

Standard Contract

**UMW 26-2097
Horseback Riding Services**

This contract, between Memory Lane Farm LLC, hereinafter called the “Contractor”, and the Commonwealth of Virginia, University of Mary Washington, called the “University” or “UMW”, shall become effective upon date of final execution by both parties.

WITNESSETH that the Contractor and the University, in consideration of the mutual covenants, promises and agreements contained herein, agree as follows:

PERIOD OF CONTRACT: Date upon final execution by both parties through July 31, 2027, with four (4), one-year renewal options.

CONTRACT DOCUMENTS: The contract shall consist of the following documents *in order of precedence*, all of which are incorporated herein by reference, and constitute the “contract documents”:

1. This signed Contract;
2. Any addenda and the original solicitation, RFP 26-2097, dated March 23, 2026 to include:
 - a. The Statement of Needs
 - b. The General Terms and Conditions
 - c. The Special Terms and Conditions;
3. The Contractor’s proposal dated April 9, 2026

Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

SCOPE OF SERVICES: The Contractor agrees to provide the following services:

1. Location

The contracted facility must be within forty-five (45) driving minutes or less of UMW's Fredericksburg campus.

2. Horses

- a. Horses provided shall be of varying skills, strengths, and builds.
- b. Horses must suitable in gait and have good temperament for beginner to advanced riders. The horses shall also be in good health, sound and free of injury, and confirmation suitable to hunt seat discipline.
- c. Lesson mounts must all be trained hunter seat.
- d. A minimum of 3 horses must be available for use.
- e. Large ponies, 13.2 to 14.2 hands, may be used in addition to the horses.
- f. Horses must be able to safely carry riders of different sizes and builds, in a manner that is humane for the horse.

- g. When competing at away shows, IHSA teams ride the horses provided by the home team. The UMW team must be prepared to effectively ride horses of varying temperaments, gaits, breed, and build.
- h. Horses shall have the ability to show at all IHSA levels with all IHSA athletes: i.e.; beginner (Walk & Trot) through Advanced over fences, in accordance with IHSA Hunter Seat Equitation class requirements (IHSA Rulebook, p 75, section 8200.)
- i. The Contractor's lesson horses must be capable of performing at the same IHSA levels of our team members (ex: jumping that includes beginners to advance over fences riders). The Contractor shall provide horses that are able to practice safely and efficiently with the UMW team.
- j. UMW students will pay their own farrier and veterinary expenses, including worming for their personally owned horses.
- k. The Contractor shall bear the expense of the basic veterinary needs, required shots, and shoeing of all lesson horses. Horses must be vetted, vaccinated as directed and wormed as needed. The horses utilized by the school shall have farrier attention at least every 6-8 weeks or as needed.

3. Lessons

- a. The Contractor shall provide a minimum of one (1) hour of riding time per week for each rider, which does not include travel time, tack-up, and untack time.
 - i. In accordance with IHSA Rulebook, p. 73, 8101 B, any number of mounted lessons taken within a week (Monday – Sunday) constitutes a week of instruction.
 - ii. Students are responsible for their own transportation to and from lessons.
- b. Students will pay UMW for lesson fees through their student dues for 14 of the 16 weeks each semester. UMW will pay then pay the Contractor at established rates secured through this contract for those 14 weeks. The remaining 2 weeks each semester will be paid by the students directly to Memory Lane Farm LLC.

4. IHSA Shows

It is estimated that the total number of IHSA shows (home & away) may consist of approximately four in the fall, and three to four in the spring plus Regional Zones and Nationals. The number of home shows, if any, will be determined by the IHSA in conjunction with the Contractor. UMW will pay **SHOW CLASS** fees using the UMW Finance Card directly to the Show Host at the rates set by the region for IHSA class fees.

5. Facilities & Equipment

- a. Contractor's facilities shall provide quality care for the horses, including but not limited to: 24/7 access to fresh water; shelter and turnout; quality feed and hay, supplements, immunizations, and medications in keeping with individual horses' needs, and regularly scheduled qualified farrier.
- b. All facility isles and wash stalls must be cleaned, well maintained and free of debris.
- c. A ring with good footing. The Contractor shall provide the team with safe, functional practice facilities between the months of September – April. Practice rings do not need to be strictly indoor or outdoor, but either must have good quality footing.
- d. A minimum of eight (8) jumps shall be provided (Reference IHSA Rulebook for jump specifications)
 - i. A full jump course that consists of a minimum of 8 jumps; both the jumps themselves and the space to complete a full jump course are necessary for the UMW team to practice and prepare for shows effectively.

- e. The Contractor shall provide tack for the horses used in UMW lessons. Tack must fit the horse in a comfortable and safe manner, and must be in sound condition to provide safety for horse and rider.
- f. The Contractor shall supply and maintain the tack room equipment/riding and training aids specific to each mount's needs, which include, but are not limited to the following:
 - i. Saddles
 - ii. Pads
 - iii. Half pads
 - iv. Girths
 - v. Bridles
 - vi. Bits
 - vii. Splint boots
 - viii. Galloping boots for young horses, longe lines, longe whips, crops.
 - ix. Other protective equipment as needed by individual horses
- g. Riders will provide their own helmets, chaps or riding boots that are necessary to make the lesson program run smoothly. Helmets are a custom fit and should never be provided.
- h. Students will be allowed to compete for available boarding space for privately owned horses on a first-come, first-served basis. The Contractor's facility must offer a boarding program at no more than the rates available to the public.
- i. Contractor shall have grooming tools necessary for proper grooming to include, but not limited to:
 - i. A minimum of 1 each of the following items for each horse: brushes, hoof picks, mane comb, towels, shampoo, shedding blade, buckets, and medications.
 - ii. Clippers, fly spray and first aid supplies.
 - iii. Should crossties be used, they shall be the breakaway type.
- j. The owner/director of the contracted facility will provide management and supervision of the facility's activities, including the stable employees responsible for maintenance of UMW's program.
- k. UMW or a representative chosen by the University, reserves the right to conduct a review of the Contractor's facility at any time to ensure the appropriate levels of safety and quality are being maintained.

6. IHSA Coach Requirements

The riding coach/instructor ("Coach") shall be responsible for coordination with the UMW Athletic Director to assure the Riding Team is managed consistent with the current UMW Athletic Program. The Contractor's Coach shall meet the requirements as detailed within the IHSA Rulebook, for which a summary of the requirements is provided below, but is not limited to:

- a. Hunter Seat coaches must be a member of the USHJA.
- b. All IHSA coaches must be at least 21 years old.
- c. All IHSA coaches must pass the online IHSA Coach Rules Test and sign the IHSA liability waiver.
- d. All IHSA coaches must be an IHSA member (see Rule 1102.G).
- e. All IHSA coaches must carry professional liability insurance coverage for coaching activities at IHSA events or show a college/university Certificate of Insurance or be a college or University employee. Refer to this link for additional information.
 - i. Proof of professional liability insurance must be provided to the Regional President prior to the first competition date of each academic year.

- f. Annually, prior to their first competition, an eligible Head Coach must apply for membership on the official IHSA Coach Membership form. The application must be signed by the individual Head Coach and must be filed with the President College of the Region. It must include a membership fee of \$45.00, and payment must be received by the National Treasurer. A coach's IHSA membership at another level, except for an Alumni membership, would qualify as a Coach Membership fee.
- g. Proof of safe sport education must be provided to the regional president prior to the first competition date of each academic year.
- h. Proof of concussion awareness education must be provided to the regional president prior to the first competition date of each academic year.

7. Coach Responsibilities

- a. Lead the intercollegiate team both as Instructor and Coach.
- b. Stock supplies as needed to run the program as specified. (UMW does not purchase tack)
- c. The Coach would oversee roster management as well as any home or away competitions. Refer to current IHSA handbook for complete requirements: <https://www.ihsainc.com/membership/rules>
- d. Coordinate team practices.
- e. Hold tryouts and provide results to the UMW Athletic Director.
- f. Coordinate with UMW athletic trainers regarding injuries.
- g. Submit a "pass/fail" grade of each rider to the designated UMW representative.
- h. Coordinate travel arrangements for the UMW riding travel team.
- i. Submit declaration of season to the UMW Compliance Director.
- j. Submit and certify a roster at the beginning of each semester and update with any changes in a timely fashion to the UMW Compliance Director.
- k. Have regular email contact with UMW Students and Assistant Athletics Director.
- l. Participate in recruiting, including but not limited to tours of the Contractor's facility.
- m. Coordinate and travel with team to horse shows throughout the year, consisting of approximately four in the fall, and three to four in the spring plus Regional Zones and Nationals.
- n. Assist team leadership and Athletics in ensuring all team member have appropriate paperwork filed before the start of the semester or participation in the program.
- o. Complete all paperwork for IHSA which includes a coach's test, team application, individual applications for each team member, and a rider placement form for all new students. Coach must be a member of USHJA.
- p. With the approval of UMW Athletics Director, engage in fundraising activities to enhance the program's training or competition needs. This will be done in coordination with the University's designated representative and the Coach.
- q. Participate in annual (August - May) assessment of Contractor's performance, including Coach's assessment, with the UMW Athletic Director.
- r. Take care of the recruiting needs of the program and intercollegiate team, which include, but are not limited to responding to any telephone/email inquiries by prospective students, provide tours of the training/boarding facilities.

8. Team Travel

- a. The Coach will be responsible for reserving the vans for team travel, which will consist of an email to the designated University's representative.

- b. The Coach should ensure enough team members are van and credit card certified.
- c. If necessary, University employees may volunteer to drive the vans. The Contractor shall provide advance notice for volunteer drivers as soon as the need arises.
- d. Travel associated costs will be paid by the University, for which commitments shall be confirmed in advance with designated University representative, up to the allotted budget.

9. Background Checks

- a. Background checks may be requested for any and/or all staff associated with the UMW riding program and shall be performed at the Contractor's expense.

PRICING:

Annual Team Fees <i>Fees paid by UMW</i>		
Coaching Services for 8 Regular Season Shows Per Year	\$ 6,800.00	\$850.00/Show x 8 Shows
Show Entry Fees	TBD	Paid on day of the show with UMW Finance Card
Assistant Coach Fee	\$ 1,500.00	
Administrative and Program Management Fee	\$ 1,200.00	
Additional Liability Insurance	\$ 1,000.00	
IHSA Team Membership	\$ 300.00	
Coach's IHSA Membership	\$ 45.00	
USHJA Membership	\$ 50.00	
Travel	TBD	
Team Fees Total for UMW/Semester (w/o Lessons, Travel, and Show Entry Fees)	\$ 5,447.50	Regular Season
Team Fees Total for UMW/Year (w/o Lessons, Travel, and Show Entry Fees)	\$ 10,895.00	Regular Season

Lessons <i>Fees paid by UMW and Students - Based on 16-Week Semester / 32-Week Year</i>		
1 Lesson/Week (Minimum)	\$ 60.00	
Lesson Total Per Student / 16-Week Semester		
▪ 14-weeks of lessons required – paid with Student Dues by UMW to Memory Lane Farm	\$ 840.00	
▪ 2-weeks of lessons optional – paid directly by students to Memory Lane Farm	\$ 120.00	
Lesson Total Per Student / 32-Week Year		
▪ 28-weeks of lessons required – paid with Student Dues by UMW to Memory Lane Farm	\$ 1,680.00	
▪ 4-weeks of lessons optional – paid directly by students to Memory Lane Farm	\$ 240.00	

Additional Student Fees (Lessons and Boarding) <i>Fees paid by students directly to Memory Lane Farm LLC</i>		
Additional Lessons		
One-Hour Lesson	\$ 60.00	
Half-Hour Lesson	\$ 40.00	
One-Hour Private Lesson	\$ 80.00	

Additional Student Fees Continued (Lessons and Boarding) <i>Fees paid by students directly to Memory Lane Farm LLC</i>		
Clinics	TBD	
Additional Hack and Practice Time	TBD	
Boarding (Optional)		
Stall Board	\$ 750.00	Per Month
Field Board	\$ 550.00	Per Month

Post Season Fees (Regionals/Nationals/Zones) <i>Fees paid by UMW</i>		
Post Season Show Fees	TBD	Paid on day of the show with UMW Finance Card
1 Lesson/Week (Minimum)	\$ 60.00	
Coaching 1-5 Riders	\$ 500.00	Per Day
Coaching 6-10 Riders	\$ 650.00	Per Day
Coaching 11-15 Riders	\$ 850.00	Per Day

CONTRACT ADMINISTRATION: The Assistant Athletics Director for Internal Operations, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department.

GENERAL TERMS AND CONDITIONS:

1. **ANTI-DISCRIMINATION:** By submitting their bids or proposals, bidders or offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://adminfinance.umw.edu/procurement/>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (§6 of the Rules Governing Procurement).

