



BOISE STATE UNIVERSITY

REQUEST FOR PROPOSAL

RFP No. DO26-018

Bleymaier Football Complex Branding Redesign

Issue Date: November 18, 2025

Closure Date: December 12, 2025

Procurement Summary: Boise State University (the “University”) is seeking to engage a qualified professional design firm to conduct a comprehensive facility study and develop conceptual design solutions for the **Bleymaier Football Complex**, the operational hub of Boise State Football. This facility houses the Bronco’s weight room, locker room, athletic training room, position meeting rooms, team meeting room, recruiting lounge, and the coaches’ offices.

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1. Administrative & Background Information

1.1 RFP Administrative Information

RFP Title:	RFP No. DO26-018 - Bleymaier Football Complex Branding Redesign
Procurement Lead	Dan O'Donnell 1910 University Dr, MS-1210 Boise, ID 83725-1210 Email: danielodonnell@boisestate.edu
Proposal Submittal:	Email Address: solicitation@boisestate.edu
University Procurement and Vendor Services Website:	Current solicitations for goods and services
Optional Pre-Proposal Teleconference:	N/A
Deadline to Receive Questions:	11 /28/2025 5:00PM MST
Anticipated Release of Answers to Questions:	12/03/2025 released on Procurement's site: Current solicitations for goods and services
RFP Closing Date:	12/12/2025 at 5:00PM MST - Late responses will not be accepted.
RFP Opening Date:	10:30 AM MST at Procurement and Vendor Services on the first work day following the Closing Date. (Opening will be completed virtually, RSVP to attend)
Proposer Presentations:	TBD - May requested by the University's Evaluation Team .
Validity of Proposal:	Proposals are to remain valid for one hundred- eighty (180) calendar days after the scheduled RFP Closing Date. Proposals submitted with a shorter validity period will be found non-responsive and not be considered.
Term of Contract:	Initial term of the Contract will be for one (1) year. The parties may extend the term under the same terms and conditions annually, upon mutual written consent of the parties, for up to five (5) years.

Boise State University Overview

Boise State University (“University”), is the largest university in Idaho with more than 28,000 students. The University, designated as a doctoral research institution by the Carnegie Classification of Institutions of Higher Education, offers studies in nearly 200 fields of interest including twelve (14) doctoral fields. Undergraduate, graduate, doctoral and technical programs are available in eight colleges: Arts and Sciences, Business and Economics, Education, Engineering, Graduate Studies, Health Sciences, Innovation and Design, and School of Public Service. More information is available at the Boise State News link found in Helpful Links Tab of Attachment 1 Offeror Information.

1.2 General Scope of Purchase

Boise State is seeking to partner with a company that can provide outstanding professional services for brand design development and experiential design applications and programming details, with associated renderings. The chosen firm will conduct a comprehensive site study and provide conceptual design packages that include Rough Order of Magnitude (ROM) cost estimates for all proposed branding elements of the Bleymeier Football Complex. Specific elements should enhance the overall guest experience and aid in the recruitment and retention of student-athletes and staff members.

The study, and resulting conceptual recommendations, must integrate University branding, storytelling, and environment that reflects the pride, history, and future vision of Boise State Football. It must reflect the core of our unique identity. The goal is to ensure every space within the Bleymaier Football Complex reinforces our University’s culture, competitive standards, and ultimately fosters a deep connection to the Bronco Nation.

Deliverables must clearly document design intent and installation estimates to support future project implementation.

Prospective Contract: The Scope of Work outlined in this RFP defines the **initial project requirements and core services only**. Any resultant contract may serve as a Master Services Agreement (MSA) which may lead to a broader range of similar, related services over the full contract term. Services will be completed in phases, subject to the availability of funding.

Any awarded contract may incorporate additional Task Orders (TOs) or Statements of Work (SOWs) to be issued for specific services that align with the general scope and expertise outlined in this RFP. All services or projects beyond the initial Scope of Work will require final written authorization that clearly defines any additional services, such as the following examples:

- Specific scope of work for new project areas or upgrades.
- Deliverables, installation methods, and acceptance criteria modifications.
- Project schedule updates and milestone alterations.
- Budget, cost changes, or cancellation of certain services (either fixed-price or

time-and-materials, based on the agreed-upon rates established in the resultant contract)."

