



**UNIVERSITY OF CENTRAL ARKANSAS
PROCUREMENT OFFICE
REQUEST FOR PROPOSAL**

SOLICITATION INFORMATION			
Bid Number:	RFP #UCA-26-036	Solicitation Issued:	11/18/2025
Description:	Global Safety & Security SaaS Solution		

SUBMISSION DEADLINE FOR RESPONSE	
Bid Submission Deadline:	December 10, 2025, by 10:00 a.m. CST
Bid Opening Date and Time:	December 10, 2025, at 10:00 a.m. CST
Deliver proposal submissions for this Request for Proposal to the University of Central Arkansas (UCA) on or before the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of Prospective Contractors to submit proposals at the designated location on or before the bid opening date and time. Proposals received after the designated bid opening date and time may be considered late and may be returned to the Prospective Contractor without further review. It is not necessary to return "no bids" to UCA.	

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	University of Central Arkansas ATTN: Meghan Cowan 201 Donaghey Avenue Wingo Hall 113 Conway, AR 72035 Delivery providers, USPS, UPS, and FedEx deliver mail to UCA on a schedule determined by each individual provider. Prospective Vendors assume all risk for timely, properly submitted deliveries.
Proposal's Outer Packaging:	Seal outer packaging and properly mark with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for bid identification purposes. • Bid number • Date and time of bid opening • Prospective Contractor's name and return address

UNIVERSITY OF CENTRAL ARKANSAS			
University's Buyer:	Meghan Cowan, Associate Director	Buyer's Direct Phone Number:	501-450-5013
Email Address:	meghanp@uca.edu	Procurement's Main Number:	501-450-3173
Contract Administrator	Christopher Bentley, Deputy Chief of Police	Phone Number:	501-450-3111
		Email address:	chrisb@uca.edu

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

1.1 PURPOSE

The University is seeking proposals from qualified vendors to provide a Software-as-a-Service (SaaS) solution that enables seamless communication and coordination among all stakeholders during safety or security incidents.

The ideal solution should be a powerful yet user-friendly command and control system that enhances the Police and Emergency Management Teams' ability to assess and respond to situations in real-time. It should allow staff, customers, visitors, and contractors to quickly request assistance using their smartphones or wearable devices. Additionally, it must ensure proactive safety management, both during and outside working hours, even in isolated circumstances.

We are looking for a comprehensive platform that integrates all aspects of people safety, security, wellbeing, and incident management into a single system. This will help us improve operational efficiency and reduce response times in emergencies.

This specification defines the requirements for a cloud-based Software-as-a-Service (SaaS) solution that provides comprehensive security features including Personal Safety; Mass Communications; Tactical Communications; Wellbeing Support; Tip / Incident Reporting; Travel Safety; First Responder Coordination / Management and Vehicle Tracking.

1.2 ENVIRONMENT

1.2.1 SYSTEM REQUIREMENTS/CAPABILITIES OVERVIEW

The GSSS shall provide operators of the system increased situational awareness and efficiency through an integrated command control interface, replacing the need for multi-product single operating interfaces. The GSSS shall provide, either directly as a native feature or through a seamless integration, for control and monitoring of multiple physical security and safety systems such as GPS Tracking, Lone Worker, Mass Communications, Incident Management, Tip Reporting, Wellbeing support and other systems into an easy-to-use single operator interface (Web client or mobile device view).

1.2.2 ARCHITECTURE

The GSSS shall be a cloud-based service that supports access securely via dedicated mobile applications and up to date web browsers on workstations, laptops and mobile devices, thus eliminating the need to install, upgrade or support client and server applications software.

The GSSS architecture shall support an app for both iOS and Android Smartphone devices at a minimum for general users.

The GSSS shall also support a mobile app on both iOS and Android Smartphone devices which provides situational awareness and response for the safety Responders.

The architecture must also support a desktop version of the application, preferably deployable as an MSI (Windows Installer file) that can be administered by a corporate IT Services department.

1.2.3 COMPLIANCE AND STANDARDS

The system shall comply with the following standards:

- **ISO 27001** for Information Security Management Systems (ISMS)
- **SOC 2 Type II** for security, availability, and confidentiality
- **GDPR or equivalent act** for data privacy and protection
- **WCAG 2.2 AA** for accessibility of the system for end users

1.2.4 TECHNICAL REQUIREMENTS

- a) **Implementation Plan/Timeline**
Provide a detailed implementation plan that includes a timeline with dates of initiation and completion. Include all requirements, if any, for university resources that must be used for each step of implementation.
- b) **Detailed Work Plan**
Provide a detailed work plan that should include all tasks, clear deliverables, target dates for each task, and any on-site visits required to perform the services, if required.
- c) **Maintenance/Support Agreement**
Provide maintenance and support agreement that must include, but not limited to, any upgrades, updates, enhancements, new releases, etc., to the product released during the term of the contract. Must detail what is contained in the maintenance/support agreement, to include descriptions of service level offerings and licensing considerations as well as what if any downtime is needed for maintenance and upgrades.
- d) **Training Plan**
Provide a training plan, including any initial and ongoing technical training on the proper use of the software solution and on any upgrades, updates, enhancements, and new releases during the term of the contract. Training must be sufficient to enable technical individuals designated by UCA to fully understand, test, validate, use tools for, and operate and instruct others as to the features, functions, capabilities, and maintenance of the software. Clarify training provided onsite and/or virtually for users that is included in the proposal and is not an extra cost.
- e) **Quality Assurance Plan**
Submit a Quality Assurance Plan that supports all core responsibilities of the RFP describing how the respondent will ensure the quality of services being provided, how it will identify inappropriate service, how it will correct identified problems, and how it will respond to issues of service and quality.
- f) **Additional Functionality Services**
Additional enhancements that may benefit the application., i.e., any specifications for future expansion, or for features or capabilities that will likely be needed by the university at some time in the future may be submitted. Products under development to meet these future needs should be referenced with anticipated release dates.

The “base solution” must describe/identify/include all products/services to fulfill the scope of this RFP. However, there may be additional products/services/ enhancements/add-ons that have not been requested in the scope of the RFP but will be required for respondent’s product or service to fulfill the scope of the RFP. If so, the respondent must identify and describe these additional products/services in their technical proposal as the “base solution.” Any additional products/ services/ enhancements/add-on components that are not required to fulfill the scope of the RFP, these products/services must be identified and described in your technical proposal as well as your cost proposal documents and labeled in each proposal so that the university can easily and clearly identify what is included in your technical base solution and what is included in your cost base solution. This information will aid in the evaluation process along with providing a complete understanding of your offer contents.

1.3 TYPE OF CONTRACT

- A. As a result of this RFP, UCA intends to award a contract to a single vendor.
- B. The anticipated starting date for any resulting contract is March 1, 2026. By submitting a signed proposal in response to the RFP, the Prospective Contractor represents and warrants that it will honor its proposal as being held open as irrevocable for this period.
- C. The initial term of a resulting contract shall be for four (4) years. Upon mutual agreement by the Awarded Contractor and UCA, the contract may be renewed by UCA for up to three (3) additional years or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years or a total aggregate contract term allowable by Arkansas law.

1.4 ISSUING UNIVERSITY

UCA's Procurement Office, is the issuing office, and the sole point of contact throughout this solicitation. All questions, comments, submissions, or other contact during the solicitation schedule period. shall be directed to the university buyer ONLY, as listed on page one (1) of this solicitation.

