

SERVICE AGREEMENT

Effective Date: 2/01/2021

University: University of North Texas System

University Address: 1155 Union Circle Denton, TX 76203
Attn: [REDACTED]

Contractor: Jones Lang LaSalle, Inc.

Contractor Address: 200E. Randolph Dr, Floor 43-48
Chicago, IL 60601
Attn: [REDACTED]

Services: RFP769-21-10749DH Implementation Services for Space - The Services to be provided under this Agreement are set forth in Exhibit "A" Statement of Work, attached hereto and incorporated herein for all purposes.

Completion Date: 02/12/2022

Compensation: \$80,316.00

RECITALS

This Service Agreement is made and entered into by University and Contractor as of the Effective Date.

WHEREAS, University desires that Contractor provide the Services, and Contractor desires to provide the Services to and for the benefit of University;

THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, University and Contractor agree as follows:

AGREEMENT

Provision of Services. Contractor shall provide all necessary personnel, equipment, material, supplies, and facilities in the performance of the Services. Contractor shall perform the Services with that standard of professional care, skill, and diligence customarily and ordinarily provided in the performance of similar services.

Term. Unless otherwise terminated in accordance with the provisions set forth herein or by mutual written agreement of the parties, the initial term of this agreement shall begin on the Effective Date, and continue through the Completion Date, unless otherwise extended or terminated by the parties.

Termination. University may terminate this Agreement at any time upon Sixty (60) days prior notice. Either party has the right to terminate this Agreement if the other party is in default of any obligation

hereunder. Contractor shall be entitled to compensation for services rendered through the effective date of termination.

Payment of Compensation. University shall pay the Compensation to Contractor in accordance with the payment terms set forth above, provided that, if no payment terms are specified payment shall be made in accordance with Chapter 2251 of the Texas Government Code. Contractor must be in good standing, not indebted to the State of Texas, and current on all taxes owed to the State of Texas for payment to occur. Invoices and any required supporting documents must be presented to:

University of North Texas System
Business Service Center - Payment Services
1112 Dallas Drive, Suite 4000
Denton, TX 76205

No Assignment or Delegation. This Agreement, and the rights and obligations set forth herein, are for personal services and may not be assigned or delegated by either party without the express written consent of the other party.

Property Rights. University shall, at all times, retain ownership in and the rights to any creative works, research data, reports, designs, recordings, graphical representations, or works of similar nature that may be produced in connection with this Agreement or the Services. Contractor agrees that such works are “works for hire” and assigns all of Contractor’s right, title, and interest to University.

FERPA. If Contractor has access to students’ educational records, Contractor shall limit its employees’ access to the records to those persons for whom access is essential to the performance of the Services. Contractor shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.

Public Information. University shall release information to the extent required by the Texas Public Information Act and other applicable law. If requested, Contractor shall make public information available to University in an electronic format.

Required Posting of Contracts on Website. Contractor acknowledges and agrees that University is required by Section 2261.253 of the Texas Government Code to post each contract it enters into for the purchase of goods or services from a private vendor on its Internet website, including any terms and conditions otherwise marked confidential and/or proprietary.

Relationship of Parties. Contractor shall, at all times, act as an independent contractor and not as a partner, employee, or agent of University. Contractor shall not act or hold himself out to third parties as a partner, employee, or agent of University in the provision of the Services. University shall not have or exercise such control over the manner in which the Services are provided as would jeopardize the status of Contractor as an independent contractor. University will not withhold federal or state income tax or Social Security tax on behalf of Contractor. In addition, Contractor shall have no claim under this Agreement or otherwise against University for vacation pay, sick leave, unemployment insurance, worker’s compensation, retirement benefits, disability benefits, or employee benefits of any kind. Contractor shall have the exclusive responsibility for the payment of all such taxes and arrangements for insurance coverage and shall discharge such responsibility fully. In the event the Internal Revenue Service or any other governmental agency should question or challenge the independent contractor status of Contractor, the parties hereto mutually agree that both Contractor and University shall have the right to participate in any discussion or negotiation occurring with such agency or agencies, regardless of by whom such discussion or negotiation is initiated.

Non-Waiver. No failure by either party to insist upon the strict performance of any covenant, agreement, term, or condition of this Agreement, or to exercise a right or remedy shall constitute a waiver. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition, agreement, and term of this Agreement shall continue in full force and effect with respect to any other existing or subsequent breach.

Indemnity. Contractor agrees to indemnify and hold harmless University and its regents, officers, agents, and employees, from and against any liability, losses, or damages it may suffer as a result of claims, demands, causes of action, costs, or judgments against it arising out of Contractor's arising out of any act or omission by Contractor in the provision of the Services.

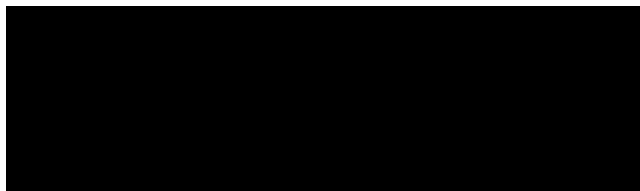
Breach of Contract Claims Against University. University is required by law to provide notice that Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving, goods, services, and certain types of projects. If Chapter 2260 applies to this Agreement, then the statutory dispute resolution process must be used by the Contractor to attempt to resolve all of its disputes arising under this Agreement.

Governing Law and Venue. This Agreement shall be construed and enforced under and in accordance with the laws of the State of Texas, and venue for any suit filed against University shall be subject to the mandatory venue statute set forth in § 105.151 of the Texas Education Code.

