

# NC STATE UNIVERSITY

## Raleigh, North Carolina Request for Proposals (RFP)

### #63-KGS1126843 - Dosimetry Radiation Monitoring Program

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<b>DATE:</b>	

# NC STATE UNIVERSITY

## REQUEST FOR PROPOSALS (RFP)

RFP # 63-KGS1126843

**TITLE:** Dosimetry Radiation Monitoring Program  
**USING DEPARTMENT:** Environmental Health and Public Safety  
**ISSUE DATE:** October 21, 2025  
**DUE DATE:** 2:00 p.m., Friday, November 21, 2025  
**ISSUING AGENCY:** NC State University  
Procurement Services Department  
Campus Box 7212  
Raleigh, NC 27695

Proposals subject to the conditions made a part hereof will be accepted until **2:00 p.m., Friday, November 21, 2025** for furnishing services described herein.

Proposals must be submitted electronically at:

<https://ncsu.bonfirehub.com/opportunities/204943>

Upload scanned pages from this RFP document included with your proposal response where indicated on the Bonfire website.

Direct all inquiries (via email) concerning this RFP to:

Kristen Shelton, CPPB  
NC State University  
Procurement Services  
Department  
Email: [kgshelto@ncsu.edu](mailto:kgshelto@ncsu.edu)

**NOTE: Questions concerning the RFP requirements must be submitted in writing** via email to [kgshelto@ncsu.edu](mailto:kgshelto@ncsu.edu). **Subject Line: RFP #63-KGS1126843 - Questions**, no later than **5:00 p.m on Tuesday, November 4, 2025**. Questions will be answered in the form of an addendum to this RFP. No other contact with university representatives regarding this RFP is allowed during the proposal process. Attempts to obtain information directly from university personnel, or by any other means, may subject your proposal response to rejection. Please use the following template to submit your questions:

Reference	Supplier Question
RFP Section, Page Number	Supplier question ...?
	Insert rows as needed

## Section 1: Introduction - Purpose and Background

NC State University's Environmental Health and Safety (hereafter referred to as University) seeks proposals from qualified contractors to provide dosimetry monitoring services for the university. The successful contractor must provide:

- Dosimeters
- Processing of dosimeters
- All associated reports for the performance of University-wide personnel radiation monitoring program

## Section 2: Contract Period

The term of this agreement shall be from April 1, 2026 through March 31, 2026. At the University's option, and under the same terms and conditions, this contract may be extended for four (4) additional one (1) year periods, not to exceed a total contract period of five (5) years.

Pricing must remain firm for the initial one (1) year period. Price increases (if applicable) for the four (4) additional one (1) year periods must be submitted no less than six (6) months prior to the expiration of the current contract year and will be limited to the previous twelve (12) months Consumer Price Index (CPI). See the attached General Contract Terms and Conditions, Item #26 for additional information regarding price increases.

New monitoring devices must be delivered NO LATER than the week of **March 13, 2026**.

In the event the successful proposer is not the incumbent contractor, the awarded contractor must coordinate with the outgoing contractor to ensure a seamless transition of services (see Section 3.0 Transition Plan for further details).

## Section 3: Scope of Work

### 3.0 General Requirements

The contractor must provide personnel dosimetry services in support of radiation protection and safety monitoring. Services must include the provision, calibration, maintenance, and analysis of dosimeters for whole-body and extremity (ring) applications. All equipment and methodologies used must meet applicable federal and industry standards, including but not limited to those set by the National Institute of Standards and Technology (hereafter referred to as NIST) and the National Voluntary Laboratory Accreditation Program (hereafter referred to as NVLAP).

Contractor responsibilities must include:

- Supplying dosimetry devices in accordance with the specifications outlined below.
- Ensuring all devices are properly calibrated and quality-assured.
- Maintaining accurate records and providing timely reporting of dosimetry results.
- Complying with all applicable regulatory and accreditation requirements.
- Implementing measures to ensure data integrity, UV contamination prevention, and device reliability.

All services must be delivered in a timely, professional manner and support the operational needs of the university's radiation safety program.

**Transition Plan:** The outgoing contractor must participate in a coordinated transition period from March 1 to April 30, 2026, to ensure uninterrupted dosimetry services. This includes, but is not limited to:

- Providing and verifying personnel rosters with badge assignments to the awarded contractor.

- The outgoing contractor will be responsible for processing and reporting all exposures from **January - March 2026** and for providing final dosimetry records in a format suitable for regulatory and program continuity.

The awarded contractor must deliver all new dosimetry badges no later than **March 13, 2026**, to allow adequate time for setup, distribution, and training (if needed). The awarded contractor must:

- Create and deliver all required dosimeters in time for the next monitoring period starting **April 1, 2026**.
- Ensure all control and spare badges are included in the shipment.
- Assume full responsibility for dosimetry program readout, reporting, and compliance starting on **April 1, 2026**.