In every contract over \$10,000, provisions 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 - d. If the contractor employs more than five employees, the contractor shall:
 - i. provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and
 - ii. post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
 - 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
2. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
 3. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
 4. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for at least five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Agency, its authorized agents, and/or State auditors shall have full access to, and the right to examine any of said materials during said period.
 5. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
 7. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids or proposals, bidders or offerors certify that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder or offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal, and that they have not conferred with any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
 8. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov , streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eProcurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

1. Effective July 1, 2014, the Vendor Transaction Fees are:
 1. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 2. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

9. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
10. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
11. **PRECEDENCE OF TERMS:** These Mandatory General Terms and Conditions and the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
12. **PRICE CURRENCY:** Unless stated otherwise in the solicitation, bidders or offerors shall state bid or offer prices in US dollars.

SPECIAL TERMS AND CONDITIONS:

1. **ADDITIONAL (FUTURE) GOODS & SERVICES:** The University reserves the right to request from the contractor to provide additional Goods and/or Services under similar and market-based pricing, terms, and conditions, and to make modifications or enhancements to existing services. Additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Agreement. Newly introduced additional Services will be provided to the University at favored nations pricing, terms, and conditions.
2. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter

acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

3. **CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days' written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of cancellation. The Contractor shall be entitled to receive full compensation for all University-accepted services performed and/or goods received prior to the effective date of contract termination. Contractor shall not be entitled to, and hereby waives claims for lost profits and all other damages and expenses.
4. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 - A. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - B. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.
5. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to faculty, staff, students or others will be collected and held confidential, during and following the term of this agreement, and will not be divulged

without the individual's and the University's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the University of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

6. CONTINUITY OF SERVICES:

- A. The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon contract expiration, a successor, either the University or another contractor, may continue them. The Contractor agrees:
 - i. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
 - ii. To make all University owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 - iii. That the University Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor
- B. The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- C. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

7. CONTRACTOR EMPLOYEE REQUIREMENTS – BACKGROUND SCREENS:

- The Contractor shall ensure that its employees have undergone background screening and possess all necessary qualifications to comply with the terms of this contract, including, but not limited to all terms related to data and intellectual property protection and physical protection and safety of students, faculty and staff. To this end, all contractor staff considered for full-time or part-time employment on any property owned, leased or otherwise acquired by UMW, shall undergo a background screening, the cost of which shall be incurred by the Contractor, after an offer has been extended, and prior to commencement of work on any UMW property. If Contractor employs the use of a staffing company to provide seasonal or temporary labor at any point during any term of the contract, including optional renewals, background screening shall be performed by the Subcontractor to the same extent as for any full-time or part-time Contractor staff.
- A. The results of background checks shall be directed solely to the Contractor, including any criminal convictions. Consideration shall be given to the relationship to the job, how long ago the conviction occurred, the potential risk posed to employees, customers, campus and Contractor, and any other circumstances deemed relevant to the final determination of whether to employ or retain the employee. Conviction information shall be maintained as confidential to the Contractor. If a conviction is found to be relevant to the role and the decision is made not to proceed, the Adverse Action Process shall be commenced, in accordance with the Fair Credit Reporting Act.

- B. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, UMW reserves the right to approve or disapprove any contract employee that will work on UMW property. Such request shall be in writing and state the reason. Such reason must be for good cause and may not be for an illegal reason. Disapproval by the University will solely apply to that individual's employment on UMW property and should have no bearing on the Contractor's employment of any individual outside of UMW properties.
 - C. UMW reserves the right to audit a contractor's background check process at any time.
 - D. All Contractor employees shall have a duty to self-disclose any criminal conviction(s) occurring while assigned to the UMW campus. Such disclosure shall be made to the Contractor.
 - E. Screens shall include:
 - i. Enhanced Nationwide Criminal Search; which shall include Social Security Number search, address history, legal name and alias, including for job-related criminal history
 - ii. DOJ Sex Offender Search and individual evaluation of results
 - iii. County Criminal Search for all identified counties.
8. **CONTROLLING VERSION:** The PDF version of the solicitation and any addenda issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any modification and/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by UMW Procurement Services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, UMW reserves the right to decide on a case-by-case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form (PDF) issued by UMW Procurement Services.
9. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia or any affiliated agency from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
10. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
11. **DISCRIMINATION, DISPARATE TREATMENT or HOSTILE WORK ENVIRONMENT:** The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace, on the basis of any protected groups, classes or other categories to which they belong or are perceived to belong. These protected categories include race, ethnicity, national origin, age, pregnancy, disability, religion, veterans, gender, gender expression,

or sexual orientation/identification. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment. <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/soc-policy-1-60-attachment-a-offenses.pdf>

Pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia.

12. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance during the performance of the contract.

13. **EMERGENCY RESPONSE NOTIFICATION:** In the event of a local, state, or national emergency, the Contractor shall submit to the University its current updated emergency policies and/or procedures if any personnel are to be performing work on University grounds. In addition to any specific guidelines established by the University for any current or ongoing emergency, all guidelines established by the Commonwealth of Virginia, OSHA, the CDC and any other regulatory agency shall be followed. *It is the responsibility of the Contractor to remain updated regarding any current University emergency policies and procedures.*
14. **EXTRA CHARGES PROHIBITED:** The bid or proposal price shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the Contractor shall not be honored or paid. These charges, for example, shall include but not be limited to fees invoked by the Contractor for the use of a University charge card for payment of invoices, or any order-associated eVA fees.
15. **FAIR EMPLOYMENT CONTRACTING ACT:** In accordance with **§ 2.2-4201**, during the performance of this contract, the contractor agrees as follows:
 - A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin, except where religion, sex, sexual orientation, gender identity, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause, including the names of all contracting agencies with which the contractor has contracts of over \$10,000.
 - B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that such contractor is an equal opportunity employer. However, notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this chapter.

- C. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete [sexual harassment training provided by the Department of Human Resource Management](#), and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.

The contractor shall include the provisions of subdivisions 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that such provisions shall be binding upon each subcontractor or vendor.

16. **FISCAL YEAR PROCESSING:** The University of Mary Washington fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services.
17. **FRATERNIZATION:** Any behavior by any contractor employee that is determined to be inappropriate by the Contract Administrator may be cause for request for removal of the contractor's employee from University property, at minimum, and/or result in contract termination.
18. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the University as an agency of the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, services, or equipment in the manner already and permanently described by the contractor on the materials, goods, services or equipment delivered.
19. **INDEPENDENT CONTRACTOR RELATIONSHIP:** In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.
20. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

- A. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
- B. Employer's Liability - \$100,000.
- C. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
- D. Automobile Liability - \$1,000,000 combined single limit. Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle).
21. **NON-EXCLUSIVE CONTRACT:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.
22. **NON-ASSIGNMENT:** Neither Party shall assign or transfer its rights or obligations under this Contract without the prior written consent of the other Party.
23. **NOTICES:** Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Contractor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service (for deliveries within the continental U.S.), or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.
- | | |
|-------------------------------|--------------------------|
| If to the University: | If to the Contractor: |
| University of Mary Washington | Memory Lane Farm LLC |
| Attn.: Procurement Services | Attn: Victoria Sullivan |
| 1301 College Avenue | 148 Hartwood Road |
| Fredericksburg, VA 22401 | Fredericksburg, VA 22406 |
24. **OPERATING VEHICLES ON UMW CAMPUS:** Operating vehicles on sidewalks, plazas and areas heavily used by pedestrians is prohibited unless authorized by the University.
25. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

26. **PROCUREMENT MANUAL:** This contract is subject to the provisions of the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. The manual may be viewed at <http://vascupp.org>.
27. **RECYCLING POLICY:** It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff, where possible.
28. **RENEWAL OF CONTRACT:** This contract may be renewed by the University for four (4) successive one-year periods under the terms and conditions of the original contract. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
- A. If the University elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the Services Less Energy Services category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- B. If during any subsequent renewal periods, the University elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Services Less Energy Services category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
29. **SAFETY:** The provisions of all rules and regulations regarding safety as adopted by the Safety Codes Board of the Commonwealth of Virginia issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia, or any updates, shall apply to all work under this contract. The Contractor shall provide a copy of his/her company safety plan and appropriate material safety data sheets to the University's Safety and Environmental Health Office upon request. Submitted material shall be maintained current during the term of the contract. At the discretion of the University, Contractor personnel may be required to attend a safety orientation briefing to be conducted by the University at a location selected by the University prior to performing work at the University.
30. **SEVERABILITY:** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.
31. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the University. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the procurement agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

32. **TITLE IX:** Educational institutions that receive federal financial assistance are covered by Title IX of the Education Amendments of 1972. In compliance with Title IX, the University of Mary Washington prohibits discrimination in employment as well as in all programs and activities on the basis of sex. [The University of Mary Washington's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence](#) is available for review on the [Title IX web page](#).

33. **TRAVEL:** Travel expenses incurred by the Contractor and paid by the University, unless otherwise mutually agreed and detailed herein, shall be paid in accordance with Commonwealth of Virginia travel regulations. All invoices for travel shall not exceed the Commonwealth's reimbursement rates for mileage, meals, and lodging. In addition, airfare should be economy/coach class and car rentals should be the most economical class available. If billing actual amounts for meals, the receipt cannot show alcohol and reimbursement will be limited to allowed per diem as detailed in Commonwealth travel regulations. Please contact Accounts Payable payables@umw.edu with questions. <https://adminfinance.umw.edu/ap/travel-2/>

METHOD OF PAYMENT/PAYMENT TERMS: The contractor shall be paid using one of the following methods for all University initiated procurements:

1. **University Charge Card:** At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by UMW charge card, currently through the Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase. No check-out fee or surcharge may be greater than 3% of the total sale, effective 4/15/2023. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price.
2. **Check or ACH:** Payment will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.

To be considered eligible for payment, all physical invoices must be received at the address below and should reference the eVA purchase order and UMW contract numbers as applicable. All electronic invoices must be sent to invoices@mail.umw.edu. *The University will not be responsible for late payment or nonpayment of invoices not received directly by Accounts Payable at this email address or at the mailing address indicated (below).*

UNIVERSITY OF MARY WASHINGTON
Attn: ACCOUNTS PAYABLE
1301 COLLEGE AVENUE
FREDERICKSBURG, VA 22401

Signature Page Follows

Note: This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules §36* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

MEMORY LANE FARM LLC

Signature: 

Printed Name: Victoria Sullivan

Title: Owner

Date: 7/15/26

Phone: 804-366-7058

Email: Sullivanv95@gmail.com

UNIVERSITY OF MARY WASHINGTON

Signature:  Lindsay Fare
Digitally signed by Lindsay Fare
Date: 2026.07.15 11:40:41 -04'00'

Printed Name: Lindsay Fare

Title: Senior Contract Officer

Date: 7/15/2026

University *of* Mary Washington

Request for Proposal

RFP 26-2097

Horseback Riding Services

March 23, 2026

SEALED REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: March 23, 2026

RFP NUMBER & TITLE: RFP 26-2097; Horseback Riding Services

PROPOSAL DUE DATE & TIME: **April 20, 2026 by 2:00 PM**
NOTE: Proposals received after the due date and time cannot be accepted.

PROPOSAL DELIVERY ADDRESS: University of Mary Washington
Procurement Services / Reference RFP 26-2097
Eagle Village Executive Offices, Suite 480
1125 Emancipation Hwy., Fredericksburg, VA 22401

WORK LOCATION: ☐ All Campuses ☒ Fredericksburg ☐ Stafford ☐ Dahlgren

COMMODITY CODE(S): **04070**

PRE-PROPOSAL CONFERENCE: ☐ Optional ☐ Mandatory ☒ N/A **DATE & TIME:**

PRE-PROPOSAL LOCATION:

CONTRACT OFFICER: Lindsay Fare **PHONE:** 540-654-1057 **EMAIL:** lfare@umw.edu

PERIOD OF CONTRACT: Date of Award through July 31, 2027 with four (4), one-year renewal options or as negotiated.

In compliance with this Sealed Request for Proposal (RFP) and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be made to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

Name of Offering Firm: _____

Address of Offering Firm: _____

[DSBSD](#) Certification No.: _____ Expiration Date: _____

eVA ID: _____ Tax ID: _____

Email: _____ Telephone: _____

Website: _____ Fax: _____

Submitted By (Print Name & Title): _____

Signature (In Ink): _____ **Date:** _____

I. **QUESTIONS/INQUIRIES:** All inquiries for information should be directed via email to the Contract Officer listed above, referencing the RFP by title and number. No questions will be accepted after **2:00 PM** on **April 13, 2026**.

II. **PROPOSAL RECEIPT REQUIREMENTS:** Sealed Proposals for furnishing the services described herein may be submitted electronically via eVA **OR** physically delivered to the Contract Officer on Page 1.

A. **Electronic Online Response via eVA:**

1. The Offeror may submit their proposal via the electronic online response function within the solicitation posting on the eVA Virginia Business Opportunities (VBO).