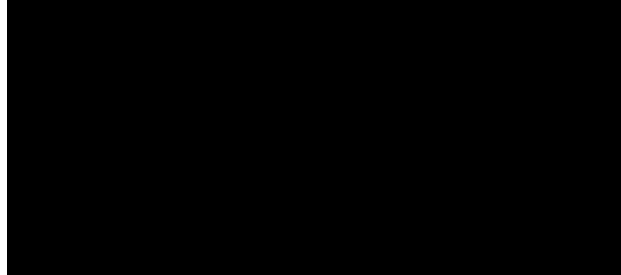
Incorporation and Entire Agreement. This Agreement incorporates the usual and customary University purchase order and the terms, conditions, and notices contained therein are included herein for all purposes. This Agreement, including any exhibits or addenda identified and incorporated by reference herein, and the corresponding University purchase order constitute the entire agreement between the parties and contain all the agreements between the parties with respect to Contractor and the provision of the Services. The parties expressly acknowledge that, in entering into and executing this Agreement, the parties rely solely upon the representations and agreements contained in this Agreement and no others.

IN WITNESS WHEREOF, the parties have executed this Agreement in multiple originals to be effective as of the date first written above.

UNIVERSITY OF NORTH TEXAS SYSTEM



Jones Lang LaSalle, Inc.





A Statement of Work for



Prepared for University of North Texas System

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Scope of Work

This SoW has been provided to define the scope of work that will be performed by Digital Solutions (hereafter known as JLL) on this phase of the project. The agreement set forth herein is between JLL and University of North Texas System (hereafter known as UNTS) to define scope and the related fees payable by UNTS to JLL under this phase only. This SoW supersedes any prior written or oral communications related to the scope of this project or any fees/costs associated with this project.

Statement of Work Format

Project engagements such as these require strong collaboration between JLL, UNTS and the End User. In this SoW, each implementation step is outlined with responsibilities on both sides of the business relationship for each deliverable item whenever applicable. This includes the following:

- Products or services to be delivered with explicit qualifications and exclusions
- UNTS's responsibilities and JLL assumptions
- Billing plans

Deliverable 1–Project Management

- As a part of this contract, JLL will provide Project Management Services to oversee the implementation and execution of the deliverables contained within this scope of work.
 - A JLL Project Manager will manage the timeline, deliverables and financial components of the technology project.
 - A JLL Project Manager will prepare meeting minutes for all scheduled meetings or meetings where key decisions are made that will affect project scope, schedule or budget.
 - JLL will develop, maintain, and adhere to a mutually agreed upon project timeline that incorporates JLL Digital Solutions, and UNTS tasks into a single accepted document that can be followed through the life cycle of the technology project.
 - JLL will utilize SmartSheet so that project plans can be electronically sent and reviewed between companies. The technology project plan will include the following components:
 - Project tasks
 - Dependencies
 - Scheduled completion dates
 - Project milestone dates
 - Staffing assignments
 - The JLL Project Manager will perform quality assurance on any deliverables produced.
 - The JLL Project Manager will provide a weekly status report containing the following components:
 - Project Status Overview including significant accomplishments and milestones.
 - Tasks completed during the current reporting period.
 - Activities planned for the next reporting period.
 - Hours expended during this reporting period and total hours expended by deliverable against budget.
 - Percentage complete.
 - The JLL Project Manager will participate in a weekly teleconference to review the status of the project with UNTS.
 - The JLL Project Manager will take a lead role in tracking and obtaining resolution through FM: Systems for obstacles or problems that are found within the FM: Interact application and will communicate and escalate issues in the weekly project status report, if not sooner.
 - The JLL Project Manager will provide a documented punch list of problems and resolutions for all issues owned by JLL Digital Solutions including the following components:
 - Problem Reporter/Originator
 - Topic
 - Issue description
 - Issue priority
 - Assignee
 - Target resolution date
 - Resolution description and date
 - The JLL Project Manager will provide a periodic travel plan during the project to describe the intended dates, affected JLL staff, length of stay, activities, and anticipated costs for the trip.

Qualifications/Exclusions

- UNTS will identify a single point of contact to act as UNTS Project Manager (PM) to JLL. UNTS PM should have a broad-based understanding of the project's immediate goals and objectives as well as a clear vision for the future of the project. JLL also requests that UNTS contact(s) be able to schedule all project events with UNTS resources.
- UNTS will make appropriate resources available to the project team to meet the set objectives.
- UNTS will adhere to a mutually agreed upon project timeline that incorporates both JLL and UNTS tasks.
- UNTS will provide a documented punch list of problems and resolutions for all issues owned by UNTS including the following components:
 - Problem Reporter/Originator
 - Topic
 - Issue description
 - Issue priority
 - Assignee
 - Target resolution date
 - Resolution description and date
- UNTS Project Manager will participate in a weekly teleconference to review the status of the project.
- UNTS will provide timely decision-making regarding alternatives impacting the overall solution.
- The signed JLL Deliverable Acceptance form will constitute acceptance for fixed fee deliverables. Hours allocated are listed in the pricing section for project Management deliverables throughout the implementation and execution of the product are listed in the pricing section. Any future adjustments or changes to the work product(s) will be performed under a Change Order or Support Services Agreement.
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Billing Plan

- Project Management Fees will be billed based upon the pricing section.
- Should UNTS caused delays extend the project timeline beyond the initially accepted timeline, additional monthly fees via Change Order may be required.

Deliverable 2–Needs Analysis (Discovery)

- The goal for this deliverable is to determine high level requirements regarding the FM:Interact implementation.
 - JLL Digital Solutions Discovery will include the following components covering the Space and Higher Education modules:
 - Data Integrations
 - Data Hierarchy
 - Homepages
 - Summary Data Views
 - Space classification
 - Summary Graphic (floor plan) views
 - Reporting Needs
 - JLL Digital Solutions will submit a draft document in MS Word to UNTS for review and comment.
 - JLL Digital Solutions will conduct a web-based meeting to review the draft documentation.
 - JLL Digital Solutions will complete two rounds of revisions based upon UNTS's comments.

Qualifications/Exclusions

- UNTS will review the rough draft of the Needs Analysis document and provide feedback within five (5) business days. If feedback is given beyond fourteen (14) business days, it will impact the project timeline JLL.
- The signed JLL Deliverable Acceptance form will constitute acceptance for fixed fee deliverables. Hours allocated are listed in the pricing section for Needs Analysis deliverables. Any future adjustments or changes to the work product(s) will be performed under a Change Order or Support Services Agreement.