The University reserves the right to engage installation services or staff support, including internal design personnel, in accordance with its internal determination process. Any subcontracting proposed by the awardee requires formal approval from the University prior to any work commencing. Subcontractors are subject to the terms and conditions identified in any final award.

The vendor is prohibited from beginning any additional work until a Task Order or Change Order has been mutually executed by all authorized parties.

- 1.3 Limitation of Services:** Boise State is a public university that works in consultation with the Idaho Department of Public Works (DPW), services proposed may require additional review and independent authorization. Specifically excluded from this RFP are any activities that include: Professional Services that provide architectural or engineering efforts and/or any design requirements that include structural changes to University facilities.
- 1.4 Pricing and Volume Disclaimer:** Proposers are requested to submit their proposed pricing structure and detailed cost breakdown. **Any budget or volume figures provided within this RFP are for informational and planning purposes only and should be considered non-binding estimates.** The University does not guarantee any minimum or maximum volume, spend, or duration of work that may result from a final contract award. The actual scope and volume of work will be defined in a mutually agreed upon and fully executed subsequent contract.

2. Process Requirements

- 2.1** An optional pre-proposal teleconference may be held at the location and time as indicated in Section 1.1 of this RFP. This conference is informal and will be used to explain, clarify, or identify areas of concern in the RFP. **Those choosing to participate must pre-register via email to the RFP Lead, with the name and contact information of all participants.**
- 2.2** Formal responses will only be provided to questions submitted to the University in writing by the designated "Deadline to Receive Questions" period as indicated in Section 1.1 of this RFP. Any oral answers given by the University during the pre-proposal conference are to be considered unofficial.
- 2.3** All questions must be submitted to the RFP Lead by the date and time noted in Section 1.1. Questions must be submitted using Attachment 2 Offeror Questions via email to the RFP Lead at the email address listed in Section 1.1 for the RFP Lead. Official answers to all questions will be posted on the University Procurement and Vendor Services Department's website as an amendment.

- 2.4** From the date of release of this RFP until Intent to Award Letter is issued, all contact and requests for information shall be directed to the RFP Lead, only. Regarding this RFP, all contact with other personnel employed by or under contract with the University is restricted. During the same period, no prospective Offeror shall approach personnel employed by, or under Contract to the University, on any other related matters. An exception to this restriction will be made for Offerors who, in the normal course of work under a current and valid contract with the University, may need to discuss legitimate business matters concerning their work with the University. Violation of these conditions may be considered sufficient cause by the University to reject an Offeror's Proposal, irrespective of any other consideration.
- 2.5** Proposals should be submitted on the most favorable terms an Offeror can propose, from both a price and technical standpoint as well as with regard to legal terms and conditions. The University reserves the right to accept any part of a Proposal, or reject all or any part of any Proposal received, without financial obligation, if the University determines it to be in the best interest of the University to do so.
- 2.6** Discussions with individual Offerors (including the utilization of one or more rounds of Best and Final Offers (BAFO) and/or Negotiations) is not ensured, but they may be conducted as determined by the University to be in its best interest. Offerors should submit their best and most competitive cost proposal initially as there is no guarantee that the University will conduct any discussions.
- 2.7** No verbal Proposals or verbal modifications will be considered. An Offeror may modify its Proposal in writing prior to the RFP closing time. A written modification must include the date and hand-written signature of the Offeror or its authorized representative.
- 2.8** All data provided by the University in relation to this RFP represents the best and most accurate information available at the time of RFP preparation. Should any data later be discovered to be inaccurate, such inaccuracy will not constitute a basis for Contract rejection or Contract amendment by an Offeror.
- 2.9** All Proposal concepts and material submitted becomes the property of the University and will not be returned to Offeror unless the Solicitation is canceled by the University (State Code § 67-9215). Award or rejection of a Proposal does not affect this right. Proposals and supporting documentation may be available for public inspection upon written request following the announcement of a Contract award, except for information specifically labeled on each separate page as a "Trade Secret" under the Idaho Public Records Act, Section Title 74, Chapter 1, Idaho Code ("the Act"). Alternatively, information may be specifically labeled "exempt" from public records under another exemption found in the Act. Information specifically labeled as Trade Secret or otherwise exempt may be protected from disclosure, but only to the extent consistent with the Act or otherwise applicable federal or state law or regulation. Accordingly, the University cannot guarantee its confidentiality.
- 2.10** An appeal by an Offeror of an RFP specification, a non-responsiveness determination, or the award is governed by the Boise State University Procurement Appeals Process, and must be filed in accordance with that process, which link can be found on the Helpful Links Tab of Attachment 1 Offeror Information.