1.5 **BID OPENING LOCATION**

Proposals will be opened at the following location:

University of Central Arkansas
Procurement Office
201 Donaghey Avenue
Wingo Hall 113
Conway, AR 72035

1.6 **ACCEPTANCE OF REQUIREMENTS**

A Prospective Contractor **must** unconditionally accept all Requirements in the Requirements Section(s) of this RFP to be considered a responsive Prospective Contractor.

A Prospective Contractor's proposal shall be disqualified if a Prospective Contractor takes exceptions to any Requirements in the Requirements Section(s) of this RFP.

1.7 **DEFINITION OF TERMS**

- A. The University has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.
- C. "Prospective Contractor" means a person who submits a proposal in response to this solicitation.
- D. "Contractor" means a person who sells or contracts to sell commodities and/or services.
- E. The terms "Request for Proposal", "RFP," "Bid Solicitation," and "Solicitation" are used synonymously in this document.
- F. "Responsive proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this RFP.
- G. "Proposal Submission Requirement" means a task a Contractor **must** complete when submitting a proposal response. These requirements will be distinguished by using the term "shall" or "must" in the requirement.
- H. "Requirement" means a specification that a Contractor's product and/or service **must** perform during the term of the contract. These specifications will be distinguished by using the term "**shall**" or "**must**" in the requirement.

1.8 **RESPONSE DOCUMENTS**

A. Original Technical Proposal Packet

- 1. The following items are Proposal Submission Requirements and **must** be submitted in the original *Technical Proposal Packet*.
 - a. Original signed *Proposal Signature Page*.
 - b. One (1) original hard copy of the proposal response which includes:

- i. Technical Proposal response to Section 1.2 - 1.2.5 and the Information for Requirements and Evaluation sections. Proposal response **must** be in the English language. Proposal **shall not** exceed 50 pages.
 - ii. Response to the *Official Bid Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents
 - The *Official Bid Price Sheet*, including the hard copy and electronic copy, **must** be separately sealed from the *Technical Proposal Packet* and should be clearly marked as "Pricing". A Prospective Contractor **shall not** include any pricing in the hard copies or electronic copies of their *Technical Proposal Packet*.
 - iii. Response to the *Deliverables* sheet.
 - c. One (1) electronic copy of the Technical Proposal Packet, on flash drive. Electronic copies must clearly identify the company name and project. Do not send electronic copies via email or fax.
 - d. One (1) redacted (marked "REDACTED") copy the original *Technical Proposal Packet*, on flash drive. Do not send electronic copies via email or fax.
2. The following items should be submitted in the original *Technical Proposal Packet*.
- a. EO 98-04 Disclosure Form (attached).
 - b. Copy of Prospective Contractor's *Equal Opportunity Policy* (attached).
 - c. Voluntary Product Accessibility Template (VPAT). (See Technology Access 1.24)
 - d. Combined Certifications for Contracting with the State of Arkansas (attached).

DO NOT include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.9 **ORGANIZATION OF RESPONSE DOCUMENTS**

- A. It is strongly recommended that Prospective Contractors adhere to the following format and suggestions when preparing their Technical Proposal response.
- B. The original *Technical Proposal Packet* and all copies should be arranged in the following order.
 - *Proposal Signature Page*
 - *Deliverables sheet*
 - *E.O. 98-04 – Contract Grant and Disclosure Form*
 - *Equal Opportunity Policy*
 - *Voluntary Product Accessibility Template* (VPAT)
 - *Combined Certifications for Contracting with the State of Arkansas*

1.10 **CLARIFICATION OF BID SOLICITATION**

- A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing via email **by 4:00 p.m., Central Time on or before November 21, 2025**, to the UCA Buyer as shown on page one (1) of this *Bid Solicitation*.
 1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
 2. Prospective Contractors' written questions will be consolidated and responded to by the University. The University's consolidated written response shall be posted the university website at www.uca.edu/procurement on **November 24, 2025 at 4:00 p.m.** If Prospective Contractor questions are

unclear or non-substantive in nature, the University may request clarification of a question(s) or reserves the right not to respond to that question(s).

- B. The Prospective Contractor should notify the UCA Buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, responsive proposal. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a proposal.
- C. Prospective Contractors may contact the University's buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by UCA shall not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by UCA.
- E. Prospective Contractors entering into a contract with UCA **shall** comply with all the terms and conditions contained herein as well as Arkansas State law.

1.11 **PROPOSAL SIGNATURE PAGE**

- A. An official authorized to bind the Prospective Contractor(s) to a resultant contract **must** sign the *Proposal Signature Page* included in the *Technical Proposal Packet*.
- B. Prospective Contractor's signature on this page signifies Prospective Contractor's agreement to and compliance with all requirements of this RFP, and that any exception that conflicts with a requirement or Proposal Submission Requirement of this *Bid Solicitation* shall cause the Prospective Contractor's proposal to be disqualified.

1.12 **SUBCONTRACTORS**

Subcontractors shall not be included for this solicitation.

1.13 **PRICING**

- A. Prospective Contractor(s) **shall** include all pricing on the Official Bid Price Sheet(s) only. If any cost is not included by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost.
- B. To allow time to evaluate proposals, prices **must** be valid for 90 days following the bid opening.
- C. The *Official Bid Price Sheet*, including the hard copy and electronic copy, **must** be separately sealed from the *Technical Proposal Packet* and should be clearly marked as "Pricing". DO NOT submit any ancillary information not related to actual pricing on the Official Bid Price sheet or in the sealed pricing package.

1.14 **PRIME CONTRACTOR RESPONSIBILITY**

- A. Multiple vendor collaborative submissions shall not be accepted. A single Prospective Contractor **must** be identified as the prime Contractor.
- B. The prime Contractor **shall** be responsible for the contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the University and the State of Arkansas for the performance thereof.

1.15 **INDEPENDENT PRICE DETERMINATION**

- A. By submission of this proposal, the Prospective Contractor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - The prices in the proposal have been arrived at independently, without collusion.
 - No prior information concerning these prices has been received from, or given to, a competitive company.

- B. Evidence of collusion warrants consideration of this proposal by the Office of the Attorney General. All Prospective Contractors shall understand that this paragraph may be used as a basis for litigation.

1.16 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the University and the State of Arkansas and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.
- C. Prospective Contractor may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.
- D. By so redacting any information contained in the response, the Prospective Contractor warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.
- E. Under no circumstances shall pricing information be designated as confidential.
- F. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Technical Proposal Packet*. Do not submit documents via email or fax.
- G. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- H. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- I. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the Prospective Contractor.
- J. If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).
- K. If the State deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.
- L. The University has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.17 CAUTION TO PROSPECTIVE CONTRACTORS

- A. Prior to any contract award, address all communication concerning this *Bid Solicitation* through the UCA buyer.
- B. Do not alter any language in any solicitation document provided by UCA or the State of Arkansas.
- C. Do not alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation become part of the resultant contract.
- E. UCA has the right to award or not award a contract, if it is in the best interest of UCA to do so.

- F. As requested, provide clarification regarding Prospective Contractor's proposal response to UCA buyer.
- G. Qualifications and proposed services **must** meet or exceed the required specifications as set forth in this *Bid Solicitation*.
- H. Prospective Contractors may submit multiple proposals. Each submitted proposal must be submitted separately and must follow the requirements contained within this solicitation.

