



Purchasing  
 Truman State University  
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 100 E. Normal Ave.  
 Kirksville, MO 63501  
 Phone: 660-785-4326  
 Fax: 660-785-7337  
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 Website: [http:// www.truman.edu/businessoffice/purchasing](http://www.truman.edu/businessoffice/purchasing)

March 14, 2018

**REQUEST FOR PROPOSALS (RFP)**  
**VIRTUAL CAMPUS TOUR SERVICES**  
**PROJECT SP18-24**

<b>SUBMITTAL DEADLINE</b>	<b>SUBMIT</b>
3:00 P.M. CDT Local Time, Tuesday, April 3, 2018	Original plus Five (5) Copies and One (1) Electronic copy via CD, DVD or Thumb Drive
<b>DELIVERY BY MAIL</b>	<b>DELIVERY BY HAND</b>
Truman State University Attn: Kim Murphy, CPPO, CPPB Purchasing Department 106 McClain Hall 100 E. Normal Ave. Kirksville, MO 63501	Truman State University Purchasing Department 106 McClain Hall Kirksville, MO 63501

Submittals from minority, women and disadvantaged business enterprises are encouraged.

**Faxed or Electronic submissions will NOT be accepted**



**VENDOR REGISTRY FOR NOTIFICATION OF INTENT TO RESPOND**

**Truman State University**

**Project SP18-24  
Virtual Campus Tour Services**

Please complete and submit this form prior to the submittal deadline as shown on the Request for Proposal document. Please fax to 660-785-7337 or email to [kmurphy@truman.edu](mailto:kmurphy@truman.edu). This page is not part of the RFP package and must be submitted to notify Truman State University of your interest in this project and for Truman to notify your organization of any addenda. These addenda are issued if there is a need to change the specifications or closing date/time of the request.

**INTENT TO RESPOND STATEMENT**

\_\_\_ YES      Our organization plans to submit a response to this solicitation for bids:

**NO RESPONSE STATEMENT**

\_\_\_ No      Our organization is not submitting a response for the following reason(s):

- |   |  |
|---|--|
| <input type="checkbox"/> We do not offer this commodity and/or service or an equivalent | <input type="checkbox"/> Insufficient time to respond to the invitation to bid.      |
| <input type="checkbox"/> Our schedule would not permit us to perform                    | <input type="checkbox"/> Cannot meet delivery requirements                           |
| <input type="checkbox"/> The project is too small                                       | <input type="checkbox"/> Licensing restrictions (please explain)                     |
| <input type="checkbox"/> The project is too large                                       | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**REQUEST FOR PROPOSALS  
FOR  
VIRTUAL CAMPUS TOURS SERVICES**

**Project No. SP18-24**

**TRUMAN STATE UNIVERSITY  
Kirksville, Missouri**



**March 2018**

Proposal Opening Date: April 3, 2018

Time: 3:00 PM CDT

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## Request for Proposal – Notice to Vendors

Truman State University is requesting sealed proposals from qualified firms to provide employee benefit consulting services.

Proposals are to be addressed and delivered to the Purchasing Department, 106 McClain Hall, Truman State University, Kirksville, MO 63501 until 3:00 PM CDT, Tuesday April 3, 2018, at which time the names of those firms or individuals submitting proposals will be read aloud. No other public disclosure will be made until after an award of the contract.

Request of Proposal documents are available from the University by contacting the below address or on the Purchasing Website at <http://www.truman.edu/businessoffice/purchasing/open-bids/>.

A one-page Proposer Registry for Notification of Intent to Respond to this RFP document is the second page of the RFP document. This form is required if you plan to submit a proposal and wish to receive any (1) RFP addenda and (2) answers to questions regarding the RFP or addenda that have, in the University's opinion, general applicability. If your Firm chooses not to respond, we ask that you complete the bottom half of this page and return to us.

The University's delivery address is:

Truman State University  
Purchasing Department  
McClain Hall 106  
100 East Normal  
Kirksville, MO 63501



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Kim Murphy, CPPO, CPPB  
Purchasing Supervisor  
Truman State University

**TRUMAN STATE UNIVERSITY**  
**REQUEST FOR PROPOSAL FOR VIRTUAL CAMPUS TOUR SERVICES**

**A. INTRODUCTION**

Truman State University (“Truman or University”) is soliciting proposals from qualified firms to develop and provide a dynamic and engaging virtual campus visit experience for the University. This request for proposal contains background information on the University and specific information that must be included in the proposals submitted. Proposals must be submitted by 3:00 PM, April 3, 2018 to the Purchasing Department.

