UNIVERSITY OF IOWA
REQUEST FOR PROPOSAL
STANDARD TERMS AND CONDITIONS

Unless a Supplier expressly and specifically states otherwise in its written proposal, submission of a proposal indicates
the supplier’s acknowledgement and acceptance of the following terms and conditions:

1. University Rights/Obligations
   1.1. The University of Iowa reserves the right to accept or reject any or all proposals, waive irregularities, to accept
       any part of a proposal, to withhold the award, and to make no award as is deemed to be in the best interests
       of the University.
   1.2. The University will not pay for any information requested herein, nor is it liable for any costs incurred by the
       Supplier in responding to this request. All proposals submitted become the property of The University and
       will not be returned to the Supplier.
   1.3. No responsibility will be attached to any person or the University for premature opening of a proposal not
       properly identified.

2. Supplier/Proposal Obligations
   2.1. The successful Supplier must be licensed to do business in the State of Iowa and comply with provisions of
       Chapter 490 of the Iowa Code.
   2.2. The proposal constitutes an offer by the Supplier which shall remain open and irrevocable for a period of sixty
       (60) calendar days from the proposal due date.
   2.3. The Supplier consents to the University contacting and obtaining any information relevant to this Request for
       Proposal from the references identified by the Supplier in its proposal or other sources deemed appropriate by
       the University.
   2.4. Failure to supply information requested may be cause for rejection of the proposal as non-compliant.
   2.5. If a proposal is sent by mail, the Supplier should make allowance for the time required for such transmission.
       The University employee whose duty it is to receive proposals will decide when the specified time has arrived
       and no proposal received thereafter will be accepted.
   2.6. Determination of compliance and responsiveness to the requirements of the RFP will be made after a thorough
       and careful review of the proposals. Public review of the submitted proposals will not be possible until an
       award has been made and the University has removed any trade secret, confidential or proprietary
       information, if any, from the proposals.
   2.7. The contents of the proposal and any clarification thereto submitted by the successful Supplier shall become a
       part of the contractual obligation incorporated by reference into the ensuing agreement, unless modified by
       mutual agreement, in writing.
   2.8. Any and all interpretations, corrections, revisions and amendments shall be issued by the University’s
       Purchasing Department to all holders of proposal documents in the form of written addenda.
   2.9. Modification or Withdrawal of a Proposal: Submitted proposals may be withdrawn only by written notice to the
       University of Iowa Purchasing Department. Such notice must be received by the University Purchasing
       Department prior to the designated date and time for the receipt of proposals.
   2.10. Withdrawn proposals may be re-submitted up to the time and date designated for the receipt of
       proposals provided that they are fully in conformance with the proposal instructions and conditions.

3. Formation of the Agreement
At its option, the University may take either of the following actions to form an agreement between the University and the selected Supplier:

3.1. Accept a proposal as submitted by issuing a written notice to the selected Supplier which refers to this Request for Proposal and accepts the proposal received in response to it, or,

3.2. Enter into negotiations with one or more Supplier(s) in an effort to reach a mutually satisfactory written agreement that will be based on this Request for Proposal, the proposal submitted by the Supplier and the associated negotiations.

3.3. Because the University may use alternate 3.2 above, each Supplier should include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add or clarify such matters once the proposal is submitted.

4. Termination – Non-appropriation of Funds
Notwithstanding any other provisions, if funds anticipated for the continued fulfillment of the resulting agreement are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the Federal government to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the agreement without penalty by giving not less than thirty (30) days written notice documenting lack of funding.

5. Assignment
Any contractual agreement resulting from this Request for Proposal may not be assigned or transferred by the Supplier without prior written consent of the University and the bonding company if appropriate.

6. Indemnification
To the fullest extent allowed by law, Supplier agrees to indemnify and hold harmless the University, the State of Iowa, and the Board of Regents, State of Iowa and their agents and employees from and against all claims or losses including reasonable attorneys’ fees, arising out of or resulting from the negligence or omissions of the Supplier, its partners, directors, officers, employees, licensees, subcontractors or agents, in the provision of products and services under this contract.

7. Code of Fair Practice
The Supplier shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age, physical or mental disability. The Supplier shall take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age, physical or mental disability except where it relates to a bona fide occupational qualification.