1.18 **REQUIREMENT OF ADDENDUM**

- A. Only an addendum written and authorized by UCA will modify this *Bid Solicitation*.
- B. An addendum created within three (3) calendar days prior to the bid opening may extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. UCA shall distribute addendum to appropriate Prospective Contractor(s).

1.19 **AWARD PROCESS**

A. Successful Contractor Selection

The Grand Total Score for each Prospective Contractor, which is the sum of the Technical Score and Cost Score, shall be used to determine the ranking of proposals. The University may move forward to negotiations with those responsible Prospective Contractors determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

B. Negotiations

1. If the University so chooses, negotiations may be conducted with the highest ranking Prospective Contractor(s). Negotiations are conducted at the sole discretion of the University.
2. If negotiations fail to result in a contract, the University may begin the negotiation process with the next highest ranking Prospective Contractor. The negotiation process may be repeated until the anticipated successful Contractor has been determined, or until such time the University decides not to move forward with an award.

C. Anticipation to Award

1. Once the anticipated successful Contractor has been determined, the anticipated award period shall begin.
2. Winning vendor shall be notified by the University. Non-awarded Prospective Contractors shall **NOT** be notified of award. Prospective Contractors may inquire to the buyer listed on page 1 of this solicitation.
3. UCA may waive the policy of Anticipation to Award when it is in the best interest of the University.

D. Issuance of Contract

1. Any resultant contract of this *Bid Solicitation* is subject to State of Arkansas's approval processes which may include Legislative review.
2. UCA's University Procurement Official will be responsible for the solicitation and award of any resulting contract.

1.20 **EQUAL OPPORTUNITY POLICY**

- A. In compliance with Arkansas Code Annotated § 19-11-104, UCA is required to have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.

- B. The submission of an *EO Policy* is a one-time Requirement. Contractors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.
- C. Prospective Contractors who are not required by law to have an *EO Policy* **must** submit a written statement to that effect.

1.21 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- A. Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services **shall** certify with UCA and OSP that they do not employ or contract with illegal immigrants.
- B. By signing and submitting a response to this *Bid Solicitation*, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

1.22 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Proposal Signature Page, a Prospective Contractor agrees and certifies that they do not, and shall not, for the duration of the contract, boycott Israel.

1.23 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is "responsible". Proposals submitted by Prospective Contractors determined to be non-responsible will be disqualified.

1.24 TECHNOLOGY ACCESS

- A. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Prospective Contractor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that technology meets the statutory Requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.
- B. Accordingly, the Prospective Contractor expressly represents and warrants to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:
 - 1. Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means.
 - 2. Presenting information, including prompts used for interactive communications, in formats intended for non-visual use.

3. After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.
 4. Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means.
 5. Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact.
 6. Integrating into networks used to share communications among employees, program participants, and the public.
 7. Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.
- C. State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. Agencies must evaluate products to determine which product best meets the standards. If the University purchases a product that does not best meet the standards, the University must provide written documentation supporting the selection of a different product, including any required reasonable accommodations.
- D. For purposes of this section, the phrase “equivalent access” means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired **shall** be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2013.
- E. If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

1.25 PUBLICITY

- A. Do not discuss the solicitation nor your proposal response, nor issue statements or comments, nor provide interviews to any public media during the solicitation and award process.
- B. Failure to comply with this Requirement may be cause for a Prospective Contractor’s proposal to be disqualified.

1.26 RESERVATION

UCA will not pay any costs incurred in the preparation or submission of a proposal.

SECTION 2 – INFORMATION FOR REQUIREMENTS

2.1 SUBMISSION REQUIREMENTS

Prospective Contractors must submit the following items to be received by the date and time listed on page 1 of this solicitation.

- A. **Technical Submission** – Prospective Contractor(s) **must** submit a technical proposal outlining how the system will meet or exceed the requirements outlined in this RFP.
- B. **Cost Submission** – Prospective Contractor(s) **shall** include all pricing on the Official Bid Price Sheet(s) only. If any cost is not included by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost.
- C. **Deliverables Submission** – A list of deliverables based on Official Price Sheet. Price Sheet and Deliverables List must match.

2.2 FUNCTIONAL REQUIREMENTS

2.2.1 Centralized Management Platform for the GSSS

- The GSSS shall include a single, centralized management platform, “The GSSS portal”, accessible from a COTS browser (e.g. Google Chrome, Edge, Firefox, Safari, etc.)
- The GSSS portal shall have the following key functions:
 - View locations of and manage personal safety alerts
 - View locations of and manage first responders in the field
 - View locations of other users with location sharing enabled
 - View locations of buses / other vehicles on the GSSS system
 - Create and send emergency mass communications
 - Create and send geo-targeted and tactical communications
 - Create dynamic chat groups
 - View locations of and manage tip reports
 - Manage Wellbeing support
 - Run reports on historical events from the GSSS
 - Administer and configure the GSSS
- The GSSS shall incorporate a Role-based Access Control (RBAC) approach to limit visibility of the above functions depending on the requirements of the organization and roles of its members.
- Support the specific functional requirements for the GSSS listed in the sections below.

2.3 PERSONAL SAFETY

2.3.1 Application Alert Functional Requirements

- Users shall be able to raise an alert with a single press of a button within the application
- Alert button shall have a countdown to allow user to cancel alert to before sending to prevent false alerts
- Users shall be able to set the application in a pre-alert state where:
 - The user can define a time they want the alert to be raised should they not cancel the timer.
 - The user can enable a fall detection setting which will interrupt the pre-alert state and raise an alert immediately if a fall is detected
 - The user can set a note on the pre-alert to provide additional information to response teams should they not be able to communicate themselves.
 - The pre-alert state, once set, does not require connectivity to escalate to a full alert in the event that, when the timer expires, users' phone is for example: out of signal; switched off; otherwise damaged.
- User shall be able to select different alert types based on their situation (minimum 3)
- Raising an alert shall immediately
 - Trigger an alert in the UCAPD Communications Center
 - Trigger an alert with users of a responder's application

- Share the user's live location with response teams (mobile and control room based)
 - Share the user's profile information with response teams (mobile and control room based)
 - Open either voice or text-based communication channels
- The user shall be able to see the current state of the alert (Sent, Acknowledged by response team, Cancelled (by themselves), Resolved by Response team)
- Error messages shall be visible to the user raising an alert if it is not able to be sent
- The application should use multiple communications channels to try to send the alert including
 - Wi-Fi
 - 4G / 5G Data
 - SMS fallback in the event of no cellular or Wi-Fi coverage
- The specific response teams alerted shall be customizable based on the geographic location of the user when they raise the alert.
- A call button should be available to allow the user to call an appropriate resource based on their location and user profile.
- A messaging button should be available to allow the user to send text-based messages or pictures to response teams
- Raising alerts shall be able to additionally trigger SMS, Email or Push Notifications to the user's supervisor
- Alerts raised outside a Geofence defined by the organization shall prompt the user to call the local emergency services, with the correct phone number, wherever they are located in the World (e.g. 911 USA, 999 UK, 000 Australia, 112 EU, etc.)
- Where alerts are raised outside a Geofence and the user calls emergency services through the application, the response teams shall optionally be able to see an alert icon on a map showing a call to emergency services has been initiated

2.3.2 Paired Device Alert Functional Requirements – “Panic Button”

- Users shall be able to use a Bluetooth device, paired to the application, to raise alerts
- The device shall have a fall detection which can be optionally enabled by the user when the device is in pre-alert mode
- The device shall have suitable wearable options (e.g. lanyard mount)
- The device shall share battery levels with the application so that alerts can be raised when it falls below a specified threshold
- The device shall signal the user if it loses connection to the phone running the application
- The device shall automatically re-pair to the phone running the application when it comes back into range.

