or agreement and, at University's option, may result in termination of any resulting contract or agreement.

U.T. Arlington RFP #2016-009
2.5 By signature hereon, Proposer hereby certifies that neither Proposer nor any firm, corporation, partnership or institution represented by Proposer, or anyone acting for such firm, corporation or institution, has violated the antitrust laws of the State of Texas, codified in Section 15.01, et seq., Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

2.6 By signature hereon, Proposer certifies that the individual signing this document and the documents made a part of this RFP, is authorized to sign such documents on behalf of Proposer and to bind Proposer under any agreements and other contractual arrangements that may result from the submission of Proposer’s proposal.

2.7 By signature hereon, Proposer certifies as follows:

"Under Section 231.006, Family Code, relating to child support, Proposer certifies that the individual or business entity named in the Proposer's proposal is not ineligible to receive the specified contract award and acknowledges that any agreements or other contractual arrangements resulting from this RFP may be terminated if this certification is inaccurate."

2.8 By signature hereon, Proposer certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Proposer that is a sole proprietorship, the officers or directors of any Proposer that is a corporation, the partners of any Proposer that is a partnership, the joint venturers of any Proposer that is a joint venture or the members or managers of any Proposer that is a limited liability company, on one hand, and an employee of any component of The University of Texas System, on the other hand, other than the relationships which have been previously disclosed to University in writing; (ii) Proposer has not been an employee of any component institution of The University of Texas System within the immediate twelve (12) months prior to the Submittal Deadline; and (iii) no person who, in the past four (4) years served as an executive of a state agency was involved with or has any interest in Proposer's proposal or any contract resulting from this RFP (ref. Section 669.003, Government Code). All disclosures by Proposer in connection with this certification will be subject to administrative review and approval before University enters into a contract or agreement with Proposer.

2.9 By signature hereon, Proposer certifies its compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

2.10 By signature hereon, Proposer represents and warrants that all products and services offered to University in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and the Texas Hazard Communication Act, Chapter 502, Health and Safety Code, and all related regulations in effect or proposed as of the date of this RFP.

2.11 Proposer will and has disclosed, as part of its proposal, any exceptions to the certifications stated in this Execution of Offer. All such disclosures will be subject to U.T. Arlington RFP #2016-009
administrative review and approval prior to the time University makes an award or enters into any contract or agreement with Proposer.

2.12 If Proposer will sell or lease computer equipment to the University under any agreements or other contractual arrangements that may result from the submission of Proposer’s proposal then, pursuant to Section 361.965(c), Health & Safety Code, Proposer certifies that it is in compliance with the Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act set forth in Chapter 361, Subchapter Y, Health & Safety Code and the rules adopted by the Texas Commission on Environmental Quality under that Act as set forth in Title 30, Chapter 328, Subchapter I, Texas Administrative Code. Section 361.952(2), Health & Safety Code states that, for purposes of the Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act, the term “computer equipment” means a desktop or notebook computer and includes a computer monitor or other display device that does not contain a tuner.

2.13 Proposer should complete the following information:

If Proposer is a Corporation, then State of Incorporation: ______________________

If Proposer is a Corporation then Proposer’s Corporate Charter Number: ______

RFP No.: 2016-009

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED ON REQUEST TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Submitted and Certified By:

________________________________________________________________________

(Proposer Institution’s Name)

________________________________________________________________________

(Signature of Duly Authorized Representative)

________________________________________________________________________

(Printed Name/Title)

________________________________________________________________________

(Date Signed)

U.T. Arlington RFP #2016-009
SECTION 3

PROPOSER’S GENERAL QUESTIONNAIRE

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED ON REQUEST TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Proposals must include responses to the questions contained in this Proposer’s General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

3.1 Proposer Profile

3.1.1 Legal name of Proposer Company:

____________________________________

Address of principal place of business:

____________________________________

____________________________________

____________________________________

Address of office that would be providing service under the Agreement:

U.T. Arlington RFP #2016-009
NOTE: If Proposer is a subsidiary, University prefers to enter into a contract or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.