- 2.11** Proposal opening will be held at the location and time as indicated in Section 1.1 of this RFP. All Offerors, authorized representatives and the general public are invited, at their own expense, to be present at the opening of the Proposals. During the Proposal opening only the names of the Offerors will be provided.
- 2.12** Any qualified Offeror may submit a Proposal. All Offerors are qualified unless disqualified. Those Offerors presently on the General Service Administration's (GSA) "list of parties excluded from federal procurement and non-procurement programs" may be disqualified. Information is available on the Helpful Links Tab of Attachment 1 Offeror Information.
- 2.13** All costs incurred in the preparation and submission of a Proposal in response to this RFP, including, but not limited to, Offeror's travel expenses (e.g. live facility inspections, demonstrations, or negotiation sessions) shall be the sole responsibility of Offerors and will not be reimbursed by the University.
- 2.14** A contractor, successful or unsuccessful, may request a post-award vendor debriefing, in writing, by emailing the Lead as identified in the solicitation, within five (5) business days of the date of the Letter of Intent to Award. Vendors should enter "RFP KK26-018 - Debriefings" as the email subject line. Unless good cause exists for delay, the debriefing should occur within ten (10) business days after the final award has been made, and it may be conducted via face-to-face meeting, telephone or video conference, or any other method acceptable to the University. The Lead Buyer or Director of Procurement and Vendor Services should chair the meeting. The debriefing will be oral and will be limited to a discussion of the Vendor's response only. It will provide information on areas in which the response was deemed weak or deficient as well as areas of strength.

Please note, a Vendor debriefing is a meeting and not a hearing; therefore, legal representation is not required. If a Vendor prefers to have legal representation present, the Vendor must notify the University and identify its attorney. The University shall be allowed to schedule and/or suspend and reschedule the meeting at a time when a legal representative of the University can be present.

3. Submission Requirements

- 3.1** To be considered for award, the sealed Proposal must be delivered to the email, attention RFP Lead, specified in Section 1.1 of the RFP no later than the date and time specified. **No late Proposals will be accepted.** A Proposal received after the RFP closing date and time will not be accepted.
- 3.2** Signature Page (Attached) - Proposals must be submitted with the University-supplied signature page in the form provided, without modification. **The Signature Page must be completed by an authorized individual.** Authorized Signature means a manual, electronic or digital signature or other identifier uniquely linked to a person authorized to sign documents the supplier submits to the University. **Failure to include a signed, complete, unmodified, original University Signature Page shall result in a finding that the Proposal is non-responsive, and no further consideration will be given to the Proposal.**

- 3.3** Each Proposal must be submitted with all requested forms completed.
- 3.4** Since this response requests an electronic copy, The Proposal must be separated into two (2) distinct email attachments: 1) the Offeror's Proposal, and 2) the Cost Sheet.
- 3.4.1** The Offeror's response must be identified as "Offeror Response – RFP KK26-018" and include all documentation related to this response, except for the Cost Sheet.
- 3.4.2** The Cost Sheet must be a separate attachment and identified as "Cost Sheet – RFP KK26-018." The only document that should be included with this section is the Cost Sheet.
- 3.5** Offeror must complete and return all information as specified in this RFP including specific Submission Requirements & Certifications to be considered for award.
- 3.6** Offeror must submit with its response all documents and any supplemental or additional agreements that the Offeror proposes to have incorporated into any resulting Contract, including any proposed modifications to the Terms and Conditions, properly reserved for further negotiation, in accordance with Section 2.6. If Offeror expressly conditions its Proposal upon the University's acceptance of its additional documents and/or proposed supplemental or additional agreements or modifications to the Terms and Conditions, its Proposal may be deemed non-responsive. The terms of such additional documents and proposed agreement and modifications to the Terms and Conditions the University reserved for negotiation may be considered in accordance with Section 2.6 and 5.5 of this RFP, but no additional or modified terms shall be binding on the University until expressly accepted in writing by the University.