**If you run into issues submitting your proposal electronically through eVA, please contact eVA Customer Care at 1-866-289-7367.*

B. **Physically delivered to the Contract Officer:**

1. Sealed Proposals must reach the Proposal Delivery Address shown on Page 1 and be appropriately date/time stamped by the Procurement Services Official Time Clock prior to the proposal due date/time in order to be considered. **It is the responsibility of the offeror to ensure that the proposal is received on time.**
2. The Offeror shall contact the Contract Officer listed on Page 1 to schedule a date/time to hand-deliver the proposal. This will need to be done if the offeror intends to physically drop off their proposal instead of submitting electronically or mailing it.
3. Proposals must be submitted in a sealed envelope or container that clearly identifies the contents as a response to this RFP. **RFP 26-2097** should be referenced on the front of the package. One electronic copy of the proposal shall also be provided on a USB flash drive.
4. UMW Procurement Services Office is located in the Eagle Village Executive Offices, Suite 480, and can only be accessed by a single elevator which accommodates the entire building. There is no stair access without a keycard. It is imperative that you allow adequate time to make a delivery.
5. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the Offeror's proposal contains proprietary information.

C. **Eligibility of Award:** To be eligible for contract award an Offeror must be self-registered in the Commonwealth of Virginia e-procurement system (eVA). If you are not registered, the link to the registration is provided as follows: <https://eva.virginia.gov/register-now.html>

D. The issuance of this solicitation does not guarantee an award of a contract.

III. **ADDENDA:** Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the eVA website: <http://www.eva.virginia.gov>. It is the sole responsibility of the Offeror to check for all changes to the RFP prior to submission.

A. If this RFP is amended by published addenda, then all terms and conditions which are not modified shall remain unchanged and effective.

- B. Firms shall acknowledge receipt of any addendum to this RFP by signing and returning the addendum or by other written means of acknowledgement.

IV. INCLEMENT WEATHER/SUSPENDED SCHEDULE: Proposal receipt deadline scheduled during a period of suspended state business operations, including school closing due to inclement weather, will be rescheduled for processing at the same time on the next regular business day. It is your responsibility to check UMW's website or call for closing information: www.umw.edu or (540) 654-2424.

V. PUBLIC RELEASE OF INFORMATION: UMW utilizes a Public Contracts Portal (Cobblestone) <https://umw.cobblestonesystems.com/public/> for posting of procurement documents, including winning proposals. Further, if the resulting contract includes cooperative language, the VASCUPP public portal <https://vascupp.org/contracts> will be used to house relevant procurement documents, including winning offeror's proposal.

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Note: This public body does not discriminate against faith-based organizations in accordance with §36 of the Governing Rules or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

I. PURPOSE:

The intent and purpose of this Request for Proposal (RFP) is to solicit proposals from qualified, professionally trained sources for the provision of horseback riding services as outlined herein to the University of Mary Washington ('UMW' or 'the University'), an agency of the Commonwealth of Virginia. Services shall include use of the facility and staff for coaching, participation in and hosting of Intercollegiate Horseshow Association (IHSA) shows, use of facility horses, as well as boarding of horses for those students who choose to bring their own. The facility shall be equipped to host IHSA shows for UMW hosted events.

II. ORGANIZATION OVERVIEW:

The [University of Mary Washington \(UMW\)](https://umw.edu), founded in 1908 and located in Fredericksburg, Virginia, is ranked as a top 10 public liberal arts college nationally in U.S. News and focuses on what matters. Students develop interests into thriving careers through research projects, internships, study abroad programs, community service, and employment opportunities — experiences that turn inspiration into professional success. Mary Wash offers more than 100 majors, minors, and programs; 150+ student organizations and clubs; and NCAA Division III Athletics. Perfectly positioned between Washington, D.C., and Richmond, VA, UMW provides a top-notch curriculum, a close-knit campus community, and a prime location. Learn more at umw.edu.

III. BACKGROUND:

UMW does not own its own stables, but offers horseback riding as an intercollegiate team sport through its Athletics Programs. The awarded contract will provide the correlating staff, horses, and facility to meet the UMW Equestrian Team requirements. The instructor and coaching staff must have intercollegiate experience, experience in hunt seat equitation, Intercollegiate Horseshow Association (IHSA) experience and working knowledge of riding theory and stable management. The facility must be equipped to host IHSA tournaments for UMW hosted events. The current contract is held by E.K.G. Stables, LLC under UMW Contract Number UMW 21-1282.

The current number of riders for the Spring 2026 semester is 15. The University cannot guarantee the number of riders on the team roster, which may vary from semester to semester depending on the number of students registered.

The University will not guarantee actual contract usage in any amount during any period of the resulting contract, nor will it be held responsible in any way if contract usage exceeds or does not meet this estimate.

IV. SMALL, WOMAN-OWNED AND MINORITY-OWNED (SWAM) PARTICIPATION:

It is the policy of the Commonwealth of Virginia to contribute to establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of Small (includes Micro) and otherwise Diverse Businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities.

V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

1. Proposal Requirements - The University reserves the right to:
 - accept or reject any and all proposals, in whole or in part, received as a result of this RFP,
 - waive minor informalities,
 - issue a lowered evaluation of the proposal for failure to submit all information requested,

- negotiate with any or all responsible vendors in any manner necessary to serve the best interests of the University, or accept the best proposal as submitted, without negotiation.

Any proposal submitted without a signature binding the Offeror to the proposal will be considered non-responsive and may be rejected. ***This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses.***

2. Protection of Trade Secrets/Proprietary Information: The Virginia Freedom of Information Act "FOIA" requires release of any procurement documents that are not appropriately marked and protected through the Trade Secrets or Proprietary Information provisions outlined in the paragraphs below.

If the Offeror intends to protect any Trade Secrets or Proprietary Information, they must:

- invoke the protection of the Code of Virginia, § 2.2-4342F, ***in writing***, stating the reasons why protection is necessary, and, submit, at the same time as the original proposal submission, a separate redacted version of the proposal which contains identical content but blacks out any protected information not appropriate for public release. ***If a redacted proposal is not received at the same time as the original proposal, no part of the document may later be protected by the Offeror and restricted from public review.***

The designating of an entire proposal document, line-item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw the entire proposal designation as proprietary and/or confidential, the proposal will be rejected.

3. Site Visit: The University reserves the right to conduct an on-site review of the Offeror's facilities.
4. Oral Presentations: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. *Oral presentations are an option of the university and may not be conducted. Therefore, proposals submitted in response to this RFP should not be submitted with the presumption that there will be opportunities to revise the proposal after submission.*
5. Number of Proposals Required:
 - a. If submitting an electronic response via eVA: One (1) original electronic version of the proposal is required and one (1) separate electronic version clearly marked redacted copy must be submitted if required by vendor.
 - b. If delivering in person OR mailing: One (1) printed original and one (1) electronic media version (Flash Drive) of each proposal is required. Please make sure the electronic version is not password protected without submitting the password or corrupted prior to submitting. One (1) separate printed original and one (1) separate electronic media version (Flash Drive) clearly marked redacted copy must be submitted if required by the vendor.
6. Proposal Formatting and Content: Proposals should be as detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services. It is recommended that the Offeror's response follow the order of requirements as presented in Section V, B. Specific Proposal Preparation and Submission Requirements.

Proposals should be:

- Prepared simply and economically, with the ability to be recycled
 - Held together by a simple staple, a binder clip, or a three-ring binder if necessary (semi-permanent or non-recyclable materials, such as plastic combs or spiral wire, are not preferred binding methods per the University's sustainability initiatives)
 - Dual-side printed where practical
 - Bound in a single volume where practical
 - Straightforward and concise
7. Limited Contact: To ensure timely and adequate consideration of your proposal, Offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the UMW Procurement Office Contract Officer indicated on the face of this document for the duration of this Procurement process. Failure to do so may jeopardize further consideration of an Offeror's Proposal.
8. IHSA Rules & Regulations: The Offeror's submission of a proposal in response to this request confirms that the Offeror has read and agrees to follow the Intercollegiate Horse Shows Association (IHSA) rules and regulations as provided within the following link:
<https://www.ihsainc.com/membership/rules>

B. SPECIFIC PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS: Proposals should be as thorough and detailed as possible. Offerors are required to submit the following items within the proposal:

1. Complete and return SIGNED RFP cover page. Proposals shall be signed by an authorized representative of the Offeror.
2. Certificate of Liability Insurance.
3. Provide a brief description and history of the company, including information detailing experiences, qualifications, and number of years in business. Also include any experience in providing horseback riding services to other entities including higher education.
4. Submit a complete response to the RFP, in detail, to include the following:
 - i. The name of the Offeror's coach, applicable experience, and credentials to include, but not be limited to IHSA certification status.
 - ii. A detailed description of the riding facilities, to include training areas, number of stalls, etc.
 - iii. If available, a map of the riding grounds.
 - iv. Offeror's proposed approach and services to be offered to meet the requirements as specified within Section VI, "Statement of Needs" to include the number of horses available for the UMW riding program, which includes beginner through advance lessons as well as the possibility of hosting home shows.
 - v. Identify the number of mounts that are suited for each riding level, beginner through 2'6, and size of each mount.
 - vi. A list of optional services not specifically requested in this RFP that the Offeror can provide that are deemed essential.
 - vii. Identification of any requirements, specified in Section VI, "Statement of Needs" that cannot be met by the Offeror.

- viii. Price Proposal – The Offeror shall include and identify all fees that will pertain to the Program, which shall include but not be limited to fee per lesson, facility, horse shows (home and away), IHSA Team Fees, etc.
- 5. Identification of exceptions taken to any terms and conditions as specified within this RFP.
- 6. Any other information the Offeror believes will help the University evaluate its proposal.

Please review the Proposal Submission Checklist attached to this RFP prior to submission.

VI. STATEMENT OF NEEDS: The UMW team's goal is to excel within the team's zone and compete to the best of the team's abilities. It is important that all UMW riders are constantly improving within their level of competition, as well as feel challenged to advance to the next competition level/class. The UMW riding season is during the period of September 1 through April 30 with the possibility of post season competition for individual riders. The Contractor shall be responsible for providing the following to support the UMW Horseback Riding Team:

The most recent IHSA Rulebook is provided at the following link:

<https://www.ihsainc.com/membership/rules>

1. Location

The contracted facility must be within forty-five (45) driving minutes or less of UMW's Fredericksburg campus.

2. Horses

- a. Horses provided shall be of varying skills, strengths, and builds.
- b. Horses must suitable in gait and have good temperament for beginner to advanced riders. The horses shall also be in good health, sound and free of injury, and confirmation suitable to hunt seat discipline.
- c. Lesson mounts must all be trained hunter seat.
- d. A minimum of 3 horses must be available for use.
- e. Large ponies, 13.2 to 14.2 hands, may be used in addition to the horses.
- f. Horses must be able to safely carry riders of different sizes and builds, in a manner that is humane for the horse.
- g. When competing at away shows, IHSA teams ride the horses provided by the home team. The UMW team must be prepared to effectively ride horses of varying temperaments, gaits, breed, and build.
- h. Horses shall have the ability to show at all IHSA levels with all IHSA athletes: i.e.; beginner (Walk & Trot) through Advanced over fences, in accordance with IHSA Hunter Seat Equitation class requirements (IHSA Rulebook, p 75, section 8200.)
- i. The Contractor's lesson horses must be capable of performing at the same IHSA levels of our team members (ex: jumping that includes beginners to advanced over fences riders). The Contractor shall provide horses that are able to practice safely and efficiently with the UMW team.
- j. UMW students will pay their own farrier and veterinary expenses, including worming for their personally owned horses.

- k. The Contractor shall bear the expense of the basic veterinary needs, required shots, and shoeing of all lesson horses. Horses must be vetted, vaccinated as directed and wormed as needed. The horses utilized by the school shall have farrier attention at least every 6-8 weeks or as needed.

3. Lessons

- a. The Contractor shall provide a minimum of one (1) hour of riding time per week for each rider, which does not include travel time, tack-up, and untack time.
 - i. In accordance with IHSA Rulebook, p. 73, 8101 B, any number of mounted lessons taken within a week (Monday – Sunday) constitutes a week of instruction.
 - ii. Students are responsible for their own transportation to and from lessons.
- b. Students will pay UMW for lesson fees. UMW will pay the Contractor at established rates secured through this contract.

4. IHSA Shows

It is estimated that the total number of IHSA shows (home & away) may consist of approximately four in the fall, and three to four in the spring plus Regional Zones and Nationals. The number of home shows, if any, will be determined by the IHSA in conjunction with the Contractor. Students will pay **SHOW CLASS** fees directly to Contractor at the rates set by the region for IHSA class fees.

5. Facilities & Equipment

- a. Contractor's facilities shall provide quality care for the horses, including but not limited to: 24/7 access to fresh water; shelter and turnout; quality feed and hay, supplements, immunizations, and medications in keeping with individual horses' needs, and regularly scheduled qualified farrier.
- b. All facility isles and wash stalls must be cleaned, well maintained and free of debris.
- c. A ring with good footing. The Contractor shall provide the team with safe, functional practice facilities between the months of September – April. Practice rings do not need to be strictly indoor or outdoor, but either must have good quality footing.
- d. A minimum of eight (8) jumps shall be provided (Reference IHSA Rulebook for jump specifications)
 - i. A full jump course that consists of a minimum of 8 jumps; both the jumps themselves and the space to complete a full jump course are necessary for the UMW team to practice and prepare for shows effectively.
- e. The Contractor shall provide tack for the horses used in UMW lessons. Tack must fit the horse in a comfortable and safe manner, and must be in sound condition to provide safety for horse and rider.
- f. The Contractor shall supply and maintain the tack room equipment/riding and training aids specific to each mount's needs, which include, but are not limited to the following:
 - i. Saddles
 - ii. Pads
 - iii. Half pads
 - iv. Girths
 - v. Bridles
 - vi. Bits
 - vii. Splint boots
 - viii. Galloping boots for young horses, longe lines, longe whips, crops.

