

**SEALED REQUEST FOR PROPOSALS (RFP)**

**ISSUE DATE:** Tuesday, February 14, 2017

**RFP NUMBER & TITLE:** RFP 17-636 English as a Second Language Bridge Program

**PROPOSAL DUE DATE & TIME:** **Tuesday March 7, 2017 at 2:00pm EST**

**ISSUING AGENCY & ADDRESS:** University of Mary Washington  
Procurement Services  
Eagle Village Executive Offices, Suite 480  
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401

**WORK LOCATION:** Fredericksburg, VA

**COMMODITY CODE(S):** 92478, 92418, 92400

**CONTRACT OFFICER:** Michelle Pickham **EMAIL:** mmiller8@umw.edu

**PERIOD OF CONTRACT:** Date of Award through One Year with five (5) one-year renewal options, or as negotiated

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**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

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 the attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided below and in schedule or attachment of this document is true, correct and complete.

Name of Offering Firm: \_\_\_\_\_

Address of Offering Firm: \_\_\_\_\_

DSBSD Designation (Check All That Apply): ☐ Micro ☐ Small ☐ Woman-Owned ☐ Minority-Owned

DSBSD Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Virginia Contractor License No. : \_\_\_\_\_ Class: \_\_\_\_\_

eVA ID: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website: \_\_\_\_\_ Fax: \_\_\_\_\_

Submitted By (Print Name & Title): \_\_\_\_\_

Signature (In Ink): \_\_\_\_\_ Date: \_\_\_\_\_

## RFP 17-636 English as a Second Language Bridge Program

**QUESTIONS/INQUIRIES:** All inquiries for information should be directed via email to the contract officer listed above, referencing the solicitation by name and number. No questions will be accepted after **Tuesday February 28, 2017 at 2:00pm EST**.

**PROPOSALS:** Sealed Proposals for furnishing the goods/services described herein must reach the listed contract officer by the deadline stated above in order to be considered. It is the responsibility of the offeror to ensure that the proposal is received on time. No late proposals will be accepted. Late proposals are those that are received after the stated due date and time, as shown on the official Procurement Clock located within the Procurement Services office.

- a. Sealed Proposals must be submitted in person or through mail in an envelope or container that clearly identifies the contents as a response to this RFP.
- b. If proposal are mailed, send directly to issuing agency and buyer shown above. If proposals are hand delivered, deliver directly to Procurement Services.
- c. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the Offeror's proposal contains proprietary information.
- d. All resulting contracts will be published on UMW's Public Contracts Portal <https://umw.cobblestonesystems.com/public/>.

**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.

### **TENTATIVE TIMELINE AND KEY DATES:**

- a. Questions from Offerors accepted only through February 28, 2017 at 2:00pm EST
- b. Proposals are Due: March 7, 2017 at 2:00PM EST
- c. Initial Evaluations complete: March 14, 2017
- d. Proposal Clarifications and Presentations: March 20-31, 2017
- e. Negotiations to be complete by: April 14, 2017
- f. Award/Intent to Award: April 17, 2017
- g. Commencement of Contract (signed): May 1, 2017

**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](http://www.umw.edu) or (540) 654-2424.

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***Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 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 University of Mary Washington ('UMW' or 'the University') is soliciting proposals from qualified Vendors in order to establish a contract to provide an English as a Second Language (ESL) Bridge Program. This program is intended to help international students successfully transition between full-time English language study and an academic degree program at UMW, either at the undergraduate or graduate degree level. The resulting contract is intended to be available for cooperative use amongst the Commonwealth.
- II. **ORGANIZATIONAL OVERVIEW:** The University of Mary Washington is a coeducational, state-supported institution of the Commonwealth of Virginia enrolling a total of approximately 4,500 undergraduate and graduate students. The institution currently consists of three academic campuses and three colleges – Arts and Sciences, Business and Education.

UMW's size, dedicated faculty, and historical commitment to fine teaching create an institutional culture where both undergraduate and graduate students benefit from strong connections with their faculty and multiple opportunities for active learning.

Located in Fredericksburg between our nation's capital and the capital of the Commonwealth of Virginia, the University of Mary Washington is a nexus for engagement among diverse communities and is dedicated to supporting professional advancement and economic development and to improving the regional quality of life.