**B. BACKGROUND**

Truman State University, Missouri’s only public liberal arts and sciences university, is located in Kirksville, Missouri. Truman has an enrollment of approximately 6,000, primarily full-time, degree seeking undergraduates representing 39 states and 50 foreign countries. The institution attracts academically talented students and focuses on traditional undergraduate programs.

Founded in 1867, Truman has a long history of being recognized nationally for its innovative assessment program and commitment to providing a high-quality liberal arts and sciences education at an affordable price. Truman’s mission statement can be found online at: [www.truman.edu/mission-statement](http://www.truman.edu/mission-statement).

For the twenty-first year in a row, Truman has been recognized as the No. 1 Public University in the Midwest Region-Master's Category by [U.S. News & World Report](#). Truman also was ranked No. 8 overall in the Midwest region among both private and public institutions. Truman is the only university in Missouri to be included in the top 10 public university-master's ranking. Additionally, *U. S. News & World Report’s* “Best Value Schools” 2018 edition singled Truman out as the No. 1 public university in the Midwest and No. 2 overall for the Midwest region.

Truman ranks 19 on the *Kiplinger’s Personal Finance* exclusive list of “100 Best Values in Public Colleges” that combine great academics with reasonable costs. *The Fiske Guide to College* recognized Truman for offering a winning combination of challenging academics and a close-knit community. Truman ranked #4 among the top Master’s Universities in the nation in Washington Monthly’s 2017 College Rankings. *The Princeton Review* recognized Truman as one of the nation’s best colleges 2018.

Truman State University seeks proposals for the purpose of developing an enhanced virtual campus tour. The University currently incorporates a third-party virtual campus tour and is seeking a Firm to create a more modern, visually interesting, and interactive experience.

**C. SCOPE OF SERVICES**

General Requirements: The purpose of the Request for Proposals (RFP) is to solicit proposals from agencies to reach a broader audience of qualified domestic and international freshman and transfer prospects by delivering a dynamic and engaging virtual campus visit experience from wherever they are. The RFP seeks a Firm to create a virtual experience that clearly highlights Truman’s high quality and many opportunities while enticing the viewer to pursue additional information, schedule a personal campus visit, apply for admission and/or enroll as a new student. Truman prides itself in being distinctive and seeks to convey that message in a robust, engaging virtual campus tour experience. The desired outcome is to increase mindshare with prospective students by reaching these digital natives in the rapidly changing electronic venue they prefer. A dynamic and engaging virtual experience could prompt willingness to invest in a trip to the campus but also encourage continued engagement after the student has experienced the campus first-hand. The selected Firm will provide these virtual campus tour services in conjunction with and under the direction of the University’s Office of Enrollment Management, Admissions Office and Public Relations Office.

1. The selected Firm will produce a virtual campus tour that provides smooth, easy navigation on desktops, tablets, and mobile phones.
2. The selected Firm will produce a virtual campus tour that explores campus in a realistic, engaging and interactive tour-style format that features videos and panoramic photography.
3. The selected Firm will produce a virtual campus tour that showcases approximately 28 select buildings and outdoor spaces.
4. The selected Firm will produce a virtual campus tour with content that can be shared onto various social media environments (Facebook and Instagram preferred).
5. The selected Firm will create a virtual campus tour that has non-English language (Spanish and Mandarin preferred) narration or translation capability.
6. The selected Firm will create any graphics or custom designs necessary for implementation of the product.
7. The selected Firm will create a virtual campus tour with data collection (including lead generation) and reporting/analytics capabilities.
8. The University requires that any and all information whatsoever regarding any transactions contemplated, entered, or consummated under or related to this agreement will remain confidential.
9. The University has limited funds to invest in this project. The virtual campus tour proposal should be developed with this in mind. The University is tax exempt from select taxes and will furnish the selected Firm with a tax exemption letter.
10. The selected Firm understands and agrees that the aforementioned work shall constitute a work for hire, and any copyright and all intellectual property rights shall be owned by Truman State University.
11. The period of performance shall be date of award through completion of the project unless otherwise terminated by the University for just cause or through the mutual agreement of Truman State University and the selected Firm.
12. The selected Firm will demonstrate that the product conforms to or addresses each of the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA success criteria wherever demonstrating such performance is practicable. Firms may do so by providing any of the following:
  - an independent third party evaluation from an accessibility consultancy.
  - a Voluntary Product Accessibility Template (VPAT). If a VPAT is used, it must use the VPAT 2.0 template, which is based on WCAG 2.0 Level AA. The VPAT 2.0 template is available from the Information Technology Industry Council at [itic.org/policy/accessibility](http://itic.org/policy/accessibility).