- ix. Other protective equipment as needed by individual horses
- g. Riders will provide their own helmets, chaps or riding boots that are necessary to make the lesson program run smoothly. Helmets are a custom fit and should never be provided.
- h. Students will be allowed to compete for available boarding space for privately owned horses on a first-come, first-served basis. The Contractor's facility must offer a boarding program at no more than the rates available to the public.
- i. Contractor shall have grooming tools necessary for proper grooming to include, but not limited to:
 - i. A minimum of 1 each of the following items for each horse: brushes, hoof picks, mane comb, towels, shampoo, shedding blade, buckets, and medications.
 - ii. Clippers, fly spray and first aid supplies.
 - iii. Should crossties be used, they shall be the breakaway type.
- j. The owner/director of the contracted facility will provide management and supervision of the facility's activities, including the stable employees responsible for maintenance of UMW's program.
- k. UMW or a representative chosen by the University, reserves the right to conduct a review of the Contractor's facility at any time to ensure the appropriate levels of safety and quality are being maintained.

6. IHSA Coach Requirements

The riding coach/instructor ("Coach") shall be responsible for coordination with the UMW Athletic Director to assure the Riding Team is managed consistent with the current UMW Athletic Program. The Contractor's Coach shall meet the requirements as detailed within the IHSA Rulebook, for which a summary of the requirements is provided below, but is not limited to:

- a. Hunter Seat coaches must be a member of the USHJA.
- b. All IHSA coaches must be at least 21 years old.
- c. All IHSA coaches must pass the online IHSA Coach Rules Test and sign the IHSA liability waiver.
- d. All IHSA coaches must be an IHSA member (see Rule 1102.G).
- e. All IHSA coaches must carry professional liability insurance coverage for coaching activities at IHSA events or show a college/university Certificate of Insurance or be a college or University employee. Refer to this link for additional information.
 - i. Proof of professional liability insurance must be provided to the Regional President prior to the first competition date of each academic year.
- f. Annually, prior to their first competition, an eligible Head Coach must apply for membership on the official IHSA Coach Membership form. The application must be signed by the individual Head Coach and must be filed with the President College of the Region. It must include a membership fee of \$45.00, and payment must be received by the National Treasurer. A coach's IHSA membership at another level, except for an Alumni membership, would qualify as a Coach Membership fee.
- g. Proof of safe sport education must be provided to the regional president prior to the first competition date of each academic year.
- h. Proof of concussion awareness education must be provided to the regional president prior to the first competition date of each academic year.

7. Coach Responsibilities

- a. Lead the intercollegiate team both as Instructor and Coach.

- b. Stock supplies as needed to run the program as specified. (UMW does not purchase tack)
- c. The Coach would oversee roster management as well as any home or away competitions. Refer to current IHSA handbook for complete requirements:
<https://www.ihsainc.com/membership/rules>
- d. Coordinate team practices.
- e. Hold tryouts and provide results to the UMW Athletic Director.
- f. Coordinate with UMW athletic trainers regarding injuries.
- g. Submit a “pass/fail” grade of each rider to the designated UMW representative.
- h. Coordinate travel arrangements for the UMW riding travel team.
- i. Submit declaration of season to the UMW Compliance Director.
- j. Submit and certify a roster at the beginning of each semester and update with any changes in a timely fashion to the UMW Compliance Director.
- k. Have regular email contact with UMW Students and Assistant Athletics Director.
- l. Participate in recruiting, including but not limited to tours of the Contractor's facility.
- m. Coordinate and travel with team to horse shows throughout the year, consisting of approximately four in the fall, and three to four in the spring plus Regional Zones and Nationals.
- n. Assist team leadership and Athletics in ensuring all team member have appropriate paperwork filed before the start of the semester or participation in the program.
- o. Complete all paperwork for IHSA which includes a coach's test, team application, individual applications for each team member, and a rider placement form for all new students. Coach must be a member of USHJA.
- p. With the approval of UMW Athletics Director, engage in fundraising activities to enhance the program's training or competition needs. This will be done in coordination with the University's designated representative and the Coach.
- q. Participate in annual (August - May) assessment of Contractor's performance, including Coach's assessment, with the UMW Athletic Director.
- r. Take care of the recruiting needs of the program and intercollegiate team, which include, but are not limited to responding to any telephone/email inquiries by prospective students, provide tours of the training/boarding facilities.

8. Team Travel

- a. The Coach will be responsible for reserving the vans for team travel, which will consist of an email to the designated University's representative.
- b. The Coach should ensure enough team members are van and credit card certified.
- c. If necessary, University employees may volunteer to drive the vans. The Contractor shall provide advance notice for volunteer drivers as soon as the need arises.
- d. Travel associated costs will be paid by the University, for which commitments shall be confirmed in advance with designated University representative, up to the allotted budget.

9. Background Checks

- a. Background checks may be requested for any and/or all staff associated with the UMW riding program and shall be performed at the Contractor's expense.

VII. CONTRACT ADMINISTRATION:

- A. The Assistant Athletics Director for Internal Operations, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department.
- B. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator shall not have authority to approve changes in the services which alter the concept or which call for an extension of the contract term. Any modifications made to the contract must be authorized by the University's Procurement Services Department through a written two-party modification to the contract.

VIII. EVALUATION AND AWARD CRITERIA

- A. Evaluation Criteria - Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Instructor	45
Facility	30
Price	20
Small Business Subcontracting Plan or SWaM/Micro Certification	5
Total	100

IX. GENERAL TERMS AND CONDITIONS:

Please refer to the link to follow regarding Required General Terms and Conditions of this Solicitation which are a mandatory part of the resulting contract: <https://adminfinance.umw.edu/procurement/umw-terms-conditions/>

X. SPECIAL TERMS AND CONDITIONS:

1. **ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for a period of one hundred twenty (120) days. At the end of the one hundred twenty (120) days the proposal may be withdrawn at the written request of the Contractor. If the proposal is not withdrawn within 10 calendar days at the end of the stated Acceptance Period, the proposal shall remain in effect, as-is, until an award is made, or the solicitation is canceled. If the proposal specifies an alternative acceptance period than the one written here, the acceptance period shall be the longer of the two dates.
2. **ADDITIONAL (FUTURE) GOODS & SERVICES:** The University reserves the right to request from the contractor to provide additional Goods and/or Services under similar and market-based pricing, terms, and conditions, and to make modifications or enhancements to existing services. Additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Agreement. Newly introduced additional Services will be provided to the University at favored nations pricing, terms, and conditions.
3. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract resulting from a competitive solicitation process for any dollar value, or sole source procurement, the University will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for a minimum of ten (10) days.

4. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
5. **AWARD – RFP:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s) which, in its opinion, has offered the best overall combination of quality, price and various elements of required goods/services, as stated in the solicitation, which in total are optimal relative to the agency's need, and shall award the contract to that offeror(s). The University may cancel this Request for Proposal, reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Governing Rule §16). Should the University determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, or if in the sole opinion of the University it is in the University's best interest to award to only one offeror, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. The University, in its sole opinion, reserves the right, if determined to be in the best interest of the University, to make:
 - a. a separate award of each item,
 - b. an award of a group of items,
 - c. an award either in whole or in part,
 - d. a single award, or
 - e. a multiple award
6. **CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days' written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of cancellation. The Contractor shall be entitled to receive full compensation for all University-accepted services performed and/or goods received prior to the effective date of contract termination. Contractor shall not be entitled to, and hereby waives claims for lost profits and all other damages and expenses.
7. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 - A. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - B. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be

compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:

- i. By mutual agreement between the parties in writing; or
- ii. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or
- iii. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.

8. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to faculty, staff, students or others will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the University's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the University of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

9. **CONTINUITY OF SERVICES:**

- A. The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon contract expiration, a successor, either the University or another contractor, may continue them. The Contractor agrees:
 - i. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 - ii. To make all University owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 - iii. That the University Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor

- B. The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- C. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

10. **CONTRACTOR EMPLOYEE REQUIREMENTS – BACKGROUND SCREENS:** The Contractor shall ensure that its employees have undergone background screening and possess all necessary qualifications to comply with the terms of this contract, including, but not limited to all terms related to data and intellectual property protection and physical protection and safety of students, faculty and staff. To this end, all contractor staff considered for full-time or part-time employment on any property owned, leased or otherwise acquired by UMW, shall undergo a background screening, the cost of which shall be incurred by the Contractor, after an offer has been extended, and prior to commencement of work on any UMW property. If Contractor employs the use of a staffing company to provide seasonal or temporary labor at any point during any term of the contract, including optional renewals, background screening shall be performed by the Subcontractor to the same extent as for any full-time or part-time Contractor staff.

- A. The results of background checks shall be directed solely to the Contractor, including any criminal convictions. Consideration shall be given to the relationship to the job, how long ago the conviction occurred, the potential risk posed to employees, customers, campus and Contractor, and any other circumstances deemed relevant to the final determination of whether to employ or retain the employee. Conviction information shall be maintained as confidential to the Contractor. If a conviction is found to be relevant to the role and the decision is made not to proceed, the Adverse Action Process shall be commenced, in accordance with the Fair Credit Reporting Act.
- B. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, UMW reserves the right to approve or disapprove any contract employee that will work on UMW property. Such request shall be in writing and state the reason. Such reason must be for good cause and may not be for an illegal reason. Disapproval by the University will solely apply to that individual's employment on UMW property and should have no bearing on the Contractor's employment of any individual outside of UMW properties.
- C. UMW reserves the right to audit a Contractor's background check process at any time.
- D. All Contractor employees shall have a duty to self-disclose any criminal conviction(s) occurring while assigned to the UMW campus. Such disclosure shall be made to the Contractor.
- E. Screens shall include:
 - i. Enhanced Nationwide Criminal Search; which shall include Social Security Number search, address history, legal name and alias, including for job-related criminal history
 - ii. DOJ Sex Offender Search and individual evaluation of results

iii. County Criminal Search for all identified counties.

11. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and any subcontractors are properly licensed for providing the goods/services specified, and shall remain properly licensed during the life of the contract. Additionally, I understand that I may be asked to provide proof of this licensure at any time by the University, if so requested.
12. **CONTROLLING VERSION:** The PDF version of the solicitation and any addenda issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any modification and/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by UMW Procurement Services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, UMW reserves the right to decide on a case-by-case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form (PDF) issued by UMW Procurement Services.
13. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia or any affiliated agency from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
14. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
15. **DISCRIMINATION, DISPARATE TREATMENT or HOSTILE WORK ENVIRONMENT:** The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace, on the basis of any protected groups, classes or other categories to which they belong or are perceived to belong. These protected categories include race, ethnicity, national origin, age, pregnancy, disability, religion, veterans, gender, gender expression, or sexual orientation/identification. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment. <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/soc-policy-1-60-attachment-a-offenses.pdf>
Pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia.
16. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance during the performance of the contract.

17. **EMERGENCY RESPONSE NOTIFICATION:** In the event of a local, state, or national emergency, the Contractor shall submit to the University its current updated emergency policies and/or procedures if any personnel are to be performing work on University grounds. In addition to any specific guidelines established by the University for any current or ongoing emergency, all guidelines established by the Commonwealth of Virginia, OSHA, the CDC and any other regulatory agency shall be followed. *It is the responsibility of the Contractor to remain updated regarding any current University emergency policies and procedures.*
18. **E-VERIFY PROGRAM: EFFECTIVE 12/1/2013:** Pursuant to the *Code of Virginia, §2.2-4308.2.*, any employer with more than an average of fifty (50) employees for the previous twelve (12) months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer’s registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.
19. **EXTRA CHARGES PROHIBITED:** The bid or proposal price shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the Contractor shall not be honored or paid. These charges, for example, shall include but not be limited to fees invoked by the Contractor for the use of a University charge card for payment of invoices, or any order-associated eVA fees.
20. **FAIR EMPLOYMENT CONTRACTING ACT:** In accordance with **§ 2.2-4201**, during the performance of this contract, the contractor agrees as follows:
 - A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin, except where religion, sex, sexual orientation, gender identity, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause, including the names of all contracting agencies with which the contractor has contracts of over \$10,000.
 - B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that such contractor is an equal opportunity employer. However, notices,

advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this chapter.

- C. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete [sexual harassment training provided by the Department of Human Resource Management](#), and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.

The contractor shall include the provisions of subdivisions 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that such provisions shall be binding upon each subcontractor or vendor.

