



Sistema Universitario Ana G. Méndez

REQUEST FOR PROPOSAL

TECHNOLOGICAL EQUIPMENT (TITLE-V FEDERAL
PROJECTS)

PREPARED BY: JOSE A. BERRIOS, VP AUX. COMPRAS
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CHAPTER 1 ADMINISTRATIVE PROCEDURES AND PROCUREMENT PROCESS

1.1 Purpose of Request for Proposal

The purpose of this Request for Proposal (RFP) is seek bids that meet the needs of acquire technological equipment for the SUAGM (Title V Federal Projects).

1.2 RFP Coordinator

The RFP Coordinator, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

José A. Berríos
Aux. Vice-president of Purchasing

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1.3 Restriction on Communication

From the date of issuance of this RFP until announcement of the successful vendor, vendors may contact only the RFP Coordinator. The RFP Coordinator will respond only to questions regarding the procurement process. Questions concerning the interpretation of this RFP must be submitted in writing to the RFP Coordinator in accordance with this RFP. In the event that a vendor or someone acting on the vendor's behalf attempt to discuss this RFP orally or in writing, with any employee of SUAGM, other than the RFP Coordinator designated above, or any employee or elected official of the SUAGM, the vendor may be disqualified.

1.4 Procurement Timetable

The following dates set forth below are for informational planning purposes only. SUAGM reserves the right to change the dates.

<i>Event</i>	<i>Date</i>
RFP Issued	March 20, 2006
Proposals Due	March 31, 2006
Issue Notice of Award	April 7, 2006

1.5 Amendment to the Request for Proposal

SUAGM reserves the right to amend the RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of the RFP, an amendment will be provided to all vendors who received the original RFP. A vendor's response must include acknowledgment of all addenda.

1.6 Submission of Proposals

Proposals must be received by the RFP Coordinator no later than 3:00 pm (local time) March 31, 2006. Any proposal received after this deadline will be rejected and returned to the vendor. Vendors mailing proposals must allow ample mail delivery time to ensure timely receipt of their proposals. It is the vendor's responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal by SUAGM. Electronic mail and faxed proposals will not be accepted.

1.7 Rejection of Proposals

1.7.1 At any time prior to the execution of the written contract, SUAGM reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such products or services, and to cancel this RFP if it is in the best interest of SUAGM.

1.7.2 A proposal shall be rejected outright and not evaluated if a vendor fails to deliver its proposal by 3:00 p.m. on the due date or fails to include the required transmittal letter, proposal certification, and certification of independence and no conflict of interest and authorization to release information.

1.8 Costs of Preparing the Proposal

The costs of preparing the proposal are the sole responsibility of the vendor. SUAGM is not responsible for any costs incurred by vendor which are related to the preparation or delivery of the proposal or any other activities carried out by the vendor related to this RFP.

1.9 Waiver of Deficiencies and Nonmaterial Variations

SUAGM reserves the right to waive or permit cure of nonmaterial variances in a proposal provided, however, such waiver is in their best interest. of SUAGM The nonmaterial variances include minor informalities that do not affect responsiveness, variances that are merely a matter of form or format, variances that do not change the relative standing of other vendors, variances that do not prejudice other vendors, variances that do not change the meaning or scope of the RFP, or variances that do not reflect a material change in the proposal. Failure to provide any mandatory information, or to comply with mandatory requirements of the RFP, shall not be considered a nonmaterial variation that SUAGM can waive or permit cure. In the event SUAGM waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of whether a particular matter constitutes a material or nonmaterial variation from the RFP is within the sole discretion of SUAGM.

1.10 Opening of Proposals

The proposals will be opened at 3:05 pm. on March 31, 2006 at the Purchasing Office. At that time, the names of the vendors who submitted timely proposals will be announced verbally by the RFP Coordinator. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP. The proposals will

remain confidential until all of the proposals submitted in response to this RFP and a notice of award is announced in accordance with SUAGM Policies and Procedures. The proposals will be available for inspection after the notice of award is announced.

1.11 Copyrights

By submitting a proposal, the vendor agrees that SUAGM may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting a proposal, the vendor consents to such copying and warrants and represents that such copying will not violate the rights of any third party. SUAGM will have the right to use ideas or adaptations of ideas that are presented in the proposals.

1.12 Proposals Property of SUAGM

All proposals become the property of SUAGM and shall not be returned to the vendor unless all proposals are rejected and no award is made.

1.13 Release of Claims

By submitting a proposal, each vendor agrees that it will not bring any claim or have any cause of action against SUAGM based on any misunderstanding concerning the information provided in this RFP or concerning SUAGM failure, negligent or otherwise, to provide the vendor with pertinent information intended by this RFP.

1.14 Content of RFP

1.14.1 This RFP is designed to provide vendors with information necessary for the preparation of competitive proposals. Each vendor is responsible for determining all factors necessary for the submission of a comprehensive and compliant proposal.

1.14.2 Proposals should be based solely on the material contained in the RFP. Vendors are to disregard any draft materials they may have received, newspaper articles they may have read, and any other previous oral or written representations.