Additional information is available at: <http://www.umw.edu/about/>

- III. **BACKGROUND:** Beginning in May 2011, the University of Mary Washington contracted with ELS Educational Services to provide English as a Second Language. The contract ended in September 2016. Throughout that period, of all students who went through the program, 9 matriculated to attend UMW. Admission to UMW for students enrolled in the contractor's educational facility was conditional upon successful completion of a specific level ELS English class to demonstrate English proficiency, documented proof of English proficiency, properly submitted forms, and attendance to the International Student Orientation.

IV. **STATEMENT OF NEEDS:**

- A. **Offeror shall provide an English as a Second Language (ESL) Instructional Bridge Program ('the Program') at the University of Mary Washington's Fredericksburg Campus with the following required components:**
1. The Program shall be a full-time program for international students:
    - a. Instructional sessions shall take place between the hours of 8:00AM and 5:00PM, Monday through Friday, unless otherwise agreed upon between the Contractor and the University. If any special classes require to be offered after 5:00PM, the Contractor shall provide 72 hour advance notice for approval by UMW prior to class commencement.
    - b. The Program shall combine Intensive English classes with carefully selected undergraduate classes available at UMW along with support:
      - i. Advanced-level English Courses: Reading & Writing, Listening & Speaking
      - ii. Academic Courses: Selected to advance students' educational goals in their major and meet University requirements

- iii. Support: Workshops and Advising, Tutoring, Math Lab, Writing Center, Speaking Center
  - c. The Program shall follow the regular University Academic calendar, and may be one or two semesters in length, depending on student achievement in meeting the requirements to matriculate. UMW Summer class offerings, although limited, will be available if the student wishes to take courses during this time. Students who remain on campus for a summer session will be provided student housing.
- 2. Requirements for Acceptance to the University:
  - a. Conditional Acceptance: The University will issue a Conditional Letter of Acceptance (CLA) to those qualified candidates who meet the general admission requirements of the University but who do not yet meet the University's English language proficiency admission requirement. Students who are conditionally accepted must fulfil the English Proficiency admission requirement by providing documented evidence of English language proficiency through one of the following:
    - i. Either, successful completion of the Bridge Program course (documented English proficiency), or
    - ii. An International English Language Testing System (IELTS) score of 5.5-6.0
  - b. Full Admission to the University: The University will grant full admission to those qualified students who have met both the general admission requirements of the University as well as documented English Language proficiency.
  - c. The University will waive the University Application Fee for all Program referred CLA applicants.
- 3. Required Student Fees:
  - a. All required student fees are outlined in Exhibit A.
- 4. Staffing:
  - a. The Contractor shall employ such staff as it may determine, in its sole judgment, is necessary to provide instruction and operate the Program. Staff names and contact information shall be given to the University before the commencement of the Program.

**B. Program Student Responsibilities:**

- 1. Program students who live in UMW housing must follow all UMW policies and procedures as outlined in the Student Handbook <http://publications.umw.edu/files/2011/10/Text-for-Student-Handbook-2016-v2.pdf>. Students in this program shall be held to the same standards as UMW students.
- 2. Any violation of UMW policies by a Program Student shall be dealt with by UMW through the Judicial Process as outlined starting on Page 47 of the Student Handbook.
- 3. Any damages to University housing or other University property caused by the Program Student shall be charged back to the Program Contractor. The collection of these damage fees shall be the responsibility of the Program Contractor.

**C. The University will provide the following for the purpose of the Program:**

- 1. Office and Instructional Space:
  - a. Office space is likely to be non-adjacent to the provided instructional spaces. Office space will include network and technology accessibility.

- b. Instructional spaces will be scheduled by the University for the Program based on existing curriculum needs and available classroom vacancies, which may change from semester to semester. The schedule and location of instructional spaces will be discussed between the Contractor and UMW before the beginning of each semester term.

2. On-Campus Residence/Student Housing & Meals Services:

- a. UMW will provide room and board for the Program students at rates mutually agreed upon in May of each fiscal year for the Academic year beginning in August.
  - i. Students participating in the Program must reside in on-campus housing to include dormitory buildings or the apartments at Eagle Landing. Housing assignments for the students will vary based on availability and the number of students in the Program.
  - ii. UMW will clean each dormitory room immediately following departure of each Program student, prior to the scheduled arrival of a new occupant. The cleaning fee is included in the fees listed in Exhibit A.
- b. Meals Services will be made available to the Program students by the University throughout the academic year, excluding periods during which the University is not in session. Students will need to make alternative arrangements for meals if they remain on campus during University breaks when the dining services are closed. Some residential halls have kitchens available, which may be used when campus dining is not available.
  - i. Fees for meal services are outlined in Exhibit A.