21. **FISCAL YEAR PROCESSING:** The University of Mary Washington fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services.
22. **FRATERNIZATION:** Any behavior by any contractor employee that is determined to be inappropriate by the Contract Administrator may be cause for request for removal of the contractor's employee from University property, at minimum, and/or result in contract termination.
23. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE – IF PHYSICALLY DELIVERED:** The signed proposal must be submitted in a separate sealed envelope or package. The envelope or package should be addressed as directed on Page 1 of the solicitation. If not hand-delivered, the offeror takes the risk that the envelope, even if marked as described below, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand-delivered to the address listed on Page 1 of the solicitation. No other correspondence or proposals should be placed in the envelope.

_____ Name of Offeror	_____ Proposal Due Date & Time
_____ UMW RFP Number	_____ UMW RFP Title
_____ Street #/Name or P.O. Box #	_____ City, State and Zip Code

24. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the University as an agency of the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, services, or equipment in the manner already and permanently described by the contractor on the materials, goods, services or equipment delivered.

25. **INDEPENDENT CONTRACTOR RELATIONSHIP:** In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.
26. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

- A. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
 - B. Employer's Liability - \$100,000.
 - C. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
 - D. Automobile Liability - \$1,000,000 combined single limit. Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle).
27. **LATE PROPOSALS:** To be considered for selection, proposals must be received at the address listed on Page 1 of the solicitation or submitted electronically through Virginia's eProcurement portal eVA no later than the designated date and hour. The official time used in the RFP is that time on the automatic time stamp machine in the location listed on Page 1 of the solicitation for paper submissions or the eVA time stamp for electronic submissions. Proposals received at either location after the date and hour designated are automatically disqualified and will not be considered. It is the sole responsibility of the Offeror to ensure that its proposal reaches the designated receipt location no later than the assigned date and hour.

28. **NON-EXCLUSIVE CONTRACT:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.
29. **NON-ASSIGNMENT:** Neither Party shall assign or transfer its rights or obligations under this Contract without the prior written consent of the other Party.
30. **NOTICES:** Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Contractor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service (for deliveries within the continental U.S.), or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.

If to the University:

University of Mary Washington
Attn.: Procurement Services
1301 College Avenue
Fredericksburg, VA 22401

If to the Contractor:

{CONTRACTOR NAME}
Attn:
ADDRESS LINE 1
ADDRESS LINE 2

31. **OPERATING VEHICLES ON UMW CAMPUS:** Operating vehicles on sidewalks, plazas and areas heavily used by pedestrians is prohibited unless authorized by the University.
32. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
33. **PROCUREMENT MANUAL:** This solicitation and any resulting contract is subject to the provisions of the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. The manual may be viewed at <http://vascupp.org>.
34. **QUALIFICATION OF OFFERORS:** UMW may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services and the Offeror shall furnish to UMW all such information and data for this purpose as may be requested. UMW reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. UMW further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy UMW that such Offeror is properly qualified to carry out the obligations of the Contract and to provide the services and/or furnish the goods contemplated herein.
35. **RECYCLING POLICY:** It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff, where possible.

36. **RENEWAL OF CONTRACT:** This contract may be renewed by the University for four (4) successive one-year periods under the terms and conditions of the original contract. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
- A. If the University elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the Services Less Energy Services category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- B. If during any subsequent renewal periods, the University elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Services Less Energy Services category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
37. **SAFETY:** The provisions of all rules and regulations regarding safety as adopted by the Safety Codes Board of the Commonwealth of Virginia issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia, or any updates, shall apply to all work under this contract. The Contractor shall provide a copy of his/her company safety plan and appropriate material safety data sheets to the University's Safety and Environmental Health Office upon request. Submitted material shall be maintained current during the term of the contract. At the discretion of the University, Contractor personnel may be required to attend a safety orientation briefing to be conducted by the University at a location selected by the University prior to performing work at the University.
38. **SEVERABILITY:** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.
39. **SOLICITATION COMMUNICATIONS:** From the date of issue of this RFP by the University until an official award or intent to award is issued, or when the University rejects all proposals, all communications regarding information related to the solicitation must be through Procurement Services. Any contact with individuals outside of Procurement regarding information related to the solicitation may result in the rejection of any Offeror's proposal and/or cancellation of this RFP.
40. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the University. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the procurement agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
41. **TITLE IX:** Educational institutions that receive federal financial assistance are covered by Title IX of the Education Amendments of 1972. In compliance with Title IX, the University of Mary Washington prohibits

discrimination in employment as well as in all programs and activities on the basis of sex. [The University of Mary Washington's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence](#) is available for review on the [Title IX web page](#).

42. **TRAVEL:** Travel expenses incurred by the Contractor and paid by the University, unless otherwise mutually agreed and detailed herein, shall be paid in accordance with Commonwealth of Virginia travel regulations. All invoices for travel shall not exceed the Commonwealth's reimbursement rates for mileage, meals, and lodging. In addition, airfare should be economy/coach class and car rentals should be the most economical class available. If billing actual amounts for meals, the receipt cannot show alcohol and reimbursement will be limited to allowed per diem as detailed in Commonwealth travel regulations. Please contact Accounts Payable payables@umw.edu with questions. <https://adminfinance.umw.edu/ap/travel-2/>
43. **UNDERSTANDING OF REQUIREMENTS:** Your signature on your bid/proposal submission certifies your understanding of the following:
- A. It is the responsibility of each Offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation.
 - B. Therefore, all inquiries deemed to be substantive in nature regarding the specifications or other solicitation documents must be in writing and submitted to the responsible Contract Officer, whose name appears on the face of the solicitation, in the Procurement Services Office no later than five business days before the due date. Offerors must ensure that written inquiries reach the Contract Officer by the date stated in RFP. A copy of all queries and the respective response will be provided in the form of an addendum.
 - C. Your signature on your proposal and submission thereof certifies that you fully understand the requirements of this solicitation and have familiarized yourself with all federal, state and local laws, ordinances, rules, and regulations that may affect the cost, progress, or performance of the work. Failure or omission of any Offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site, shall in no way relieve the vendor from any obligations with respect to its proposal submission or to the contract.

XI. SUPPLIER ONBOARDING and METHOD OF PAYMENT: All awarded Contractors must be [registered with the University](#) to receive payment via University-issued check or ACH. The Contractor shall be paid using one of the following methods for all University initiated procurements:

1. University Charge Card: At the time of verified receipt of goods or services, and proper invoice, if the Contractor's eVA profile indicates acceptance of credit cards in payment, the University will authorize payment by University charge card, currently through the Bank of America Visa, under the following terms:
 - a. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase.
 - b. No check-out fee or surcharge, that was appropriately disclosed in advance of the sale/purchase, shall be greater than 3% of the total sale., effective 4/15/2023. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price.

2. Virtual Payables through Bank of America: All payments made under Virtual Payables will have a net 16 payment term. For more information about this payment option, contact UMW's Accounts Payable department at: payables@umw.edu or view <http://www.bankofamerica.com/epayablesvendors>.
3. UMW Check or ACH: *Payment will be made per the terms of the contract, or 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.*

NOTE: ACH must be set up in advance prior to submittal of any invoices.
<https://www.doa.virginia.gov/reference.shtml#edi>

To be considered eligible for payment, all physical invoices must be received at the address below and should reference the eVA purchase order and UMW contract numbers as applicable. All electronic invoices must be sent to invoices@mail.umw.edu. *The University will not be responsible for late payment or nonpayment of invoices not received directly by Accounts Payable at this email address or at the mailing address indicated (below).*

UNIVERSITY OF MARY WASHINGTON
Attn: ACCOUNTS PAYABLE
1301 COLLEGE AVENUE
FREDERICKSBURG, VA 22401

ATTACHMENT A - SMALL BUSINESS SUBCONTRACTING PLAN

MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

DEFINITIONS:

"Micro Business" means a business that is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3million in average annual revenue over the three-year period prior to their certification.

"Small business" means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

"Woman-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

"Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

Bidder Name: _____

Preparer Name: _____ **Date:** _____

INSTRUCTIONS:

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

ATTACHMENT A (CONT'D)

Section A

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

Check All That Apply: ☐ Micro Business ☐ Small Business ☐ Woman-Owned Business ☐ Minority-Owned Business

DSBSD Certification No.: _____ Expiration Date: _____

Section B

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Small Business Name, Address & DSBSD Cert No.	Indicate if also: Micro (O), Women (W), or Minority (M) Certified	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract (%)	Planned Contract Dollars During Initial Period of the Contract (\$)
Total Planned Subcontracting Spend (\$)					

ATTACHMENT B

RFP 26-2097 Proposal Submission Checklist

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal **MUST** be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

IMPORTANT DATES & REMINDERS

- No Questions Accepted after **2:00 PM on April 13, 2026**. All Questions must be directed toward the Procurement Officer for this solicitation: Lindsay Fare, lfare@umw.edu, 540-654-1057
- Proposal Due Date: **April 20, 2026 by 2:00 PM**. Proposals submitted after 2:00 PM as indicated by the official Procurement clock will NOT be accepted.
- All proposals must be submitted either electronically through Virginia's eProcurement portal (eVA) **OR** in a SEALED envelope identifying the firm's name and the solicitation number at a minimum if physically delivered. If sending the proposal by mail, the address to send the proposal to is located on the RFP Cover Page.
- **Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.**

REQUIRED DOCUMENT SUBMISSION

Acknowledgement:

☐ **The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable.** If, after being given reasonable time, the Offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

Documents to Submit:

- ☐ Completed and signed RFP cover page
- ☐ Any/All signed addenda
- ☐ One Hard Copy of Proposal (Original and Redacted – For physical delivery/mail)
- ☐ Electronic Copy of Proposal (Original and Redacted – For physical delivery/mail OR eVA Submission)
- ☐ Description of the Offering firm's history and expertise
- ☐ Completed Attachment A, Small Business Subcontracting Plan
- ☐ Current Certificate of Insurance

Information to be included within the proposal submission:

- ☐ Description of the Offering firm's history and expertise
- ☐ Coach/Instructor name and credentials
- ☐ Description of riding facilities
- ☐ A map of the riding grounds, if available
- ☐ Approach for meeting the requirements within Section VI, Statement of Needs
- ☐ Identification of the number of mounts suitable for first time riders and beginners
- ☐ List of optional services not specifically requested in this RFP that the Offeror can provide that are deemed essential
- ☐ Identification of any requirements specified in Section VI, Statement of Needs that cannot be met by the Offeror
- ☐ Pricing
- ☐ Any exceptions taken to University's Terms and Conditions

SEALED REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: March 23, 2026

RFP NUMBER & TITLE: RFP 26-2097; Horseback Riding Services

PROPOSAL DUE DATE & TIME: April 20, 2026 by 2:00 PM
NOTE: Proposals received after the due date and time cannot be accepted.

PROPOSAL DELIVERY ADDRESS: University of Mary Washington
Procurement Services / Reference RFP 26-2097
Eagle Village Executive Offices, Suite 480
1125 Emancipation Hwy., Fredericksburg, VA 22401

WORK LOCATION: ☐ All Campuses ☒ Fredericksburg ☐ Stafford ☐ Dahlgren

COMMODITY CODE(S): 04070

PRE-PROPOSAL CONFERENCE: ☐ Optional ☐ Mandatory ☒ N/A DATE & TIME:

PRE-PROPOSAL LOCATION:

CONTRACT OFFICER: Lindsay Fare PHONE: 540-654-1057 EMAIL: lfare@umw.edu

PERIOD OF CONTRACT: Date of Award through July 31, 2027 with four (4), one-year renewal options or as negotiated.

In compliance with this Sealed Request for Proposal (RFP) and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be made to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

Name of Offering Firm: Victoria Sullivan Memory Lane Farm LLC

Address of Offering Firm: 148 Hartwood rd, Fred, Va, 22406

DSBSD Certification No.: 844287 / 834020725 Expiration Date:

eVA ID: SUP351339 Tax ID: 834020725

Email: Sullivanv95@gmail.com Telephone: 804-366-7058

Website: Fax:

Submitted By (Print Name & Title): Victoria Sullivan / owner

Signature (In Ink): Victoria Sullivan Date: 4/9/26

PROPOSAL RESPONSE

RFP 26-2097 — Horseback Riding Services

University of Mary Washington

Submitted by: Memory Lane Farm LLC

148 Hartwood Road, Fredericksburg, Virginia 22406
Victoria Renee Sullivan, Owner and Head Coach

eVA ID: SUP251339

Tax ID / EIN: 834020725

DSBSD (Application Number): 844287/834020725

SECTION 1 — COMPANY HISTORY AND QUALIFICATIONS

Memory Lane Farm LLC is a licensed Virginia equestrian facility located at 148 Hartwood Road, Fredericksburg, Virginia 22406, approximately 20–30 minutes from the University of Mary Washington's Fredericksburg campus. The farm was established in 2020 by owner and head instructor Victoria Renee Sullivan, who brings over 25 years of riding, training, and competitive experience to the program.