2.3.3 Standalone Mobile Device Alert Functional Requirements

- The solution shall have a range of standalone mobile devices which do not need the application to send alerts to the GSSS.
- The solution shall support a range of devices which are available to support:
 - Standalone satellite communications device
 - for use where there is no Wi-Fi or cellular availability
 - including a pre-alert timer mode
 - including the ability to share location
 - including the ability to receive alert status messages
 - including the ability to receive ad hoc comms from the GSSS
 - Standalone ATEX rated devices for extremely hazardous environments (explosive atmospheres)
 - Standalone cellular devices which shall have as configurable options
 - Automatic call and / or text to a defined number upon alert activation
 - Automatic acceptance of calls from a defined list of numbers (“listen in mode”)
 - An orientation detection alert (if it is detected as being horizontal instead of vertical and vice versa)
 - A no movement detection alert
 - A low battery alert
 - Simple alert devices which
 - operate indoors, independently from a mobile phone
 - report alerts at less than a 10m accuracy on a particular floor of a building (with suitable infrastructure in place).
 - Have a visible low battery display
 - Have a test mode to verify operation

- All devices shall be able to be allocated to and removed from users in the GSSS through a web-portal.

2.3.4 Laptop/Desktop Alert Functional Requirements

- Users shall be able to raise alerts from a Windows computer via an application
- Users shall be able to set their computer's location within the application including the floor number and room name / number
- The application shall have a single-press emergency duress button which
 - Has a countdown allowing the user to cancel if inadvertently set
 - Shares all currently set location information once sent
 - Shares all profile information of the signed-in user
- The application shall have a pre-alert timer which can be set to alert, if not interrupted, in a defined number of minutes or at a defined time of day
- The application shall show the current alert state (sent, cancelled, acknowledged, resolved)

2.4 RESPONSE TEAM ALERT MANAGEMENT FUNCTIONAL REQUIREMENTS

2.4.1 Control Room/UCAPD Dispatch Alert Response

- Control Room Operators / UCAPD Dispatchers shall have access to the GSSS via web portal through a supported browser for full situational awareness
- GSSS portal shall display alerts on both a map and in an alert list
- Alerts shall be accompanied by an alarm sound which continues until acknowledged by an operator or mobile responder.
- Unacknowledged alerts shall be able to be escalated to other response teams if no response from the primary team is received in an acceptable amount of time.
- Alert icon on the map shall update real-time if the user raising the alert moves
- Map shall support different views including geographic markers and satellite view, Google layers for labels of points of interest (e.g. roads, shops, restaurants, parks, etc.)
- Map shall support custom overlays (for example showing defibrillators) via image import or a geographic marker file (e.g. GeoJSON, KML, etc.)
- An alert card shall show key information to the responders at a glance including:
 - Name
 - Alert Type
 - Alert State
 - Last updated timestamps for location and communications
 - Alert triggers (if present) including:
 - Fall detection
 - Crash detection
 - Low battery
 - Disconnection
- Expanding the alert card shall provide more detailed information on the user including
 - All user profile information
 - User Group membership including details of any supervisors
 - Location (GPS, UTM, MGRS, and nearby addresses)
 - Building floor (where indoor positioning available)
- In the expanded alert card, operators shall be able to
 - Change the alert state
 - Add resolution notes
 - Chat with the Alert Raiser and other mobile responding officers.
- GSSS portal shall automatically display the corresponding floor plan when an alert is raised in a building with indoor positioning integrated to the GSSS
- GSSS Portal shall show available mobile responders on the map including floor-level accuracy for responders in a building with indoor positioning integrated to the GSSS
- GSSS Portal shall allow operators the ability to communicate with groups of responders via text-chat in response to an incident in addition to the ability to use text chat to communicate with the alert raiser.
- Upon resolving an incident, the GSSS shall
 - Allow the operator to select an appropriate closing category
 - Allow the operator to add notes to the incident
 - Store the alert for later review including:
 - Alert Type

- Date / Timestamps
- Responder actions
- Text-based chat exchanged between responders and the alert raiser
- Playback video, including timestamps, showing the movements of the alerts and all responding officers on a map

2.4.2 Mobile First Responders Alert Response

- Mobile first responders shall be able to visualize any alerts and the live locations of their colleagues, via a mobile responder application, giving them full situational awareness
- The mobile responder app shall display alerts on both a map and in an alert list
- Alerts shall be accompanied by an alert sound.
- Map shall support different views including geographic markers and satellite view.
- Alert icon on the map shall update real-time if the user raising the alert moves
- Pressing the alert icon will give the responder access to key information to the responders at a glance including
 - Name
 - Alert Type
 - Alert State
 - Last updated timestamps for location and communications
 - All user profile information
 - Building floor (where indoor positioning available)
- Mobile responders shall be able to interact with the alert on screen:
 - Changing the alert state (acknowledging or resolving)
 - Adding resolution notes
 - Chat with the Alert Raiser and other mobile responding officers.
 - Call the Alert Raiser
- The mobile application should automatically display the corresponding floor plan when an alert is raised in a building with indoor positioning integrated to the GSSS
- The mobile responder application shall give operators the ability to communicate with groups of responders via text-chat in response to an incident.
- The mobile responder application shall include a duress button in that the first responders themselves require immediate assistance.

2.4.3 User Location Sharing

- All users in of the GSSS shall be able to share their location through a safety application.
- Location sharing shall be opt-in and users shall be able to control when they are visible
- Users shall be able to escalate their location sharing into a pre-alert state where timers, notes and fall detection can be enabled for their safety
- Location sharing shall cease when users exit the organization's geofences unless that location sharing is due to
 - An alert being raised
 - The user being in a pre-alert state.
- Location sharing shall be able to start automatically when the user enters a geofence
- Upon entering a geofence with location sharing enabled, users shall be able to receive push notifications pertinent to that area, the time they access the area and their own group membership.
- Users shall be able to be prompted to start sharing their location in an emergency via push notification from the GSSS.
- Location sharing for certain, high risk groups shall be able to be escalated into an alert if the session ends prematurely (i.e. is not naturally ended by the user due to battery failure, device being damaged, etc.)
- User location sharing shall be only provided to authorized users in the GSSS.
- User authorization to view those sharing locations shall be granular so that a supervisor could see their own team's locations but not that of other teams.

2.4.4 Mass Communications

- The GSSS shall incorporate mass communications across at least the following channels:
 - Push Notifications to safety and mobile responder applications

- SMS (whether users have the applications or not)
 - Email
 - Desktop takeover
 - Satellite devices communications
 - Voice calling
 - Web feed publishing (for integration with other apps, digital signs, or websites)
 - Other standalone alert devices which have displays (as described in the Standalone Mobile Device Alert Functional Requirements section)
- Templates shall be able to be created with pre-populated content to allow quick sending of vital messages to a large audience
- Templates shall be able to have pre-populated target groups setup
- Templates shall be able to include drop-list selection tools for content customization within pre-approved parameters
- Templates shall be able to be limited so that only certain authorized users can send them based on
 - Category of notification
 - Recipient Groups
 - Channels used
- Users shall be authorized to either only send templated messages or to edit the message content before sending
- Privileged users shall be able to send fully customized messages ad hoc as required
- Templates shall be disabled as default until approved by an authorized person
- Dynamic templates shall be able to be created which will be targeted based on criteria defined in a GSSS workflow and not a fixed user list (e.g. send a message to a triggering user when they raise an alert)
- GSSS shall be able to do daily auto updates of all mass notification data and also ad-hoc updates of SMS/email information.