3.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by University.

3.1.3 Proposer will provide a financial rating of the Proposer entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Proposer.

3.1.4 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.

3.1.5 Proposer will provide any details of all past or pending litigation or claims filed against Proposer that would affect its performance under the Agreement with University (if any).

3.1.6 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

3.1.7 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by University’s RFP. Proposer will include in its customer reference list the customer’s company name, contact person, telephone number, project description, length of business relationship, and background of services provided by Proposer.

3.1.8 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of University? If yes, Proposer will explain.

3.1.9 Proposer will provide the name for each person having at least 25% ownership interest in Proposer. This disclosure is mandatory pursuant to Section 231.006, Family Code, and will be used for the purpose of determining whether an owner U.T. Arlington RFP #2016-009
of Proposer with an ownership interest of at least 25% is more than 30 days delinquent in paying child support. 

_Under Section 231.006, Family Code_, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

### 3.2 Approach to Project Services

3.2.1 Proposer will provide a statement of the Proposer’s service approach and will describe any unique benefits to University from doing business with Proposer. Proposer will briefly describe its approach for each of the required services identified in **Section 5.4 Scope of Work** of this RFP.

3.2.2 Proposer will provide an estimate of the earliest starting date for services following execution of the Agreement.

3.2.3 Proposer will submit a work plan with key dates and milestones. The work plan includes:

   3.2.3.1 Identification of tasks to be performed;
   3.2.3.2 Time frames to perform the identified tasks;
   3.2.3.3 Project management methodology;
   3.2.3.4 Implementation strategy; and
   3.2.3.5 The expected time frame in which the services would be implemented.

3.2.4 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in the RFP. Proposer will include samples of reports and documents if appropriate.

### 3.3 General Requirements

3.3.1 Proposer will provide summary resumes for its proposed key personnel who will be providing services under the Agreement with University, including their specific experiences with similar service projects, and number of years of employment with Proposer.

3.3.2 Proposer will describe any difficulties it anticipates in performing its duties under the Agreement with University and how Proposer plans to manage these difficulties. Proposer will describe the assistance it will require from University.

### 3.4 Service Support

Proposer will describe its service support philosophy, how is it implemented, and how Proposer measures its success in maintaining this philosophy.

### 3.5 Quality Assurance


Proposer will describe its quality assurance program, its quality requirements, and how they are measured.

3.6 Miscellaneous

3.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to University. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

3.6.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by University from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

3.6.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.
SECTION 4
ADDENDA CHECKLIST

Proposal of: ____________________________________________
(Proposer Company Name)

To: The University of Texas at Arlington

Ref.: _____________ Services related to Applicant Tracking Services

RFP No.: 2016-009

Ladies and Gentlemen:

The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFP (initial if applicable).

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

Respectfully submitted,

Proposer: _______________________

By: ___________________________

(Authorized Signature for Proposer)

Name: _________________________

Title: __________________________
APPENDIX TWO

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 2a. - Yes, I will be subcontracting portions of the contract.
- Section 2b. - 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 2c. - Yes
- Section 4 - Affirmation
- GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2b.

➤ 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 2a. - Yes, I will be subcontracting portions of the contract.
- Section 2b. - 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 2c. - No
- Section 2d. - Yes
- Section 4 - Affirmation
- GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2b.

➤ 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 2a. - Yes, I will be subcontracting portions of the contract.
- Section 2b. - 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 2c. - No
- Section 2d. - No
- Section 4 - Affirmation
- GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2b.

➤ 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, including transportation and delivery), complete:

- Section 1 - Respondent and Requisition Information
- Section 2a. - 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 transportation and delivery 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.

U.T. Arlington RFP #2016-009
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) §20.13 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 §20.14(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 subcontractors 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.