3. Parking:

- a. Allowable parking areas will be designated before the commencement of the resulting contract.

4. Scholarships:

- a. The University will offer merit scholarships to international students; which will be similar in qualifications as those awarded to domestic (out-of-state) students as indicated below:
  - i. Academic Excellence Award: \$5,000 annual award for students with a cumulative Program GPA of 3.5 = 90-94 in specific Program levels. The award is available for a maximum of 8 semesters while maintaining a 3.0 GPA and a minimum of 15 credit hours per semester. Graduate students must maintain a minimum of 9 credit hours per semester.
  - ii. Academic Achievement Award: \$2,500 annual award for students with a cumulative Program GPA of 3.0 = 87-89. This award is renewable for up to 8 semesters while maintaining a 3.0 GPA and a minimum of 15 credit hours per semester. Graduate students must maintain a minimum of 9 credit hours per semester.

**D. Offeror proposal shall address the following Program specific areas at length and in detail (if Offeror can provide multiple options for one area, please document all available options):**

1. Marketing, Recruitment, and Enrollment Plan:

[For example ONLY: Contractor shall actively promote the Program by distributing promotional brochures and other materials about the Program containing the University logo as approved by the University. Contractor shall issue the I-20 to the students upon which

1301 College Avenue  
Fredericksburg, VA 22401-5300  
adminfinance.umw.edu/procurement

Tel: (540) 654-1127  
Fax: (540) 654-1168  
procure@umw.edu

UMW will offer a conditional admission offer and once the required information for registration documents, the Contractor shall submit a request to the U.S. Immigrations and Customs Enforcement (ICE) Student and Exchange Visitor Information System (SEVIS) for approval to enroll the non-immigrant students.]

- a. Offeror shall provide a complete and substantial marketing, recruitment, and enrollment plan for the University to review.
  - i. Offeror shall detail information regarding the target countries for enrollment into the Program.

2. Matriculation Plan:

- a. Offeror shall provide a complete and substantial Matriculation Plan for the University to review.
  - i. Students who successfully complete the Bridge Program, and all conditions included, shall matriculate to the University and be fully admitted to their degree program. Students must earn a grade of 'B' or better in the English language classes and satisfactorily complete the UMW academic class (for undergraduate students a 'C' or better; for graduate students a 'B' or better, unless otherwise specified by the academic department in the admission letter). Students who do not meet these requirements shall have one additional opportunity to repeat the Bridge level program before being dismissed from the University.

3. Data Exchange Plan:

- a. Offeror shall provide a complete and substantial Data Exchange Plan for the University to review.
  - i. The Data Exchange Plan will be in compliance with the Virginia Information Technology Agency (VITA) <http://www.vita.virginia.gov/library/default.aspx?id=537#securityPSGs> and UMW Technology Requirements <http://technology.umw.edu/it-policies/>.
  - ii. The Contractor shall share student enrollment data with UMW weekly.

4. Billing/Fee Structure:

- a. Offeror shall provide a complete and substantial Billing and Fee Structure for the University to review.
  - i. The Contractor shall collect all fees due to UMW for room and board, facility fee, and any miscellaneous fees directly from the Program students upon their enrollment. The Contractor shall pay UMW for room, board, and any other fees required within 15 days after enrollment. All fees are non-refundable. Payment shall be accompanied by a listing of all Program students utilizing UMW services during that session. Office space will be provided free of charge.

5. Residential Housing Plan:

- a. Offeror shall provide a complete and substantial Residential Housing Plan for the University to review.
  - i. The Contractor shall detail their plan to have Program students live on-campus. Details must include whether students should be provided housing per Academic Year, per semester, per week, etc. and detail the proposed fee structure for student housing (example: per bed).

E. **Offeror proposal shall address the following qualification/experience specific areas with as much detail as possible:**

1. Offeror's Experience:

- a. Offeror shall provide a background statement of the Offeror's firm including a general statement of the Offeror's operational expertise which describes the firm's capability to provide a successful solution to the University, history of the firm including the nature and scope of its operation, and years the firm has been doing business in providing this type of solution, preferably to similar institutions of similar size.

