



UNAVCO, INC.
REQUEST FOR PROPOSALS/RFP
(THIS IS NOT AN ORDER)

RFP Number: P110712	RFP Title: SERVICES - CONTENT FOR PBO DATA EDUCATIONAL PORTAL
RFP Due Date and Time: December 10, 2012 12:00 p.m. (Noon)/Mountain Time	Number of Pages: 13

ISSUING COMPANY INFORMATION	
Purchasing Agent : Tim Reeme	Issue Date: November 16, 2012
UNAVCO, Inc. Office of Procurement Services 6350 Nautilus Drive Boulder, CO 80301	Phone: (303) 381-7500 Fax: (303) 381-7501 Website: http://www.unavco.org/

INSTRUCTIONS TO VENDORS	
COMPLETE THE INFORMATION BELOW; RETURN THIS PAGE WITH YOUR PROPOSAL AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING COMPANY INFORMATION."	Mark Face of Envelope/Package: RFP Number: P110712 RFP Due Date: December 10, 2012
	Special Instructions: Proposals sent by fax must have a cover sheet noting the total number of pages being sent.

VENDORS MUST COMPLETE THE FOLLOWING	
Payment Terms: Net 30 days	Delivery Date:
Vendor Name/Address:	Authorized Vendor Signatory: <i>(Please print name and sign in ink)</i>
Vendor Phone Number:	Vendor FAX Number:
Vendor E-mail Address:	Vendor Web Address:

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SECTION 1: PURPOSE, BACKGROUND, AND OBJECTIVES

1.1 INTRODUCTION

UNAVCO, Inc. (hereinafter referred to as “UNAVCO”) is accepting proposals to develop content for the existing PBO Data Educational Portal. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

1.2 PURPOSE

The successful contractor will work collaboratively with UNAVCO Education and Community Engagement (E&CE) and the UNAVCO scientific community to populate an educational web portal highlighting data products derived from the Plate Boundary Observatory (PBO). The Plate Boundary Observatory is the geodetic component of EarthScope (<http://www.earthscope.org/>). The PBO consists of several major observatory components, including a network of 1100 permanent, continuously operating Global Positioning System (GPS) stations many of which provide data at high-rate and in real-time. PBO also includes comprehensive data products, data management and education and outreach efforts.

1.3 BACKGROUND

The UNAVCO Education and Community Engagement program provides support focused on geodesy and geodetic tools, services and training in the realm of community building and engagement, dissemination of educational materials and news targeted to the non-scientific public.

Data from the PBO is processed and archived at UNAVCO. The suite of instruments within PBO generates a large volume of data that is challenging for a non-scientific expert to access and decipher. In addition, various data products are available through different web portals. A new portal providing access to GPS derived water vapor, snow depth and vegetation data has been developed to provide a user-friendly interface for accessing these three data products. The goal of this project is to populate an educational portal complementary to the data portal. The education portal aims to inform educators and other interested non-scientists about the various data types as well as GPS.

1.4 OBJECTIVES

The successful contractor will work with project stakeholders including the scientific investigator who created the portal, up to three dozen UNAVCO community scientists and the Education and Community Engagement program at UNAVCO.

The scientific data portal can be found at <http://xenon.colorado.edu/spotlight/index.php>. The education portal is not public. The web structure exists and has the same basic structure as the data portal. The successful contractor will create educational content for the education portal.

SECTION 2: SCOPE, DELIVERABLES, AND TIMELINE

2.1 SCOPE OF WORK

The layout of the educational web portal is similar to the scientific data portal described and referenced above. The educational web portal must be populated with scientifically accurate information that is understandable to a non-scientific audience, especially secondary school teachers in the United States. The two primary sections of the web portal with content development opportunity include the Spotlight Map and the Knowledge Base.

2.2 CONTENT DEVELOPMENT FOR THE SPOTLIGHT MAP

An interactive map exists with a select number of GPS stations. Stations were selected to represent an interesting aspect of earthquakes, tectonics, volcanoes, or the water cycle. A researcher has been selected to be the ‘face’ of each station and most have already agreed to assist with content development.

The pre-selected stations (<30) will each have an outreach page that will contain, at a minimum:

- A short statement from a researcher,
- Photograph of the researcher
- Station photographs
- Map of station location
- Sample time series of data from the station with explanatory paragraph
- Spotlight Questions, or, Did you know facts, short quiz or single assessment question
- Other content may be needed to educate users on the station.

2.3 CONTENT DEVELOPMENT FOR THE KNOWLEDGE BASE

A series of content pages will contain basic information on GPS and associated processes. Pages to be populated include the four primary pages listed and subpages (indented). Subpage topic and content may change after development of content begins.

