Policy: It is the policy of Messiah College Facility Services Department to solicit bids by using the format on this procedure for any projects or materials that exceed the amount of $10,000.00 as outlined on the attached Purchase Order Decision Flow Chart.

Objectives: To ensure that Messiah College gets the best pricing possible of commodities and services and to assure fairness to contractors and vendors.

Equipment: Attachment A: Request For Proposal Template
Attachment B: Purchase Order Decision Flow Chart-Facilities

Responsibility: Facility Management Staff

Request for Proposal Template Instructions

A carefully crafted “Request for Proposal” (RFP) is the key to getting the best quality services required for a service, materials, or projects. It is the policy of Facility Services to solicit competitive bids for goods and services that exceed $10,000. Routine price comparisons must be provided for any project, service, or goods purchased that fall between $5,000 and $10,000. Two verbal quotes must be provided for any project, service, or goods that cost more than $10,000. Three written quotes/bids must be provided for any project, service, or goods that cost more than $50,000.00. All RFP’s (verbal and written) must follow the template as outlined in this policy.

Instructions:

The Request for Proposal (RFP) is the “official” statement to vendors about the services required. Vendors typically try to respond, point by point, to the RFP when they make their proposals. Therefore, the RFP “leads” vendors by focusing their attention on certain issues.

For these reasons, the RFP must be carefully crafted and reviewed by the Director of Facility Services before distributing it to vendors.

This template provides some guidelines for completing a RFP.

REQUEST FOR PROPOSAL TEMPLATE

The RFP is to include the following sections:

I. The General Goals

This section includes the general goals which describe the project and expected time frames for bids to be received and time frames for expected completion dates. This section is to also specifically address a date and time that all contractors or vendors are to meet on-site to do a walkthrough of the project area and for Messiah employees to answer any questions that the contractors or vendors may have about the project (a pre-bid conference). It is to be stated in all RFP’s that any contractor or vendor who wishes to submit a bid must be present at the pre-bid conference.

II. The Target Audiences

This section is to list all contractors, along with contact names and phone numbers who are being asked to provide pricing.

III. Objectives

This section is to describe exactly what the project involves with as much detail as possible. Any specifications that are required to be met in regards to materials, work hours and insurance requirements and expected performance based outcomes.

IV. Project Details

This section is to include:

___ Brief summaries of needs and tasks
___ Brief summaries of contractor/vendor expectations
___ Description of anticipated project team, reporting relationships among the Facilities department employees and others from Messiah College who will be involved in the project
___ Description of programs or departments that may be impacted by the project and any special needs of those programs or departments
— Description of required development process and special provisions for specific areas on campus

— Listing of expected deliverables

— Information on standards of quality and quantity as well as expected behavior while working on campus (no smoking, general appearance, checking in, parking passes, etc.)

V. Schedule and Design

This section is to describe:

— Specific dates for completion of milestones and expected project completion date and any ramification if milestone or completion dates are not met

VI. Requests for Vendor Suggestion or Creativity

This section includes areas in which you are uncertain about the strategy and seek vendor recommendations. It can also include areas in which you are flexible regarding design.

Vendors/contractors are experienced professionals who are capable of conceiving several creative alternatives. Therefore, you should openly state those areas in which you are flexible or seek vendor recommendations.

VII. Criteria for Selecting a Vendor

This section is to list the criteria which will be used to determine the best contractor/vendor proposal. Typical criteria includes: vendor quality as evidenced in samples of work or references, vendor price, vendor's understanding of the project (subject matter), contractors track record at Messiah College, quality of proposed solution, availability to complete the project on time. It is to be noted on all RFP’s that pricing will not be the only deciding factor in the selection of a vendor or contractor.

VIII. Terms and Conditions

This section is to state that attending the pre-bid meeting at the designated time and date is required by any vendor or contractor who plans to submit a bid. Specify due date and time and a bid opening date and time (private bid opening or contractor invited to bid opening). State whether or not other vendor quotes will be shared after the bid opening date and time.

Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards.
Proposed Specifications

Proposal Name: [Insert Name/Type of Proposal]
Date: [Insert Date]

Messiah College Contact Person and Contact Information:
[Insert Name]
[Insert Location on Campus]
[Insert Phone Number]
[Insert E-Mail Address]

You will find the following information included in this Proposal, in the order they are listed within.

1. The General Goals
2. The Target Audiences
3. Objectives
4. Project Details
5. Schedule and Design
6. Requests for Vendor Suggestion or Creativity
7. Criteria for Selecting a Vendor
8. Terms and Conditions

Date:
Name of Messiah Representative:
Position Title:
Phone:
E-mail:

I. General Goals
[Type the Proposals Goals here.]

Why we are going out for bid on this particular topic and any other expectation we are seeking through this proposed “Project”. Describe the project and expected time frames for bids to be received. Discuss any pre-bid meetings and on-site walkthroughs, if necessary.