2.4.5 Push Notifications

- Push Notifications sent from the GSSS shall be able to be targeted based on user group membership
- Push Notifications shall be able to be targeted based on a recipients live location (without the need for them to be in location sharing mode)
- Location-based targeting should utilize search tools such as Google to fly to appropriate areas of the map and defined further through a drawn shape on screen.
- Push Notifications shall be able to be targeted at only responder app users, only safety app users, or both app types
- Push Notifications shall include options on how they are delivered including with an alarm sound, default notification sound, silent with vibrate, silent only.
- Importantly for the above delivery settings, these should NOT override the phone's own settings to avoid giving user locations away in an active threat scenario.
- Push notifications shall include the ability to send a location sharing request to the recipient
- Push notifications shall be able to include a web-link to an external site for further information
- Push notifications shall include an option title in addition to the message body

2.4.6 SMS Notifications

- SMS Notifications sent from the SMS shall be able to go to all users in the system or only users who have not got the safety application (if deduplication is required)
- SMS data shall be able to be pre-loaded into the GSSS by the organization
- Organizations shall be able to create self-signup campaigns for visitors to temporarily receive notifications for a defined duration
- Self-signup campaigns shall have different durations configured for how long visitors are subscribed (e.g. 1 day; 1 week; 12 weeks; etc)
- Self-signup campaigns shall be able to be specifically targeted by comms (i.e. ability to send messages to visitors for an event, but not those signed up through a contractor registration campaign)
- SMS shall be compliant with legislation around user opt out

2.4.7 Email Notifications

- Email notifications shall be able to be sent including a message subject and body
- The email body should support rich text formatting
- The email channel shall be able to be integrated with the organization's DNS settings so that the originator appears to be from within the organization
- Emails shall have configurable header content for the email body (e.g. to include organizational logos.
- Emails shall have configurable footers (including the optional management or notification preferences)

2.4.8 Desktop Takeover

- GSSS shall be able to send messages to laptops and desktops managed by the organization
- The screen takeover software shall work on both Windows and Mac machines
- The screen takeover software shall be able to work even if Windows machines are logged off
- The screen takeover software shall be able to target groups of machines based on network settings, computer name systems, or manually allocated to groups.
- The screen takeover software shall have text to speak capabilities
- The screen takeover software shall be able to override computer volume settings
- The screen takeover software shall support different profiles to suit the message, including
 - Full-screen takeover
 - Partial screen pop-up (configurable size and location on screen)
 - Rolling scroll bar (configurable size and location on screen)
- Screen takeover profiles shall support organizational logos and color palettes.

2.4.9 Satellite Notifications

- The GSSS shall support the sending of emergency communications to defined satellite devices (e.g. Garmin InReach). This will allow communications to continue with key resources when other power and communications infrastructure is degraded.

2.4.10 Voice Calls

- The GSSS shall be able to send voice calls to defined devices which read allowed in suitable text to speech format.
- The voice messages shall be able to repeat at least twice
- The voice message shall be able to leave a voicemail if the user is unavailable
- The voice calls should be high-bandwidth and capable of quickly calling thousands of users.

2.4.11 Web Feed Publication

- Web feeds shall be able to be published through the GSSS
- Web feeds shall support the following formats
 - JSON
 - XML
 - RSS
 - EDXL (Common Alert Protocol – CAP)
- Web feeds shall be published to a defined URL to be polled by 3rd party systems
- Web feed documents shall have optional expiry dates applied

2.4.12 Communications with Other Devices

- The GSSS should also support communications to other standalone devices, which are used for personal safety, and have appropriate screens to display messages

2.4.13 Mass Communications Integration Options

- The GSSS shall have an API available to allow 3rd party systems to poll events and send notifications through other channels
- The GSSS shall be able to accept notification send requests that are sent from 3rd party systems which are sent in a compatible REST API format
- The GSSS shall have off the shelf integration to 3rd party channels through the publishing of a web feed in Common Alert Protocol (CAP) format.
- The GSSS shall be able to poll events from 3rd party sources and automatically incorporate them into mass communications via its own channels (for example to republish a FEMA event to its user base in the GSSS):
 - EDXL
 - ATOM CAPS
 - ATOM GEO RSS
 - GEO RSS
 - FEMA IPAWS (CAPS)

2.4.14 Incident Management and Tactical Communications

- The GSSS shall visualize on a live map all resources available in the event of an incident
- The GSSS shall be able to filter the map view to only view specific resources or groups of users
- The GSSS shall include a map capture tool to lasso resources on a map and either
 - Send a 1-way targeted notification to them
 - or
 - Add them to an encrypted chat group
- The map capture tool shall also be able to lasso multiple personal safety alert triggers (e.g. in a mass casualty incident) and send a message to all alert raisers in one action.
- The GSSS shall support customized map layers which can show important fixed resources, features or risks on the map, including:
 - Defibrillators
 - Stop the bleed kits
 - Narcan kits
 - Hazardous materials
 - CCTV cameras
- Icons on the customized map layer shall be in png format or similar, include a title and a description (which can itself include a clickable URL to link to further information or video feeds)

2.4.15 Wellbeing Support

- The GSSS shall also have a tool to support the wellbeing of all application users.
- The wellbeing support shall include a button which provides the user contextual support based on
 - Who they are
 - Where they are located
 - The time they interact with the tool (based on organization-defined schedules)
- Support options shall include:
 - Links to websites
 - Call to a defined number
 - SMS to a designated number
 - Email to a nominated mailbox
 - Opening a text-based chat with the organization's mental health trained responders who will reply via either the application or the GSSS web portal
- The schedule for the wellbeing tool shall accommodate special events / holidays and be able to be programmed in advance.

2.4.16 Tip Reporting

- The GSSS shall accept tip reports sent from the safety application
 - The reports shall be able to be sent either named or anonymously
 - The reports shall be able to be sent with or without a location
-

- The reports shall be able to be sent with or without an image
- The organization shall be able to define categories of tip report with different settings including
 - Category title
 - Category guidance
 - Customized acknowledgement message to each category
 - The ability to remove the anonymity option to a specific category (/ categories)
 - The ability to restrict visibility to that category for some GSSS operators
 - The ability to forward tips from a specific category to a defined recipient list via email

2.5 API & INTEGRATION

2.5.1 General Integration Requirements

- The GSSS shall be a platform which can be integrated to 3rd party systems via API
- The GSSS shall also offer off the shelf integration for industry standard protocols such as SAML 2.0 and Common Alert Protocol
- The GSSS shall have an open architecture which does not limit integration with 3rd party systems

2.5.2 Alert Integration

- The GSSS shall accept alerts from 3rd party sources / systems which are sent via REST API.
- The alert data from the 3rd party shall be sent via API to the GSSS Cloud server and include at least:
 - GPS location
 - Alert type
 - Floor level (of building if applicable)
 - A suitably authenticated account
- Example alerts received into the GSSS may include: exception events from CCTV systems, Access Control Systems, Fire Systems, other Building alarm Systems
- The GSSS shall make available a list of alerts raised within the system for access by 3rd party incident management platforms
- The Alert data shall be accessible via polling from an authenticated account and be able to retrieve all relevant information (Name, email address, alert state timestamps, alert type, GPS coordinates, Floor level, Resolution Category, etc.)