UT-Arlington Agency Goals (Fiscal 2016)

3.86% for Heavy construction other than building contracts
19.89% for Building construction, including general contractors and operative builder contracts
38.25% for Special trades construction contracts
18.48% for Professional services contracts
11.30% for Other Services contracts
21.18% for Commodities contracts

SECTION 1   RESPONDENT AND REQUISITION INFORMATION

a. Respondent (Company) Name: _____________________________ State of Texas VID #: _______________________
Point of Contact: _____________________________ Phone #: _______________________
E-mail Address: _____________________________

b. Is your company a State of Texas certified HUB? □ - Yes □ - No

Requisition #: _____________________________

Bid Open Date: _____________________________

(m/dd/yyyy)

U.T. Arlington RFP #2016-009
**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, services, transportation and delivery will be subcontracted. Note: In accordance with 34 TAC §20.11, 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, services, transportation and delivery. (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).

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<th>Item #</th>
<th>Subcontracting Opportunity Description</th>
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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 [http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan](http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan).)

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, to include transportation and delivery 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.*

U.T. Arlington RFP #2016-009
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).

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<th>Item #</th>
<th>Subcontracting Opportunity Description</th>
<th>HUBs Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years.</th>
<th>HUBs Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.</th>
<th>Non-HUBs Percentage of the contract expected to be subcontracted to non-HUBs.</th>
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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, to include transportation and delivery 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.
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, to include transportation and delivery.

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 http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentpar.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.

U.T. Arlington RFP #2016-009

3
**HSP Good Faith Effort - Method A (Attachment A)**

**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.

<table>
<thead>
<tr>
<th>Item Number:</th>
<th>Description:</th>
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</table>

**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/ppascmntsearch/index.jsp](http://mycpa.cpa.state.tx.us/ppascmntsearch/index.jsp). HUB status code "A" signifies that the company is a Texas certified HUB.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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**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.

_U.T. Arlington RFP #2016-009_
HSP Good Faith Effort - Method B (Attachment B)

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 http://window.state.tx.us/procurement/prog/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 http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan.

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/tpasscmbs/search/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.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas VID</th>
<th>Date Notice Sent</th>
<th>Did the HUB Respond?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Do not enter Social Security Numbers)</td>
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<td>- Yes</td>
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</tbody>
</table>

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 http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/.

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.

<table>
<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent</th>
<th>Was the Notice Accepted?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(mm/dd/yyyy)</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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Section B-4: Contractor Selection

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):

REMEMBER: 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 (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 2151, 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 has determined that subcontracting opportunities are probable under the requirement to which my company will respond.

34 Texas Administrative Code, §20.14 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, Women, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(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.

<table>
<thead>
<tr>
<th>SECTION: A</th>
<th>PRIME CONTRACTOR’S INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>State of Texas VID #:</td>
</tr>
<tr>
<td>Point-of-Contact:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Fax #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION: B</th>
<th>CONTRACTING STATE AGENCY AND REQUISITION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Point-of-Contact:</td>
<td>Bid Open Date:</td>
</tr>
<tr>
<td>Requisition #:</td>
<td>(mm/dd/yyyy)</td>
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</table>

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<thead>
<tr>
<th>SECTION: C</th>
<th>SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Potential Subcontractor’s Bid Response Due Date:</td>
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</tbody>
</table>

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.

In accordance with 34 TAC §20.14, 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, Women, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(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


5. Location to review plans/specifications: □ - Not Applicable
APPENDIX FOUR

ACCESS BY INDIVIDUALS WITH DISABILITIES

Access by Individuals with Disabilities. Contractor represents and warrants ("EIR Accessibility Warranty") that the electronic and information resources and all associated information, documentation, and support that it provides to the University under this Agreement (collectively, the “EIRs”) comply with the applicable requirements set forth in Title 1, Chapter 213, Texas Administrative Code and Title 1, Chapter 206, Rule §206.70, Texas Administrative Code (as authorized by Chapter 2054, Subchapter M, Government Code.) To the extent Contractor becomes aware that the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, then Contractor 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 that Contractor is unable to do so, then the University may terminate this Agreement and Contractor will refund to the University all amounts the University has paid under this Agreement within thirty (30) days after the termination date.