Billing Plan

- Discovery & Needs Analysis Fees will be billed based upon the pricing section.
- Should UNTS caused delays extend the project timeline beyond the initially accepted timeline, additional monthly fees via Change Order may be required.

Deliverable 3–Technical Requirements (Design)

- The goal for this deliverable is to clearly document the configuration decisions and Technical Requirements for the FM:S system being implemented per the Needs Analysis
 - JLL Digital Solutions will provide detailed documentation including the following components covering the Space and Higher Ed modules:
 - Data Integrations (format, timing, content)
 - Data collection templates
 - Homepages layout and content
 - Single Sign-On functionality
 - Reports
 - Detailed Data Views
 - Form(s) detail including fields and layout
 - Graphic (floor plan) details
 - Detailed Application Workflow
 - Detailed Notification(s) including content/layout, triggering event, and distribution
 - Integrations (if needed) with detailed format, content, schedule, and delivery mechanism
 - Reporting requirements including fields, calculations, parameters, and layout
 - Permission(s)
 - JLL Digital Solutions will submit a draft document to UNTS for review and comment.
 - JLL Digital Solutions will conduct a web-based meeting to review the draft documentation.
 - JLL Digital Solutions will complete one round of revisions based upon UNTS's comments.

Qualifications/Exclusions

- UNTS will review the rough draft of the Requirements document and provide feedback within five (5) business days. If feedback is given beyond fourteen (14) business days, it will impact the project timeline JLL.
- The signed JLL Deliverable Acceptance form will constitute acceptance for fixed fee deliverables. Hours allocated are listed in the pricing section for Technical Requirements deliverables. Any future adjustments or changes to the work product(s) will be performed under a Change Order or Support Services Agreement.

Billing Plan

- Technical Requirements Fees will be billed based upon the pricing section.
- Should UNTS caused delays extend the project timeline beyond the initially accepted timeline, additional monthly fees via Change Order may be required.

Deliverable 4–Solution Build (Development)

- JLL will configure the system based on the Technical Requirements document.
- JLL will configure FM:Interact in UNTS on-premise environment.
- JLL will perform a basic application test to assure application functionality in the production environment.

Qualifications/Exclusions

- Additional screens, forms, dashboards, custom reports, interfaces, etc. above and beyond those provided in the Technical Requirements Document will be handled on an hourly basis per the JLL Scheduled Rates as per the contract and subject to an approved Change Order under the Change Management process.
- UNTS will provide System Administrators and Database Administrators to configure, test, and deploy data integrations.
- JLL cannot be held responsible for issues related to UNTS specific environment configurations. If JLL identifies and resolves any issues that are attributed to UNTS's configuration or environment, UNTS agrees to execute a Change Order with JLL to compensate for the effort required to resolve the issue.
- Requirements and Solution build will be aligned with the current budget allocation for Solution Configuration. If the current budget allowance does not support the requirements and resulting Solution Design, the Solution Build scope will be reduced or a change order will be issued to JLL to increase the Solution Configuration allowance to meet the requirements of the approved Solution Design." The signed JLL Deliverable Acceptance form will constitute acceptance for fixed fee deliverables. Hours allocated are listed in the pricing section for Solution build deliverables. Any future adjustments or changes to the work product(s) will be performed under a Change Order or Support Services Agreement.

Billing Plan

- Solution Build Fees will be billed based upon the pricing section.
- Should University of North Texas System cause delays extend the project timeline beyond the initially accepted timeline, additional monthly fees via Change Order may be required.

Deliverable 5–Solution Testing & Deployment

- JLL will provide generic User Acceptance Testing (UAT) Plan and UAT Scripts to facilitate the User Acceptance Testing process. The test scripts will include the following components based on the Technical Requirements document:
 - User testing roles
 - Technology functions/features to be tested
- JLL will load sufficient data into the Acceptance environment to facilitate and support the User Acceptance Testing process. JLL anticipates loading the following data elements:
- Upon successful completion of UAT, University of North Texas System and JLL will agree on deployment schedule for go-live. JLL Digital Solutions will deploy to production environment based upon agreed go-live date
- JLL will perform a basic application test to assure application functionality in the production environment.

Qualifications/Exclusions

- JLL Digital Solutions and UNTS will review and approve the User Acceptance Testing Plan and Scripts before the testing activities take place.
- JLL Digital Solutions and UNTS will agree upon the source of the data and the appropriate format during the project sessions.
- It will be the responsibility of UNTS to resolve performance and compatibility issues specific to UNTS environment with support from JLL- all UNTS provided software and related applications must be consistent with the Compatibility Matrix.
- The signed JLL Deliverable Acceptance form will constitute acceptance for fixed fee deliverables. Hours allocated are listed in the pricing section for Solution Testing & Deployment deliverables throughout the implementation and execution of the product are listed in the pricing section. Any future adjustments or changes to the work product(s) will be performed under a Change Order or Support Services Agreement.

Billing Plan

- Solution Testing & Deployment will be billed based upon the pricing section.
- Should UNTS caused delays extend the project timeline beyond the initially accepted timeline, additional monthly fees via Change Order will be required.

Deliverable 6–Data Population and Migration

- JLL Digital Solutions will migrate existing data or new data coordinated by University of North Texas System (using the data collection templates prepared by JLL Digital Solutions) to FM: Interact
- At this time JLL anticipates migrating the following data elements:
 - Portfolio Data:
 - Spatial data from UNTHSC
 - Detailed Data:
 - Employee location
 - Allocations
 - Room Attributes (Space Type, Space Standard, Capacity, Zone, etc.)
 - Asset attributes (class, type, location, etc.)
- Any data which cannot be migrated will be provided to University of North Texas System with an explanation of the issue for analysis and resolution
- JLL defines Data Quality Control as the process of ensuring that the data that was migrated from an existing source to FM: Interact presents at least the same level of quality after the migration has been executed
- JLL will perform a comparative analysis of the data provided by UNTS and the data migrated into FM: Interact. Counts of records in each table and counts of populated fields will be compared with the quantity of data provided for the migration to ensure that all data migrated successfully.
- Two (2) additional data loads are included.