#### **D. VENDOR QUALIFICATIONS AND REQUIREMENTS**

Qualified vendors are encouraged to submit a Proposal for providing the goods and /or services described. All Firms must submit the following information. If the Firm plans to subcontract any of the work described in the specifications, the Firm must respond to all items for each proposed subcontractor. If a Firm plans a joint venture with another company, the Firm shall specify accordingly and respond to all items for each company involved in the joint venture.

Proposals shall be prepared simply and succinctly providing a straightforward, concise description of the Firm's abilities to satisfy the requirements of this request. Emphasis shall be on completeness and clarity of content.

Proposal to include the following:

1. Name and address of company.
2. The selected Firm shall designate a main contact person for communication with Truman State University. Indicate the designee's length of service with the company. List their experience and qualifications specifically as these factors relate to the responsibilities each will be fulfilling on this project.
3. Proposer must show evidence of financial responsibility to enter into this relationship and to fiscally sustain this project by providing current audited financial statements, which includes the most current quarter and last year-end including Balance Sheet, Income Statement, and Statement of Cash Flows for their company. Please include a description of any litigation in which the Firm's company is currently involved, as well as indicating any potential conflict of interest and plans for avoiding the conflict. The Firm should place this information in a separate, sealed envelope, marked with "Financial Statements", and place with the "Original" response only. This information will be used to determine overall financial strength of the Firm's company and will be maintained as confidential information by the University.
4. Disclosure of any information to the possibility of proposed takeovers; both for this company by another company, or any takeovers of other service providers by this company.

#### **D. SUBMISSION OF PROPOSAL & CONTRACT AWARD**

Proposal responses must be signed, sealed and returned (with all necessary attachments) to the following address on or before 3:00 PM on Tuesday, April 3, 2018.

Truman State University  
Purchasing Department  
106 McClain Hall  
Kirksville, MO 63501  
Attn: Kim Murphy

One (1) original and five (5) copies of the proposal response are required to be submitted. Proposal responses will not be accepted by fax machine. All proposals shall be sealed in a package and clearly marked "Request for Proposal, Project SP18-24 for Virtual Campus Tour Services". Proposals will be accepted up to the time and date shown as indicated above. Vendors are responsible for ensuring that proposals are received by the deadline. Proposals received after the deadline will be considered non-responsive and will be removed from consideration on this basis.

Before submitting a proposal, the vendor should become thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP. It shall be the vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

All copies and contents thereof of any proposal, attachment, and explanation thereto submitted in response to this Request for Proposal, except copyright material, shall become the property of the University. All copyright material must be clearly marked.

If your proposal contains any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". The University is the final authority as to the extent of material that is considered proprietary or confidential. Pricing information cannot be considered proprietary.



The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when the University determines that it is in their best interest to do so.

Any award of a contract/purchase order resulting from the RFP document will be made only by written authorization (contract/purchase order) from the Purchasing Department. Truman reserves the right to make multiple awards if it is in the best interest of the University. The term of this contract will be for a one-year contract with the option to automatically renew four more one-year renewals. In the event that the Purchasing Department exercises such rights, all terms, conditions, and provisions, of the original contract shall remain the same and apply during the extension period upon the annual establishment of a mutually acceptable financial agreement. All renewals are contingent upon funding by the University.

Specific questions regarding specifications and technical requirements of this RFP document must be submitted in writing and forwarded to the address noted above and directed to the Purchasing Department, Kim Murphy, Purchasing Supervisor, faxed to 660.785.7337 or emailed to [kmurphy@truman.edu](mailto:kmurphy@truman.edu). Submission questions and subsequent responses will be issued as an addendum to all prospective Firms on file. No addenda will be issued later than 72 hours prior to the time and date scheduled for the receipt of responses except an addendum postponing or withdrawing the RFP.

To facilitate the evaluation process, Firms are requested to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein. Each distinctive section should be titled with each individual evaluation category and all materials related to that category should be included therein. Firms are requested to provide the requested information in their response.

## **E. PROPOSAL REQUIREMENTS**

The Firm must respond to this RFP document by submitting all data required herein for their proposal response to be evaluated and considered for award. Failure to submit such data may be deemed sufficient cause for disqualification of a proposal response from further consideration for award.