Accessibility Information

Please complete the Voluntary Product Accessibility Template (“VPAT”) found at http://www.itic.org/index.php?submenu=resources&src=gendocs&ref=vpat&category=resources and submit the VPAT with Proposer’s proposal.
APPENDIX FIVE

ELECTRONIC AND INFORMATION RESOURCE ENVIRONMENT SPECIFICATIONS

The specifications, representations, warranties and agreements set forth in Proposer’s responses to this APPENDIX FIVE will be incorporated into the Agreement.

University is primarily a Microsoft products environment.

Basic Specifications

1. If the EIR will be hosted by University, please describe the overall environment requirements for the EIR (size the requirements to support the number of concurrent users, the number of licenses and the input/output generated by the application as requested in the application requirements).

   A. Hardware: If Proposer will provide hardware, does the hardware have multiple hard drives utilizing a redundant RAID configuration for fault tolerance? Are redundant servers included as well?

   B. Operating System and Version:

   C. Web Server: Is a web server required? If so, what web application is required (Apache or IIS)? What version? Are add-ins required?

   D. Application Server:

   E. Database:

   F. Other Requirements: Are any other hardware or software components required?

   G. Assumptions: List any assumptions made as part of the identification of these environment requirements.

   H. Storage: What are the space/storage requirements of this implementation?

   I. Users: What is the maximum number of users this configuration will support?

   J. Clustering: How does the EIR handle clustering over multiple servers?

   K. Virtual Server Environment: Can the EIR be run in a virtual server environment?

If the EIR will be hosted by Proposer, describe in detail what the hosted solution includes, and address, specifically, the following issues:

1. Describe the audit standards of the physical security of the facility; and

2. Indicate whether Proposer is willing to allow an audit by University or its representative.

If the user and administrative interfaces for the EIR are web-based, do the interfaces support Firefox on Mac as well as Windows and Safari on the Macintosh?

If the EIR requires special client software, what are the environment requirements for that client software?

U.T. Arlington RFP #2016-009
Manpower Requirements: Who will operate and maintain the EIR? Will additional University full time employees (FTEs) be required? Will special training on the EIR be required by Proposer's technical staff? What is the estimated cost of required training?

Upgrades and Patches: Describe Proposer’s strategy regarding EIR upgrades and patches for both the server and, if applicable, the client software. Include Proposer’s typical release schedule, recommended processes, estimated outage and plans for next version/major upgrade.

Security

1. Has the EIR been tested for application security vulnerabilities? For example has the EIR been evaluated against the Open Web Application Security Project (OWASP) Top 10 list that includes flaws like cross site scripting and SQL injection? If so, please provide the scan results and specify the tool used. University will not take final delivery of the EIR if University determines there are serious vulnerabilities within the EIR.

2. Which party, Proposer or University, will be responsible for maintaining critical EIR application security updates?

3. If the EIR is hosted, indicate whether Proposer’s will permit University to conduct a penetration test on University’s instance of the EIR.

4. If confidential data, including HIPPA or FERPA data, is stored on the EIR, will the data be encrypted at rest and in transmittal?

Integration

1. Is the EIR Authentication Security Assertion Markup Language (SAML) compliant? Has Proposer ever implemented the EIR with Shibboleth authentication? If not, does the EIR integrate with Active Directory? Does the EIR support SSL connections to this directory service?

2. Does the EIR rely on Active Directory for group management and authorization or does the EIR maintain a local authorization/group database?

3. What logging capabilities does the EIR have? If this is a hosted EIR solution, will the University have access to implement logging with the University’s standard logging and monitoring tools, RSA’s Envision?

4. Does the EIR have an application programming interface (API) that enables us to incorporate it with other applications run by the University? If so, is the API Net Based, Web Service Based or other?