- Overview
- How GPS works
 - Existing GPS networks

- GPS and Tectonics
 - Earthquakes
- GPS Water Cycle Products
 - GPS Reflections
 - Soil Moisture
 - Vegetation
 - Snow Depth
 - Tide Gauge
 - Multipath geometry and SNR data
 - PBO H2O

2.4 DELIVERABLES

1. Content populated in the Spotlight Map and the Knowledge Base.
 - a. Pilot testing of content with at least one middle or high school teacher is required.
 - b. All content must be scientifically accurate, written, and presented in a way that is accessible and understandable by non-scientists, primarily secondary educators.
2. The contractor is responsible for working collaboratively with the stakeholders described above to secure photographs, time series data, quotes and other text and media content needed to populate the pages.
3. Final acceptance of all content is by UNAVCO E&CE Director.

2.5 TIMELINE

- Project must be completed no later than April 5, 2013
- Pilot testing of all content must conclude no later than March 15, 2013
- Bi-weekly progress reports summarizing project status are required
- Invoices must be submitted monthly for services rendered

2.6 SKILLS AND EXPERIENCE

- ✓ Secondary science curriculum development with a focus on geology or physical science
- ✓ Ability to successfully communicate with scientists
- ✓ University, high school, or middle school teaching experience
- ✓ General knowledge of GPS, plate tectonics, and geology
- ✓ Demonstrated excellence in writing and speaking English and translating science for non-scientists
- ✓ University degree in geology, geophysics or related field; or equivalent

SECTION 3: GENERAL REQUIREMENTS

3.1 INSTRUCTIONS TO VENDORS

3.1.1 Purchasing Agent Contact Information.

Purchasing Agent: Tim Reeme
 UNAVCO, Inc.
 Address: 6350 Nautilus Drive
 Boulder, CO 80301
 Telephone Number: (303) 381-7500
 Fax Number: (303) 381-7501
 E-mail Address: reeme@unavco.org

3.1.2 Examination of Solicitation Documents and Explanation to Vendors. Vendors are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost of goods or performance of any work. Failure to do so will be at the sole risk of the Vendor. Should the Vendor find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the Vendor shall promptly notify the Purchasing Agent in writing. The Vendor making such request will be solely responsible for its timely receipt by the Purchasing Agent. Replies to such notices may be made in the form of an addendum to the solicitation.

3.1.3 Interpretation or Representations. UNAVCO assumes no responsibility for any interpretation or representations made by any of its agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

3.1.4 Acknowledgment of Addendum. If the RFP is amended, then all terms and conditions, which are not modified, remain unchanged. It is the vendor's responsibility to keep informed of any changes to the solicitation. ***Vendors must sign and return with their proposal an Acknowledgment of Addendum for any addendum issued.*** Proposals that fail to include an Acknowledgment of Addendum may be considered nonresponsive.

3.1.5 Extension of Prices. In the case of error in the extension of prices in the proposal, the unit price will govern. In a lot proposal, the lot price will govern.

3.1.6 Proposal Preparation Costs. The costs for developing and delivering responses to this RFP are entirely the responsibility of the Vendor. UNAVCO is not liable for any expense incurred by the Vendor in the preparation and presentation of their proposal or any other costs incurred by the Vendor prior to execution of a purchase order or contract.

3.2 PROPOSAL SUBMISSION

3.2.1 Proposals Must Be Sealed and Labeled. Quotes must be sealed and labeled on the outside of the package to clearly indicate that they are in response to RFP# P110712. *Proposals must be received at the receptionist's desk of UNAVCO Procurement Office prior to 12:00 p.m. (Noon), local time on the Due Date specified on the coversheet.* All prices and notations must be printed in ink or typewritten. Errors should be crossed out, corrections entered, and initialed by the person signing the proposal.

3.2.2 Late Proposals. *Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.* It shall be the Vendor sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

3.2.3 Vendor Signature. The solicitation must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The Vendor signature on a proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude UNAVCO from obtaining the best possible supply or service.

3.2.4 Alternate Proposals. Vendor may submit alternate proposals (a proposal on supplies other than specified). Alternate proposals are considered only if the Vendor is the lowest responsible vendor on their primary proposal. Proposals must be clearly identified as "Primary" and "Alternate."

3.3 CHANGE OR WITHDRAWAL OF PROPOSALS

3.3.1 Change or Withdrawal PRIOR to Proposal Opening. Should any Vendor desire to change or withdraw a proposal prior to the scheduled opening, the Vendor may do so by making such request in writing to the Purchasing Agent listed in Section 3.1.1 above. This communication must be received prior to the date and hour of the proposal opening by a request in writing or facsimile to the Purchasing Agent (e-mail notices containing prices are not allowed and will be disqualified).