The Firm agrees to perform all services required for the prices quoted on the PRICING PAGE, Exhibit A. The Firm may submit Exhibit A in an alternative format if preferred. Any cost and/or pricing data submitted or related to the Firm's proposal response, whether required or voluntary, shall be subject to the evaluation if deemed by Truman to be in the best interests of the University. In the evaluation of the Firm's proposal response, Truman reserves the right to consider the value of money and any other economic impact factors as deemed appropriate and in the best interests of the University.

The Firm should furnish evidence of having successfully provided virtual campus tour services for recruitment of prospective students for at least two (2) higher education institutions that are not competitors of Truman's within the past two (2) calendar years that are of similar size and scope to the University's request. The following information regarding each contract must be provided:

- Name of Institution
- Address
- Contact Person's Name
- Telephone Number
- Dates of the Contract
- Brief written description of the specific prior service performed and requirements thereof.

A disclosure of all clients who may be considered by Truman as competitors must also be provided.

Proposal responses should be as thorough and detailed as possible so that Truman may properly evaluate your capabilities to provide the required services. Experience, reliability, and economic stability of the Firm's

organizations are considered in the evaluation process. Therefore, the Firm is advised to submit any information that documents successful and reliable experience in past performances, especially those performances related to the requirements of the RFP document, as well as financial backing of the organization to ensure successful completion of the contract.

## 1. Guidelines Utilized in the Development of Virtual Campus Tour Services

- 1.1 Truman has chosen to position itself as the quality public school alternative to the higher priced private institutions.
- 1.2 As Missouri's only public liberal arts and sciences university, Truman is respected nationally as providing excellent academic programs and for offering a complete education not available at less selective universities.
- 1.3 Truman seeks to recruit high achieving students who would choose a high quality academic school over one that has a reputation for parties and big time sports.
- 1.4 Truman seeks to recruit culturally and geographically diverse students who want opportunities for leadership and engagement - the hallmarks of the Truman Experience.
- 1.5 Truman attracts students who are concerned about career opportunities and recognize the advantages of the liberal arts education at Truman; about going to college for the right reasons. Forty percent of Truman graduates go on to graduate or professional school.
- 1.6 The safety value of the Truman campus and living in Kirksville, Missouri is attractive to prospective students and parents.
- 1.7 Truman is affordable, especially in comparison to private institutions of similar size and/or academic quality.
- 1.8 The Truman campus is picturesque with architecturally-pleasing, historic brick buildings set amid 160 beautifully landscaped acres.

## 2. Overall Goals and Outcomes Desired

- 2.1 Increase qualified Missouri inquiries by 10% and out-of-state inquiries by 20%.
- 2.2 Increase qualified freshman applications, including international, by 10% for Fall 2019.
- 2.3 Increase qualified transfer applications, including international, by 15% for Fall 2019.
- 2.4 Increase physical campus visits by 12% for the 2018-2019 academic year.
- 2.5 Increase qualified inquiries and applicants from a broader geographic area than the state of Missouri.
- 2.6 Increase enrollment yield for Missouri applicants by 1% and out of state applicants by 2% for Fall 2019.
- 2.7 Elevate mindshare for Truman's positioning as a public alternative to the more expensive private college.
- 2.8 Continue to engage students who have physically visited the Truman campus.

## F. Evaluation Method for Proposals

1. All proposals received from qualified Firms will be evaluated. Award of the business will be made to the Firm who provides the best combination of services, cost and value as determined by Truman. Truman reserves the right to accept or reject any or all proposals submitted for consideration. In addition, Truman reserves the right to negotiate specific aspects of a proposal submitted.

The selection committee will first determine a proposal satisfies the requirements stated in this RFP document.

2. To facilitate the evaluation process, the Firm is encouraged to address the following areas:
  - 2.1 Describe how and why your Firm is different from other agencies and why the selection of you or your Firm as the agency to perform these services would be the best decision Truman could make.
  - 2.2 Describe how your Firm and/or partners will specifically approach our virtual campus tour needs.
  - 2.3 Describe whether you or your Firm lost any clients in the past three years and why.
  - 2.4 Provide a portfolio or examples of work, relevant to the project outlined in this document.
  - 2.5 Clarity and completeness of the proposal submitted.
  - 2.6 Truman is anticipating paying for the work of the Firm; therefore the Firm must declare any intentions of receiving any Commissions in their response.
  - 2.7 The Firm must outline the cost, if any, for site visits to the University.
5. All responsive and responsible proposals will be subjected to a comparative assessment of the published evaluation criteria. The award of a contract/purchase order will be based on the best proposal response in accordance with the evaluation criteria listed below:

Cost	30%
Proposed Method of Performance	30%
Experience and Existing Clients Served	20%
Creativity, Expertise & Reliability of Personnel	20%

6. The University reserves the right to make an award to the responsive and responsible Proposer whose product and/or service meets the terms, conditions and specifications of the RFP and whose proposal is considered to best serve the University's interests.
7. After the initial screening process, respondents may be asked to make an oral presentation to clarify details of their response if deemed necessary by Truman to clarify or verify the Firm's proposal and to develop a comprehensive assessment of the proposal. Firms are cautioned not to contact employees of Truman concerning this RFP during the evaluation process.
8. Truman reserves the right to consider historic information and fact, whether gained from the Firm's proposal response, question and answer conferences, references, or any other source, in the evaluation process. Truman shall have the right to take such steps as it deems necessary to determine the ability of a Firm to perform the work, and each Firm shall furnish to Truman such information and data for this purpose as it may request. The right is reserved to reject any proposal response where an investigation, or consideration of the information submitted by such Firm, does not satisfy Truman that the Firm is qualified to carry out properly the terms of these specifications.

9. The Firm is cautioned that it is the Firm's sole responsibility to submit information related to the evaluation categories and that Truman is under no obligation to solicit such information if it is not included with the Firm's proposal response. Failure of the Firm to submit such information may cause an adverse impact on the evaluation of the Firm's proposal response.
10. Proposal responses will be evaluated on the Firm's distinctive plan for performing the requirements of this RFP. Since the evaluators have already read the Scope of Work as described in this RFP, it is not necessary for Firm to repeat the exact RFP language, or to present a paraphrased version, as an original idea for a technical approach.
11. Firms will be required to provide a written narrative that demonstrates the method or manner in which they propose to satisfy the requirements of the Scope of Work. A step-by-step description of tasks or events that are proposed to accomplish the scope of this project must also be provided. Firms must identify any additional resources required of Truman not previously outlined in this RFP. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action. In addition, Firms should specify the personnel who are proposed to perform each task. The Firm should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The relationship of the project leader to management and to support personnel should be clearly illustrated. The qualifications of the personnel proposed by the Firm to perform the requirements of the RFP Document will be considered in the evaluation. Therefore, the Firm should submit detailed information related to the experience and qualifications of the personnel proposed. The Firm should also provide a resume including references detailing educational background and previous work assignments as may relate to this RFP document for key personnel to be assigned to this project.
12. The Firm must outline in their proposal their fees to perform the services as requested in the RFP document. The Firm must also outline any Truman resources required to provide the requested services.
13. The final determination of award shall be made by Truman. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected. Truman will notify all Firms responding to this RFP the Firm whom has been selected to perform these services. Any proposal award protest must be received within 10 days after the date of notification of award in accordance with the State statute.

#### **G. General Contractual Requirements**

1. The contract between Truman and the selected Firm shall consist of (1) RFP and any amendments thereto, and (2) the proposal submitted by the selected Firm in response to this RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, Truman reserves the right to clarify any contractual relationship in writing with the concurrence of the selected Firm and such written clarification shall govern in case of conflict with the applicable requirements stated in this RFP or the selected Firm's proposal response. In all other matters not affected by the written clarification, if any, the RFP shall govern. The Firm is cautioned that its proposal shall be subject to acceptance by Truman without further clarification.
2. Any change in the contract including the Scope of Work described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the selected Firm and Truman. Any amendments to the contract shall (1) specify an effective date; (2) specify any increases or decreases in the amount of the selected Firm's compensation, if applicable; (3) describe changes, if any, to the provisions of the contract; (4) be entitled as an "Amendment"; and (5) signed by the parties identified in the preceding sentence. The selected Firm expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment to the contract.