Qualifications/Exclusions

- University of North Texas System will provide source data in templates provided by JLL Digital Solutions
- JLL Digital Solutions is not responsible for the quality of the data. If during the migration process JLL Digital Solutions identifies quality issues with the source data provided by UNTS, JLL Digital Solutions will identify this as a risk for the project and request a decision from the project team on whether the migration should continue or if a remediation plan should be implemented.
- University of North Texas System will provide live data via approved data feeds within the timeline identified in the project plan.
- Historical data loading is excluded and requires additional review if necessary to determine feasibility.
- The signed JLL Deliverable Acceptance form will constitute acceptance for fixed fee deliverables. Hours allocated are listed in the pricing section for Data Population and Migration deliverables. Any future adjustments or changes to the work product(s) will be performed under a Change Order or Support Services Agreement.

Billing Plan

- Data Population and Migration fees will be billed based upon the pricing section. Should University of North Texas System caused delays extend the project timeline beyond the initially accepted timeline, additional monthly fees via Change Order may be required.

Deliverable 7–Training

- JLL Digital Solutions will provide a class outline to University of North Texas System
- JLL Digital Solutions will conduct the following FM: Interact training classes for the UNTS super users:
 - Higher Education Module – 4 hrs.

Qualifications/Exclusions

- JLL Digital Solutions recommends one trainer for every 6 users to maintain the fast pace of classes. JLL Digital Solutions can provide an additional trainer for larger class sizes for an additional fee.
- It is the responsibility of UNTS to provide a training facility and individual computers for trainees. The training facility should have appropriate PC and network connectivity for all trainees and the JLL trainer. Additionally, projection equipment should be available. It is recommended that each user have a PC for “hands-on” experience.
- General user/power user training will be provided using generic training site and reference materials. JLL Digital Solutions can provide client specific training materials as an alternative for additional cost.
- Training milestone has allowed for each class to be offered up to 4 times to facilitate training across all users.
- Options to customize training to have been provided in the pricing section.
- The signed JLL Deliverable Acceptance form will constitute acceptance for fixed fee deliverables. Hours allocated are listed in the pricing section for Training deliverables. Any future adjustments or changes to the work product(s) will be performed under a Change Order or Support Services Agreement.

Billing Plan

- Training fees will be billed based upon the pricing section. Should University of North Texas System caused delays extend the project timeline beyond the initially accepted timeline, additional monthly fees via Change Order may be required.

Pricing

| Estimated Billing Plan | | | | | | | | | | |
|--|-----------|-----------------|--------------|---------|---------|----------|----------|---------|----------|----------|
| Deliverable | Frequency | Allocated Hours | Year 1 Total | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 |
| Deliverable 1 – License | Annual | NA | \$0 | \$0 | | | | | | |
| Deliverable 2 – Project Management | One-Time | 116 | \$20,880 | \$2,983 | \$2,983 | \$2,983 | \$2,983 | \$2,983 | \$2,983 | \$2,983 |
| Deliverable 3 – Needs Analysis (Discovery) | One-Time | 36 | \$6,480 | \$3,240 | \$3,240 | | | | | |
| Deliverable 4 – Technical Requirements (Design) | One-Time | 28 | \$5,040 | | \$2,520 | \$2,520 | | | | |
| Deliverable 5 – Solution Build (Development) | One-Time | 112 | \$20,160 | | | \$6,720 | \$6,720 | \$6,720 | | |
| Deliverable 6 – Solution Testing & Deployment | One-Time | 64 | \$11,520 | | | | | | \$5,760 | \$5,760 |
| Deliverable 7 – Drawing Loading (optional) | One-Time | NA | \$0 | | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Deliverable 8 – Data Integrations | One-Time | NA | \$0 | | | | | \$0 | | \$0 |
| Deliverable 9 – Data Population and Migration | One-Time | 16 | \$2,880 | | | | \$960 | | \$960 | \$960 |
| Deliverable 10 – Training | One-Time | 16 | \$2,880 | | | | | | \$1,440 | \$1,440 |
| Deliverable 11 – JLL Ongoing Support: Silver Plan (Optional) | Annual | NA | \$0 | | | | | | | \$0 |
| * T&E is excluded | | 388 | \$69,840 | \$6,223 | \$8,743 | \$12,223 | \$10,663 | \$9,703 | \$11,143 | \$11,143 |

| FM Systems Pricing | | | | | | | | |
|--|--------------|-------------|--|-----------|--------------|----------|--------|--------|
| Description | FM:workplace | fm:employee | Comments | Frequency | 3 Year Total | Year 1 | Year 2 | Year 3 |
| Annual License (SaaS) *See License Tab for Modules and/or power user quantities | \$0 | \$0 | | Annual | \$0 | \$0 | \$0 | \$0 |
| Automated Integrations | \$0 | \$0 | Please see associated integration tab for details | One-Time | \$0 | \$0 | \$0 | \$0 |
| *Implementation | \$69,840 | \$0 | Budget may vary based on actual requirements | One-Time | \$69,840 | \$69,840 | \$0 | \$0 |
| *Drawing Loading | \$0 | \$0 | GSF/scope needs clarity: Drawing work can be done by client if desired | One-Time | \$0 | \$0 | \$0 | \$0 |
| Estimated T&E | \$10,476 | \$0 | | One-Time | \$10,476 | \$10,476 | \$0 | \$0 |
| | | \$80,316 | \$0 | | \$80,316 | \$80,316 | \$0 | \$0 |

* Pricing will be based upon actual Scope

Acceptance

As an indication of UNTS's acceptance of this SoW, please sign where indicated below

Purchase Orders: Please issue a Purchase Order or equivalent to JLL in the amount indicated in the Pricing section of this SoW, referencing the "CombineSystems for UNT" provided below the signature block. All pricing within this SoW is valid for 90 days as of the date of this document.