Alternatively, if the offeror has no additional documents or proposed agreements they wish to submit for consideration, please note that in response to this specification.

The University will not accept any documents and/or proposed agreements submitted after the Solicitation Closing Date. The University will not accept any additional proposed modifications to the Terms and Conditions or terms that conflict with the Terms and Conditions other than questions submitted in accordance with Sections 2.3 and 2.4. If Offeror attempts to submit additional documents and/or proposed agreements after the Solicitation Closing Date, and conditions its Proposal upon the University's acceptance of those additional documents and/or proposed agreements, its Proposal may be deemed non-responsive and given no further consideration.

The University will not accept terms that allow Offeror to make unilateral amendments to any resulting Contract, terms that require the University to indemnify another party, terms that grant a security interest in state funds or grant a right of setoff against state funds to Contractor, terms that waive punitive damages, or other provisions that violate state laws applicable to University. The University will not accept "click-through" acceptance or software licensing terms either initially or through updates.

- 3.7 RFP Amendments** - If the RFP is amended, including through the question-and-answer process, the Offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment

acknowledgement form with the Proposal may result in the Proposal being found non-responsive. See the Boise State University Procurement and Vendor Services website link for any amendments and the required amendment confirmation documents.

3.8 Public Records - The Idaho Public Records Law, Idaho Code Sections 74-101 through 74-126, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a State Agency or a local agency (political subdivision of the state of Idaho) regardless of the physical form or character. All, or most, of the information contained in your response will be a public record subject to disclosure under the Public Records Law. The Public Records Law contains certain exemptions. One exemption potentially applicable to part of your response may be for trade secrets.

3.9 Redacted Information - If your Proposal contains information that you consider to be exempt, you must also submit an electronic redacted copy of the Proposal with all exempt information removed or blacked out. The University will provide this redacted Proposal to requestors under the Public Records Law, if requested. Submitting Offerors must also:

3.9.1 Identify with particularity the precise text, illustration, or other information contained within each page marked "exempt" (it is not sufficient to simply mark the entire page). The specific information you deem "exempt" within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise be clearly distinguished from other text or other information and be specifically identified as "exempt."

3.9.2 List of Redacted Exempt Information - Provide a separate document with your Proposal entitled "List of Redacted Exempt Information," which provides a succinct list of all exempt material noted in your Proposal. The list must be in the order in which the material appears in your Proposal, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text or other information; or in a manner otherwise sufficient to allow the University to determine the precise material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure.

3.9.3 The University does not warranty and cannot guarantee protection of this information if disclosure is required. Offeror shall indemnify and defend the University against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring a designation of exempt or for the Offeror's failure to designate individual documents as exempt. The Offeror's failure to designate as exempt any document or portion of a document that is released by the University shall constitute a complete waiver of any and all claims for damages caused by any such release. If the University receives a request for materials claimed exempt by the Offeror, the Offeror shall provide the legal defense for such claim.

3.9.4 No Redacted Information - Alternately, if there is no redacted information in the Proposal, please note that with the Proposal.

- 3.10** (M) The Contractor and its sub-contractors are required to carry the types and limits of insurance referenced in the Insurance Requirements Tab of Attachment 1 Offeror Information. Contractor is required to provide the University with a Certificate of Insurance meeting the requirements listed on the Insurance Requirements Tab of Attachment 1 Offeror Information and in the format specified for Certificate of Insurance (Example) listed on the Helpful Links Tab of Attachment 1 Offeror Information, prior to Contract signing.

4. Proposal Format

- 4.1** These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals. Evaluation points may be deducted from the Offeror's possible score if the following format is not followed.

- 4.1.1** When applicable, the Offeror must complete and return, in the format supplied.
- 4.1.2** Offeror must complete and return the Cost Sheet in the format supplied

- 4.2** Offerors must adhere to all requirements of this RFP to be considered responsive. The determination of whether a Proposal is responsive is a determination made solely by the University. The University reserves the right to waive any non-material variation that does not violate the overall purpose of the RFP, frustrate the competitive solicitation process, or afford any Offeror an advantage not otherwise available to all Offerors.