II. The Target Audiences
[Provide the support on the type of Vendor we are seeking.]

Be clear and concise. This provides the Vendor with an opportunity to make sure their offered goods and/or services fit our proposed needs.

III. Objectives
[Describe exactly what the project involves.]

Include all the requirements such as what is required in regards to materials, work hours and insurance and the expected performance-based outcomes.

IV. Project Details
[This section is to include:]

• Brief summaries of needs and tasks
• Brief summaries of vendor expectations
• Description of anticipated project team, reporting relationships among Facilities department employees and others from Messiah College who will be involved in the project
• Description of programs or departments that may be impacted by the project and any special needs of those programs or departments
• Description of required development process and special provisions for specific areas on campus
• Listing of expected deliverables
• Information on standards of quality and quantity as well as expected behavior while working on campus (no smoking, general appearance, checking in, parking passes, etc.)
• Overall scope of work
### V. Schedule and Design

Establish the expected schedule and design criteria here.
Specific dates for completion of milestones and expected project completion date and any ramification if milestone or completion dates are not met.

### VI. Requests for Vendor Suggestion or Creativity

Utilize this area to request the vendor provide suggestions in strategy, design, etc. to accomplish the tasks at hand.
This section includes areas in which you are uncertain about the strategy and seek the vendor’s recommendations. It can also include areas in which you are flexible regarding design.
Vendors are experienced professionals who are capable of conceiving several creative alternatives. Therefore, you should clearly state those areas in which you are flexible or seek the vendor’s suggestions.

### VII. Criteria for Selecting a Vendor:

Relay the exact details that pertain to how the vendor will be selected from the responses received.
This section is to list the criteria which will be used to determine the best vendor proposal. Typical criteria includes:
vendor quality as evidenced in samples of work or references, vendor pricing, vendor’s demonstrated understanding of the project’s subject matter, vendor’s prior performance while doing business with Messiah, if applicable, quality of proposed solution, availability to complete the project on time, etc.
It is to be noted on all proposals that pricing will not be the only deciding factor in the selection of a vendor. Messiah contracts based on best value.

### VIII. Terms and Conditions

Type your Instructions for completing this proposal submission.
Write thorough instructions to the vendor that include date of proposal’s release, mandatory attendance requirements for pre-bid meetings, specific timelines that are structured going into the projects proposal, specified bid response due date and time, specified bid opening date and time (including if the bid opening is private or public), (vendors may participate in the opening of each bid), and to specify if other vendor quotes will become public knowledge after the bids have been opened, how we expect the vendor to communicate (i.e. paper response, electronic, fax, etc.), include any specific instructions for required cost submission, layout, how we will score each submission, etc.

[List all Attachments in the order they are attached]

Attachment A – Pricing Submission Requirements
Attachment B – Map of campus with highlighted affected areas addressed within proposal, etc.

Signature of Messiah Representative: ____________________________ Date: _____________
Signature of Vendor Representative: _____________________________ Date: _____________
Title of Vendor Representative: ____________________________________________________

By signing this Proposal, I represent that I am authorized by my company to uphold the requirements as stated within these proposed specification for [Insert Proposal Name Here]. I understand that Messiah College reserves the right to refuse any submitted bid based on non-responsiveness.
Attachment B
Purchase Order Decision Chart- Facilities
Supplier must be set up in MCOOneSource prior to submitting requisition
Furniture & Equipment lead time – 4 to 6 weeks

Purchase Contemplated:

  Is request a P-Card approved purchase?
    P-Card Approved Purchases- Emergency Situation, Advertising, Membership dues, Travel (airfare, hotel, travel, meals, rental vehicles, other travel expenses), Conference registration, Renewal of periodical subscription, Purchase at a retail location, Online supplier that does not accept purchase orders
    If yes-
      Place order using college-issued VISA P-Card
      Vendor receives payment when transaction is posted
      Item received by Central Receiving and delivered to cardholder
      Cardholder allocates purchase in the Visa IntelliLink system
      Budget manager approves the purchase in the Visa IntelliLink system
    If no-
      Is request <$10,000?
      If yes-
        Routine price checking
        Enter requisition in MCOOneSource
        Requisition proceeds through approval queue
        Order automatically emailed to supplier following final approval
        Buyer receives items in MCOOneSource after received on campus
        Supplier sends invoice directly to AP for processing
      If No-
        Is request >$10,000 & <$50,000?
        If yes-
          Two verbal quotes- Quote information to be entered in the justification section of the requisition
          Enter requisition in MCOOneSource
          Requisition proceeds through approval queue
          Order automatically emailed to supplier following final approval
          Buyer receives items in MCOOneSource after received on campus
          Supplier sends invoice directly to AP for processing
        If no-
          Is request >$50,000?
          If yes-
            Three written bids- bids to be attached in the justification section of the requisition
            Enter requisition in MCOOneSource
            Requisition proceeds through approval queue
            Order automatically emailed to supplier following final approval
            Buyer receives items in MCOOneSource after received on campus
            Supplier sends invoice directly to AP for processing