Warranty: The following warranty shall apply to all Services: JLL warrants that the Services will be performed with reasonable skill and care and substantially in accordance with the specifications described in each deliverable. Unless otherwise agreed to in a proposal/SoW, FMS's sole and exclusive remedies and JLL's entire obligations hereunder and under the applicable proposal/SoW shall be to perform or re-perform the Services that are the subject of a claim. UNT shall notify JLL of warranty claim when the issue arises but not later than sixty (60) days after the invoice date to fall within the parameters of the warranty. This document contains data and information proprietary to JLL. This data shall not be disclosed or disseminated, in whole or in part, without the express written authorization of JLL.

Work Product: Client is the sole and exclusive owner of all Work Product created pursuant to this SOW. For purposes of this SOW, "Work Product" means any reports, memoranda, notes, project files, documents, manuals, and other materials developed as a Deliverable pursuant to this SOW specifically for Client, including records, designs, drawings, specifications. Work Product does not include any Pre-Existing Work or Third Party Product.

Third Party Products: Third Party Products: JLL may resell to client third party products, software, technology, platforms and services that have been purchased or licensed by JLL, or JLL's services may directly relate to third party software or products purchased or licensed by Client ("Third Party Products"). JLL does not make any warranties, express or implied, statutory or otherwise, with respect to such Third Party Products. Client may be required to comply with or agree to certain end user license agreement terms and conditions (EULA) related to such Third Party Products, if applicable. In addition, JLL shall pass through to client any applicable warranties related to such products or services. Client is responsible for its own connectivity, networks, hardware and software and compliance and usage related thereto, and the cyber security of any of Client's networks; JLL shall have no liability with respect to such Third Party Products.

Change Orders: In the event that any services or products not included in this SoW are requested by Client, or if a deliverable contained herein is altered, a change order will be processed. This change order will outline the new scope of work, duration, impacts to current timeline, and costs. Client agrees to follow the change order process.

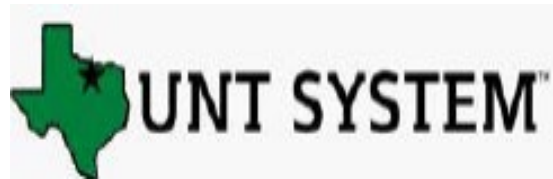
Acceptance: This SoW has been provided to define the scope of work that will be performed by JLL on this phase of the project. The agreement set forth herein is between JLL and UNT to define scope and the related fees payable by Customer to JLL under this phase only. This SoW supersedes any prior written or oral communications related to the scope of this project or any fees/costs associated with this project.

JLL Opportunity Name: CombineSystems for UNT

Appendix

JLL Rate Schedule

| Role | Rates |
|----------------------|--------------|
| Solution Manager | \$210.00 |
| Solution Consultant | \$180.00 |
| Technical Architect | \$200.00 |
| Technical Consultant | \$180.00 |
| Practice Lead | \$245.00 |
| Technical Director | \$235.00 |



REQUEST FOR PROPOSAL

RFP No.: RFP769-21-10749DH
Title: Implementation Service for Space

Proposal Submittal Deadline: **January 7, 2021, 2:00 pm, local time**

Prepared by:
Denise Harpool, Senior Buyer
University of North Texas System Procurement Services
Business Service Center
1112 Dallas Drive, Suite 4000
Denton, Texas 76205
Date Issued: December 8, 2020

REQUEST FOR PROPOSAL

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ATTACHMENT(S)

Sample Professional Services Agreement

SECTION 1: INTRODUCTION

1.1 UNTS System Description

The University of North Texas System (UNTS) is a University system that is composed of the University of North Texas in Denton (UNT), the University of North Texas Health Science Center (UNTHSC) in Fort Worth and the University of North Texas at Dallas (UNT-D). The UNT System Administration is based in downtown Dallas. The three independent universities of the UNT System have combined enrollment of just over 42,000 students across five major teaching locations, including each main campus as well as Frisco and downtown Dallas. Proposals submitted in response to this RFP shall be for services provided to UNTS, UNT, UNTHSC and/or UNT-D, as agreed to in writing by the parties.

1.2 Background

UNTS is seeking proposals for Implementation Service for Space (NIGP commodity code 209-46).

The University of North Texas - UNT currently utilizes the CAFM system FM Interact to house and serve as the system of record for all UNT Denton building and room data (approximately 7.5 million square feet) required for reporting to the Texas Higher Education Coordinating Board through the use of a customized Space Management module and a space survey module. Expansion of this customized system is now desired to also track space for UNT Dallas and UNT System.

The expanded configuration of the system will provide efficiency and enhanced capability to both the UNT Dallas campus and UNT System organization by providing them tracking and mandatory THECB reporting capabilities that are handled manually now. The new module will provide the necessary tool for UNT Dallas to be able to independently track the use of their space and provide valuable planning data for future needs.

1.3 Group Purchase Authority

Texas law authorizes institutions of higher education 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(s) under this Section. Should another institution exercise this option the resulting contract and obligations shall be between that institution and the vendor with UNTS incurring no obligation as a result thereof.

SECTION 2: NOTICE TO PROPOSER

2.1 Submittal Deadline

UNTS will accept proposals submitted in response to this RFP until 2:00 p.m., local time, on January 7, 2021 (the "Submittal Deadline"). Due to COVID-19 restrictions, submissions will only be accepted via FedEx, USPS or UPS no hand deliveries will be accepted until further notice.

2.2 UNTS Contact Person

Proposers will direct all questions or concerns regarding this RFP to the following UNTS contact ("UNTS Contact"):

Denise Harpool, Senior Buyer

The University specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to the UNTS Contact via the following link: <https://www.untsystem.edu/bid-inquiry>.

The UNTS Contact must receive all questions or concerns no later than 2:00 pm on December 15, 2020. It is UNTS' intent to respond to all appropriate questions and concerns; however, UNTS reserves the right to decline to respond to any question or concern.

Answers to questions will be posted via addendum to this RFP on UNTS Business Service Center Bid Opportunities web page located at: <https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities>. Vendors are strongly advised to review this page at least four (4) business days prior to the due date for submissions or earlier to ensure that you have received all applicable addenda.