NOTE: If any requirement listed exists in your proposed Service, but is accomplished in a manner other than described in that section, Offeror **MUST** identify the variation and provide a complete detailed explanation of the variation. Acceptance of a variance in method to accomplish mandatory requirements is at the sole discretion of Boise State University and the evaluation committee.

5. Contract

- 5.1** The successful Offeror will be required to enter into a written contract with the University in a form approved by its legal counsel and key stakeholders. After review and evaluation of Proposals and completion of interviews, the University intends to enter into contract negotiations with the apparent successful Offeror. Negotiations will include discussion of the University's terms and conditions and other matters related to this RFP process. This RFP and the successful Offeror's Proposal, or any portion thereof, may be incorporated into or appended to the final contract. Should the apparent successful Offeror and the University fail to reach an agreement within thirty (30) days, the University may elect to end the discussion with the top-scoring Offeror and begin discussions with the Offeror whose response ranked second. Upon successful completion of the discussions, the winning Offeror will be required to execute a contract with the University, subject only to the University's required approval processes, and immediately begin preparations to undertake its requirements.

- 1.1** Boise State University's form of Consultant Services Agreement, attached hereto as Attachment 7, as well as Boise State University's "Standard Contract Terms and Conditions" and Boise State University "Solicitation Instructions to Vendors", (found in the Helpful Links Tab of Attachment 1

Offeror Information and in Appendix A at the end of this solicitation, respectively), all as may be amended from time to time (collectively, the "Terms and Conditions"), are each incorporated by reference into and shall, along with the Request for Proposal and related documentation, and absent further post-award negotiation between the parties, form the governing written contract between the parties.

5.2 Affiliated Institution - Any State of Idaho public higher education institution ("Affiliated Institution") may elect to utilize the Award from this RFP to purchase goods or services from the Awarded Offeror. In the event of such election, the Affiliated Institution agrees to be bound by the terms of this Contract as if it were an original party hereto.

5.3 The contract, once finalized, will represent the entire agreement between the Contractor and University and supersedes all prior negotiations, representations, understandings, or agreements, either written or oral. The successful Offeror will be required to indemnify, defend, and hold harmless the University and its related parties. In addition, Offeror will be required to possess and maintain all required licenses. The University will not consider terms requiring its indemnification of the Offeror; set-off rights, liens, or security requirements against the University or state funds; click-through terms and conditions; any agreements permitting unilateral modification; terms that waive punitive damages; or other provisions that violate state laws applicable to the University or the University's policies and practices.

- Any action arising from or relating to either this RFP, the Offeror's Proposal, or the resulting contract will be governed by Idaho law and must be brought in state courts located in Ada County, Idaho. By submitting a Proposal, each Offeror irrevocably consents to jurisdiction of such courts.
- The contract is not effective until signed by both parties, subsequent to all required University approvals. Once approved, the Procurement and Vendor Services Department will issue a Purchase Order specifying a commencement date (the "Effective Date"). The Contractor will not provide or render Services to the University under the contract until the Effective Date. The University may determine, in its sole discretion, not to reimburse the Contractor for products provided or services rendered prior to the Effective Date.
- In addition to the acceptance terms detailed in the contract, acceptance from the University will be based upon the completion of tasks and deliverables as agreed upon by the University and Contractor in the Project Implementation Plan.
- Upon any termination of the Contract, Contractor shall return to the University all copies of the confidential information or other materials incorporating confidential information in the possession of Contractor or its employees. Contractor agrees to (i) return all property in any form belonging to the University; and (ii) return all confidential information that may have been received from the University.
- Return all data (confidential or otherwise) that is the property of the University in a reasonable format specified by the University. All data must be delivered to Boise State within 6 weeks of request. This data must be delivered in an electronic format. Return of all data shall be provided by the Contractor at no additional cost to the University. The University will verify receipt of that data.
- Notwithstanding termination, the restrictions on disclosure and use of confidential information arising under the contract shall continue to be effective after the date of termination.
- Contractor is expected to comply fully with all applicable laws and regulations and industry standards regarding information security, data security, and privacy of personally

identifiable information. Contractor will be required to indemnify, defend, and hold the University harmless from any claims, damages, costs, expenses, including attorney fees, resulting or arising from Contractor's failure to follow such laws, regulations, and standards.