8. Qualifications of Bidder
8.1. The University of Iowa may make such investigations as deemed necessary to determine the ability of the Supplier to provide and perform the specified service stated herein.

8.2. The Supplier shall keep informed of, and shall provide all permits and comply with all applicable laws, ordinances, rules, regulations and orders of the state and federal government, or public bodies having jurisdiction affecting this proposal and the service referenced herein.

9. Laws
Terms and provisions of this proposal and any agreement resulting from this proposal shall be construed in accordance with the laws of the State of Iowa, and any and all litigation or actions commenced in connection with this proposal or agreement resulting from this proposal shall be instituted in the appropriate courts of the State of Iowa.

10. Iowa Preference Law
Preference shall be given to purchasing products produced within the State of Iowa, when they are of a quality reasonably suited to the purpose intended, and can be secured without additional cost over foreign products or
products of other states, according to *Iowa Code* §§73.1.
Preference shall be given to purchasing from Iowa based businesses if the offers submitted are comparable in price to those submitted by other suppliers and meet the required specifications, according to *Iowa Code* §§73.1.

11. **Gratuities**
The laws of the State of Iowa provide that it is a criminal offense to offer, promise or give anything of value or benefit to a state employee with the intent to influence that employee’s acts, opinion, judgment, or exercise of discretion with respect to that employee’s duties. Evidence of violation of this statute will be turned over to the proper prosecuting attorney.

12. **Remedies upon Default**
In any case where the Supplier has failed to deliver services or has delivered non-conforming services, the University shall provide a 10 day right to cure notice. The University may, within its sole discretion, accept or reject any or all proposed cure actions. If after reasonable notice the Supplier continues to be in default, the University may, within its sole discretion, terminate the Agreement without any further obligation and procure substitute services from another source and charge the difference between the contracted price and the market price to the defaulting Supplier.

13. **IMPORTANT – Exceptions to Contract Documents**
The Supplier shall clearly state in the submitted proposal any exceptions to, or deviations from the specific RFP Instructions, Specifications, Form of Proposal, Evaluation Criteria, and/or any exceptions to these Terms and Conditions. Such exceptions or deviations will be considered in evaluating the proposals.

Any exceptions must be noted on the Proposal Compliance Form, and returned with the submitted proposal. If additional copies of the Compliance Form are needed, the Supplier may make photocopies. Suppliers are cautioned that exceptions taken to this Request for Proposal may cause their proposal to be rejected.

14. **Insurance Requirements**
Without limiting any liabilities or any other obligations of the Supplier, Supplier shall provide certificates of insurance documenting the minimum insurance coverage requirements listed below unless otherwise agreed to in writing. Coverage may be by Supplier’s self-insurance plan or with outside insurance providers, all subject to University approval. Such insurance coverage must be maintained until all obligations under the Agreement are satisfied.

14.1. Applicable Workers Compensation insurance to cover liability imposed by Federal and State statutes having jurisdiction over Supplier employees engaged in the performance of the Supplier’s service. Employer’s Liability insurance of no less than $500,000 each employee and $500,000 each accident.

14.2. Commercial General Liability insurance with a minimum limit of ONE MILLION DOLLARS ($1,000,000) per occurrence. This policy shall include coverage for bodily injury and property damage, including completed operations, personal injury, coverage for contractual employees, blanket contractual and products and completed operations. Policy shall contain a severability of interests provision.

14.3. Commercial Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than ONE MILLION DOLLARS ($1,000,000) with respect to Supplier’s owned, non-owned, hired, or borrowed vehicles, assigned to or used in performance of this agreement.

14.4. Umbrella Liability insurance with a minimum limit of $1,000,000 per occurrence and shall apply to all underlying and primary liability coverages required above.

14.5. Errors and Omissions (Professional Services Liability) insurance with a minimum limit of $1,000,000 per claim. The policy shall include coverage for contingent bodily injury liability.

14.6. The Commercial General Liability, Commercial Automobile Liability and Umbrella Liability policies required herein shall be endorsed to include the State of Iowa; University of Iowa; Board of Regents, State of Iowa, their agents, officials, and employees as additional insured.

14.7. Supplier and its insurers providing the required coverages shall waive all rights of subrogation or recovery against the State of Iowa; University of Iowa; Board of Regents, State of Iowa, their agents, officials
14.8. All required insurance policies shall be issued by reputable insurance companies duly authorized to
engage in the insurance business in the State of Iowa, with an A.M. Best’s rating of A-, VII or better. These
policies shall be primary coverage. Certificates shall specify name of the project and provide that no less than
30 days notice of non-renewal, cancellation, or material change shall be given to the University of Iowa.