2.3 Criteria for Selection

The successful Proposer(s), if any, will be the Proposer(s) who submit a response to this RFP on or before the Submittal Deadline, and whose response is the best value UNTS, taking into consideration the evaluation criteria contained herein. Selection by UNTS will be in accordance with the requirements and specifications set forth in this RFP. The successful Proposer(s) is/are referred to as the "Contractor". UNTS reserves the right to make a single award from this solicitation or multiple awards, whatever is in the best interest of the University, with UNTS being the sole judge thereof.

Proposer is encouraged to propose terms and conditions offering the maximum benefit to UNTS as outlined below. Proposers should describe all educational, state and local government discounts, as well as any other applicable discounts that may be available to UNTS in a contract for the services.

An evaluation team from UNTS will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. Proposers should address, within the response, each of the criteria listed in this section. Failure to respond to these criteria may result in your proposal receiving a negative rating or considered as non-responsive. Proposers should note that the awarded proposal may not be the lowest offer, but the offer(s) deemed most advantageous to UNTS as described in this section.

The criteria to be considered by UNTS in evaluating proposals and selecting awardee(s), will be the following factors:

- 2.3.1 Proposed agreement amount listed in the Proposal. This should include a complete breakdown of rates (hourly rates and estimated hours) and any charges that will be incurred during the project
- 2.3.2 The qualifications and experience of the proposer's key personnel working with FM Systems product, higher education industry and any subcontractors committed to the project. Specifically, Texas Higher Education Board requirements
- 2.3.3 The quality of references from owners for similar projects completed by the proposer within the last five (5) years.
- 2.3.4 Training and support offerings.
- 2.3.5 Proposer's methodology, current workload and availability of personnel. Plus, the tools used to implement this project. (Please include a project schedule)
- 2.3.6 Quality and completeness of RFP submittal

Furthermore, UNTS may consider information related to past contract performance of a respondent including, but not limited to, the Texas Comptroller of Public Accounts Vendor Performance Tracking System.

2.4 Schedule of Key Events

Issuance of RFP..... 12/8/2020
Deadline for Questions/Concerns 12/15/2020, 2:00 pm
(Ref. **Section 2.2** of this RFP)
Answers to Questions posted 12/22/2020, 5:00 pm
Submittal Deadline 1/7/2021, 2:00pm, local time
(Ref. **Section 2.1** of this RFP)

Note: This events schedule is for planning purposes only and may be changed at the sole discretion of UNTS.

2.5 Historically Underutilized Businesses

In accordance with Texas Gov't Code §2161.252 and Texas Administrative Code §20.14, each state agency (including institutions of higher education) as defined by §2151.002 that considers entering into a contract with an expected value of \$100,000 or more shall, before agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract.

UNTS has determined that subcontracting opportunities (check one) are probable are not probable under the agreement.

Accordingly, **all proposers must submit a HUB subcontracting plan (HSP)**. A copy of the HSP forms and related information is attached to this RFP. For questions regarding the HUB Program or submittal of your HSP, vendors may contact either Greg Obar, Associate Director, HUB Program at Greg.Obar@untsystem.edu.

The HSP must be submitted in its own individual sealed package, and marked with “HSP” and the RFP # on the outside. This sealed package is to be included in the master container along with the sealed bid response.

FAILURE TO SUBMIT AN HSP WITH YOUR RESPONSE MAY RESULT IN THE DISQUALIFICATION OF YOUR PROPOSAL.

SECTION 3: SUBMITTAL OF PROPOSAL

3.1 Number of Copies

Proposer must submit one (1) complete original copy of its *entire* proposal. An *original* signature by an authorized officer must appear on the Execution of Offer (ref. Appendix One, Section 2) of submitted proposal. The Proposer's proposal bearing an original signature should contain the mark "original" on the front cover of the proposal.

The University does not consider electronic signatures to be valid for submittal of competitive solicitation responses. Therefore, the original signature must be a “wet signature.”

In addition to the original proposal, Proposer must submit one (1) complete copy of the *entire* proposal electronically on a USB flash drive. The USB flash drive must include a protective cover and be labeled with Proposer's name and the RFP number.

3.2 Submittal

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

University of North Texas System
Procurement Services
Business Service Center
1112 Dallas Drive, Suite 4000
Denton, TX 76205

Proposals must be typed on letter-size (8.5" x 11") paper. Sections within the proposal are to be tabbed for ease of reference. Pre-printed material(s), if included, should be referenced in the proposal and included as labeled attachments.

Proposer should submit all proposal materials enclosed in a sealed envelope, box and/or container. The RFP No. 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), if required, as directed by this RFP (ref. Section 2.5 of the RFP.)

Note: If proposal requires the submittal of an HSP, the completed HSP documents and the proposal response documents must be in separate sealed envelopes. Both envelopes are to be placed in a master container, and such master container should be marked in the lower left-hand corner with the RFP number and name and Submittal Deadline, as stated above. Request for Proposal number and submittal date should be marked in the lower left-hand corner of sealed bid envelope (box/container). If an HSP is required (refer to Section 2.5), both the proposal and the completed HSP must be in individual sealed envelopes and both envelopes placed in one sealed master container.

Note: Electronic submittals via facsimile or other electronic means will not be accepted.

3.3 Proposal Validity Period

Each proposal must state that it will remain valid for UNTS' acceptance for a minimum of one hundred and eighty (180) days after the Submittal Deadline, to allow time for evaluation, selection, and, any unforeseen delays. Should circumstances arise that require an extension to this period, UNTS reserves the right to provide extensions at its discretion.

3.4 Terms and Conditions

3.4.1 Proposer must comply with the requirements and specifications contained in this RFP, including the Notice to Proposer (ref. Section 2 of this RFP), Proposal Requirements (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 Specification (ref. Section 5 of this RFP),
- 3.4.1.2 Proposal Requirements (ref. Appendix One),
- 3.4.1.3 Notice to Proposers (ref. Section 2 of this RFP).

3.4.2 UNTS intends to enter into an agreement with the Contractor in substantially the form of the attached Sample Agreement. (refer to [Click to enter Attachment name](#)). Award is contingent upon the successful execution of agreement.