1.15 Sources of Information Use by SUAGM

1.15.1 SUAGM reserves the right to contact vendors after the submission of proposals for the purpose of clarifying a proposal and to ensure mutual understanding. A vendor will not be permitted to modify or amend its proposal if contacted by SUAGM for this reason. All contact with vendor for clarification purposes shall be in writing. All responses shall be in writing. SUAGM will be bound only by written responses.

1.15.2 SUAGM assumes no responsibility for representations made by its employees prior to the execution of a legal contract, unless such representations are specifically incorporated into this RFP as written addenda to the RFP. Oral discussions pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing.

1.15.3 SUAGM reserves the right to obtain, from any and all sources, information concerning a vendor or a vendor's product, services, personnel, or subcontractors. SUAGM also reserves the right to obtain and consider information from other sources such as the vendor's performance of other contracts. SUAGM may use any of this information to evaluate a vendor's proposal.

1.16 Proposals Valid for 45 Days

All proposals shall be firm for a period of forty-five (45) days following the date on which proposals are due.

1.17 Proposal Evaluation and Award.

Proposals that are timely submitted and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP.

1.18 Award Notice

Notice of award of the contract to the successful vendor will be sent by mail or electronic mail, to all vendors submitting proposals. Negotiation and execution of contract with the successful vendor shall be completed no later than five working days after awarded. If the apparent successful vendor fails to negotiate and deliver an executed contract by that date, SUAGM may, in its sole discretion, cancel the award and award the contract to the next highest ranked vendor.

CHAPTER 2 GENERAL TERMS AND CONDITIONS OF THE CONTRACT

The contract that will be awarded as a result of this RFP will be based upon the proposal submitted by the successful Vendor and this solicitation. SUAGM reserves the right to either award a contract without further negotiation with the successful vendor or to negotiate contract terms with the selected vendor if the best interests of SUAGM would be served. The contract terms contained in this Chapter are not intended to be a complete listing of all contract terms but are provided only to enable the vendor to better evaluate the vendor's costs associated with the RFP and resulting contract. Vendors should plan on the following terms being included in any contract awarded as a result of this RFP. All costs associated with complying with these requirements should be included in the prices quoted by the vendor.

CHAPTER 3 SERVICE REQUIREMENTS

3.1 Objectives

The Purchasing Office is issuing this RFP to provide detailed information necessary for the preparation of competitive proposals by qualified vendors to supply technological equipment for the SUAGM.

3.2 Description of technological equipment for SUAGM.

Refer to addendum number 3 & 4.

CHAPTER 4 FORMAT AND CONTENT OF PROPOSAL

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand and evaluate. Failure to adhere the proposal format shall result in the disqualification of the proposal.

4.1 Instructions

4.1.1 All proposals should be prepared simply and economically providing a direct, concise delineation of the vendor's proposal and qualifications. Proposals must meet the criteria set forth in this Chapter.

4.1.2 Proposals shall be typewritten.

4.1.3 Proposals should be printed or typed on 8.5" x 11" paper (one side only).

4.1.4 All pages of proposals must have consecutive page numbers.

4.1.5 An original and two (2) copies of a proposal must accompany the submission.

4.1.6 Proposals must respond to RFP requirements by restating the number and text of the requirement in sequence and writing the response immediately after the restated requirement.

4.2 Table of Contents

All proposals must include a table of contents and appropriate page number references.

4.3 Transmittal Letter

4.3.1 The transmittal letter shall be signed by an individual authorized to legally bind the vendor. The letter shall include the vendor's mailing address, telephone number, and fax number.

4.3.2 A request for confidential treatment of information shall be included in the transmittal. Any request for confidential treatment must comply with all requirements for such requests as required by Chapter 1 of the RFP.

4.4 Proposal Certification

Each vendor shall submit with the proposal certification, stating that the contents of the proposal are true and accurate. The substance and form of the proposal certification is included as Addendum Number 1. The proposal certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

4.5 Acceptance of Terms and Conditions

Each vendor shall specifically stipulate that the proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the vendor objects to any term or condition, it shall make specific reference to the RFP page, section, and line number(s) at issue. Objections or responses that materially alter the RFP shall be deemed non-responsive and disqualify the vendor.

4.6 Certification of Independence and No Conflict of Interest

Vendor shall sign and submit with the proposal a certification stating that the proposal was developed independently and that no relationship exists or will exist in the contract period between vendor and the SUAGM that interferes with fair competition or is a conflict of interest. The substance and form of the certification of independence and no conflict of interest is included as Addendum Number 2. This certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor in contract. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

CHAPTER 5 EVALUATION OF PROPOSALS

5.1 Award Process

Proposals will be reviewed by an evaluation committee appointed by SUAGM.

5.2 Verification of Proposal and Contract Negotiation

All applicable contracting requirements imposed by this RFP shall be met by the vendors. The successful vendor must, in a timely manner, enter into the contract with the SUAGM, to implement the programs contemplated by this RFP. It is expected that all such documentation will be executed within forty-five (45) days after the date of notification of the award. Failure of the successful vendor to agree to the terms of the contract within that time period may be grounds for SUAGM to award the contract the next highest ranked compliant vendor.