14.9. Two (2) Certificates of Insurance showing Supplier’s current coverages and limits must be submitted
with the Supplier proposal. Prior to a signed Agreement, Supplier must procure required insurance and
provide University with two (2) Certificates of Insurance. Certificates must reference RFP #XXXXXX.XX.
Supplier’s proposal must include the cost of the required insurance.

14.10. Failure on the part of the Supplier to procure or maintain required insurance shall constitute a material
breach of contract upon which The University may immediately terminate an Agreement, or, at its discretion,
 procure or renew such insurance and pay any and all premiums in connection therewith, and all moneys so paid
by The University shall be repaid by the Supplier to The University upon demand, or The University may offset
the cost of the premiums against any moneys due to Supplier.

14.11. The University reserves the right to request and receive certified copies of any or all of the above
policies and/or endorsements.

14.12. The University reserves the right to waive or reduce the insurance requirements at the University’s sole
discretion.

15. Taxes

15.1. The University of Iowa is exempt from all excise, state, local and use taxes for services rendered,
equipment or parts supplied for this contract. Exemption certificates will be furnished upon request.

15.2. Certification regarding sales and use tax: By executing this Contract the Supplier certifies it is either (a)
registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by
Iowa Code chapter 432; or (b) not a “retailer” or a “retailer maintaining a place of business in this state” as
those terms are defined in Iowa Code subsections 423.1(42) & (43). The Supplier also acknowledges that the
University of Iowa may declare the Contract void if the above certification is false. The Supplier also
understands that fraudulent certification may result in the University of Iowa or its representative filing for
damages for breach of contract.

16. Trade Secret or Proprietary Information Shall Be Handled as Follows:

16.1. The laws of the State of Iowa require that at the conclusion of the selection process, the contents of all
proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets
or proprietary information that are recognized as such, and are protected by Iowa law may be withheld, if
clearly identified as such in the proposal unless disclosure is required by a court order.

16.2. Failure to list all proprietary sections of the submitted proposal in the space provided on the Form of
Proposal shall relieve University personnel from any responsibility, should such information be accidentally
released or viewed by a competitor or the public.

17. Targeted Small Business

The University is committed to the development of Targeted Small Businesses, a State of Iowa program. If
subcontracting is necessary, the contractor will make every effort to use Targeted Small Businesses in the
performance of this contract. A report will be required at the completion of the contract indicating the extent of
Targeted Small Businesses participation. A description of the Supplier’s expected efforts to solicit Targeted Small
Businesses participation should be enclosed with the proposal.

18. Miscellaneous Terms and Conditions

No individual, department, school, college or office at the University of Iowa has the authority to solicit or receive
official proposals other than the Purchasing Department. All solicitation is performed under the direct supervision
of the Director of Business Services and in accordance with University, Regent, State and Federal laws, policies,
procedures and guidelines.
18.1. **Most Favored Nation:** The selected Supplier represents that the terms, conditions and prices established under the subsequent contract resulting from this Request for Proposal Number XXXXX.XX are equal to or better than those offered to other institutions, comparable universities, teaching hospitals, colleges, and/or community colleges. If during the term of the contract, the selected Supplier offers more favorable terms, conditions or prices to another institution, comparable universities, teaching hospitals, colleges, and/or community colleges, the selected Supplier agrees to notify the University of Iowa. The contract resulting from this Request for Proposal shall be amended to reflect the more favorable terms, conditions, or prices.

18.2. The University reserves the right to conduct discussions with Suppliers, and to accept revisions of proposals, and to negotiate price changes. Any person, firm, corporation or association submitting a proposal accepts all the terms, conditions and requirements in this Request for Proposal.

18.3. The successful Supplier agrees it will not use the name or intellectual property, including but not limited to, University trademarks in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of the University.

18.4. The successful Supplier shall not remove any records from the University of Iowa. This includes but is not limited to, paper documents, microfiche, microfilm, or any electronic media.