3.3.2 Change AFTER Proposal Opening But Prior to Proposal Award. After proposals are opened, they may not be changed except to correct patently obvious mistakes and minor variations. The Vendor shall submit verification of the correct proposal to UNAVCO prior to the final award by UNAVCO.

3.4 PROPOSAL AWARDS

3.4.1 Basis for Award. The contract, if made, will be to the responsive and responsible Vendor(s) who offer(s) the lowest cost to UNAVCO in accordance with the specifications set forth in the Request for Proposal.

3.4.4 Disqualification. The Proposal of a vendor who is currently debarred, suspended, or otherwise lawfully prohibited from any public procurement activity will be rejected.

3.4.5 Rejection of Proposals. While UNAVCO has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by UNAVCO to award and execute a contract. Upon a determination, such actions would be in its best interest, UNAVCO, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any/all/late Proposals or portions thereof; or
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal; or
- If awarded, terminate any contract if UNAVCO determines adequate state funds are not available.

3.4.6 Contract Inception. A Proposal does not constitute a Contract nor does it confer any rights on the Vendor to the award of a Contract.

3.5 SINGLE POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until an Vendor is selected and the selection is announced by the Purchasing Agent, **Vendor are not allowed to communicate with any UNAVCO staff or officials regarding this procurement, except at the direction of Tim Reeme**, the Purchasing Agent in charge of the solicitation. Any unauthorized contact may disqualify the Vendor from further consideration.

Contact information for the single point of contact is as follows:

Director, E&CE: Donna Charlevoix
 UNAVCO, Inc.
 Address: 6350 Nautilus Drive
 Boulder, CO 80301
 Telephone Number: (303) 381-7500
 Fax Number: (303) 381-7501
 E-mail Address: donnac@unavco.org

SECTION 4: PROPOSAL PREPARATION

4.1 GENERAL PROPOSAL PREPARATION

Please use the following as a guideline to format your proposal:

4.1.1 Length and Font Size. Please use fonts no smaller than 10 point. Maximum proposal length including title page, cover letter, proposal, Vendor Information, and budget should not exceed 35 pages.

4.1.2 Title Page. UNAVCO, PBO Data Educational Portal Proposal, your company name, your address, your web site address, your telephone number, your fax number, your e-mail address, and your primary contact person.

4.1.3 Cover Letter. Signed by the person or persons authorized to sign on behalf of the company (1-2 pages).

4.1.4 Proposal. Discuss your proposed solution, including the features, benefits, and uniqueness of your solution. You should also touch on your ability to deliver the project in the timeframe noted in Section 2.

4.1.5 Vendor Information. All proposals shall include the following information;

- List five web sites your firm has developed content that best reflect your work and relevancy to this project. Briefly list the role your firm played in each project. The URL should be submitted. Only sites that are live will qualify during evaluation.
- Describe your experience in developing content for scientific and/or educational-focused projects.
- Provide current reference information for three former or current clients.
- Briefly describe your firm's organizational capacity to develop content for our web site (e.g. staff, equipment, software, physical space, office location, etc.).
- How many full-time staff does your firm employ? Please include a copy of your firm's organizational chart.
- Provide a company profile, length of time in business and core competencies.
- Briefly describe the percentage of your web staff that would end of working on this project relative to your entire staff (using full time equivalents). For example, if you would use five staff on the project and you have ten web designers and developers, the percentage would be 50%.
- What type of team will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project.
- Briefly describe your firm's project management process.
- Explain your business model.

4.1.6 Budget and Fees. Please provide a cost proposal to accomplish the scope outlined in Section 2.

4.2 EVALUATION CRITERIA.

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
- Skills and Experience – Ability to successfully communicate with scientists. Secondary science curriculum development with a focus on geology or physical science.
- Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value/Pricing Structure – The price is commensurate with the value offered by the proposer.
- Depth and Breadth of Staff – The candidate firm has appropriate staff to develop the site in the time frame needed.
- Proposal Presentation – The information is presented in a clear, logical manner and is well organized.

