

### **Request for Proposals (RFP) Overview**

Sealed responses for **RFP for Classrooms and Events Scheduling with Facilities Allocation System - Contract No. 20-03-25-09** will be received by the Delaware State University by the deadline listed below. Bidder bears the risk of late delivery or delivery at wrong location of the University other than specified herein. Any response received after the stated time and place will not be entertained. Sealed responses shall be addressed to the Delaware State University Attention: Zafar Chaudhry, Associate Vice President of Contracts and Data Administration, Dr. Claiborne D. Smith Administration Building, Room 301, Dover, DE 19901-2277. The outer envelope should clearly indicate: **"RFP for Classrooms and Events Scheduling with Facilities Allocation System - Contract No. 20-03-25-09 - SEALED BID - DO NOT OPEN."**

#### **Summary of Events and Dates:**

The proposed schedule of events subject to the RFP is outlined below. **Time mentioned below is the State of Delaware local time.**

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|--|---|
| • <b>Deadline for Questions</b>            | <b>March 25, 2020 at 10:00am local time</b> |
| • <b>Response to Questions Posted by</b>   | <b>April 08, 2020</b>                       |
| • <b>Deadline for Receipt of Proposals</b> | <b>April 22, 2020 at 03:00pm local time</b> |
| • <b>Contractor Selection Date</b>         | <b>TBD</b>                                  |
| • <b>Anticipated Contract Start</b>        | <b>July 01, 2020</b>                        |

**\* Each date listed above is subject to change. Times listed above are local time in the State of Delaware.**

**Note:** All questions shall be in writing and submitted via email to Zafar Chaudhry at [zchaudhry@desu.edu](mailto:zchaudhry@desu.edu). Questions should be submitted in the following format. Deviations from this format will not be accepted and entertained.

- Section number
- Paragraph number
- Page number
- Text of passage being questioned

**In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly including but not limited to all attachments and bid submission form.**

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal (RFP).

**Bidder bears the risk of incomplete response, late delivery or delivery at wrong location of the University other than specified in this RFP.**

**Each proposal must be submitted with one original paper copy and one electronic copy on USB memory stick. For your electronic response, there should not be more than two files in total and the aggregate size of your response including all files should not be more than 5 megabyte.**

**There will be NO mandatory pre-bid meeting.**

**Bid bond requirement for the RFP has been waived.**

**The term of the contract between the successful bidder and the University shall be for Three (3) years. There is an option (if needed) to renew the contract for additional terms of one to three years each.**

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Delaware State University reserves the right to reject any or all bids and to waive any informalities therein.

**END OF ADVERTISEMENT FOR BIDS**