3.5 Submittal Checklist

Proposer is to complete, sign, and return the following documents as a part of its proposal. Failure to return each of these items with the proposal may result in rejection of the proposal.

- 3.5.1 Signed and Completed Execution of Offer (ref. Appendix One, Section 2).
- 3.5.2 Signed and Completed HUB Subcontracting Plan. (ref. Section 2.5 of this RFP). **PLEASE SUBMIT THIS INFORMATION IN A SEPARATE ENVELOPE AS SPECIFIED IN SECTION 2.5.**
- 3.5.3 Responses to Proposer's General Questionnaire (ref. Appendix One, Section 3).
- 3.5.4 Signed and Completed Addenda Checklist (ref. Appendix One, Section 4).
- 3.5.5 Responses to evaluation criteria.

SECTION 4: GENERAL TERMS AND CONDITIONS

UNTS' standard purchase order terms and conditions can be found at https://www.untsystem.edu/sites/default/files/documents/bsc_po_terms_2019.pdf. Additionally, attached is a sample Services Agreement (refer to Section 3.4.2 of this RFP).

4.1 **Term.**
The initial term of the contract resulting from this RFP shall be for the length of the project, with no options to extend.

4.2 **Exceptions**
Any exceptions to the terms in either our standard purchase order terms and conditions or those included in the sample agreement should be clearly stated and included in a separate section of the Proposer's response and marked "exceptions". Proposers are advised that should UNTS not accept a stated exception, the result might be in the disqualification of the proposal.

SECTION 5: SCOPE OF SERVICES

5.1 Vendor Minimum Requirements/Qualifications

The selected firm will provide technical implementation services to expand the existing computer-aided facility management (CAFM) system that is currently utilized on the UNT Denton campus for the UNT Dallas and UNT System campuses, specifically the Space Management and Higher Education Survey modules. The selected firm will be responsible for the necessary project management, needs analysis, design of the technical requirements, providing the development of the solution, testing and quality assurance, deployment, migration of existing data, and training for an integrated environment for the use of the Space and Higher Education Survey module on the additional campuses. The vendor shall establish a clear outline of responsibilities on both sides of the business relationship. It is anticipated that the system should be fully implemented no later than December 2021.

5.2 Specifications/Deliverables

The selected firm will be responsible for the following: develop and manage a mutually agreed upon schedule; provide deliverables as outlined by developed project scope/ plan; participate in regularly scheduled conference calls to review status of project; provide meeting minutes for all scheduled meetings or meetings where key decisions are made that will affect project scope, schedule or budget; provide weekly reports detailing project schedule, milestones and tasks completed and forthcoming; provide lead role in tracking and obtaining resolution through FM: Systems for obstacles or problems; provide a documented punch list of problems and resolutions for all issues.

The selected firm will be responsible for the following: develop and manage a mutually agreed upon schedule; provide deliverables as outlined by developed project scope/ plan; participate in regularly scheduled conference calls to review status of project; provide meeting minutes for all scheduled meetings or meetings where key decisions are made that will affect project scope, schedule or budget; provide weekly reports detailing project schedule, milestones and tasks completed and forthcoming; provide lead role in tracking and obtaining resolution through FM: Systems for obstacles or problems; provide a documented punch list of problems and resolutions for all issues.

Proposal should describe discovery, implementation testing, and deployment processes as described in the scope of work; schedule of work and availability of personnel to the project (% of personnel total workload dedicated to the project); billing plan; key personnel and subcontractor qualifications and experience; hourly rates for personnel proposed for the project; descriptions of similar completed projects within the last five (5) years, and references for those projects

5.3 Pricing/Fees

The Proposal should contain a complete fee schedule and a total project cost. Include an hourly rate for each team member and the estimated hours required to complete this project.

APPENDIX ONE

Section 1: Affirmations and Confirmations

1.1 Purpose

UNTS 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 UNTS.

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

UNTS 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 UNTS as having received a copy of this RFP. Only UNTS's responses that are made by formal written Addenda will be binding on UNTS. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda issued by UNTS prior to the Submittal Deadline will be and are hereby incorporated as a part of this RFP for all purposes. This addenda shall be posted to UNTS' Bid Opportunities Web Page located at: <https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities>. Vendors are strongly encouraged to visit this page at least four (4) business days prior to submitting your response to ensure that you have received all applicable addenda.

Proposers are required to acknowledge receipt of each Addendum as specified in this Section. The Proposer must acknowledge all Addenda by completing, signing and returning the Addenda Checklist in Section 4 of this appendix. The Addenda Checklist should accompany the Proposer's proposal.

Any interested party that receives this RFP by means other than directly from UNTS is responsible for notifying UNTS that it has received an RFP package, and should provide its name, address, telephone number and FAX number to UNTS, so that if UNTS 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 UNTS strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.

All information, documentation, and other materials submitted in response to this RFP is 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 if those materials are marked "Confidential and Proprietary" and will have the opportunity to raise any objections to disclosure to the Texas Attorney General.

1.4 Type of Agreement

Refer to the attached Sample Service Agreement

1.5 Proposal Evaluation Process

UNTS will select Contractor by using the competitive sealed proposal process described in this Section.

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

At UNTS' sole option and discretion, UNTS may discuss and negotiate elements of proposals submitted with any or all proposers. Furthermore, UNTS may request presentations or system demonstrations from any or all proposers at no cost or obligation to UNTS.

After submission of a proposal but before final selection of Contractor is made, UNTS 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. UNTS is not obligated to select the Proposer offering the most attractive economic terms if that Proposer is not the most advantageous to UNTS overall, as determined by UNTS according to the evaluation criteria contained herein.

UNTS 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 UNTS. Proposer is hereby notified that UNTS will maintain in its files concerning this RFP a written record of the basis upon which a selection, if any, is made by UNTS.