ADDENDUM NUMBER 1

Date

José A. Berríos Robles
Aux. Vice-president of Purchasing

**Re: Request for Proposal (Technological Equipment)
Proposal Certification**

Dear Mr. Berríos:

I certify that I have the authority to bind (Name of Vendor). below to the specific terms, conditions and technical specifications required in (RFP) and offered in our proposal. I understand that, by submitting this proposal, (Name of Vendor) agrees to provide the SUAGM with the equipment that meets or exceeds the requirements of the RFP unless noted in the proposal.

I also certify that the contents of the proposal are true and accurate and that (Name of Vendor) has not made any knowingly false statements in the proposal.

Sincerely,

Name and Title

ADDENDUM NUMBER 2

Date

José A. Berríos Robles
Aux. Vice-president of Purchasing

Re: Request for Proposal (Technological Equipment)
.....Certification of Independence and No Conflict of Interest

Dear Mr. Berríos:

By submitting a proposal in response to the SUAGM (RFP) for the acquisition of technological equipment , the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to SUAGM who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by (Name of Vendor) to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Vendor) and SUAGM that interferes with fair competition or as a conflict of interest.

Sincerely,

Name and Title

SECTION 1.ADDENDUM #3

**SISTEMA UNIVERSITARIO ANA G. MENDEZ
EQUIPMENT SPECIFICATIONS**

EQUIPMENT	QUANTITY
<p>Desktop – HP DC7600 SFF Intel Pentium 4 630 Processor (3.0-GHz, 2-MB L2 cache, 800-MHz FSB), 512MB 667Mhz DDR2 (2 x512MB) Upgradable to 4GB, 80-GB SATA 3.0-Gb/s Hard Drive HD Smart III, Two PS/2 Ports ,1 Serial, 1 Paralell, 8 USB Ports. No Floppy, and Video, PS2/ Mouse and PS2 keyboard, Embeded Security TPM Chip V1.2, 48X/32X Combo Drive (DVD/CD-RW), Integrated Audio Azalia high definition, Ethernet 10/100/1000, Longhorn Readiness, Windows XP Profesional, (load SUAGM Image from manufacturer plant not locally) Monitor Flat Panel LCD 1502, Kensington Lock Slot Contrast Ratio up to 450:1 1, Horizontal Viewing Angle 130 degrees Mac Mode 832 x 624 @75Hz , language selector, User programmable Modes 11 Warranty – All equipment with 3 years - parts, labor onsite - next business day. Partner Must be service authorize from Manufacturer</p>	<p>143</p>
<p>Laptops – HP Notebook NC6230 Intel Pentium M processor 750* (1.86-GHz, 533-MHz FSB, 2-MB L2 cache), 512 MB Memory, 40GB Hard Disk, 14.1 Inch XGA Display, DVD/CD-RW Combo (Multi-Bay), 56K High Speed Modem, Integrated 10/100/1000 NIC, Integrated (802.11a/b/g) wireless, Windows XP Profesional, Universal roller case, 6-cell Li-Ion battery up to 4hrs, 1 Type I/II PC card slot - supports 32-bit CardBus and 16-bit PC cards; 1 Integrated Smart Card reader, 1 Secure Digital slot, Dual Pointing devices – Touchpad with scroll zone and Pointstick (Both devices have two buttons). Certified Novell & Linux Desktop 9, Notebook must weight up to 5.12 Lbs, ATI Mobility Radeon X300 Graphics with discrete x16 PCI Express controller and 32MB video memory. Wireless Keyboard & Mouse, Port Replicator with gigabit (Load SUAGM Image from manufacturer plant not locally) Warranty – All equipment with 3 years - parts, labor onsite - next business day. Partner Must be service authorize from Manufacturer</p>	<p>34</p>
<p>HP LaserJet 4350 TN – Printer – B/W – Laser</p>	<p>2</p>
<p>Infocus LP640 – LCD Projector w/ installation Partner Must be</p>	<p>30</p>

service authorize from Manufacturer (On-site service)	
HP ScanJet 3770 Digital Flatbed Scanner	9
Sony Cyber – Shot DSC – T9 – Digital Camera 6.0 M Pixels	4
Projection Screen Dalite Wallmount 50 x 67 w/ installation	19
Teamboard Eagan 60 x 48 w/ installation – (Partner more than 3 years experience in this products)	11
Enterasys Roam About AP4102 – Wireless Access Point	10
HP Integrated Access Manager 760 w/ Security Appliance	4
Red Hawk CDT Single Power & Data Port IEEE 802.3 af Model BL-8551	10
HP IPAQ Pocket PC HX 2490	50
3M Overhead Proyector Model 1825 Plus	2
Top Access Deluxe Lab Work Station 72”(Estudiantes)	68
Top Access Deluxe Lab Work Station 36”(Profesores)	4
HP Color Laser Jet 3700 dn – Printer – Color - Laser	4
Canon Image Class MF8170C Multifunction – Color (fax-copier-printer-scanner)	5
Infocus LP120 1000 AnsiLumens Partner Must be service authorize from Manufacturer (On-site services)	2