2. Implemented Bridge Program Success Stories:

- a. Offeror shall provide, at length, details of at least TWO (2) successfully implemented ESL Bridge Programs including the entity at which the program was implemented. The success stories may include the same references as required to be provided on Attachment I.

3. References:

- a. Offeror shall provide on Attachment I a list of at least THREE (3) current or past references whom the University may contact. Reference responses will be considered within the evaluation. References should be those where a similar solution was provided, preferably from other institutions of Higher Education.

V. **CONTRACT ADMINISTRATION:**

- A. The Associate Provost for Enrollment Management 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.

VI. **PROPOSAL PREPARATION INSTRUCTIONS:** General requirements for proposal preparation.

A. Proposal submission:

1. **One (1) original hard copy** (paper) document of the proposal, including all attachments and proprietary information.
2. If your proposal includes proprietary information and you are invoking protection from disclosure under §2.2-4342F of the Code of Virginia, *you must submit **one (1) redacted copy of the proposal clearly marked with the words "REDACTED COPY" on the cover.** No other distribution of the proposals shall be made by the offeror.*
3. **One (1) unsecured electronic** media version (DVD, CD, Flash Drive) of the entire proposal.

- B. All information requested should be submitted. Failure to submit all information requested may result in request for prompt submission of missing information and/or a lowered evaluation of the proposal. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the Procurement office. Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be



- eliminated from further consideration. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- C. This Sealed Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. 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, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of the University.
  - D. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, prior to or upon submission of the data or other materials, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. *However, 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.*
  - E. Proposals should be as thorough and detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services.
  - F. In accordance with the university's sustainability initiatives, must be prepared simply, economically, and with the ability to be recycled. A simple staple, a binder clip, or if necessary, a reusable 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. Only send the quantity of copies requested in the RFP. It is preferable that semi-permanent bindings made of non-recyclable materials (i.e. plastic combs, spiral wire) are not used to bind documents.
  - G. Vendors 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 vendor 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 should be complete.

**VII. PROPOSAL SUBMISSION REQUIREMENTS:** Proposals should be as thorough and detailed as possible so that the Proposal Evaluation Team can properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following items within the proposal:

- A. Complete and return signed RFP cover page. Proposals shall be signed by an authorized representative of the Offeror.
- B. Submit a complete response to the RFP by demonstrating, in detail, the following:
  - 1. Offeror's ability to meet EACH requirement within section IV. A.
  - 2. Offeror's acknowledgement and any questions or concerns about the University's responsibilities within section IV. B.
  - 3. Offeror's complete, paragraph-based response to how the Offeror intends to address EACH of the areas in section IV. C.
  - 4. Offeror's complete, detailed response detailing successful Program history and experience from section IV. D.
  - 5. Any other information the Offeror wishes the University to consider when evaluating the proposal.
- C. Complete and return REQUIRED References sheet on Attachment I
- D. Complete and return all applicable Attachments II-IV

- E. Complete and return signed addenda acknowledgments (if applicable).
- F. Oral presentations (whether tele-conference or in-person) will be required for the top ranked Offeror's. Please submit available presentation dates for the months of March and April 2017.

**VIII. EVALUATION CRITERIA:**

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

Criteria	Point Value
Suitability: Quality of solution offered and suitability for UMW's environment	35
Plan & Methodology: Specific plan to provide services for the University	30
Qualifications: Qualifications and experience of vendor in providing similar successful solutions – Referenced will be considered in evaluation	20
Pricing	10
Small Business Subcontracting Plan <sup>1</sup>	5
Total	100

<sup>1</sup> To qualify for full points for the Small Business Subcontracting Plan criteria, the offeror must be a current certified small business with the Virginia Department of Small Business and Supplier Diversity (<http://www.dmbv.virginia.gov/>). Not being a registered small business will not eliminate any offeror from competition.

- 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:  
<http://adminfinance.umw.edu/procurement/umw-policies-and-procedures-2/>

**X. SPECIAL TERMS AND CONDITIONS (SOLICITATION):**

1. **ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
2. **AWARD OF CONTRACT:** Selection shall be made of two (2) 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 Sealed Request for Proposal, including price, if so stated in the Sealed Request for Proposal. 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 University shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The University may cancel this Sealed Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, §2.2-4359D*). 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, 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.

- 3. IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** (Do not fill out – example only) If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

Name of Offeror	Due Date	Time
Street or Box Number	RFP #	
City, State, Zip Code	RFP Title	

- 4. LATE PROPOSALS:** To be considered for selection, proposals must be received in the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intradepartmental University mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.