2.5.3 User Management

- The GSSS shall be able to integrate user data via REST API and have calls available for all CRUD functions
- The GSSS shall support SCIM as a data source for user data management and user group population

2.5.4 Indoor Positioning

- The GSSS shall be able to integrate with existing Indoor Positioning Solutions including from tech companies such as Cisco, Juniper and HPE Aruba
- The GSSS shall have its own indoor positioning solution available, independent of the organizations own network, for scenarios when an integration with an existing provider is not practicable

2.5.5 Alliance

- The GSSS shall be able to be linked with similar systems around the World so that
 - If an end user visits another GSSS user while working away, they will be able to activate a duress alert and get support by that organization.
 - If a visitor to the organization's site also has a compatible GSSS from their organization, they will be able to get support while on our premises through the same application

- For the above scenarios, both end users and organizations must opt in for privacy purposes

2.6 PERFORMANCE & SCALABILITY

2.6.1 High Availability

- The GSSS is a life-safety system and, as such shall have a minimum 99.9% uptime
- Infrastructure and all data within shall be geo-redundant failover meaning that there is a backup copy in another region should an entire datacenter fail
- Disaster Recovery (DR) plan with RPO $\leq$ 4 hours and RTO $\leq$ 8 hours
- Load balancing with auto-scaling capabilities
- All updates shall be deployed without interruption to service levels allowing zero downtime

2.6.2 Scalability

- The platform should be deployed on a cloud infrastructure (e.g., AWS, Azure, Google Cloud) that supports auto-scaling.
- Dynamic resource allocation based on workload demand

2.7 SECURITY & PRIVACY CONTROLS

2.7.1 Security Controls

- All data in the GSSS shall be encrypted both at rest and in transit
- GSSS shall use TLS 3.0 to secure all communications over the internet
- Web Application Firewalls (WAF) shall be in place with a stateful packet inspection (SPI) firewall
- The GSSS supplier shall implement next-generation persistent threat (NGPT) monitoring
- The GSSS shall have a 24x7x365 monitoring system to counter intrusions
- Penetration Testing shall be conducted at least annually by the GSSS supplier

2.7.2 Authentication & Authorization

- The GSSS shall have a comprehensive Role-Based Access Control (RBAC) system in place to segment permissions and allow data minimization.
- The database shall restrict IP access to the internal application servers only (no external web access) and access must be restricted to internal credentials.
- The GSSS shall provide application server components that support a non-authenticated entry point and an authenticated entry point. The non-authenticated entry point (anonymous) provides access to functions such as self-registering to the system the end user App. Non-authenticated access is extremely restricted.
- The solution shall utilize authenticated entry point to authenticate a user immediately by using the Secure Challenge Response Authentication Mechanism (SCRAM). SCRAM uses nonces and hashes to challenge the authenticating party to provide a token to verify their identity.
- The solution shall support SAML 2.0 integration for identity authentication (variants such as Entra (Azure AD), ADFS, Open Athens, Shibboleth, and google as examples)

2.7.3 Data Residency & Privacy

- The system shall be able to be deployed in an appropriate regional database center to comply with local laws and regulations.
- Pseudonymization and anonymization of personal data shall be in place whenever practicable
- Configurable data purging options shall be available based on the data type in use, specifically the organization shall need to specify how many days the following data is stored:
 - Alert data
 - Notification Data
 - Location Sharing Data
 - (Soft) Deleted User data
 - First Responder Management Data

- Chat Data
- Tip Report Data

2.8 **DEPLOYMENT & MANAGEMENT**

2.8.1 Deployment Requirements

- Fully managed SaaS deployment with logically separated databases to partition data
- Project implementation plan developed in partnership with the Customer Success Manager
- Phased approach to implementation to match organizations goals

2.9 **REPORTING & ANALYTICS**

2.9.1 Alert History Reports

- GSSS shall be able to run reports on alert history as far back as the data retention period is configured.
- A recent alerts page shall be available in the GSSS showing the last 3-days of events
- Each item on the recent alerts page will display information in the following columns:
 - **Raised** - the date and time when the alert was raised by the end-user;
 - **Last Updated** - the date and time when the last update occurred on the alert;
 - **Alert icon** - showing which type of alert was raised on the app;
 - **Raiser** - the user who raised the alert;
 - **Details** - clicking on **Details** brings up the History of the alert.
 - **Restore** - clicking on **Restore** allows you to restore the alert. This is useful if the alert was resolved in GSSS by an operator, but the alert/incident is still taking place. The alert will re-appear on the Live screen as an alert which the GSSS operators and Mobile First Responders can respond to.
- The GSSS shall also have a general alert reporting history which shall allow an authorized user to search for alerts raised in the GSSS and apply filters including:
 - Region
 - Region Group
 - Date and Time Range
 - Alert Type (e.g. First Aid, Emergency, Check-in, Test, etc...)
 - Resolution Category
 - User
 - User Group
- The alert history report generated from the above shall include a table with at least the following columns:
 - **Raised** - Date and time the alert was raised (NOTE this is according to your local time per your computer settings)
 - **Last Updated** - When the alert last had interaction (e.g. Resolution, Cancellation, Restoration)
 - **Alert Type Icon** - showing the type of alert raised (Duress, First Aid, Help, Check-in, First Aid, Police Call, Ambulance Call)
 - **Raiser** - the user who raised the alert and their phone number
 - **Details** button - takes you to a screen with more information on the alert and a geographical playback
- The alert playback shall display all movements of the alert raiser, in addition to responders on a dynamic, timestamped map.
- The alert playback shall be able to trace the alert path as it moves along the map.
- The alert history reports shall be exportable with key information including:
 - Raiser Name
 - Raiser Email Address
 - Alert Type
 - State (e.g. Acknowledged, Resolved, Cancelled)
 - Resolver Name

- Resolver Email Address
- Whether the alert was a "Test Alert"
- Last Updated Timestamp
- Raised Timestamp
- Acknowledged Timestamp
- Cancelled Timestamp
- Resolved Timestamp
- Resolution Category
- GPS coordinates of the alert when raised
- Floor level (If indoor positioning is present)

2.9.2 Location Sharing Data Reports

- The GSSS shall be able to run reports of users who have shared their location through the safety application
- The reports shall be able to be filtered by
 - Date
 - Time
 - Region
 - Floor Level (if present)
 - User
 - User Group
- The reports shall be exportable in a machine-readable format
- The GSSS shall also be able to generate heatmap reports of the location sharing events

0. **FIRST RESPONDER HISTORY REPORTS**

- The GSSS shall be able to run a playback on historical movements of users with the Mobile Responder Application
- The playback reports shall be able to be filtered by:
 - Date
 - Time
 - Region
 - Region Group
 - User
 - User Group
- The GSSS shall also be able to generate heatmap reports of the Mobile Responders' patrols while using the application

0. **TIP HISTORY REPORTS**

- The GSSS shall report on all Tips received by the system
- Tip History Reports shall have the following filters available:
 - Date and time
 - Tip Status (open / closed)
 - Tip Category
- Tips shall be able to be exported in a machine-readable format with at least the following columns:
 - Status
 - Date/Time
 - Category
 - Resolution Date/Time
 - Resolver
 - Resolution Notes
 - Raiser Given Name
 - Raiser Last Name
 - Raiser Email
 - Link (to the original tip in GSSS)

- A tip detail screen shall show further information on a specific tip including:
 - When the tip was raised, its status and category
 - The tip raiser's information (if not submitted anonymously where < Anonymous > should be displayed
 - A map of the location (if submitted without a location "No location information given" will be written across the screen)
 - Messages section where the tip notes and any submitted images will be displayed

0. MASS COMMUNICATION HISTORY REPORTS

- The GSSS shall include detailed reports on the status of mass and tactical communications sent from the system
- The GSSS shall allow the exporting of a summary list of previous activations in a defined time frame
- The summary list report shall include at least:
 - Timestamps
 - Sender name
 - Recipients (User Group level)
 - A summary of the message content and channels used
- Individual reports on a specific notification shall be available which shall at least include:
 - The sender and time the notification was sent
 - Which notification group(s) it was sent to
 - The delivery method(s) for the notification and the progress of each method.