- 5.4** Prior to the release of the Contract, University and the apparent successful Offeror will clarify expectations and finalize the Offeror's proposed **Project Management Plan** for the implementation, deliverables and schedule for payment of the Services.

5.4.1 The Project Management Plan must include a project schedule/timeline, (tasks that require more than 10 hours of work), major deliverables and payment milestones.

5.4.2 The Project Management Plan must include a description for each task and a designation of whether Boise State or the Offeror is responsible for the task.

5.4.3 Additionally, the Project Management Plan will contain all points of clarification, an agreed upon Project Schedule for the implementation of the Service, and other clarifying supporting documents. Examples of points of clarification are clarification of requirements and legal clarifications. Examples of other clarifying supporting documents are risk management plan, change management plan, configuration management plan, milestone payment plan and project closure plan.

5.4.4 Boise State reserves the right to negotiate and alter the Project Management Plan in accordance with its priorities at any time. Any award will be made subject to the right to alter the Project Management Plan in accordance with its priorities.

5.4.5 Any changes to the scope, schedule, Project Management Plan, cost, etc. must be reviewed and approved, in writing, by the University prior to performance, and is subject to its final discretion.

- 5.5** The University owns all rights, title and interest in its names, logos, slogans, mascots, indicia, colors, and other proprietary rights (hereinafter "Marks"). Any and all usage of Boise State University marks must adhere to the university's Brand Standards (Policy #10000) and will be subject to review and approval throughout the term of the Agreement. All items can be submitted for approval to Boise State's trademark licensing and enforcement office via licensing@boisestate.edu.

6. Business Information

Please provide the following company information:

6.1 Experience and Expertise

Demonstrated ability to perform the services requested in the RFP for a similarly situated organization. Preference to higher-ed and professional-level sporting facilities of similar size and nature.

6.2 Qualifications

Extensive portfolio in collegiate or professional sports complex branding, specifically in focused graphics and brand enhancement.

6.3 References

Please provide details of services provided and three references of past engagements that are similar in scope and nature.

6.4 Responsibility

At the sole discretion of the University, the RFP Lead may conduct a review to determine if the apparent high point Offeror is responsible. As part of the responsibility review, the RFP Lead may require the apparent high point Offeror to provide financial reports to the satisfaction of the University, and may also seek references to the satisfaction of the University. Nothing herein shall prevent the University from using other means to determine Offeror's responsibility.

7. Detailed Response to the Scope of Work

Keep in mind, the evaluators will be looking at your design experience, practical methodologies proposed and overall completeness of a proposal. Images, renderings, and practical examples of prior work on similar projects are encouraged. Please provide an ability for the evaluators to understand your company's ability to generate a vision for similar institutions and complete high-level concepts and themes that may enhance Boise State's own brand/story. Proposed design concepts and/or renderings are encouraged for this purpose, but due to the nature of this public procurement, please do so with the understanding that any information is subject to Idaho's Public Records Act. Specific details of the facilities layout etc. will be provided to the awardee at the appropriate time.

8. Cost Proposal

- 8.1** All costs associated with the specifications of the RFP must be included in the mandatory Cost Proposal. All proposed pricing will be firm/fixed and fully-burdened with all direct and indirect costs, and must include (but not be limited to), all operating, administrative, and personnel expenses, such as overhead, salaries, profit, supplies, per diem, travel (airfare and/or mileage), lodging, and quality improvement.
- 8.2** Use the format established in the Cost Sheet. Altering the format may result in a finding that your Proposal is non-responsive.

9. Proposal Review and Evaluation

- 9.1** The objective of the University in soliciting and evaluating proposals is to ensure the selection of a design firm that will produce the best possible results for the funds expended.
- 9.2** Proposals must demonstrate that Offerors have the ability to complete the described functions of this RFP.

9.3 The Proposal(s) will be evaluated first as either “pass” or “fail,” based on compliance with any mandatory requirements. All Proposals that meet the mandatory requirements will continue in the evaluation process. Proposals not meeting the mandatory requirements may be found non-responsive.

9.4 The University will establish an evaluation team that may consult with subject matter experts to review and advise on any portion of the response to evaluate responses. Upon opening the responses, the Boise State University Procurement and Vendor Services will inspect the Proposal for responsiveness. Under the facilitation of the Procurement and Vendor Services Department, the evaluation team will score the responsive proposals.