19. **University of Iowa Vendor Statement of Aspiration**

The University of Iowa has a deep respect for the intrinsic value of each human being, and a steadfast commitment to promoting and protecting human rights on its Iowa City campus, in its surrounding community, and beyond. For this reason, the University shall aspire to engage in business practices that effect positive change in human working conditions domestically and abroad.

20. **Conflict of Interest**

Should Contractor be a paid employee of the University or any other Iowa Regent Institution or State of Iowa Agency, Contractor will be considered a “conflict of interest vendor.” In addition, should any individual who is a paid employee of the University or any other Regent institution or State of Iowa Agency, also be a partner in Contractor’s firm or own five percent (5%) or more of Contractor’s corporate stock or receive consulting payments, a conflict of interest exists. Whenever Contractor represents a conflict of interest or whenever there is a disclosure or indication of a conflict of interest, Contractor must have approval by the Director of Purchasing prior to transacting business with the University. Contact the Purchasing Department at (319) 335-0668 or (319) 335-1726 for further information and do not sign this Agreement, until express approval has been given by the Purchasing Department. In addition, the Office of Management and Budget (OMB) Circular A-110 imposes additional requirements on federally funded projects. See Procurement Standards #42 Codes of Conduct, www.whitehouse.gov/omb/circulars/a110/a110.html#42

21. **Export Control**

Supplier acknowledges that a foreign national(s) may use the device/technology/and or data you propose, at the University.

*Supplier shall comply with all U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this Agreement. In the absence of available license exemptions/exceptions, Supplier shall be responsible for obtaining the appropriate licenses or other authorizations, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance. Supplier shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.*

Prior to disclosing or transferring to University any hardware, technical data, software or product utilizing any such data which is subject to export controls under federal law, Supplier shall notify the University in writing of the nature and extent of the export control. The University shall have the right to decline any such technical data or product utilizing such data. In the event Supplier sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate this Agreement.
22. Compliance with the Law

The Supplier, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing under the Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or suppliers. The Supplier, its employees, agents, and subcontractors shall also comply with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the work performed under the Contract. The Supplier may be required to submit its affirmative action plan to the University of Iowa to comply with the requirements of 541 IAC chapter 4.


This contract may involve funding under the American Recovery & Reinvestment Act of 2009 (“Recovery Act”). Vendor agrees to (1) comply with all terms and conditions of the Recovery Act (including but not limited to “Buy American”, “Wage Rate Requirements” and “Disclosure of Fraud or Misconduct”) and (2) provide promptly upon request to the University, the data elements which are required to be reported under Section 1512 of the Recovery Act and the Federal Funding Accountability and Transparency Act (“FFATA”). Please contact the Purchasing Agent to verify if this purchase involves such funding. For details of Recovery Act and FFATA see www.recovery.gov.

24. Federal Compliance: All contracts, including small purchases, awarded by recipients and their contractors shall contain the procurement provisions as outlined below: These provisions are available on the following website. OMB: http://www.whitehouse.gov/omb/circulars_a110#48

2 CFR 215.48


Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) -All contracts and subgrants in excess of $2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C B74), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) -When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. This does not apply to Federal disaster funding unless otherwise specified by local regulations.

Contract Work Hours and Safety Standards Act (40 U.S.C 327-333) -Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages
of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended - Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Debarment and Suspension (E.O.s 12549 and 12689) - A contract award with an amount expected to equal or exceed $25,000 and certain other contract awards (see 2 CFR 180.220) shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that Implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549. [69 FR 26281, May 11, 2004, as amended at 70 FR 51879, Aug. 31, 2005]

Section 503 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793) - This Contractor and Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

Vietnam-era Veterans’ Readjustment Assistance Act of 1974, as amended (VEVRAA), (38 U.S.C. 4212) - This Contractor and Subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

25. Software Accessibility: Software solutions provided to the University of Iowa shall be compliant with Federal statute Section 508 standards and W3C.org Web Content Accessibility Guidelines (WCAG 2.0 Level AA) for accessibility for persons with disabilities for the minimum level of accessibility. Please review the links provided for specifics related to these referred to standards and guidelines. WCAG guidelines www.w3.org/TR/WCAG20/ and Section 508 www.section508.gov/. The University reserves the right to request that the Supplier provide audit and/or test results that document the software’s compliance and the testing methodology utilized.
If software is included in this proposal please describe how the software meets the accessibility requirements included with Section 508 and WCAG 2.0 Level AA.