3. All reports, data and materials developed or acquired by the selected Firm as a direct requirement specified in the contract/purchase order shall become the property of Truman. All reports, data or materials that may reveal names or identification numbers of individuals, employees, or corporate entities, if not returned to Truman, must be properly destroyed so as to keep such information confidential. No reports or materials prepared, as required by the contract/purchase order, shall be released to the public without the prior written consent of Truman.
4. The selected Firm shall not at any time sell, convey, transfer, mortgage or assign any interest in the contract/purchase order, either in whole or in part, nor any of its rights, title, interest or privilege hereunder whatsoever, in the contract/purchase order without the prior written consent of Truman.
5. Firms agree that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. Firms further agree that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract/purchase order.
6. Firms shall not provide any perquisites, favors, or gifts to any Truman employees which tend to curry favor with any specific persons or which incur expenses to be borne by Truman. Firms shall not attempt to gain support and appreciation from any group of employees other than providing the high quality consulting services possible.
7. Upon filing for any bankruptcy or insolvency proceeding by or against the Firm, whether voluntary or involuntary, or upon the appointment of a receiver, trustee or assignee for the benefits of creditors, the Firm must notify Truman immediately. Upon learning of such actions, Truman reserves the right at its sole discretion to either cancel or reaffirm the contract.
8. Truman may cancel the contract at any time for a breach of any contractual obligation by providing the selected Firm with a written notice of such cancellation. At its sole discretion, the University may give the Firm an opportunity to cure the breach or to explain how the breach will be cured. If the Firm fails to cure the breach, the University reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and charge the contractor for any additional costs incurred as a result. Should Truman exercise its right to cancel the contract/purchase order for such a reason, the cancellation shall become effective on the date as specified in the Notice of Cancellation sent to the selected Firm.
9. Truman reserves the right to terminate the contract at any time without penalty or recourse, by giving written notice to the Firm at least 30 days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment and accomplishments prepared, furnished or completed by the Firm pursuant to the terms of the contract shall, at the option of Truman, become the property of Truman. The Firm shall be entitled to receive just and equitable compensation for that work completed pursuant to the contract prior to the effective date of termination.
10. Any written notice of the Firm shall be deemed sufficient when deposited in the United States mail, postage prepaid, and addressed to the Firm or at its address as listed on the signature page of the contract, or as such address as the Firm may have requested in writing.
11. As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Data obtained through this consulting process must be handled as confidential and may not be shared with other firms who may want to do business with Truman without the prior written approval of the University's Purchasing Department. Any future business with Truman will be obtained through a proposal process.

12. The contract shall be construed according to the laws of the State of Missouri. The Firm shall comply with all local, state and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
13. The Firm represents himself/herself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of Truman. Therefore, the selected Firm shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc. and agrees to indemnify, save and hold Truman, its officers, agents and employees, harmless from and against any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
14. The selected Firm and all subcontracted Firms doing business with Truman must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by the selected Firm or subcontracted Firm is found to exist, Truman will take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all bidders' lists until corrective action is made and ensured, and referral to the Attorney General's Office.

**TRUMAN STATE UNIVERSITY  
PROPOSAL CERTIFICATION**

The Firm certifies it is authorized to obligate the represented firm and further agrees with all terms, conditions, and requirements of the Truman's RFP.

The Firm further certifies the responses and resulting proposal to Truman's Request for Proposal are true and accurate.

In submitting a response to Truman's RFP, the Firm understands that Truman retains the right to reject any and all proposals and to waive irregularities and informalities therein, and to award the contract in the best interests of Truman. It is also understood that proposals may not be withdrawn for a period of **30 days** after the date and time set for the receipt of proposals.

The Firm hereby affirms:

- (1) That I am the Firm (if the Firm is an individual), a partner in the Firm (if the Firm is a partnership), or an officer or employee of the Firm having authority to sign on its behalf (if the Firm is a corporation);
- (2) That the proposal has been arrived at by the Firm independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the RFP designed to limit independent bidding or competition;
- (3) That the contents of the proposal has not been communicated by the Firm or its employees or agents to any person not an employee or agent of the Firm or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal; and
- (4) That the Firm has fully informed himself/herself regarding the accuracy of the statements made in their response.
- (5) The Firm is registered with and maintains good standing with the Secretary of State of the State of Missouri, as may be required by law or regulation.
- (6) The undersigned certifies that their firm (check one) \_\_\_\_\_ IS or \_\_\_\_\_ IS NOT currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with this RFP document, Project No. SP18-24, and after carefully reviewing all the terms, conditions, and requirements contained therein, the undersigned agrees to furnish such services in accordance with the specifications of this RFP.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Federal Tax ID No.

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

**EXHIBIT A**  
**Pricing Page**

The base price given is to be inclusive of **all** collateral materials and associated services necessary to support project as described in this Request for Proposal. Projects and services to include in the base price are:

1. Production of a virtual campus tour

Base Price: \$ \_\_\_\_\_