- For SMS messages enhanced reporting shall be available showing delivery status which follows standard international SMPP protocols.

6. SUPPORT & MAINTENANCE

6.1 Technical Support

- 24/7 customer support through multiple channels including telephone, email, in-application, in-portal.
- Dedicated Customer Success Managers allocated to the University.
- In-product User Guides
- Online Training Academy
- Online status page which allows the organization to subscribe to any system via (at minimum):
 - SMS
 - Email
 - RSS Feed
 - Atom Feed
 - Webhook
- In-person train the trainer options

6.2 Software Updates

- GSSS updates shall follow a defined change management process
- GSSS development shall follow an agile framework with regular (monthly) security patches and feature updates
- Zero-downtime deployment for updates
- Backward compatibility assurance for API changes

SECTION 3 – CRITERIA FOR SELECTION

3.1 EVALUATION CRITERIA

The proposals will be evaluated and awarded based on a comparative formula of relative weighting as detailed below:

Criteria

Weight

Experience with Similar Projects	25%
References	5%
Quality of proposed Solution/fit with deliverables outlined	40%
Total	70%

3.2 COST SCORE

A. When pricing is opened for scoring, the maximum amount of cost points will be given to the proposal with the lowest four-year grand total as shown on the Official Bid Price Sheet. (See *Grand Total Score* for maximum points possible for cost score.)

B. The amount of cost points given to the remaining proposals will be allocated by using the following formula:

$$(A/B) * C = D$$

A = Lowest Total Cost

B = Second (third, fourth, etc.) Lowest Total Cost

C = Maximum Points for Lowest Total Cost

D = Total Cost Points Received

3.3 GRAND TOTAL SCORE

The Technical Score and Cost Score will be added together to determine the Grand Total Score for the proposal. The Prospective Contractor's proposal with the highest Grand Total Score will be selected as the apparent successful Contractor. (See *Award Process*.)

	<u>Maximum Points Possible</u>
<u>Technical Proposal</u>	<u>70</u>
<u>Cost</u>	<u>30</u>
<u>Presentations</u>	<u>50</u>
<u>Maximum Possible Grand Total Score</u>	<u>150</u>

PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE

A. Prospective Contractor **must** agree to all evaluation processes and procedures as defined in this solicitation.

B. The submission of a *Technical Proposal Packet* signifies the Prospective Contractor's understanding and agreement that subjective judgments will be made during the evaluation and scoring of the Technical Proposals.

3.4 SOLICITATION SCHEDULE

The following schedule shall be used in this solicitation:

Event	Date
Release of Solicitation	November 18, 2025
Clarification/Questions Submission Deadline	November 21, 2025
Clarification/Questions Response*	November 24, 2025
Proposal Submission Deadline & Opening Date	December 10, 2025 by 11:00 a.m. CST
Review of Submitted Proposals*	December 17, 2025

Finalist Interviewed via Zoom	January 5-9, 2026
Company selected; Anticipated Award Letter Issued	January 12, 2026
UCA BOT Review (if applicable) *	February 2026
ALC Review*	February 2026
Contract Award*	March 1, 2026

**Dates are approximate and subject to change.*

SECTION 4 – GENERAL CONTRACTUAL ITEMS

4.1 PAYMENT AND INVOICE PROVISIONS

A. Forward invoices to:

University of Central Arkansas
ATTN: Accounts Payable
201 Donaghey Avenue
McCastlain Hall Basement
Conway AR 72035

- B. Payment will be made in accordance with applicable UCA accounting procedures upon acceptance of goods and services by the University.
- C. Do not invoice UCA in advance of delivery and acceptance of any goods or services.
- D. Payment will be made only after the Contractor has successfully satisfied the University as to the reliability and effectiveness of the goods or services purchased as a whole.
- E. The Contractor should invoice the University by an itemized list of charges. The University's Purchase Order Number and/or the Contract Number should be referenced on each invoice.
- F. Other sections of this *Bid Solicitation* may contain additional Requirements for invoicing.
- G. Selected Contractor **must** be registered to receive payment and future *Bid Solicitation* notifications. Prospective Contractors may register on-line at <https://www.ark.org/contractor/index.html>.

4.2 GENERAL INFORMATION

- A. The University will not:
1. Lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by the State Procurement Official upon a 30 day written notice to the Contractor/lessor in the event funds are not appropriated.
 2. Contract with another party to indemnify and defend that party for any liability and damages.
 3. Pay damages, legal expenses or other costs and expenses of any other party.
 4. Continue a contract once any equipment has been repossessed.
 5. Agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
 6. Enter a contract which grants to another party any remedies other than the following:
 - a. The right to possession.

- b. The right to accrued payments.
 - c. The right to expenses of deinstallation.
 - d. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - e. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- B. Any litigation involving the State **must** take place in Faulkner County, Arkansas.
- C. The laws of the State of Arkansas govern this contract.
- D. A contract is not effective prior to award being made by a State Procurement Official.
- E. In a contract with another party, the State will accept the risk of loss of the equipment or software and pay for any destruction, loss, or damage of the equipment or software while the State has such risk, when:
- 1. The extent of liability for such risk is based upon the purchase price of the equipment or software at the time of any loss, and
 - 2. The contract has required the State to carry insurance for such risk.

4.3 PERFORMANCE STANDARDS

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided that a Contractor **must** meet in order to avoid assessment of damages.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration. Performance Standards identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.
- C. The University has the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards and may include the input of the Contractor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards will become an official part of the contract.
- E. Performance Standards will continue throughout the aggregate term of the contract.
- F. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- G. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, the State has final determination of the performance acceptability.
- H. Should any compensation be owed to the State University due to the assessment of damages, Contractor **shall** follow the direction of the State University regarding the required compensation process.

4.4 CONDITIONS OF CONTRACT

- A. Observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.

- B. Indemnify and save harmless the University and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the Contractor.

4.5 STATEMENT OF LIABILITY

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of Contractor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The Contractor will retain total liability for equipment, software and technical and business or operations literature. The State will not at any time be responsible for or accept liability for any Contractor-owned items.
- B. The Contractor's liability for damages to the State will be limited to the value of the Contract or \$500,000, whichever is higher. The foregoing limitation of liability will not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The Contractor and the State will not be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability will not apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **must not** be construed or deemed as the State's waiver of its right of sovereign immunity. The Contractor agrees that any claims against the State, whether sounding in tort or in contract, will be brought before the Arkansas Claims Commission as provided by Arkansas law and governed accordingly.