Since its founding, Memory Lane Farm has grown into one of the most recognized equestrian facilities in the Fredericksburg region. The farm has been honored with multiple consecutive Best of the Burg awards from the Fredericksburg community, reflecting its sustained commitment to excellence in equestrian instruction and horse care:

- 2021 Best Horse Boarding Facility
- 2022 Second Place, Boarding and Lesson Facility
- 2023 Best Horse Boarding Facility
- 2024 Best Boarding Facility
- 2024 Best Lesson Facility

Memory Lane Farm offers a comprehensive equestrian program including group and private hunter/jumper lessons for riders of all levels, competitive show team preparation, full and field board, and year-round horse care. The facility maintains a managed herd of lesson and show horses, a full complement of premium hunt seat tack, and a climate-controlled tack room and wash stall. The farm operates under the professional management of Victoria Sullivan, supported by two to three part-time staff members year-round.

Memory Lane Farm LLC is a Woman-Owned Small Business having submitted the application through the Commonwealth of Virginia Department of Small Business and Supplier Diversity (DSBSD). As of RFP date, the final determination is still pending.

While this represents Memory Lane Farm's first university contract submission, the facility and its instructor bring direct, documented ties to the University of Mary Washington's equestrian

program history and to the Intercollegiate Horse Shows Association community, as detailed in the sections that follow.

SECTION 2 — COACH CREDENTIALS AND QUALIFICATIONS

Coach: Victoria Renee Sullivan

Overview

Memory Lane Farm LLC proposes Victoria Renee Sullivan as Head Coach and Instructor for the University of Mary Washington Equestrian Team. Victoria brings over 25 years of riding and horsemanship experience, six years of professional coaching and facility ownership, formal equine veterinary field experience, and deep personal ties to the UMW equestrian community.

Foundational Training and Development

Victoria's equestrian career began at Hazelwild Farm in Spotsylvania, Virginia — one of the most established equestrian facilities in the Fredericksburg region and the longtime home of the UMW IHSA Equestrian Team. She trained under Teresa Seay, who served as UMW's IHSA Head Coach from 2009 to 2021 and as IHSA Region President from 2013 to 2021. Victoria was a working student at Hazelwild Farm throughout middle and high school, competing on the interschool team at the advanced 2'6" level and participating in and volunteering at multiple IHSA-sanctioned collegiate shows hosted by Hazelwild Farm in conjunction with the UMW team.

This foundation gave Victoria direct, hands-on exposure to the IHSA collegiate competition format, IHSA show management, and the specific demands of coaching riders from beginner through advanced levels — the same environment and program structure that UMW is seeking to continue under this contract. Victoria's primary trainer, Teresa Seay, remained her coach and mentor as Victoria advanced from student to professional, and Victoria continued to ride with Teresa and attend clinics with judges and other trainers well into her professional career.

Equine Veterinary Field Experience

Around 2018, Victoria expanded her professional equestrian background by working alongside Dr. Jana Froeling of Full Circle Equine, a large animal equine veterinary practice serving the Fredericksburg region. In this role Victoria accompanied Dr. Froeling on farm calls, gaining direct hands-on experience in equine health assessment, field veterinary procedures, and large animal care in a professional medical context.

This experience is directly relevant to Victoria's role as Head Coach and facility operator. Her ability to recognize early signs of lameness, illness, or injury — and to make informed decisions about a horse's fitness for use on any given day — goes well beyond what most coaches and trainers bring to a program. For a university whose student athletes depend on sound, healthy horses for safe instruction and competition, this background is a meaningful and uncommon qualification. It also provides important context for Memory Lane Farm's zero serious injury record since its founding in 2020.

Professional Career

Victoria advanced to a professional career in the hunter/jumper industry following her formative years at Hazelwild Farm. She served for five years as Barn Manager, Trainer, and Rider for Karen Radley, a well-known figure in the Virginia equestrian community, successfully in Virginia

Horse Show Association (VHSA) and Battlefield Horse Show Association (BHSA) shows as well as A-rated competitions. Following Karen Radley's passing, Victoria continued to manage the operation and show her horses, demonstrating the professional maturity and independence required to run a program without direct oversight.

In 2020 Victoria established Memory Lane Farm LLC, where she has operated as owner, head instructor, and facility manager for six years. Under her leadership the farm has built a competitive show team with documented year-end championship results across multiple divisions in VHSA and BHSA competition, including:

- Pre-Short Champion
- Pleasure Horse/Pony Championship
- Short Stirrup
- Children's/Adult Divisions
- Working Hunter Championship
- 2025 Long Stirrup Champion
- Maidens Division

Victoria has been a member of both the Virginia Horse Show Association (VHSA - #6775) and the Battlefield Horse Show Association (BHSA) for over 20 years and remains an active member of both organizations.

IHSA Qualifications and Certifications

Victoria meets or is in the process of completing all IHSA Head Coach requirements as specified in the RFP and the current IHSA Rulebook:

IHSA Membership: Application submitted and pending approval from IHSA

IHSA Coach Rules Test: In progress — coach application submitted and pending IHSA approval before test can be administered

USHJA Membership: HJ6114876 Instructor credentials are in process. Course work is complete, waiting on scheduling out of state scheduled exam.

Professional Liability Insurance: Covered under Memory Lane Farm LLC's Farm Bureau Farm Owners Policy FR 7150953, which includes a specific Equine Liability Boarding/Riding Instruction/Training endorsement (FBGL950), with \$1,000,000 per occurrence and \$2,000,000 combined annual aggregate limits

Safe Sport Certification: Complete

Concussion Awareness Training: Complete

Coaching Philosophy and Approach

Victoria is capable of coaching riders at all IHSA Hunter Seat levels, from Walk/Trot beginners through Advanced Over Fences at 3 feet and above. Her approach emphasizes proper equitation fundamentals, rider confidence, and progressive skill development — ensuring that every UMW team member improves within their current competition level while being challenged to advance. She understands that the UMW team's goal, as stated in the RFP, is to excel within the team's zone and compete to the best of the team's abilities, and she is committed to supporting that mission through structured weekly instruction, individual rider development, and dedicated show preparation.

Victoria's combination of 25 years of competitive riding experience, professional show team coaching across VHSA and BHSA circuits, formal equine veterinary field training, and her personal history within the UMW equestrian program community makes her uniquely positioned

to lead the University of Mary Washington Equestrian Team with both competitive excellence and the highest standards of rider and horse safety.

SECTION 3 — FACILITY DESCRIPTION

Memory Lane Farm LLC — 148 Hartwood Road, Fredericksburg, Virginia 22406

Location and Accessibility

Memory Lane Farm is located at 148 Hartwood Road, Fredericksburg, Virginia 22406, in Spotsylvania County. The facility is approximately 20–30 driving minutes from the University of Mary Washington's Fredericksburg campus, well within the 45-minute maximum required by the RFP. Students are responsible for their own transportation to and from lessons per IHSA and UMW guidelines.

Riding Ring and Footing

Memory Lane Farm features an outdoor riding ring of approximately 200 by 200 feet, providing ample space for group lessons, individual schooling, and jump course work at all IHSA competition levels. Current footing is stone dust. The Contractor has planned a footing upgrade to prior to September 2026, further enhancing the quality and consistency of the riding surface.

The ring dimensions comfortably accommodate a full IHSA hunter seat jump course, flat work at all levels, and simultaneous use by multiple riders during group lessons and team practices.

Jump Course

Memory Lane Farm maintains a full jump course of 10 to 12 IHSA-compliant jumps, exceeding the minimum of eight jumps required by the RFP. The course includes:

- Verticals
- Oxers
- Ground poles
- Boxes
- Flower boxes

Jumps can be set to a maximum height of 3'6", which exceeds the IHSA Open Over Fences maximum height of 2'9" to 3' and ensures that the facility can accommodate every competition level from beginner through advanced. All jumps meet IHSA rulebook specifications.

Barn and Stalls

The facility features an eight-stall barn with Dutch doors and European stall fronts, providing quality shelter and individual horse management for all horses in the program. The barn aisle is blown out a minimum of twice daily, stall fronts are regularly scrubbed and cleaned, and the entire barn facility is power washed one to two times per year. All facility aisles, the wash stall, tack room, and feed room are maintained in clean, safe, and orderly condition at all times.

Wash Stall

The facility includes a full wash stall equipped with both hot and cold water and heat lamps, ensuring year-round capability for horse bathing and grooming regardless of weather conditions.

Tack Room

Memory Lane Farm maintains a full-sized, climate-controlled tack room with a restroom available for rider use. The tack room houses the facility's complete complement of hunt seat equipment for all lesson horses, organized and maintained to a high standard of cleanliness and safety. A professional saddle fitter visits the facility regularly to ensure that all saddles are properly fitted to each individual horse.

The tack inventory includes 15 hunt seat saddles from premium manufacturers including Antares, Pessoa, Butets, and Crosby. Every lesson horse has its own individually fitted saddle, girth, bridle, and bit, along with additional tack as needed. The full tack inventory includes:

- Saddles
- Girths
- Bridles and bits
- Saddle pads and half pads
- Splint boots and galloping boots
- Longe lines and longe whips
- Crops
- Other protective equipment as required by individual horses

Grooming Equipment

Each horse in the program is equipped with grooming tools including brushes, hoof picks, mane comb, towels, shampoo, shedding blade, buckets, and medications as needed. The facility also maintains clippers, fly spray, and a fully stocked first aid supply kit. All crossties on the property are breakaway type for rider and horse safety.

Turnout and Pasture

Memory Lane Farm provides seven paddocks and pastures for daily turnout, each equipped with a run-in shed and 24/7 access to round bales. All paddocks are fitted with automatic waterers ensuring constant access to fresh, clean water for every horse on the property year-round. The facility follows a seasonal turnout routine: during summer months horses stalled overnight are turned out during the day; during winter months horses are turned out during the day and brought in at night.

Horse Care and Veterinary Services

All horses at Memory Lane Farm receive professional veterinary care through Haymarket Equine Veterinary Services. Every horse on the property is required to be current on all vaccinations, including spring and fall vaccine schedules, and is maintained on a spring and winter worming schedule. The facility's farrier, Robert Daley — with over 25 years of professional experience — visits the property weekly. All lesson and show horses are maintained on a 4 to 6 week shoeing schedule, exceeding the RFP's minimum requirement of every 6 to 8 weeks.

Facility Safety and Management

Victoria Sullivan and at least one staff member hold current CPR and First Aid certification and there is an AED on site. Memory Lane Farm has maintained a zero serious rider injury record since its founding in 2020. The facility is managed daily by Victoria Sullivan with the support of two to three part-time employees year-round. The owner/director of the facility directly oversees all stable employees and maintains active, on-site management of the UMW program at all times.

UMW or its designated representative is welcome to conduct a review of the facility at any time to verify that appropriate levels of safety and quality are being maintained, consistent with Section VI, Item 5k of the RFP.

Facility Map

Refer to uploaded aerial photo.

SECTION 4 — HORSE INVENTORY

Memory Lane Farm currently maintains the following lesson horses for use in the UMW riding program. All horses are trained hunter seat and are suitable for use at IHSA shows across the full range of competition levels from Walk/Trot through Advanced Over Fences.

Horse 1 — Bam (Locked & Loaded)

Age / Breed: 12-year-old Thoroughbred Gelding

Height: 16.0 hands

IHSA Levels: Walk/Trot through Advanced Over Fences (3ft+)

Show Record: Documented local horse show record

Horse 2 — Cassie (Castalongshadow)

Age / Breed: 13-year-old Thoroughbred Mare

Height: 16.3 hands

IHSA Levels: Walk/Trot/Canter through Advanced Over Fences (3ft+)

Show Record: Documented local horse show record

Horse 3 — Sugar (All That Sass)

Age / Breed: 14-year-old Quarter Horse Mare

Height: 15.2 hands

IHSA Levels: Walk/Trot/Canter, Beginner through Advanced Jumping 2'2"

Show Record: Documented local horse show record

Horse 4 — Ronan

Age / Breed: 11-year-old Appaloosa Gelding

Height: 15.0 hands

IHSA Levels: Walk/Trot/Canter, Beginner through Advanced Jumping 2'2"

Horse 5 — Steven

Age / Breed: 12-year-old Thoroughbred Gelding

Height: 16.1 hands

IHSA Levels: Advanced, Jumping 2ft and above

Horse 6 — Pancake (Hot Shot)

Age / Breed: 7-year-old Arabian/Welsh Cross

Height: 14.1 hands

IHSA Levels: Walk/Trot/Canter through Advanced Over Fences (3ft+)

Show Record: Documented local and rated show record

Horse 7 — Malibu (Dipped In Sugar)

Age / Breed: 3-year-old Quarter Horse/Welsh Cross Medium Pony

Height: 14 hands

IHSA Levels: Walk/Trot/Canter — training in progress; role in program expanding as training develops

Horse 8 — Gizmo (On The Rocks)

Age / Breed: 18-year-old Large Pony

Height: 14

IHSA Levels: Walk/Trot/Canter, Beginner, 18-inch jumps

Horse 9 — Ranger

Age / Breed: 11-year-old Grade Paint

Height: 15.1 hands

IHSA Levels: Walk/Trot/Canter

Horse 10 — Connor

Age / Breed: 8 year old TB

Height: 16.1

IHSA Levels: Walk/Trot/Canter through Advanced Over Fences (3ft+)

Mount Suitability by IHSA Competition Level — Beginner Through 2'6"

Memory Lane Farm's current lesson herd provides comprehensive coverage across all IHSA Hunter Seat competition levels from complete beginners through Advanced Over Fences. The following summarizes mount availability at each level:

Walk/Trot — Complete Beginners

Gizmo (On The Rocks), an 18-year-old large pony, is the program's dedicated beginner mount. His calm, reliable temperament and extensive experience carrying novice riders make him ideally suited for students with no prior riding experience. Ranger, an 11-year-old grade paint standing 15.1 hands, also serves at this level and provides a full-sized horse option for beginner

riders who may not be comfortable on a pony. Malibu (Dipped In Sugar), a 3-year-old QH/Welsh cross medium pony currently in active training, supplements this level as her training progresses.