5. Will University have access to the EIR sources code? If so, will the EIR license permit University to make modifications to the source code? Will University’s modifications be protected in future upgrades?

6. Will Proposer place the EIR source code in escrow with an escrow agent so that if Proposer is no longer in business or Proposer has discontinued support, the EIR source code will be available to University?
the Purchase Order, to which this Rider is attached Contracting Party affirms, certifies, and warrants that the information shall provide documentation supporting assertions made by Contracting Party in this Rider. Contracting Party agreeing, or warranting the information set forth in this Rider, UT Arlington may, at its option, terminate the Agreement if the Contracting Party shall be removed from all UT Arlington bid lists. Contracting Party agrees to notify UT Arlington in writing any made by Service Provider under this Rider. Definitions found in this rider are intended to be consistent with the Aton regulations and policies.

<table>
<thead>
<tr>
<th>INFORMATION TECHNOLOGY AND/OR SECURITY REPRESENTATIVE</th>
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</thead>
<tbody>
<tr>
<td>UTA Project Name:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Contracting Party Name:</td>
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<td>Full Time Employees:</td>
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<td>Years in Existence?</td>
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<td>Party Physical Address:</td>
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<td>Website:</td>
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<tr>
<td>Security Contact Name:</td>
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<td>Contact E-Mail Address:</td>
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<td>Sales Contact Name:</td>
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<tr>
<td>Contact E-Mail Address:</td>
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<td>Contact Phone Number:</td>
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<tr>
<td>Manager Name (Optional):</td>
</tr>
<tr>
<td>Mail Address (Optional):</td>
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<td>Phone Number (Optional):</td>
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<tr>
<td>Description of the Service:</td>
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<td>Nature of the Service:</td>
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<tr>
<td>Infrastructure as a Service (IaaS)</td>
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<tr>
<td>Software as a Service (SaaS)</td>
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<tr>
<td>Platform as a Service (PaaS)</td>
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<tr>
<td>Users of this Service?</td>
</tr>
<tr>
<td>Students</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Researchers</td>
</tr>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>Non-UTA Affiliated Individuals</td>
</tr>
<tr>
<td>Other (Describe):</td>
</tr>
<tr>
<td>Service availability levels (inclusive of scheduled down time)? Describe how service down UT Arlington will have. Examples of service levels:</td>
</tr>
<tr>
<td>per month</td>
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<tr>
<td>per month</td>
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<tr>
<td>per month</td>
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<tr>
<td>comes insolvent or goes out of business, or UT Arlington decides to terminate</td>
</tr>
</tbody>
</table>

NOTE: UT Arlington, Sponsor Party, Contracting Party, and Project Manager are collectively referred to as the "Parties" within this Rider.
<table>
<thead>
<tr>
<th>Confidential (Category I)</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential (Category I)</td>
<td>High</td>
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<tr>
<td>Confidential (Category I)</td>
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<td>Confidential (Category I)</td>
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<tr>
<td>Controlled (Category II)</td>
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<td>Controlled (Category II)</td>
<td>Medium</td>
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<tr>
<td>Controlled (Category II)</td>
<td>Medium</td>
</tr>
<tr>
<td>Public (Category III)</td>
<td>Low</td>
</tr>
</tbody>
</table>
APPENDIX SIX
INFORMATION SECURITY RIDER
CONTRACTING PARTY ATTESTATION OF INFORMATION SECURITY PRACTICES

1. Preferred: Higher education customers of similar size as UT Arlington in the State of Texas who have successfully received or implemented a similar contract.

<table>
<thead>
<tr>
<th>Name and Organization</th>
<th>Contact Information</th>
<th>Implementation Notes</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Some responses are predefined and must be selected. Please use the comment field to explain or clarify responses particularly where the response indicates that the company has controls implemented, or does not have controls implemented. Does not apply to this Agreement.

