

**UT ARLINGTON RFP: 2019-018**

**MICRSOFT TEAMS CALLING DESIGN and IMPLEMENTATION PARTNER**

**PRICING ATTACHMENT**

**Proposal of:** \_\_\_\_\_  
(Proposer Company Name)

**To:** The University of Texas at Arlington

**Ref.:**

**RFP No.:** 2019-018

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the Microsoft Teams Calling Design and Implementation Partner Services required pursuant to the above-referenced Request for Proposal upon the terms and conditions quoted below.

**NOTE 1: Board Approval.** This Agreement is subject to review and approval by The Board of Regents of The University of Texas System (the "Board"). The validity and effectiveness of this Agreement is contingent upon the approval of this Agreement by the Board through the consent agenda requirements and approval process under the Rules and Regulations of the Board. If the Board does not approve this Agreement, then this Agreement is null, void, and of no effect; provided, however, that University shall pay Contractor for any Work that is provided by Contractor to the University hereunder prior to the notice, if any, of the Board's non-approval. Notwithstanding any other provision of this Agreement, in the event that the Board does not approve this Agreement, the total amount that University pays to Contractor for any Services that are provided by Contractor to the University under this Agreement will not in any event exceed \$1,000,000.

**NOTE 2: Required Notifications:** Vendor must notify the Buyer prior to shipment of any non-EAR99 product or commodity controlled by the Export Administration Regulations (EAR), or any product or commodity controlled by the International Traffic in Arms Regulations (ITAR). Vendor will supply the product/commodity ECCN or USML identification number as applicable. For services, Vendor will notify the Buyer, prior to service being provided, if the Vendor's personnel performing the service will include any individuals that are not U.S. Persons. U.S. Persons are defined as any individual who is a citizen of the United States, a permanent resident alien of the United States, or a protected individual as defined by 8 U.S.C. 1324b(a)(3).

**Invoicing Instructions**

Send Invoices to: Office of Information Technology Services

University of Texas at Arlington  
701 S. Nedderman Dr.  
Box 19318  
Arlington, TX 76019  
Attention: Renee Stanley,  
Mgr. IT Vendor & procurement Management  
E-Mail: [rstanley@uta.edu](mailto:rstanley@uta.edu)  
Ref. RFP #: 2019-018

With a Copy to: Accounts Payable  
University of Texas at Arlington  
219 W. Main Street  
Arlington, TX 76019  
E-Mail: [accounts\\_payable@uta.edu](mailto:accounts_payable@uta.edu)  
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**NOTE: Contractor is to provide one (1) combined monthly invoice for scheduled work and for unscheduled work. These invoices should be compiled and sent monthly, as separate line items on one (1) invoice with one (1) PAR (if applicable).**

#### **6.1 Pricing for Services Offered**

**Proposer must provide pricing services in an Excel Spreadsheet (see sample in EXHIBIT A)**

#### **6.2 Delivery Schedule of Events and Time Periods**

As requested by the University

#### **6.3 Other considerations (cost offsets and other financial or non-financial considerations to be provided to the University)**

The University is interested in, and will consider in our evaluation, creative ideas from Proposers regarding opportunities for sponsorships, donations or other revenue generating / cost reduction initiatives and/or no cost benefits. Please describe any initiatives you would be willing to negotiate

#### **6.4 AIR TRAVEL AND RENTAL CAR**

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University will reimburse, without mark-up, reasonable expenses (including meals, rental car or mileage, coach class airfare, and lodging) validly incurred by Contractor directly and solely in support of Work and *approved by University in advance*. Contractor will be subject to the then-current Travel Reimbursement Rates promulgated by the Comptroller of Public Accounts for the State of Texas at <https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php> with regard to all travel expenses Contractor will not be reimbursed by University for expenses

that are prohibited or that exceed the allowable amounts provided in the then current Travel Reimbursement Rates. As a condition precedent to receiving reimbursement for expenses, Contractor must submit to University receipts, invoices, and other documentation requested by University.

Reimbursement for expenses and disbursements will not exceed a maximum expense cap *(to be mutually agreed by Contractor and Respondent and provided in the Agreement)*, without the prior written approval of University.

## **6.5 University's Payment Terms**

### **6.6.1 First 10 Percent:**

- a. Completion and signoff of MS Teams Calling Design
- b. Completion and sign off of project plan and project schedule

### **6.6.2 Next 15 Percent:**

- a. Completion of 50 Percent of the "implementation phase" of the project schedule, including all deliverables required up to that point.

### **6.6.3 Last 75 Percent:**

- a. Completion of all the project schedule
- b. Completion of any RMA and Warranty work
- c. Removal of all non UTA equipment used for installation
- d. Sign off on completion of project from both parties

University's standard payment terms are "net 30 days" as mandated by the *Texas Prompt Payment Act* (ref. [Chapter 2251, Government Code](#)).

## **6.6 Please indicate below incentive payment(s) to be made to University in the event additional institutions utilize this contract as allowed in Section 1.5 of this RFP.**

UTA Implementation only: \$ \_\_\_\_\_

+ 1 additional institution within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

+ 2 additional institutions within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

+ 3 additional institutions within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

+ 4 additional institutions within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

5 + additional institutions within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax on goods and services in accordance with [§151.309, Tax Code](#), and [Title 34 TAC §3.322](#). Pursuant to [34 TAC §3.322\(c\)\(4\)](#), University is not required to provide a tax exemption certificate to establish its tax exempt status.

Respectfully Submitted,

**Proposer:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Authorized Signature for Proposer)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EXHIBIT A

## RFP 2019-014 Sample Pricing Worksheet

### Proposer Must Provide Pricing Services in an Excel Spreadsheet

**Project Name: MS Teams Calling Design & Implementation Partner**

	Part Number	Quantity	Unit of Measure or Term	List price	Discounted percentage	Bid, net or discount off of list price	Extended list or total price	Extended net, bid or discount off of list price	DIR Contract Number	DIR RFO Number
<b>Hardware</b>										
Sample		2	EA	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	EA	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Software on-time chares (OTCs)										
Sample		2	USER	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	USER	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Annual software licenses fees (aka software maintenance)										
Sample		2	USER/YR	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	USER/YR	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Warranty uplift to 24/7 as applicable										
Sample		2	EA/YR	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	EA/YR	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Post-warranty hardware maintenance										
Sample		2	EA/YR	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	EA/YR	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Training
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Sample		2	USER	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	USER	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Professional services/consultancy Implementation services

Sample		2	EA	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	EA	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Project management costs

Sample		2	EA	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	EA	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Documentation

Sample		2	EA	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	EA	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Special one-time discounts (any credits that are not called out on a line item basis)

Sample		2	EA	\$ (100.00)	0%	\$ (100.00)	\$ (200.00)	\$ (200.00)		
Sample		2	EA	\$ (100.00)	0%	\$ (100.00)	\$ (200.00)	\$ (200.00)		
							\$ (400.00)	\$ (400.00)		

Delivery/shipping costs

Sample		2	EA	\$ 100.00	46%	\$ 54.00	\$ 200.00	\$ 108.00		
Sample		2	EA	\$ 100.00	0%	\$ 100.00	\$ 200.00	\$ 200.00		
							\$ 400.00	\$ 308.00		

Applicable taxes

Sample		2	EA	\$ -	0%	\$ -	\$ -	\$ -		
Sample		2	EA	\$ -	0%	\$ -	\$ -	\$ -		
							\$ -	\$ -		