- 5. 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.

**XI. SPECIAL TERMS AND CONDITIONS (RESULTING CONTRACT):**

- 1. ADDITIONAL 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. Such additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Agreement. Such newly introduced additional Services will be provided to the University at favored nations pricing, terms, and conditions.
- 2. ADVERTISING TO THE GENERAL PUBLIC:** In the event a contract is awarded for services resulting from this solicitation, no indication of such services to the University of Mary Washington will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- 3. 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 agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- 4. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for 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.
- 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. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon sixty (60) days written notice to the other party. 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.
- 7. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual's and the agency'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 agency 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.
- 8. CONTINUITY OF SERVICES:**
- a. The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency 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 Agency 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 Agency 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.

- 9. COOPERATIVE PROCUREMENT/ADDITIONAL USERS – USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The Contractor should consider an offer of special tiered pricing or rebates to all entities accessing the contract, based on the results of such reporting. This tiered pricing and/or rebate structure should be included with the Offeror's proposal package.

The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

- 10. E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 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.

- 11. INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless 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 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, or equipment in the manner already and permanently described by the Contractor on the materials, good or equipment delivered.

- 12. 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 coverage 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:

1. 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.

2. Employer's Liability - \$100,000.

3. 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.

- 13. OFFEROR'S REPRESENTATION:** Offerors, by submission of a proposal, represent that they have read and understand the solicitation documents and specifications and have familiarized themselves with all federal, state and local laws, ordinances, rules and regulations that may affect the cost, progress or performance of the work. The 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 Offeror from any obligations with respect to its proposal or to the contract

- 14. 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.

- 15. RELATIONSHIP OF PARTIES:** No Program staff member shall be an employee of the University, but shall be an independent contractor. Nothing in any resulting agreements shall be construed as authority for the Program Contractor to make commitments which shall bind the University or to otherwise act on Behalf of the University, except as the University may expressly authorize in writing. The Contractor is not an agent, franchisee, partner or joint venture of the University for any purpose,

and the Contractor shall refrain from representing itself to be anything other than an independent contractor. The Contractor shall be responsible for deducting all federal, state, and local income taxes, FICA and/or other taxes or charges required to be deducted from the Contractor's employees' compensation.

The Contractor is engaged in an independent business and the University shall have no right to direct or control in any way or to any degree the manner in which the Contractor conducts the Program. The Contractor shall not be authorized and shall not make any agreement, contract, or representation on behalf of the University or create any obligation, express or implied, on the part of the University.

The University shall not have any obligation to insure the Contractor's property. All charges for miscellaneous services (including but not limited to telephone, printing, bookstore) supplies to the Contractor shall be payable by the Contractor either directly to the supplier of such service or to the University. The Contractor shall comply fully with all provisions of applicable workers' compensation insurance laws and shall carry and pay for workers' compensation insurance, public liability insurance, property damage insurance, and insurance for Contractor's assets in such amounts and such coverage as required by the Commonwealth of Virginia at minimum.

**16. RENEWAL OF CONTRACT:** This contract may be renewed by the University for five (5) successive one year periods under the terms and conditions of the original contract except as stated in a. and b. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately ninety (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 prices of the original contract increased/decreased by the percentage increase/decrease of the "other services" category of the CPI-W 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 "other services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**17. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- a. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offers are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DSBSD-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by

1301 College Avenue  
Fredericksburg, VA 22401-5300  
adminfinance.umw.edu/procurement

Tel: (540) 654-1127  
Fax: (540) 654-1168  
procure@umw.edu



providing the Procurement office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

- b. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the Procurement office at a minimum the following information:

- 1. Name of firm with the DSBSD certification number
- 2. Phone number
- 3. Total dollar amount subcontracted
- 4. Category type (small, women-owned, or minority-owned)
- 5. Type of product or service provided

Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

- c. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly basis, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the Procurement office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

**18. STANDARDS OF CONDUCT IN THE WORKPLACE:** 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 an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. 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. [http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1\\_80.html](http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_80.html). Pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia.

**19. 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 purchasing 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.

**20. USE OF PREMISES AND REMOVAL OF DEBRIS:** The contractor shall

- a. Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor;



- b. Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
- c. Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
- d. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end at all times the site of the work shall present a neat, orderly and workmanlike appearance.
- e. Vehicle parking shall be permitted in designated areas. Contractor shall obtain approval from the Contract Administrator for parking in other areas.