CLOSEOUT AND JURISDICTION

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>COI</th>
</tr>
</thead>
<tbody>
<tr>
<td>ntation on financial health and viability of the company before contract execution.</td>
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</tr>
<tr>
<td>syee, such as an Information Security Officer, who is responsible for implementing the security program. Contracting Party will provide a Position Description upon request.</td>
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</tr>
<tr>
<td>if detailed procedures on how all UT Arlington applications and/or data will be handled at termination in accordance with the Agreement.</td>
<td></td>
</tr>
<tr>
<td>if detailed procedures on how Contracting Party will securely destroy all UT Arlington data upon contract termination in accordance with the Agreement.</td>
<td></td>
</tr>
<tr>
<td>e data centers and information resources that will store, process, transmit or handle UT Arlington data?</td>
<td></td>
</tr>
<tr>
<td>the answer is No, please indicate the name of the provider(s).</td>
<td></td>
</tr>
<tr>
<td>ching data center and/or information resource providers (for any reason, including location of UT Arlington data?</td>
<td></td>
</tr>
<tr>
<td>bility for addressing all service disruptions, including those that are caused by its employees, data centers, infrastructure or any other information resource?</td>
<td></td>
</tr>
<tr>
<td>bility for ensuring that its organization and any subcontracted employees, data formation resource are following industry standards (e.g. NIST) for information</td>
<td></td>
</tr>
<tr>
<td>bility for data breaches resulting from poor coding and/or system management using those that are caused by its organization as well as by subcontracted employees or any other information resource?</td>
<td></td>
</tr>
<tr>
<td>ll store, process, transmit or otherwise handle UT Arlington data are located in, and</td>
<td></td>
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<td></td>
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</tbody>
</table>
**APPENDIX SIX**

**INFORMATION SECURITY RIDER**

**CONTRACTING PARTY ATTESTATION OF INFORMATION SECURITY PRACTICES**

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER</th>
<th>COI</th>
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</thead>
<tbody>
<tr>
<td>If the Information Security Policies upon request.</td>
<td></td>
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<tr>
<td>Examples of security documents it maintains as indicated in its Information entation provided by a third-party information security assessor, vulnerability scan</td>
<td></td>
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</tr>
<tr>
<td>Systems containing UT Arlington data will meet UT Arlington's Minimum Security standards. If a third-party external Information Security assessment conducted within the (2), penetration test, vulnerability assessment, etc.) upon request.</td>
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<tr>
<td>Provide a copy of its incident response procedures.</td>
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<tr>
<td>Bits sharing of individual accounts by using unique user name and password to in order to access data on the Server, Workstation, Application and other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ment the following Information Security concepts: need to know, least privilege, sed Access, Rule-based Access, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authentication, Authorization, and Accounting) for all its employees and nformation and data.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>nancial, administrative and physical controls will be implemented to ensure that tractors will not compromise the confidentiality, integrity and availability of UT ata covered under this Agreement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work, application and/or database administrators to be educated and qualified to ystems. Contracting Party will provide employee or subcontractor position s upon request.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>nd criminal background checks for individuals who have access to UT Arlington on to ensure that employees are eligible to participate in federally funded in compliance with University of Texas System Policy 124, Criminal Background ss to UT Arlington information resources; access to confidential information; access s, select agents or controlled substances; and responsibility for care of patients or event of any termination, transfer, or change in job functions of its personnel, is or modifies those persons’ access to the products and services it provides under the security of those products and services and to protect against unauthorized</td>
<td></td>
<td></td>
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<tr>
<td>cct UT Arlington data and information resources from other Contracting Party ces.</td>
<td></td>
<td></td>
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<tr>
<td>e control processes and will provide UT Arlington a minimum of 60 days for any e how the service is delivered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>, subcontractors, vendors, outsourcing ventures, or other external third-party id its agreements with its customers.</td>
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<tr>
<td>ments Federal, State of Texas and UT Arlington regulatory requirements. These 3A, TAC 202, and UTS 165.</td>
<td></td>
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<tr>
<td>ation Security awareness program for all employees and subcontractors.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX SIX