4.6 RECORD RETENTION

- A. Maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, grant access to State or Federal Government entities or any of their duly authorized representatives.
- B. Make financial and accounting records available, upon request, to the State of Arkansas's designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this *Bid Solicitation* may contain additional Requirements regarding record retention.

4.7 CONFIDENTIALITY

- A. The Contractor, Contractor's subsidiaries, and Contractor's employees will be bound to all laws and to all Requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware of during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State has the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality Requirements.

4.8 CONTRACT INTERPRETATION

Should the University and Contractor interpret specifications differently, either party may request clarification. However, if an agreement cannot be reached, the determination of the State of Arkansas is final and controlling.

4.9 CANCELLATION

- A. For Cause. The State may cancel any contract resulting from this solicitation for cause when the Contractor fails to perform its obligations under it by giving the Contractor written notice of such cancellation at least thirty (30) days prior to the date of proposed cancellation. In any written notice of cancellation for cause, the State will advise the Contractor in writing of the reasons why the State is considering cancelling the contract and provide the Contractor with an opportunity to avoid cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. To the extent permitted by law and at the discretion of the parties, the parties may agree to minor amendments to the contract and avoid the cancellation for cause upon mutual agreement.
- B. For Convenience. The State may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation sixty (60) days prior to the date of cancellation.
- C. If upon cancellation the Contractor has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

4.10 **SEVERABILITY**

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the University and the Contractor will be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it will not be affected by such declaration or finding and **must** be fully performed.

UCA RIDER

Any contract or agreement to which the University of Central Arkansas is a party shall be deemed to have the following provisions incorporated by reference:

(1) ***“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall not be responsible or liable for any type of special or consequential damage to the other party, specifically including, but not limited to, lost profits or commissions, loss of goodwill, or any other damages of such nature.”***

(2) ***“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall never indemnify or hold another party harmless from any damages, liability, claims, demands, causes of action or expenses. However, with respect to any loss, expense, damage, liability, claim or cause of action, either at law or in equity, for actual or alleged injuries to persons or property, arising out of any negligent act or omission by UCA, or its employees or agents, in the performance of this agreement, UCA agrees that:***

(a) it will cooperate with the other party to this agreement in the defense of any action or claim brought against the other party seeking damages or relief;

(b) it will, in good faith, cooperate with the other party to this agreement should such other party present any claims or causes of action of the foregoing nature against UCA to the Arkansas State Claims Commission;

(c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the Arkansas State Claims Commission, and will make reasonable efforts to expedite any hearing thereon.

UCA reserves the right, however, to assert in good faith any and all defenses available to it in any proceedings before the Arkansas State Claims Commission or any other forum.

Nothing herein shall be interpreted or construed to waive the sovereign immunity of UCA.”

(3) “The University of Central Arkansas does not have any form of general liability insurance. It does have liability insurance coverage on vehicles, as well as certain professional liability coverage for clinical programs (and students assigned through those programs). Please contact the university department with responsibility for the program involved or the Office of General Counsel, if you have questions concerning insurance coverage.”

PROPOSAL SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:				
Address:				
City:		State:		Zip Code:
Business Designation:	☐ Individual ☐ Sole Proprietorship ☐ Public Service Corp ☐ Partnership ☐ Corporation ☐ Nonprofit			
Minority and Women-Owned Designation*:	☐ Not Applicable ☐ American Indian ☐ Asian American ☐ Service Disabled Veteran ☐ African American ☐ Hispanic American ☐ Pacific Islander American ☐ Women-Owned			
AR Certification #:		* See Minority and Women-Owned Business Policy		
PROSPECTIVE CONTRACTOR CONTACT INFORMATION				
Provide contact information to be used for bid solicitation related matters.				
Contact Person:		Title:		
Phone:		Alternate Phone:		
Email:				
CONFIRMATION OF REDACTED COPY				
☐ YES, a redacted copy of submission documents is enclosed. ☐ NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>				
ILLEGAL IMMIGRANT CONFIRMATION				
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.				
ISRAEL BOYCOTT RESTRICTION CONFIRMATION				
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. ☐ Prospective Contractor does not and will not boycott Israel.				

An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* **will cause the Prospective Contractor's proposal to be disqualified.**

Authorized Signature: _____ Title: _____

Printed/Typed Name: _____ Date: _____

OFFICIAL BID PRICE SHEET

Prospective Contractors must complete the official bid price sheet. Any cost not included by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost.

	YEAR 1 COST (\$)	YEAR 2 COST (\$)	YEAR 3 COST (\$)	YEAR 4 COST (\$)
Annual License				
Annual Hosting SSL Service				
Annual Support Cost				
Availability of support: ☐ 24-7 ☐ Standard Business Hours ☐ Other _____				
Implementation Cost				
Training				
Other Costs (list below):				
TOTAL ANNUAL COST:	\$	\$	\$	

FOUR YEAR GRAND TOTAL (Sum of Year 1, 2, 3 and 4 Annual Total Cost):	\$
---	----

Company Name: _____

DELIVERABLES

Prospective Contractors must complete a list of included deliverables based on the official bid price sheet.

[illegible]

EO POLICY

ATTENTION CONTRACTORS

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal or qualifications, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although contractors are encouraged to have a viable equal opportunity policy, a written response stating the contractor does not have such an EO Policy will be considered that contractor's response and will be acceptable in complying with the requirements of Act 2157.

Submitting the EO Policy is a one-time requirement. The UCA Procurement Department will maintain a file of policies or written responses received from bidders.

Effective August 2005, this is a mandatory requirement when submitting an offer as described above.

Should you have any questions regarding this requirement, please contact my office by calling (501) 450-3173.

Sincerely,

Cassandra McCuien-Smith, CPPO CPPB
Director of Procurement

To be completed by business or person submitting response: (check appropriate box)

_____ EO Policy Attached

_____ EO Policy previously submitted to UCA Procurement Office

_____ EO Policy is not available from business/person (must provide a written response)

Company Name Or Individual: _____

Title: _____ Date: _____

Signature: _____

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.

A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.

2. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.

No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.

3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.

A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.

4. **Scrutinized Company Restriction:** Required with bid or proposal submission.

A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term a resultant contract:

- ☐ Boycott Israel.
- ☐ Knowingly employ or contract with illegal immigrants.
- ☐ Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- ☐ Knowingly employ a Scrutinized Company as a subcontractor.

Contract Number: _____ Description: Global Safety Security Solution

Agency Name: University of Central Arkansas

Vendor Number: _____ Vendor Name: _____

Vendor Signature

Date

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

TAXPAYER ID NAME:

☐ Goods?

☐ Services?

☐ Both?

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse *is* a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	☐	☐					
Constitutional Officer	☐	☐					
State Board or Commission Member	☐	☐					
State Employee	☐	☐					

☐ None of the above applies

FOR A VENDOR (BUSINESS)*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly	☐	☐						
Constitutional Officer	☐	☐						
State Board or Commission Member	☐	☐						
State Employee	☐	☐						

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature_____ Title_____ Date_____

Vendor Contact Person_____ Title_____ Phone No._____

Agency use only

Agency Number_____ Agency Name_____ Agency Contact Person_____ Agency Phone No._____ Contract or Grant No. _____