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, [d] the terms and all other requirements and specifications set forth in this RFP; and (2) Proposer's recognition that some subjective judgments must be made by UNTS 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 UNTS has made no representation written or oral that one or more agreements with UNTS will be awarded under this RFP; (2) UNTS issues this RFP predicated on UNTS's anticipated requirements for the Services, and UNTS has made no representation, written or oral, that any particular scope of services will actually be required by UNTS; 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 UNTS.
- 1.8.3 UNTS 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 UNTS, at UNTS'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. Proposers are encouraged to completely address the evaluation criteria
- 1.8.6 UNTS makes no warranty or guarantee that an award will be made as a result of this RFP. UNTS 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 or the Agreement when deemed to be in UNTS's best interest. UNTS 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 UNTS, at UNTS's sole discretion. Representations made by Proposer within its proposal will be binding on Proposer.
- 1.8.7 Any proposal that fails to comply with the requirements contained in this RFP may be rejected by UNTS, in UNTS' sole discretion.
- 1.8.8 Should a vendor wish to protest or dispute determinations or awards made in connection with this RFP, it shall be done by submitting a Letter of Protest/Dispute to UNTS Senior Director for Procurement Services outlining the issue to be considered.

1.9 Execution of Offer

Proposer must complete, sign and return the attached Execution of Offer (ref. Appendix One, Section 2) 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 UNTS, in its sole discretion.

1.10 Pricing and Delivery Schedule

Proposer must complete and return the Pricing Schedule (ref. Section 5 of this RFP), 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 be inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit.

UNTS 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 UNTS, and the time period within which Proposer proposes to be able to complete each such phase.

1.11 Proposer's General Questionnaire

Proposals must include responses to the questions in Section 3 of Appendix 1. 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.

1.12 Addenda Checklist

Proposer should acknowledge all addenda to this RFP (if any) by completing, signing and returning the Addenda Checklist (ref. Appendix One, Section 4) as part of its proposal. Any proposal received without a completed and signed Addenda Checklist may be rejected by UNTS, in its sole discretion.

1.13 Submittal

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), if required, as directed by this RFP (ref. Section 2.5 of the RFP.)

Note: If proposal requires the submittal of an HSP, the completed HSP documents and the proposal response documents must be in separate sealed envelopes. Both envelopes are to be placed in a master container, and such master container should be marked in the lower left-hand corner with the RFP number and name and Submittal Deadline, as stated above.

Upon Proposer's request and at Proposer's expense, UNTS will return to a Proposer its proposal received after the Submittal Deadline if the proposal is properly identified. UNTS 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.

UNTS 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 UNTS. 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 UNTS's consent, which will be based on Proposer's submittal of a written explanation and documentation evidencing a reason acceptable to UNTS, in UNTS's sole discretion.

By signing the Execution of Offer (ref. Appendix One, Section 2) 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 UNTS 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 the Agreement with UNTS as specified herein and that such intent is not contingent upon UNTS' acceptance or execution of any terms, conditions, or other documents attached to or referenced in Proposer's proposal.

1.14 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.

1.15 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.

1.16 Pagination

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

Section 2: Execution of Offer

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSER'S RESPONSE. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE PROPOSER'S RESPONSE 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 UNTS and Proposer; (3) UNTS has made no representation or warranty, written or oral, that one or more contracts with UNTS 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 the Agreement under which Proposer will be required to operate.
- 2.1.6 If selected by UNTS, 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 UNTS, 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 UNTS will rely on such statements, information and representations in selecting Contractor. If selected by UNTS, Proposer will notify UNTS 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 UNTS, indemnify, and hold harmless UNTS, The University of North 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 negligent 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 UNTS 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 UNTS.
- 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 UNTS's option, may result in termination of any resulting contract or agreement.
- 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 ventures 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 UNTS of North Texas System, on the other hand, other than the relationships which have been previously disclosed to UNTS in writing; (ii) Proposer has not been an employee of any component institution of the University of North 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 UNTS 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 affirmatively states that it does not boycott Israel, pursuant to Texas Gov't Code Section 2270.001. Additionally, Proposer shall not engage in a boycott of Israel during the term of this Agreement.
- 2.11** By signature hereon, Proposer affirms its compliance with Texas Administrative Code Title 1, Part 10, Chapter 213, Subchapter C, Rule §213.38, Electronic and Information Resources Accessibility Standards for Institutions of Higher Education.
- 2.12** By signature hereon, Proposer represents and warrants that all products and services offered to UNTS 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.

2.13 By signature hereon, Respondent will comply with and agree to use e-Verify in accordance with State of Texas Executive Order RP-80.

2.14 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 administrative review and approval prior to the time UNTS makes an award or enters into any contract or agreement with Proposer.

2.15 If Proposer will sell or lease computer equipment to UNTS 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.

2.16 By signature hereon, Bidder acknowledges special preference for all Manufacturers that have a program to recycle the Computer Equipment of other Manufacturers, which program includes collection events and Manufacturer initiatives to accept Computer Equipment labeled with another Manufacturer's brand. The preference may take the form of extra evaluation points or be the tie-breaking factor among equal bids.

2.17 Proposer should complete the following information:

If Proposer is a Corporation, then list the State of Incorporation: _____

If Proposer is a Corporation, then list the Proposer's corporate charter number: _____

RFP No.: _____, Title: _____

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)

(Proposer's Street Address)

(City, State, Zip Code)

(Telephone Number)

(FAX Number)

(Email Address)

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

Company's Legal Name:

Address of principal place of business:

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

Number of years in Business: _____

State of incorporation: _____

Number of Employees: _____

Annual Revenues Volume: _____

Name of Parent Corporation, if any (mark "N/A" if not applicable) _____

Are you a certified Historically Underutilized Business (HUB)? (check one) YES NO

If "Yes", please indicate the issuing authority _____
and include copy of your certificate in your bid response package.

THIS AREA LEFT INTENTIONALLY BLANK

Section 4: Addenda Checklist

Proposal of: _____
(Proposer Company Name)

To: The University of North Texas System

RFP Title _____

RFP No.: _____

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

Note: Only check the boxes that apply. For example, if there was only one addendum, initial just the first blank after "No. 1", not all 5 blanks below.

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

Respectfully submitted,

Proposer: _____
(Company Name)

By: _____
(Authorized Signature Name, print or type)

(Title)

(Date)

Signature (authorized signature)

-END-