Beginner Walk/Trot/Canter through Novice — Up to 2'

Sugar (All That Sass), a 14-year-old Quarter Horse mare standing 15.2 hands, and Ronan, an 11-year-old Appaloosa gelding standing 15.0 hands, serve this level. Both horses are experienced, well-mannered, and suitable for riders developing their canter work and beginning to jump. Their steady temperaments and manageable gaits make them well-suited for riders building confidence and working toward their first competition experience.

Novice through Limit — 2' to 2'3"

Sugar, Ronan, and Steven — a 12-year-old Thoroughbred gelding standing 16.1 hands with a serve this competitive range. These horses provide riders with the experience of carrying themselves forward to a fence consistently and developing the rhythm and balance required for IHSA Novice and Limit level competition.

Limit through Intermediate — 2'3" to 2'6"

Bam (Locked & Loaded), a 12-year-old Thoroughbred gelding standing 16.0 hands with a documented local show record, and Pancake (Hot Shot), a 7-year-old Arabian/Welsh cross standing 14.1 hands with both local and rated show records, serve this range. Both horses have demonstrated the scope, adjustability, and temperament required for competitive IHSA riding at this level and above.

Advanced Over Fences — 2'6" and above through 3ft+

Bam, Cassie (Castalongshadow), Connor, and Pancake serve the program's most advanced riders. Cassie, a 13-year-old Thoroughbred mare standing 16.3 hands has competed successfully at 3 feet and above and carries a documented local show record. Bam has demonstrated consistent performance at 3 feet and above with a local show record. Pancake, despite his smaller stature at 14.1 hands, carries both a local and a rated show record at 3 feet and above, making him a proven and versatile advanced competition mount.

Level Summary

Walk/Trot Beginner — flat only: Gizmo, Ranger, Malibu

Beginner Walk/Trot/Canter — flat only: Gizmo, Sugar, Ronan, Ranger

Novice — up to 2': Sugar, Ronan, Steven

Limit — 2' to 2'3": Sugar, Ronan, Steven, Bam

Intermediate — 2'3" to 2'6": Bam, Pancake, Connor

Advanced/Open — 2'9" to 3'+: Bam, Cassie, Pancake, Connor

Memory Lane Farm's herd ensures that no competition level goes uncovered and that multiple mount options are available at each level, accommodating riders of varying sizes, weights, and builds in a manner that is safe and humane for both horse and rider consistent with Section VI, Item 2f of the RFP.

SECTION 5 — APPROACH TO STATEMENT OF NEEDS

Memory Lane Farm LLC is fully committed to supporting the University of Mary Washington Equestrian Team's goal of excelling within the team's zone and competing to the best of the team's abilities. The following describes our approach to meeting each requirement outlined in Section VI of the RFP.

Lessons

Each UMW rider will receive a minimum of one hour of riding time per week, scheduled Monday through Friday with selected weekend availability, consistent with Section VI, Item 3a of the RFP. Lessons will be organized in small groups according to rider level and class schedule, ensuring that each rider receives instruction appropriate to their current IHSA competition level while being challenged to advance. Travel time, tack-up, and untack time are not included in the one-hour lesson minimum per IHSA Rulebook Section 8101 B.

Riders wishing to take additional lessons beyond the required weekly minimum may do so at the optional rates described in Section 6 of this proposal. Additional ride time and hacking opportunities will be available subject to scheduling approval. Riders will not be permitted to ride unsupervised at any time.

Rider Development

Victoria Sullivan is committed to ensuring that every UMW rider improves continuously within their current level of competition and feels challenged to advance to the next level. As part of the program, team members will be required to participate in barn work during practice sessions as a team-building exercise and to develop a deeper understanding of horsemanship, horse behavior, and horse care. This approach reflects the IHSA's founding principle that equestrian competition should develop the whole horseperson, not only the rider.

IHSA Shows

Memory Lane Farm is prepared to support the UMW team's full competitive season, estimated at approximately four shows in the fall and three to four shows in the spring plus Regional Zones and Nationals. Victoria Sullivan will serve as Head Coach at all away competitions, coordinating all travel arrangements, declarations, and IHSA paperwork in accordance with the current IHSA Rulebook.

Memory Lane Farm's current facility configuration does not include a dedicated warm-up or schooling ring separate from the competition ring and is therefore unable to host IHSA home shows at this time. This limitation is disclosed in accordance with Section V, B, Item 4vii of the RFP and is further addressed in Section 7 — Exceptions to Terms and Conditions.

Background Checks

Memory Lane Farm LLC agrees to background checks for any and all staff associated with the UMW riding program, at the Contractor's expense, consistent with Section VI, Item 9 of the RFP and Section X, Item 10 of the Special Terms and Conditions.

SECTION 6 — PRICING PROPOSAL

Memory Lane Farm LLC proposes the following fee structure for the University of Mary Washington Equestrian Team program. All fees are identified in full transparency as required by Section V, B, Item 4viii of the RFP.

1. Weekly Lesson Fee

Description: Group lesson per rider — 1 hour minimum

Rate: \$60 per rider per lesson

Frequency: 1 lesson per week, 32 weeks per year (student dues will pay for 1 lesson per week for 28 weeks. The remaining 4 lessons, if needed, will be paid directly to Memory Lane)

Calculation: 15 riders × \$60 × 28 weeks

Annual Total: \$25,200 (based on 15 riders)

Lessons are scheduled Monday through Friday with selected weekend availability. UMW will be invoiced for lesson fees on a monthly basis. Students pay UMW (student dues); UMW pays Memory Lane Farm LLC per Section VI, Item 3b of the RFP for 28 weeks.

Per Rider Semester Breakdown (Paid from student dues)

UMW will collect lesson fees from students individually prior to remitting payment to Memory Lane Farm LLC per Section VI, Item 3b of the RFP. The following identifies the per-rider semester cost at varying team roster sizes to assist UMW in student billing:

Semester lesson total is calculated as follows (based on 15 riders):

15 riders × \$60 per lesson × 14 weeks: \$12,600 per semester

Per rider cost at 13 riders: \$840.00 per rider / per semester

13 riders x \$60 per lesson x 14 weeks: \$10,920 per semester

\$10,920 × 2 semesters: \$21,840 for the full year

Per rider cost at 15 riders: \$840.00 per rider / per semester

15 riders x \$60 per lesson x 14 weeks: \$12,600 per semester

\$12,600 × 2 semesters: \$25,200 for the full year

Per rider cost at 20 riders: \$840.00 per rider / per semester

20 riders x \$60 per lesson x 14 weeks: \$16,800 per semester

\$16,800 × 2 semesters: \$33,600 for the full year

Total Annual Lesson Cost (based on 15 riders): \$25,200

Semester costs are based on approximately 16 weeks (14 paid by UMW student dues and the remaining 2 weeks each semester paid directly to Memory Lane) of instruction per semester at \$60 per rider per lesson, with one lesson per week as the required minimum. The University cannot guarantee the number of riders on the team roster, which may vary from semester to semester. Per rider costs will be negotiated at each annual renewal.

2. Competition Coaching Fee

Rate: \$850 per competition day

Estimated competitions: 8

Calculation: 8 competitions × \$850 per day

Annual Total: \$6,800

Coaching fees cover the Head Coach's preparation, attendance, and management of all competitive riders at each IHSA show.

2b. Post-Season Competition Coaching Fee

Should the UMW Equestrian Team qualify for post-season, coaching fees for post-season events will be assessed based on the number of riders competing, as follows:

1 to 5 riders competing: \$500 per day

6 to 10 riders competing: \$650 per day

11 to 15 riders competing: \$850 per day

Post-season coaching fees reflect the variable nature of post-season rosters, as individual rider qualification determines participation rather than the full team roster. Travel expenses for post-season competitions will be billed and reimbursed separately at Commonwealth of Virginia per diem rates in the same manner as regular season away shows.

The weekly lesson requirement of one lesson per rider per week at \$60 per lesson continues through any post-season period in which riders remain active in the program. Post-season lessons are subject to the same billing structure as the regular season.

3. IHSA and USHJA Memberships

Annual IHSA Team Membership: \$300 per year

The annual IHSA team membership fee of \$300 will be paid by Memory Lane Farm LLC on behalf of UMW at the beginning of each academic year and invoiced to UMW. Individual rider IHSA membership of \$45 per rider per year is the responsibility of each student.

Annual USHJA Membership: \$50

4. Additional Program Fees

Administrative and Program Management Fee

Rate: \$20 per administrative unit **Units:** 60 annually **Annual Total:** \$1,200

This fee covers the administrative responsibilities required of the Head Coach beyond direct instruction and competition coaching, including but not limited to rider grade submissions, roster management and updates, IHSA paperwork completion, rider placement forms, team applications, individual rider applications, eligibility verification, and regular reporting to UMW's Athletic Director and Compliance Director.

Assistant Coach Fee: \$1,500 annually

Additional liability insurance for the program: \$1,000 annually

5. Show Class Entry Fees

Current regional rate:

Show class entry fees are assessed at rates established by the IHSA Region and will be paid by UMW. UMW students may enter a maximum of two classes per show per IHSA rules. These fees will be paid with the UMW Finance Card.

6. Program Cost Summary — Annual

Weekly lessons (15 riders × \$60 × 28 weeks): \$25,200

Competition coaching (8 competitions × \$850 per day): \$6,800

IHSA Team Membership: \$300

USHJA: \$50

Coach's IHSA Membership: \$45

Administrative and Program Management Fee: \$1,200

Assistant Coach Fee: \$1,500

Additional liability insurance: \$1,000

Post-Season Fee: TBA as covered in 2b.

Total Annual Contractor Program Cost: \$ 36,095

Additional Expense to the University:

Travel expenses incurred by the Coach in connection with away competitions are separate from and in addition to the coaching fee. Travel reimbursement covers mileage, meals, and lodging and will be billed to UMW at Commonwealth of Virginia per diem rates following each competition. Travel costs cannot be estimated in advance as show locations and distances are determined by the IHSA regional schedule and are not known at the time of this proposal. All travel reimbursement requests will be submitted to UMW's designated representative in accordance with Section X, Item 42 of the Special Terms and Conditions.

Meet fees that the university can expect to be responsible for include travel (van rental), food allowances, etc. for the students. Total meet fee estimates based on previous grant proposals are expected to run the university approximately \$14,500. This number will vary widely based on the number of students competing in the events.

7. Boarding — Student-Owned Horses

Boarding for UMW student-owned horses will be offered at Memory Lane Farm LLC's standard public rates on a first-come, first-served basis subject to availability:

Stall Board: \$750 per month

Field Board: Starting at \$550 per month

All boarding fees are consistent with or below Memory Lane Farm's public boarding rates as required by Section VI, Item 5h of the RFP. The following additional costs are the responsibility of the individual horse owner and are billed separately by the respective service provider:

- Farrier services — billed directly by farrier to horse owner
- Veterinary care — billed directly by veterinarian to horse owner
- Feed supplements — billed directly to horse owner

8. Optional Additional Services

The following optional services are available to UMW riders beyond the required weekly lesson, payable directly to Memory Lane Farm LLC or Victoria Sullivan:

Additional group lesson — 1 hour: \$60 per hour

Half-hour lesson: \$40

Private lesson — 1 hour: \$80 per hour

Clinics: To be determined

Additional hack or practice time: Subject to scheduling approval and supervisor availability

9. IHSA Coach Membership

Annual IHSA coach membership fee: \$45 per year

SECTION 7 — EXCEPTIONS TO TERMS AND CONDITIONS

Memory Lane Farm LLC has reviewed the General Terms and Conditions and Special Terms and Conditions of RFP 26-2097 in their entirety and takes the following exception to the requirement stated in Section I, Purpose, that "the facility shall be equipped to host IHSA shows for UMW hosted events":

Memory Lane Farm's current facility does not include a dedicated warm-up or schooling ring separate from the primary competition ring. As noted in Section VI, Item 4 of the RFP's own Statement of Needs, "the number of home shows, if any, will be determined by the IHSA in conjunction with the Contractor," acknowledging that home show hosting is not a guaranteed program requirement. Memory Lane Farm discloses this limitation transparently as required by

Section V, B, Item 4vii of the RFP. No other exceptions are taken to the terms and conditions of this RFP.