**21. WORK SITE DAMAGES:** Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense.

**XII. METHOD OF PAYMENT:** To be considered eligible for payment, **all invoices must be received at the following address should reference the eVA purchase order and UMW contract numbers.** *The Contract Administrator should be sent a duplicate invoice for approval.*

University of Mary Washington  
 Attention: Accounts Payable  
 1301 College Avenue  
 Fredericksburg, VA 22401

- A. The contractor shall be paid using one of the following three (3) methods for all University initiated procurements:
  - 1. P-card (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 P-card, currently Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase and shall be detailed in a separate line item on the receipt at point of sale. If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via credit card for invoices \$50,000.00 or less, and reserves the right to pay invoiced amounts exceeding \$50,000.00 at the sole discretion of the University.
  - 2. ePayables through Bank of America: All payments under ePayables will have a net 16 payment term. For more information about this payment option, contact UMW's Accounts Payables department at [payables@umw.edu](mailto:payables@umw.edu) or view <http://www.bankofamerica.com/epayablesvendors>.
  - 3. 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 the Virginia Prompt Payment Act. Ref.: Code of Virginia, Sections 11-62.1 through 11-62.9; "Prompt Payment Act" memorandum issued by the Office of the Comptroller, June 27, 1984.

**Exhibit A: Student Fees****Fiscal Year 2017 (Academic Year 2016-17)****Room and Board Fee Structure:**

Lodging Locations	Cost Per Week
Residence Hall	\$225.00
UMW Apartments	\$305.00
Eagle Landing	\$325.00
Available Room Configurations	
Single: One bed per bedroom	Twice the Double rate
Double: Two beds per bedroom	Normal Rate Above
<b>NOTE:</b> Alvey, Arrington, Willard, Randolph and Mason shall not be available for room reservations. Rates include cleaning of the room after each session. Linen services shall not be included in the lodging rate and is not available at all through the University.	

**Facility Fee:** \$20.00 per four week session (non-refundable). The Facility Fee shall entitle each student to use UMW's library, gymnasium, swimming pool, computer center, and other student recreational, social, and health facilities, which are subject to reasonable restrictions of UMW.

**Dining/Meals Service Fee Structure:**

University Center Dining	Cost Per Meal
Breakfast	\$6.65
Lunch/Brunch	\$8.90
Dinner	\$11.50
Saturday Brunch	\$11.50
Sunday Brunch	\$12.15
<b>NOTE:</b> Each student may place funds on their University-issued EagleOne Student ID Card and the cost will be deducted from the balance by "swiping" the card for each meal purchase. All other food venues on campus are retail and the student may use the EagleOne card, money, or cash. No credit cards are accepted at the retail dining locations.	

**Fall/Spring Academic Year Fees:**

Fall/Spring Tuition: Intensive Course	\$1,790.00
Fall/Spring Tuition: Semi-Intensive Course	\$1,410.00

**Summer Session Fees (Optional):**

Summer Session Processing Fee	\$30 per student
Summer Tuition	\$983 per credit hour
Summer Meal Plan: 30 meal block plan	\$250 per summer session
Summer Meal Plan: 50 meal block plan	\$364 per summer session

**Exhibit B: Sample Letter of Conditional Admission**



May 29, 2015

First Name, Last Name  
c/o Program Contractor Name  
Program Contractor Address

Dear First Name,

Congratulations! I am pleased to offer you conditional admission to the University of Mary Washington for the fall 2016 semester. With your high level of academic achievement, we feel that UMW is the right place for you to achieve your academic goals in the United States. We look forward to having you join us as one of the “great minds” working at the University of Mary Washington. This letter is a conditional offer of admission pending fulfillment of UMW’s English proficiency requirement.

The University of Mary Washington is pleased to partner with Program Contractor Name to make this opportunity possible. Successful completion of the Program Level English Class will fulfill the UMW English requirement. While studying at the Program, you can experience life as a UMW student when you live on campus, eat in our dining areas, study at Simpson Library, and use our state of the art fitness center. The University of Mary Washington and the greater Fredericksburg area provide a rich array of academic, research, internship, leadership, and recreational opportunities. On the weekends you can also visit Washington, DC, our nation’s capital, only 85 kilometers from campus and accessible by a short train ride.