The University reserves the right to request additional information or demonstrations from offerors, as it deems necessary. If demonstrations are requested, the University will specify what it is seeking.

The evaluation team will discuss and finalize their scoring with the Procurement and Vendor Services Department. Prior to award, the apparent successful Offeror’s response may be forwarded to a representative(s) of the Office of Information Technology and/or the Office of General Counsel to confirm that the Service will work within the University’s infrastructure and policies.

9.5 The criteria described in the Evaluation Criteria section will be used to evaluate and score the Proposals for the purpose of ranking them in relative position based on how fully each Proposal meets the requirements of this RFP. Particular emphasis will be placed on the Offeror’s understanding of the RFP, quality of product/service, and the description of how the activities will be performed.

The scores will be normalized as a whole, or by category, at Boise State University’s sole discretion.

9.6 At the discretion of the University, Demonstrations may be required. Offerors who do not make the Evaluated Demonstration portion of the evaluation may not be further evaluated.

9.7 The University intends to see demonstrations from the top several scoring Offerors. Demonstrations, if required, will be conducted before the Notice of Intent to Award is issued. Demonstrations will be via webinar or in person, or both, set up by the Offeror and provided at no cost to the University. It is possible that an Offeror will have only a couple of days of notice that they have been selected for a Demonstration, so it’s suggested that the Offeror have the ability to quickly set up a Demonstration and be prepared to exhibit their product/service. Demonstrations may include hypothetical scenarios, real-life test samples, quality assurance issues, reporting and/or anything else of interest to the University. The University may request multiple Demonstrations if further clarity is required. The Demonstration becomes an official part of the response. The University will utilize “Evaluated” and/or “Pass/Fail” demonstrations, as described below.

9.7.1 Evaluated Demonstrations - At the discretion of the University, several of the highest-scoring Offerors may be contacted to give an overview/demonstration of their Service and respond to questions. (Evaluation of the Demonstrations may result in adjustment of points awarded in the Business and Scope of Work Proposals, as the evaluation committee deems appropriate.) Failure to successfully demonstrate functions of the Service listed as mandatory in this RFP may result in rejection of the proposal. Boise State may request multiple demonstrations from the several top scoring Offerors.

9.7.2 Pass/Fail Demonstration - Alternatively, the University reserves the right to require a Demonstration or webinar of only the top-scoring Offeror. If this option is chosen, the evaluation is strictly Pass/Fail for the apparent successful Offeror. If the apparent successful Offeror fails, then the next highest-scoring Offeror will be considered the apparent successful Offeror and the Demonstration process may be repeated.

9.8 Total evaluation points will be summed with the cost points and the Proposals will be ranked by final total score.

9.9 Cost evaluation will be figured by applying the Offeror supplied costs from the Cost Sheet. Each University Business Unit will evaluate its priorities and recommend an award to the responsive, responsible Offeror whose Proposal receives the highest number of points in the respective category.

The scores for the Cost Proposal will be normalized as follows: The Proposal with the lowest overall total cost proposed will receive all the cost points as assigned in the Evaluation Criteria below. Other Proposals will be assigned a portion of the maximum score using the formula:

Lowest Cost / Other Proposal cost x total possible cost points.

9.10 Offeror will be notified of the result of the solicitation process in writing. Written notification will be sent to the authorized signer designated on the signature page.

9.11 Evaluation Score Summary

Technical Proposal:

All Submission Requirements Met	Pass/Fail
Business Information and Experience	300 points
Scope of Work/Proposal Details	600 points

Cost Proposal:

Cost Proposal	<u>100 points</u>
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Total Base Points	1,000 points
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10.Attachment Summary

Attachment 1 Offeror Information Includes Information that will be helpful to the Offeror as they complete their response to this solicitation.

Attachment 2 Offeror Questions is used to submit questions the Offeror may have on the solicitation, in accordance with the processes and timelines discussed in Sections 1 and 2 of this RFP Solicitation Document.

Attachment 3 – Business Information

Attachment 4 Cost Sheet This must be sent as a separate attachment and submitted with the solicitation response package.

Attachment 5 – Signature Page

Attachment 6 - Terms and Conditions.

Attachment 7 - Consultant Services Agreement