**INFORMATION SECURITY RIDER**

**CONTRACTING PARTY ATTESTATION OF INFORMATION SECURITY PRACTICES**

<table>
<thead>
<tr>
<th><strong>5.13</strong></th>
<th>If the product integrates with portable devices (including, mobile devices, drives, etc.) or stores sensitive information or information protected by law on such devices, then Contracting Party (a) encrypts all data that is stored on those devices and requires password access to those devices and the information stored on them.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.14</strong></td>
<td>Contracting Party ensures that access to any sensitive information or information protected by law that is conducted across a public connection is encrypted with a secured connection and requires user authentication.</td>
</tr>
<tr>
<td><strong>5.15</strong></td>
<td>Contracting Party ensures that the application server and database software technologies used are kept up-to-date with protection on their network.</td>
</tr>
<tr>
<td><strong>5.16</strong></td>
<td>Contracting Party implements firewall protection on their network.</td>
</tr>
<tr>
<td><strong>5.17</strong></td>
<td>Contracting Party maintains routers and ACLs (Access Control Lists) for redundancy.</td>
</tr>
<tr>
<td><strong>5.18</strong></td>
<td>Contracting Party provides network redundancy.</td>
</tr>
<tr>
<td><strong>5.19</strong></td>
<td>Contracting Party has Intrusion Detection System/Intrusion Prevention System (IDS/IPS) technology implemented and actively monitored. If the answer is “Yes” please describe.</td>
</tr>
<tr>
<td><strong>5.20</strong></td>
<td>Contracting Party be directly responsible for intrusion detection and prevention.</td>
</tr>
<tr>
<td><strong>5.21</strong></td>
<td>Contracting Party has Demilitarized Zone (DMZ) architecture for Internet systems.</td>
</tr>
<tr>
<td><strong>5.22</strong></td>
<td>Contracting Party has Web applications that ‘face’ the Internet on a server that is different from the server that contains a database or data with sensitive information.</td>
</tr>
<tr>
<td><strong>5.23</strong></td>
<td>Contracting Party has Enterprise malware (virus) protection deployed on all systems.</td>
</tr>
<tr>
<td><strong>5.24</strong></td>
<td>Contracting Party has Enterprise patch management.</td>
</tr>
<tr>
<td><strong>5.25</strong></td>
<td>Contracting Party provides dedicated customer servers or explains how this is accomplished in a secure virtual or segmented.</td>
</tr>
<tr>
<td><strong>5.26</strong></td>
<td>Contracting Party has remote access that is achieved over secure and encrypted connections.</td>
</tr>
<tr>
<td><strong>5.27</strong></td>
<td>Contracting Party has separate physical/logical testing environments.</td>
</tr>
<tr>
<td><strong>5.28</strong></td>
<td>Contracting Party provides the architectural software solution design with security controls stated in this Rider.</td>
</tr>
<tr>
<td><strong>5.29</strong></td>
<td>Contracting Party has wireless network with controlled and secure access points.</td>
</tr>
<tr>
<td>Computer systems used under this Agreement current with security patches and will systems from malware. This applies to the application code that makes up the host the applications’ operating systems patch plan; all supporting software that is; and all database management systems that are used by the application.</td>
<td></td>
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</tr>
<tr>
<td>The acting Party has banners that display prior to access. These banners notify users and that usage is monitored and compliance enforced.</td>
<td></td>
</tr>
<tr>
<td>The acting Party has computers with password-protected screen savers that activate access when unattended.</td>
<td></td>
</tr>
<tr>
<td>The computers it uses under this Agreement do not include or access any software or the contractor’s performance under this Agreement. If Contracting Party cannot agree to specific reasons why.</td>
<td></td>
</tr>
<tr>
<td>All vendor-supplied default passwords or similar “published” access codes for management systems, network devices, application packages, and any other systems,</td>
<td></td>
</tr>
<tr>
<td>Password complexity checking on all service, local and centrally managed</td>
<td></td>
</tr>
<tr>
<td>Arlington provisioned user passwords to have a minimum of 8 characters, expire requirements. Where technically feasible, Contracting Party requires all actors, expire every 3 months, and have complexity requirements.</td>
<td></td>
</tr>
<tr>
<td>That are never stored in clear text or are easily decipherable.</td>
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<tr>