Your official offer of admission will be sent once you have documented English proficiency and have met all other conditions listed in the agreement. If you have any questions, contact [admit@umw.edu](mailto:admit@umw.edu)

Sincerely,

Melissa Yakabouski  
Director of Undergraduate Admissions

(Conditional Letter of Admission Agreement Enclosed)

**Exhibit B** Cont.'d: Sample Letter of Conditional Admission

**Conditional Letter of Admission Agreement**

The University of Mary Washington is pleased to offer the opportunity for academically strong students to pursue a bachelor's degree at UMW. A student may be conditionally accepted for the fall or spring term. UMW is a primarily residential University and we strongly recommend that first-year students live on campus.

The following are conditions for admission:

- A. Demonstrate English proficiency through the successful completion of the Program Level English class.
- B. Send proof of English proficiency to the Office of Admissions 2 weeks prior to fall or spring term.
- C. Return the acceptance form and submit the enrollment deposit by the deadline.
- D. Attend the International Student Orientation in either the spring or fall semester.

*I understand and agree to meet all of the conditions outlined above. I further understand that failure to meet these conditions will result in the offer of admission to UMW being rescinded.*

---

Name (Print)

---

Signature

---

Date

Name: Last Name, First Name

ID: Banner ID #

## ATTACHMENT I – REFERENCES

**MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**

### Reference 1

Entity Name:	
Contact Name:	
Contact Phone #:	
Contact Email:	
Years of business:	
Solution provided:	

### Reference 2

Entity Name:	
Contact Name:	
Contact Phone #:	
Contact Email:	
Years of business:	
Solution provided:	

### Reference 3

Entity Name:	
Contact Name:	
Contact Phone #:	
Contact Email:	
Years of business:	
Solution provided:	

## ATTACHMENT II – 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:

**"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 II (CONT'D)

### Section A

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

**Check Only One:**   ☐ Small Business   ☐ Small and Woman-Owned Business   ☐ Small and 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: 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 (\$)					

VP FOR ADMINISTRATION & FINANCE AND CFO SWAM SUPPORT LETTER

Greetings:

The quality of service the University of Mary Washington is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational mission. An important part of our procurement program involves our commitment to doing business with small, women-owned and minority-owned (SWaM) businesses. We look to you to help us achieve this objective.

We conduct substantial business with small firms and have a particular institutional focus on developing long-term business relationships with women-owned and minority-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, I ask that you involve small, women-owned and minority-owned businesses in the delivery of goods/services you provide to UMW. The Procurement Services office is able to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through monthly/quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

As a state agency, this effort is important to us. This is another way that UMW can partner with your company to make things better.

A SWaM reporting template is located on our Procurement Services website at <http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting>.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard R. Pearce". The signature is stylized with a large, looping "R" and a cursive "Pearce".

Richard R. Pearce

Vice President for Administration and Finance and CFO



## ATTACHMENT IV – SWAM SUBCONTRACTING SPEND REPORTING

FORM LOCATED ON PROCUREMENT SERVICES WEBSITE

<http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting/>

Business Services

# Procurement Services

Technology Purchases   Current Bids & Proposals   Vendors   Green Purchasing   **SWaM Reporting**

Central Storeroom/Surplus  
Contracts  
Laws, Policies and Procedures  
Forms  
Training  
Small Purchase Credit Card  
Directions and Maps

You are here: Home / Vendors / **SWaM Reporting**

Vendor Resources  
Vendor Policies and Guidelines  
Vendor Registration Requirements  
Vendor Survey

The University of Maryland System, a public agency in the Commonwealth of Virginia, is required to report all small business spend, importance is also placed on utilizing local woman-owned and minority-owned businesses

Virginia's Total e-Procurement Solution!

## SWaM Subcontractor Reporting

This form should be used by vendors to report their Small, Woman-owned and Minority-owned (SWaM) business spend.

**Purchasing Dates and Deadlines**

July 2013

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Vendor \***

Please enter the name of the COMPANY

**Contract Number**

Please enter the CONTRACT NUMBER

**Name \***

First Last

Please enter the SUBMITTER'S first and last name

**Email \***

Please enter the SUBMITTER'S email address

**Select Reporting Method \***

☐ Upload Spreadsheet/Document

☐ Manual Input

**Additional Comments/Information**

Please provide any relevant comments or information

**Captcha**

chromate minglan

Type the text

Privacy & Terms

no CAPTCHA™ stop spam, read books