SECTION 8 — ADDITIONAL INFORMATION

Memory Lane Farm LLC respectfully submits that the combination of Victoria Sullivan's 25-year riding career, her direct personal and professional ties to the UMW equestrian program's history, her six years of proven facility ownership and coaching excellence, and Memory Lane Farm's well-maintained and fully equipped facility represents an exceptional match for the University of Mary Washington's equestrian program needs. We are committed to the success of every UMW rider and to building a program that competes with distinction at the regional and national level.



CERTIFICATE OF LIABILITY INSURANCE

Date: 03/24/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Producer:	Virginia Farm Bureau Insurance P.O. Box 27552 Richmond, VA 23261 Contact: Greg Muniec (804) 633-9825	INSURER(S) AFFORDING COVERAGE		NAIC #
		A	Virginia Farm Bureau Town & Country Insurance Co	10086
Insured:	MEMORY LANE FARM LLC 1720 TRUSLOW RD FREDERICKSBURG, VA 22406	B	Virginia Farm Bureau Mutual Insurance Co	26034
		C	Virginia Farm Bureau Fire & Casualty Insurance Co	26026

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

EXCLUSIONS AND CONDITIONS OF COVERAGE, LIMITS, COINSURANCE, AND OTHER INFORMATION MAY HAVE BEEN REQUESTED OF THIS ENTITY.														
INSR LTR	TYPE OF INSURANCE		ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS						
	GENERAL LIABILITY							Each Occurrence	\$					
	☐	Commercial General Liability						Med Pay (Any one person)	\$					
	☐	Occurrence						Fire Legal Liability	\$					
	☐	Primary & Non-Contributory												
	GENERAL AGGREGATE LIMIT APPLIES PER:							Personal & Adv Injury	\$					
	☐	Policy						Products/Completed Ops	\$					
	☐	Project						General Aggregate	\$					
	☐	Location												
	AUTOMOBILE LIABILITY												Combined Single Limit (Each accident)	N/A
	☐	Scheduled Autos											Bodily Injury (Per person)	\$
☐	Hired Autos	Bodily Injury (Per accident)	\$											
☐	Non-Owned Autos	Property Damage (Per accident)	\$											
☐	Primary Non-Contributory													
UMBRELLA		Each Occurrence	\$											
C	☐	Umbrella Liability	N/A	No	WC 7203510	01/26/2026	01/26/2027	Aggregate	\$					
	☐	Occurrence						Retained Limit	\$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							X	WC Statutory					
	Any Proprietor/Partner/Executive Officer/Member Excluded?							E.L. Each Accident	\$100,000					
	☐	Yes						E.L. Disease - Ea Employee	\$100,000					
	X	No						E.L. Disease - Policy Limit	\$500,000					
	BUSINESSOWNERS							Liability	\$					
	☐	Businessowners Liability						Med Expenses (Per person)	\$					
	☐	Occurrence						Damage To Premises Rented To You	\$					
	☐	Primary & Non-Contributory						Other Than Products/Completed Ops Aggregate	\$					
GENERAL AGGREGATE LIMIT APPLIES PER:		Products/Completed Ops Aggregate	\$											
☐	Policy													
☐	Project													
☐	Location													
B	FARMOWNERS		No	No	FR 7150953	05/27/2025	05/27/2026	Liability	\$1,000,000					
	X	Personal Liability						Medical Payments to Others	\$1,000					
	☐	Commercial Liability						Combined Annual Aggregate	\$2,000,000					
	☐	Primary Non-Contributory						Fire Legal Liability	N/A					
								Personal & Adv Injury	N/A					
								Products/Completed Ops	N/A					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES: EQUINE LIABILITY/ GENERAL LIABILITY OPERATIONS COVERED UNDER FARMOWNER POLICY for MEMORY LANE FARM & VICTORIA SULLIVAN

CERTIFICATE HOLDER

UNIVERSITY OF MARY WASHINGTON
1301 COLLEGE AVENUE
FREDERICKSBURG VA 22401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Virginia Farm Bureau Mutual Insurance Company

P.O. Box 27552 ♦ Richmond, Virginia 23261

vafb.com ♦ (888) 236-7716

Farmowners Policy

RENEWAL OF POLICY FR 7150953

**** RENEWAL NOTICE: THIS POLICY WILL EXPIRE AT 12:01 A.M. ON 05/27/2025 UNLESS THE MINIMUM PAYMENT IS MADE BY THE DUE DATE. THIS RENEWAL DECLARATION SUPERSEDES ANY DECLARATION ISSUED EARLIER.**

Policy Number	Effective 12:01 AM Eastern Standard	Code
FR 7150953 - 15	From: 05/27/2025 To: 05/27/2026	1162

Named Insured and Address

VICTORIA SULLIVAN
1720 TRUSLOW RD
FREDERICKSBURG, VA 22406

Full Named Insured(s)

VICTORIA SULLIVAN

Coverages - Dwelling

Insured Location 1: 160 Hartwood Rd , Fredericksburg, VA, 22406

Description Dwelling 1: tenant dwelling

Rating Information: Tenant, Primary, Protection Class 3Y, Rating Territory 088, Spotsylvania, Initial Acres: 8, Number Of Families: 1

Coverage at the above described location is provided only where a limit of liability is shown or a premium is stated.

PRINCIPAL PROPERTY COVERAGES	Limits of Liability	Premium
Coverage C - Personal Property	\$50,000	\$261.00
Coverage D - Additional Living Costs and Loss of Rents	\$20,000	\$ Included
LIABILITY COVERAGES		
Coverage L - Liability	\$1,000,000 Each Occurrence	\$25.00
Coverage M - Medical Payment to Others	\$1,000 Each Person	\$ Included
Coverages L and M Combined Annual Aggregate Limit - Incidental Business Operations (applies collectively to all such covered operations on the policy)	\$2,000,000	\$ Included
DISCOUNTS APPLIED		
Home Alert (FO-216)	10%	\$26.00CR
Loyal Member Discount	1%	\$3.00CR
Insurance Score Credit Applies		\$ Included
DEDUCTIBLES		

Continued Next Page

Process Date: 04/12/2025

Principle Property Coverages Deductible	\$1,000	
Deductible Charge/Credit:		\$55.00CR
TOTAL DWELLING PREMIUM		\$202.00

Dwelling Forms

Form Number/ Edition Date	Form Description
FO-4 1.0	Dwelling Coverage - Renters Form

Coverage E - Farm Barns, Buildings and Structures

Coverage F - Scheduled Farm Personal Property in a Building

\$2,000 deductible applies to Coverage E

\$250 deductible applies to Coverage F

	<u>Limit Of Liability</u>	<u>Premium</u>
Loc. 1 Unit 2: Barns, Out Buildings, And Other Structures	\$200,000	\$896.00
Frame, Type 1		
8 stall horse barn 300 ft N of Main Dwelling		
Replacement Cost Terms - Farm Barns, Buildings, and Structures (FO-341)		\$30.00
Broad Form Coverage - Farm Barns, Building, and Structures (FBFO546)		\$134.00
Total Farm Building Premium:		\$1,060.00
Loc. 1 Unit 3: Barns, Out Buildings, And Other Structures	\$5,000	\$38.00
Frame, Type 3		
Run in shed 400 ft N of Main Dwelling		
Total Farm Building Premium:		\$38.00
TOTAL COVERAGE E & F (SCHEDULED FARM PERSONAL PROPERTY IN A BUILDING) PREMIUM:		\$1,098.00

Other Additional Coverages

Additional Insureds (FO-41)	<u>Premium</u> \$ Included
Name and Address: Memory Lane Farm LLC, 1720 Truslow Road , Fredericksburg , VA 22406	
Location Of Premises: 160 Hartwood Rd Fredericksburg VA 22406	
Interest: Coverage E Buildings	
Additional Insured - Persons or Organizations (GL-70)	\$ Included
Name and Address: Carolyn & Broaddus P Sullivan III, 148 Hartwood Rd , Fredericksburg , VA 22406	
Location Of Premises: 160 Hartwood Rd Fredericksburg VA 22406	
Interest: Acreage used for Horses	
Additional Insured - Persons or Organizations (GL-70)	\$ Included
Name and Address: Memory Lane Farm LLC, 1720 Truslow Road , Fredericksburg , VA 22406	
Location Of Premises: 160 Hartwood Rd Fredericksburg VA 22406	
Interest: Acreage & Horse Operation	
Equine Liability Boarding/Riding Instruction/Training (FBGL950)	\$610.00

Continued Next Page

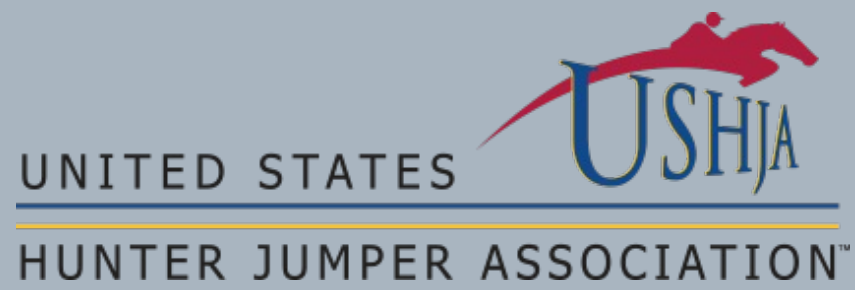
Process Date: 04/12/2025

Equine Boarding Liability:	\$360.00
Coverage L Deductible: \$0	
# of Boarded Horses: 6	
Equine Riding Instruction Liability:	\$250.00
Coverage L Deductible: \$0	
Annual Gross Receipts (in 1,000s): 4	
Equine Training Liability:	\$0.00
Coverage L Deductible: \$0	
# of Horses Being Trained: 0	
Farm Chemicals Limited Liability (FBGL614)	\$ Included
12-Month Aggregate Limit: \$1,000,000	
TOTAL ADDITIONAL COVERAGES PREMIUM	\$610.00

TOTAL POLICY PREMIUM:	\$ 1,910.00
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Forms and Endorsements

Form Number/ Edition Date	Form Name
FO-6 1.0	Farm Coverage
GL-2 2.0	Personal Liability Coverage (Farm)
GL-10 2.0	Punitive Damage Exclusion
FO-20 1.0	Additional Policy Conditions And Property Coverage Terms
FO-41 1.0	Additional Insureds
GL-70 2.0	Additional Insured - Persons or Organizations
FBGL950 01 19	Equine Liability Boarding/Riding Instruction/Training
FO-341 1.1	Replacement Cost Terms - Farm Barns, Buildings, and Structures
FBGL515 01 19	Horse Limitation Endorsement
FBFO532 02-23	Virginia Endorsement
FBFO546 12-21	Broad Form Coverage - Farm Barns, Building, and Structures
FBGL614 06-04	Farm Chemicals Limited Liability
FO 0675 01-07	Virus Or Bacteria Exclusion
FBFO0748 06-17	Amendatory Endorsement - Virginia
GL-890 2.0	Lead Liability Exclusion
FO 2660 06-04	Nuclear, Biological, and Chemical Terrorism Exclusions (With Limited Exceptions)



VICTORIA SULLIVAN

HJ6114876

Active/Competing

03/03/2026 to 03/02/2027

3870 CIGAR LANE • LEXINGTON, KY 40511
USHJA.ORG
MEMBER SERVICES: (859) 225-6700



Membership Card

Battlefield Horse Show Association
www.battlefieldhsa.com

2026

Victoria R. Sullivan
Effective: 01/01/26

Senior **No: 4478**
Expires: 11/30/26

HEARTSAVER®

Heartsaver First Aid CPR AED



American
Heart
Association.

Victoria Sullivan

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver Adult First Aid CPR AED Program.**

Optional modules completed:

Heartsaver Total, Child CPR AED, Infant CPR AED

Issue Date

3/14/2026

Renew By

03/2028

Training Center Name

MediCorp Health System/Mary Washington Hospital

Instructor Name

Lara Traylor

Training Center ID

VA00357

Instructor ID

12102208593

Training Center City, State

Fredericksburg, VA

eCard Code

271271820423

**Training Center Phone
Number**

(540) 741-1585

QR Code



Training Site Name

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

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**LEARNING
CENTER**
NFHSLearn.com



CERTIFICATE OF COMPLETION

Concussion In Sports

VICTORIA SULLIVAN

03/03/2026

Date Issued

Virginia

State of Completion

6A1F91D4DCC6

Completion Code

Dr. Karissa L. Nichoff

NFHS Chief Executive Officer



This certificate documents course completion, not mastery of content. This course is approved for 1 (one) Clock Hour(s) by the NFHS.



HEREBY RECOGNIZES

VICTORIA SULLIVAN

sullivanv95@gmail.com

FOR THE SUCCESSFUL COMPLETION OF:

SafeSport Trained

COMPLETION DATE:

03/04/2026

c1a92792-b47d-43fc-86ab-2d321d2531d9





Paddock 4

Paddock 3

Paddock 2

Paddock 6

Paddock 5

Ring

Paddock 7

Front Field

Paddock 1

Barn

Hartwood Rd



Memory Lane Farm