<td>Software checked to determine whether appropriate security settings are enabled.</td>
<td></td>
</tr>
<tr>
<td>Permissions managed for least privilege and need-to-know accesses.</td>
<td></td>
</tr>
<tr>
<td>High availability features implemented for critical functions.</td>
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</tr>
<tr>
<td>Authenticated with either a password, token or biometrics.</td>
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</tr>
<tr>
<td>ES approved, tested and logged.</td>
<td></td>
</tr>
<tr>
<td>Data for testing, or in non-production environments, unless confidential data</td>
<td></td>
</tr>
<tr>
<td>Environment (through stateful inspection firewalls, host based firewalls, ) from non-production environment to prevent unauthorized access or changes to environments includes clear separation of duties for personnel accessing these systems.</td>
<td></td>
</tr>
<tr>
<td>Feature that is set for successive failed logon attempts for systems that support ling when connecting to customer networks.</td>
<td></td>
</tr>
<tr>
<td>Contracting Party Attestation of Information Security Practices</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>missions according to regulatory requirements based on data content or at least programs, etc.</td>
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<tr>
<td>event logging on all servers and records to, at a minimum, record who, what, and when occurs.</td>
<td></td>
</tr>
<tr>
<td>ion event logging on all applications that access, modify, copy, delete or otherwise modify, record who, what, from where, when and the nature of such activity.</td>
<td></td>
</tr>
<tr>
<td>system activities (such as intrusions) or accesses on at least on at least the number of attempts, including FERPA, GLBA, PCI-DSS, etc., provided that Contracting Party performs such reviews for all systems that store, process, or transmit UT Arlington data.</td>
<td></td>
</tr>
<tr>
<td>for failed logins or failed access attempts on at least the frequency required by FERPA, GLBA, PCI-DSS, etc., provided that Contracting Party performs such reviews for all systems that store, process, or transmit UT Arlington data.</td>
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</tr>
<tr>
<td>dormant accounts on systems on at least a monthly basis.</td>
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<tr>
<td>availability alerts (such as US-CERT, or vendor specific vulnerability notices) and status alerts.</td>
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<tr>
<td>firewall logs on at least a bi-weekly basis; provided that at a minimum Contracting Party performs such reviews for all systems that store, process, or transmit data subject to the PCI.</td>
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<tr>
<td>esses on at least a monthly basis.</td>
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<tr>
<td>scanning for rogue access points.</td>
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<tr>
<td>IPS systems and implements alert notifications.</td>
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<tr>
<td>applications are regularly tested and monitored for common application security vulnerabilities.</td>
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</tr>
<tr>
<td>network, system and application vulnerability scanning and Remediate all critical vulnerabilities identified by discovery or vendor (or other) disclosure, and will take immediate steps to ensure remediation.</td>
<td></td>
</tr>
<tr>
<td>lington application, system, and data change logs any other logs upon request.</td>
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<tr>
<td>Arlington access to logs?</td>
<td></td>
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<tr>
<td>retention for logs not covered by regulatory retention requirements?</td>
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<tr>
<td>to secure areas is controlled, including controls such as: key distribution and ensuring that a receptionist is always present when the doors to such areas are locked.</td>
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</tr>
<tr>
<td>to server rooms is controlled and (2) follows need-to-know and least privilege principles.</td>
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</tr>
<tr>
<td>puter rooms have special safeguards in place i.e., cipher locks, restricted access, and proximity cards.</td>
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</tr>
<tr>
<td>confidential or sensitive information is disposed of in a secure manner (e.g., shredding).</td>
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</tbody>
</table>