The following terms and conditions are printed on all purchase orders:

This purchase order constitutes a binding contract between the College and the Supplier named on the purchase order when accepted by the Supplier either by express acknowledgement or by commencement of work or shipment without reservations. The terms and conditions below are applicable to all purchase orders.

CONDITIONS:

1. BACKGROUND CHECKS - No employee of the supplier or employee of a subcontractor of the supplier conducting business on any Messiah College campus or in any Messiah College facility has had disqualifying convictions (including misdemeanors), related to any form of violence including, but not limited to, sexual misconduct/assault, sexual harassment, stalking, physical abuse, abuse of minors, domestic violence, hate crimes or robbery. The College reserves the right to exclude anyone who has demonstrated behavior incongruent with the College’s expectations for civility and safety.

2. ENVIRONMENTAL HEALTH AND SAFETY COMPLIANCE - Messiah College expects contractors and suppliers to comply with all applicable federal, state and local regulations for safety, health and the environment, as well as, the Messiah College environmental, health and safety programs. These include the Messiah College Safety Manual, Waste Manual and Hazard Communication Program: Chemical Safety Manual which can be viewed and downloaded at http://www.messiah.edu/info/20592/compliance.

3. SUPPLIER CONFLICT OF INTEREST - Supplier affirms that this contract can be signed without conflict of interest. Any supplier whose company directors, and/or principal officers/owners, or their immediate family members, are employed by, alumni of or currently attending Messiah College need to contact the Department of Procurement at purchasing@messiah.edu or 717-691-6010 prior to executing this
contract. Potential conflicts of interest do not categorically prohibit the supplier from doing business with the College and will be reviewed on a case by case basis.

4. CONFIDENTIAL INFORMATION - Messiah College complies with the requirements of The Family Educational Rights and Privacy Act (FERPA), Gramm-Leach-Bliley Act and other relevant Pennsylvania and federal privacy laws, as well as common law principles relative to confidential and proprietary information. We expect that contractors and suppliers who will have access to confidential information through the course of their business at Messiah College have reviewed, understand and will comply with our Confidential Information Policy which can be found at this link: http://www.messiah.edu/documents/its/forms/Confidential_Information_Addendum.pdf.

5. SUPPLIER DIVERSITY - Messiah College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal and state law in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs. The College does not tolerate abuse or harassment for any reason of employees, students or other individuals associated with the College. This includes, but is not limited to, suppliers, contractors, and guests.

TERMS:

1. PAYMENT TERMS -
   Preferred Payment Method - Visa Supplier Pay - NET 15 days
   Standard Payment Method - ACH Deposit - NET 30 days
   Alternate Payment Method - Check - NET 45 days unless more favorable terms are extended for prompt payment.

2. SUBSTITUTIONS - No substitutions accepted unless authorized in writing by the Purchasing Office.

3. CANCELLATIONS - Messiah College reserves the right to cancel this order if delivery dates are not maintained.

SUPPLIER INSTRUCTIONS:

1. ORDER ACKNOWLEDGEMENT - Acknowledge this order and provide a shipping date with a confirmation email to the buyer contact listed on this purchase order.

2. SHIPPING - All packages must include the buyer contact's name on the outside of the package. Any package simply addressed to Messiah College, with no name, will be marked “return to sender” and returned to the shipper.

3. INVOICING - All invoices must reference the purchase order number. Invoices received without a PO number will be returned to the supplier with a request that a new invoice be issued using the current date and the proper PO number. The corrected invoice date will be used to calculate the payment due date.

4. SUPPLIER DIVERSITY REGISTRATION - Messiah College strives to develop mutually beneficial relationships with our suppliers and if applicable would like to register your business as a minority-owned, woman-owned, veteran-owned, disabled-owned, small business or HUB-Zone diverse supplier. Validation in the form of a certificate from a third-party organization is required. Please contact purchasing@messiah.edu or 717-691-6010 for more information.