SECTION 5: SPECIFICATIONS

5.1 VENDOR QUALIFICATIONS

- ✓ A Vendor may be an individual or a business corporation, partnership, firm, joint venture, or other legal entity duly organized and authorized to do business in the City of Boulder, financially sound and able to provide the services being procured by UNAVCO.
- ✓ If a Vendor has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the selected firm fails to disclose such information and UNAVCO discovers it thereafter, then UNAVCO could terminate the contract.
- ✓ Each Vendor must be in good standing with any Federal, State, or Municipality that has or has had a contracting relationship with the firm. Therefore, if a Federal, State, or Municipal entity has terminated any contract with a Vendor for deficiencies or defaults, that Vendor is not eligible to submit a Response to this Solicitation.
- ✓ If Vendor is not in good standing with any Federal, State or Municipality this must be disclosed.
- ✓ Vendor must have and maintain all necessary insurance to cover malpractice liability and workers' compensation and submit proof of it with their proposal submission.
- ✓ Vendor shall fill out the UNAVCO Vendor Certifications and representations form.
- ✓ Vendor shall include their W-9 form for 2012.
- ✓ Vendor shall send us their Small Disadvantaged Business Certification (SDB).
- ✓ Vendor name shall not be posted on the Federal Debarred Vendors list at <https://www.epls.gov/>.
- ✓ Vendor shall show registration with CCR at <https://www.uscontractorregistration.com/>.

5.2 PRICES

5.2.1 Taxes, Shipping, and Invoicing. The prices herein specified, unless otherwise expressly stated, shall exclude all taxes and duties of any kind which either party is required to pay with respect to the sale of products covered by this RFP, but shall include all charges and expenses in connection with the packing of the products and their carriage to the place of delivery to UNAVCO unless specifically excluded. Proposal prices shall include any and all transportation costs. The Contractor shall be paid, except as otherwise stated in this RFP, upon submission of a proper invoice, the prices stipulated herein for products, and/or services delivered to and accepted at the specified UNAVCO location(s).

5.2.2 Fixed Price Contract. All prices are fixed for the duration of the contract and are not subject to escalation for any cause. Payment of the total fixed proposal price shall constitute full payment for performance of the work and covers all costs of whatever nature incurred by the Contractor in accomplishing the work in accordance with the provisions of the contract.

IF VENDOR CANNOT MEET ANY PARTICULAR REQUIREMENT, PLEASE PROVIDE DETAIL EXCEPTIONS NEXT TO THAT REQUIREMENT. VENDORS THAT CANNOT MEET ALL REQUIREMENTS WILL BE DEEMED NON-RESPONSIVE AND NOT ELIGIBLE FOR AWARD. THIS INFORMATION MAY BE CONSIDERED FOR WRITING FUTURE PROPOSALS' SPECIFICATIONS.

SECTION 6: SPECIAL TERMS AND CONDITIONS

By submitting a response to this Request For Proposal (RFP) the vendor agrees to acceptance of the following Special Terms and Conditions and any other provisions that are specific to this solicitation.

NOTICE TO VENDORS: All proposals are subject to the provisions of special terms and conditions specific to this Invitation for Proposals, the specifications, and UNAVCO Terms and Conditions.

UNAVCO objects to and will not evaluate or consider any additional terms and conditions submitted with an Vendor response. This applies to any language appearing in or attached to the document as part of the vendor's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of this document, the Vendor agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of UNAVCO.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of UNAVCO. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

FACSIMILE RESPONSES: Facsimile responses will be accepted for invitations for proposals, small purchases, or limited solicitations ONLY if they are completely received by UNAVCO Purchasing Agent prior to the time set for receipt. Proposals or portions thereof, received after the due time will

not be considered. Facsimile responses to Requests for Proposals are ONLY accepted on an exception basis with prior approval of the Purchasing Agent.

FAILURE TO HONOR PROPOSAL/PROPOSAL: If a Vendor to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, UNAVCO may, in its discretion, suspend the Vendor for a period of time from entering into any contracts with UNAVCO.

REFERENCE TO CONTRACT: The contract or purchase order number MUST appear on all invoices, packing lists, packages, and correspondence pertaining to the contract.

TAX EXEMPTION: UNAVCO is exempt from Federal Excise Taxes.

U.S. FUNDS: All prices and payments must be in U.S. dollars.

WARRANTIES: The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by UNAVCO. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Exceptions will be rejected.

IRS W-9: In order to receive payment under any resulting Contract, Contractor shall have a current IRS W-9 form on file with UNAVCO Procurement Office.

PURCHASING CARD: UNAVCO has a Purchasing Card Program in place that gives employees the ability to charge purchases made from these contracts. UNAVCO prefers this method of payment.

CONTRACT TERMINATION:

Termination for Cause. UNAVCO may, by written notice to the Contractor, terminate the contract in whole or in part at any time the Contractor fails to perform this contract.

Reduction of Funding. UNAVCO must terminate this contract if funds are not appropriated or otherwise made available to support UNAVCO's continuation of performance of this contract in a subsequent fiscal period.

SECTION 7: VENDOR CERTIFICATIONS & REPRESENTATIONS

The Vendor represents and certifies as part of its proposal/quotation that: (Please check or complete all applicable boxes or blocks.)

7.1 Type of Business Organization

The Vendor, _____, by checking the applicable box, represents that:

a) It operates as a corporation incorporated under the laws of the State of _____, an individual, a partnership, a nonprofit organization, or a joint venture.

b) If the Vendor is a foreign entity, it operates as an individual, a partnership, a nonprofit organization, a joint venture, or a corporation, registered for business in _____ (country).

7.2 Certification regarding Debarment, Suspension, etc.

The Vendor certifies, to the best of its knowledge and belief, that:

I. The Vendor and/or any of its principals:

(a) Are , are not , presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency;

(b) Have , have not , within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or 'destruction of records, making false statements, or receiving stolen property; and,

(c) Are , are not , presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the above offenses.

II. The Vendor has , has not , within a 3-year period preceding this offer, had one or more federally-funded contracts/subcontracts terminated for default.

7.3 Small Business, Woman-Owned Small Business, and Small Disadvantaged Business Subcontracting Plan Socio-Economic Status

Certification

The Contractor may be required to submit Small Business, Woman-Owned Small Business, and Small Disadvantaged Business (SB/WOSB/SDB) Subcontracting Plan to its customer under the prime contract, and the Vendor may be required to submit a SB/WOSB/SDB Subcontracting Plan to the Contractor under any proposed subcontract hereunder. With respect to such requirements, the Vendor hereby represents and certifies that its socio-economic status is as follows: (check all applicable boxes).

- 1) Small Business Large Business Non-Profit Business Foreign Business (Non-US)
- 2) Disadvantaged Business
- 3) Woman-Owned Business
- 4) Labor Surplus Area Business
- 5) Historically Black College & University/Minority Institution
- 6) Nonprofit Agency for the Blind and Other Severely Handicapped
- 7) Economically Disadvantaged Indian tribe or Native Hawaiian Organization

7.4 Certification of Non-Segregated Facilities (FAR 52.222-21) (applicable to orders/bids over \$10,000)

a) "Segregated facilities," as used herein, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom or otherwise.

b) By the submission of this offer, the Vendor certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Vendor agrees that a breach of this certification is a violation of the Equal Opportunity clause in the subcontract.

c) The Vendor further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will:

- 1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;
- 2) Retain the certifications in the files; and,
- 3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods): NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES. A Certification of Non-segregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semi-annually, or annually).

7.5 Certification Regarding A Drug-Free Workplace (FAR 52.223-5) (applicable to orders/bids over \$25,000 for a business concern; or any dollar amount for an individual)

a) "Drug-free workplace" means the site(s) for the performance of work done by the subcontractor in connection with a specific subcontract at which employees of the subcontractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

b) By submission of its offer, the Vendor, if other than an individual, who is making an offer that equals or exceeds \$25,000, certifies and agrees that it will, not later than 30 calendar days after subcontract award:

- 1) Publish a statement notifying all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the subcontractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Establish an ongoing drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the subcontractor's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and, the penalties that may be imposed upon employees for drug abuse violations.
- 3) Provide all employees with a copy of the statement required by (b) (1) above.

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- 4) Notify all employees, in writing, in the statement required by (b) (1) above, that as a condition of continued employment, the employee must abide by the terms of the statement; and notify the employer, in writing, of the employee's conviction under a criminal drug statute for a violation occurring in the workplace not later than five calendar days after such conviction.
- 5) Notify the Contractor in writing within five calendar days after receiving employee notice referred to above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee.
- 6) Within 30 calendar days after receiving employee notice referred to above, take appropriate personnel action against such convicted employee, up to and including termination; or, require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes.
- 7) Make a good faith effort to maintain a drug-free workplace through implementation of (b) (1) through (b) (6) of this provision.

c) By submission of its offer, the Vendor, if an individual who is making an offer of any dollar value, certifies and agrees that the Vendor will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the subcontract resulting from this solicitation.

d) Failure of the Vendor to provide the certification required by (b) or (c) of this provision, renders the Vendor unqualified and ineligible for award. (See FAR 9.104-1(g) and 19.602-1(a) (2) (i)).

7.6 Previous Contracts and Compliance Reports (FAR 52.222-22) (applicable to orders/bids over \$50,000 and 50 or more employees)

The Vendor represents that:

- a) It has, has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;
- b) It has, has not, filed all required compliance reports; and,
- c) Representations indicating submission of required compliance reports, signed by the offer OR proposed subcontractors, will be obtained before subcontract award.

7.7 Affirmative Action Compliance (FAR 52.222-25) (applicable to orders/bids over \$50,000 and 50 or more employees)

The Vendor represents that:

- a) It has developed and has on file, has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or,
- b) It has not previously had contracts/subcontracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

7.8 Clean Air And Water Certification (FAR 52.223-1) (applicable to orders/bids over \$100,000)

The Vendor certifies that:

- a) Any facility to be used in the performance of this proposed subcontract is , is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
- b) The Vendor will immediately notify the Contractor, before award, of the receipt of any communication from the Administrator, or a designee, of the EPA, indicating that any facility that the Vendor proposes to use for the performance of the subcontract is under consideration to be listed on the EPA List of Violating Facilities; and,
- c) The Vendor will include a certification substantially the same as this certification, including this paragraph (c), in every non-exempt sub-subcontract.

7.9 Certification and Disclosure Regarding Payments To Influence Certain Federal Transactions (FAR 52.203-11) (applicable to orders/bids over \$100,000)

- a) The definitions and prohibitions contained in the clause at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- b) The Vendor, by signing its offer, hereby certifies, to the best of its knowledge and belief, that on or after December 23, 1989:
 - 1) No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or

employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, on his or her behalf, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement;

- 2) If any funds other than federal appropriated funds (including profit or fee received under a covered federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, on his or her behalf, in connection with this solicitation, the Vendor shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contractor; and,
- 3) The Vendor will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

c) Submission of this certification and disclosure is a prerequisite for making or entering into this subcontract imposed by section 1352, title 31, United States Code. Any person who makes expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

7.10 Anti-Kickback Procedures (FAR 52.203-7) (applicable to orders/bids over \$100,000)

a) "Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contractor in connection with a subcontract relating to a prime contract.

b) The Anti-Kickback Act of 1986 (41 U.S.C. 51-58) (the Act), prohibits any person from:

- 1) Providing or attempting to provide or offering to provide any kickback;
- 2) Soliciting, accepting, or attempting to kickback; or,
- 3) Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime contractor to the United States or in the contract price charged by a subcontractor to a prime contractor or higher tier subcontractor.

c) The Vendor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph (b) of this clause in its own operations and direct business relationships.

d) When the Vendor has reasonable grounds to believe that a violation described in paragraph (b) of this clause may have occurred, the Vendor shall promptly report in writing the possible violation. Such reports shall be made to the inspector general of the contracting agency, the head contracting agency if the agency does not have an inspector general, or the Department of Justice.

e) The Vendor agrees to incorporate the substance of this clause, including this subparagraph but accepting subparagraph (c), in all subcontracts under this contract, which exceed \$100,000.

SECTION 8: UNAVCO TERMS AND CONDITIONS

1) **DEFINITIONS.** As used in this contractual agreement, the below terms shall have the following meanings: (a) "Contractor," "Buyer" or "UNAVCO" means the legal entity purchasing the supplies/services; (b) "Subcontractor," "Seller," "Supplier," or "Vendor" means the legal entity that has entered into this agreement with the Buyer; (c) "Contract," "Subcontract," "Purchase Order," "Agreement," and "Order" (whether capitalized or not) are used interchangeably and refer to this contractual instrument; (d) "Government" means the Government of the United States; and (e) "Prime Contract" means the Government contract, grant or cooperative agreement under which this order is issued.

2) **APPLICABLE LAW.** The Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

3) **COMPLIANCE WITH LAWS.** Seller warrants that all goods provided under this Purchase Order have been produced and all services performed are in compliance with applicable federal, state and local laws, ordinances, codes, rules, regulations or standards, including without limitation, the Fair Labor Standards Act, those pertaining to the manufacture, labeling, invoicing and sale of such goods or services, environmental protection, immigration, employment and occupational safety and health. Sellers who perform any work or provide any services within the United States also warrant that they

shall at all times comply with applicable provisions relating to government contractors and subcontractors, which provisions, and any contract clauses required under such provisions, are incorporated into this Purchase Order by reference as if set forth in full, including: the reporting, record keeping and **affirmative action requirements** set forth in 41 CFR § 60-1, et seq.; the incorporation of the Equal Employment Opportunity Clause of Executive Order 11246 (as amended), pursuant to 41 CFR § 60-1.4; the maintenance of non-segregated facilities as required by 41 CFR § 60-1.8; the provisions of 41 CFR § 60-250.4 relating to disabled and Vietnam era veterans; and the provisions of 41 CFR § 60-741 relating to workers with disabilities. Where legally required, Seller shall include these clauses in its purchase orders and subcontracts supporting this Purchase Order and shall, at UNAVCO's request, certify to all of the foregoing.

4) **FINANCIAL RECORDS AND AUDIT.** The Agreement Holder shall preserve and make available its accounting records and documents for examination and audit by the cognizant U.S. Government agency and the Comptroller General of the United States, UNAVCO, Inc. or their authorized representatives: (1) until the expiration of three years from the date of termination of the Agreement; (2) for such longer period, if any, as is required to complete an audit to resolve all questions concerning expenditures unless written approval has been obtained from the U.S.

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Government ("USG") grant officer to dispose of the records (USG follows generally accepted accounting practices in determining that there has been proper accounting and use of funds); the Agreement Holder agrees to make available any further information requested by the cognizant U.S.

Government agency with respect to any questions arising as a result of the audit; and (3) if any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

5) **SETOFF.** Buyer shall have the right at all times to set off any amount due or payable to Seller hereunder against any claim or charge Buyer may have against Seller.

6) **TAXES.** The price of the supplies/services procured hereunder includes all applicable federal, state, and local taxes and duties unless otherwise stated in this Order.

7) **PATENT, COPYRIGHT, AND TRADEMARK INDEMNITY.** Seller agrees to indemnify, defend, and hold harmless Buyer, its customer, and those for whom Buyer may act as agent, from any costs, expenses, damages, or liability that Buyer may incur as a result of any proceedings charging infringement of any patent, copyright, or trademark by reason of sale or use of any supplies/services/data furnished by Seller. Seller shall have no liability regarding alleged patent infringement for supplies furnished to Buyer in accordance with Buyer's design specifications.

8) **WARRANTY OF SUPPLIES/SERVICES.** Seller warrants that all supplies/services furnished under this Order shall conform to the Buyer's drawings, specifications, or other description and will be of good material and workmanship and free of defects. Seller further warrants that the supplies/services will meet Seller's published specifications and standards, will be new (not used or reconditioned), merchantable and suitable for the purpose intended. These warranties shall survive inspection, acceptance, and payment. Supplies/services that do not conform to the above warranties may, at any time within twelve (12) months after delivery to Buyer, be rejected and returned to Seller, at Seller's expense, for correction or replacement. If Seller does not promptly correct or replace same, Buyer may correct or replace the nonconforming supplies/services at Seller's expense. The forgoing warranties are in addition to all other warranties expressed or implied by law including incidental or consequential damages.

9) **PRICE WARRANTY.** Seller warrants that the price(s) charged for the supplies/services specified in this order do not exceed the selling price(s) Seller charges its most favored customer for the same or substantially similar items, whether sold to the Government or to any other purchaser, taking into account the quantity purchased and terms and conditions of sale. Seller further agrees that in the event of an announced price reduction prior to complete shipment of supplies or performance of services, said price reduction shall be passed on to Buyer for supplies remaining to be shipped or services still to be performed.

10) **CHANGES.** Changes in the terms and conditions of this Order may be made only by written agreement of the parties.

11) **DISPUTES.** Any dispute arising under this order that is not settled by agreement between the parties may be settled by appropriate legal proceedings in any court of competent jurisdiction. Pending final resolution, Seller shall proceed with the performance of this order in accordance with Buyer's instructions.

12) **TERMINATION FOR DEFAULT.** Buyer may, without liability, and in addition to any other rights or remedies provided herein or by law, terminate this order in whole or in part by written notice of default if Seller: (a) fails to deliver the supplies or perform the services within the time specified; (b) fails to make sufficient proceedings under bankruptcy or insolvency laws is brought by or against Seller, or a receiver for Seller is appointed or applied for, or Seller makes an assignment for the benefit of creditors, Buyer may terminate this order, without liability, except for deliveries previously made and for supplies completed and subsequently delivered in accordance with the terms of the order. In the event of Seller's insolvency, Buyer shall have the right to procure the balance of this order from others without liability.

17) **INSURANCE.** Applicable only if Seller enters Buyer's facility; Seller shall maintain insurance in at least the following amounts: (a) Comprehensive General Liability: \$250,000 minimum per person and \$500,000 minimum per accident for bodily injury, and \$100,000 property damage; (b) Automobile Insurance: \$250,000 per person and \$500,000 per accident for bodily injury and \$100,000 per accident for property damage; (c) Standard Workmen's

Compensation and Employer's Liability Insurance: in the minimum amount of \$100,000 or such greater amount as may be proper under applicable state or federal statutes. If any of the work is to be performed on Buyer or Buyer's customer's premises, Seller shall, if so requested, furnish Buyer certificates of such insurance prior to commencement of work. Upon Seller's failure thereof, Buyer may obtain, at Seller's expense, the insurance coverage required for such compliance. Seller also agrees to provide insurance for all Buyers' property in Seller's possession against loss or damage resulting from fire or theft, including extended coverage, malicious mischief, and vandalism. Buyer shall be given at least ten (10) days advance written notice of cancellation of any such insurance.

18) **NOTICE OF LABOR DISPUTES.** When an actual or potential labor dispute or other condition delays or threatens to delay the timely performance of this order, Seller shall immediately notify Buyer in writing. Such notice shall include all relevant information regarding such dispute or other condition. Seller shall insert the essence of this provision in all lower tier procurements issued hereunder.

19) **QUANTITY.** It is Seller's responsibility to furnish the quantity of supplies/services called for in this order. No variation in the quantity specified herein will be accepted as compliance with this order. Buyer reserves the right to return excess shipments at Seller's expense.

20) **NO EXTRA CHARGES.** The total price payable to Seller hereunder for supplies/services furnished in accordance with the procurement requirements shall be stated in this Order. The price shall not be increased to cover any future seller price increases and shall be inclusive of packing, packaging, and cartage, premium transportation charges, reusable containers, service or carrying charges, permits, fees, and licenses, or any other charges whatsoever unless specifically agreed to in writing by Buyer.

21) **LIMITATION OF LIABILITY.** The Buyer's liability to Seller hereunder shall not, under any circumstances, be greater than the total dollar amount of the order indicated herein.

22) **DRUG-FREE WORKPLACE.** The Seller is in compliance with the Drug-Free Workplace Act of 1988.

23) **COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874 AND 40 U.S.C. 276C).** Seller shall comply with the Copeland Anti-Kickback Act and is prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violation to the Federal awarding agency.

24) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. 276A TO A-7).** Where applicable, Seller shall comply with the Davis-Bacon Act in the payment of minimum wages and benefits.

25) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327-333).** Where applicable, Seller shall comply with the Contract Work Hours and Safety Standards Act for the payment of overtime hours and definition of safety standards for the workplace.

26) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** Orders for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

27) **CLEAN AIR ACT (42 U.S.C. 7401 ET SEQ.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251 ET SEQ.), AS AMENDED.** Orders in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). By accepting this Order Seller so agrees.

28) **BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352).** Sellers who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any

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other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

29) **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA).** Field work under this cooperative agreement must avoid all sensitive natural resource and unique geographic features such as historic or cultural resources; properties listed, or eligible for listing, on the National Register of Historic Places; park, recreation or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (Executive Order 11990); floodplains (Executive Order 11988); national monuments; migratory birds; species listed, or proposed to be listed, on the List of Endangered or Threatened Species or have significant impacts on designated Critical Habitat for these species; and other ecologically significant or critical areas. If sensitive natural resource and unique geographic features cannot be avoided, the applicant shall notify the USGS before taking any action.

30) **PROHIBITION ON TEXT MESSAGING AND USING ELECTRONIC EQUIPMENT SUPPLIED BY THE GOVERNMENT WHILE DRIVING.**

Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, was signed by President Barack Obama on October 1, 2009 (ref. : <http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf> 31) **DUNS/CCR (ARRA Term).** Buyer must require that Seller begin planning activities, including obtaining a DUNS number (or updating the existing DUNS record), and registering with the Central Contractor Registration (CCR) no later than the first time ARRA data requirements are due. This executive order introduces a Federal Government-wide prohibition on the use of text messaging while driving on official business or while using Government-supplied equipment. Additional guidance enforcing the ban will be issued at a later date. In the meantime, please adopt and enforce policies that immediately ban text messaging while driving company-owned or rented vehicles or GOY, or while driving POY when on official Government business or when performing any work for or on behalf of the Government.

32) **BUY AMERICAN: USE OF AMERICAN IRON, STEEL, AND MANUFACTURED GOODS (ARRA Term).** Seller may not use any funds obligated under this award for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States unless the Department

of the Interior waives the application of this provision. (ARRA Sec. 1605) 33) **SEAT BELT PROVISIONS (43 CFR Sec. 12.2 (e)).** Agreement Holders of grants/cooperative agreements and/or sub-awards are encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company- owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriated programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

34) **DEBARMENT AND SUSPENSION (E.O.s 12549 and 12689).** No Agreement shall be made with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees. By accepting this order, Seller certifies that the Seller is not listed as Debarred or Suspended as described herein above. Agreement Holder certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any U.S. Government department or agency.

35) **SEVERABILITY.** If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding on the parties. One or more waivers by either party of any provision, term, or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

36) **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between Buyer and Seller regarding this procurement and supersedes all previous written or oral agreements and commitments. No terms or conditions of sale set forth in Seller's proposal or acknowledgement shall be included as a part hereof, nor shall any prior course of dealing, custom, or usage in the trade supersede or modify any Agreement provisions. Any subsequent additions, deletions, or modifications to this Agreement shall not be binding upon the parties unless same are mutually agreed upon and incorporated herein in writing.

By signing below the Vendor certifies that all the above representation and certifications are accurate, current, and complete.

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.