### 3.1 Dosimeter Technical Specifications

The contractor must provide dosimetry services and equipment that meet or exceed the following minimum technical specifications:

1. Whole Body Dosimeter – Thermoluminescent Dosimeters (hereafter referred to as TLD) (or newer equivalent technology) for Whole Body Applications:
  - Must be accredited under the National Voluntary Laboratory Accreditation Program (NVLAP) through the National Institute of Standards and Technology (NIST) for Categories I through VII.
  - Be adaptable for neutron dosimetry.
  - Hold NVLAP accreditation for Category VIII.
  - Minimum Dose Reported:
    - Thermal Neutrons:  $\leq 10$  mrem;
    - Fast Neutrons:  $\leq 20$  mrem
    - Gamma, x-ray: 1.0 mrem
    - Energetic beta: 10 mrem
    - Fetal Badging: 1.0 mrem
  - Minimum Detectable Energies:
    - Gamma, x-ray: 5 keV
    - Energetic beta: 150 keV
    - Neutrons:  $<0.5$  eV; 0.5 eV to 40 MeV
  - Minimum Detection Ranges:
    - Neutron:  $\leq 10$  mrem to 25 REM
    - High Energy Gamma, X-ray:  $\leq 10$  mrem to 1,000 REM
    - Low Energy Gamma, X-ray:  $\leq 10$  mrem to 1,000 REM
    - Beta Over 1 MeV:  $\leq 40$  mrem to 1,000 REM
    - Beta from 170 keV to 1 MeV - energy corrected exposure must be available as needed
    - Beta above 1,000 REM to be available under emergency circumstances
  - Ultraviolet Contamination Control:
    - Dosimeters must incorporate measures to prevent UV contamination, including shielding open window areas with multiple layers of plastic sheathing.
2. Ring TLD (or newer equivalent technology)

- Accreditation not currently applicable
- Minimum Dose Reported:
  - Gamma, x-ray:  $\leq 30$  mrem
  - Energetic beta:  $\leq 40$  mrem
- Minimum Detectable Energies:
  - Gamma, x-ray: 15 keV
  - Energetic beta: 200 keV
- Minimum Detection Ranges:
  - High Energy Gamma, x-ray:  $\leq 30$  mrem to 1,000 REM
  - Low Energy Gamma, x-ray:  $\leq 30$  mrem to 1,000 REM
  - Beta Over 1 MeV:  $\leq 40$  mrem to 1,000 REM
  - Detection above 1,000 REM must be available under emergency circumstances
- Ultraviolet Contamination Control:
  - Dosimeters must incorporate measures to prevent UV contamination, such as the use of plastic sheathing to minimize exposure.

### 3.2 Badge and Holder Requirements

#### TLD (or newer equivalent technology) for Whole Body applications

1. Durability and Construction
  - The badge and holder must be rugged to withstand field use.
  - A picture of the badge and holder must be included in the proposal response.
2. Unique Identification
  - Each badge must be uniquely identified to specify a particular user for a given wear period.
  - Matching identity codes must be applied within the dosimeter and appear on the face of the badge.
3. Bar Code Identification
  - Each badge must be bar-coded with a unique identification number to expedite processing on-site.
4. Badge User Information
 

Each badge must display the following:

  - Name of user
  - Unique dosimeter identification number
  - Permanent code number assigned to user
  - Start date of the wear period
  - Frequency for exchanging badge
  - Customer account number
  - Department identification
  - Location on body where the badge is to be worn, if more than one badge is used.
  - Location to be written or pictorial, not designated by code or acronym, in order to facilitate placement.
5. Labeling and Engraving

- All user identification must be permanently engraved to prevent fading, smearing, or peeling.
6. Color-Coding Requirements
    - At a minimum, (3) alternating colors for the badges must be provided to differentiate and facilitate exchange periods.
    - At least four (4) different colors shall be provided to distinguish between departments, administrative uses, and security clearance levels.
      - Note: Red is reserved exclusively for the Research Nuclear Reactor program.
  7. Dosimeter Configuration
    - Dosimeters must be fully assembled and pre-loaded by the contractor; no component exchange must be required by the user. Dosimeters must be adaptable to permit neutron monitoring.
  8. Identification for Return
    - Contractor name and location must be applied to badges to facilitate return if lost.

**Ring TLD (or newer equivalent technology)**

1. Unique Identification
  - Each ring dosimeter must be uniquely identified for a specific user and wear period.
2. Badge User Information
 

Each badge must display the following:

  - Name of user
  - Unique dosimeter identification number
  - Permanent code number assigned to the user
  - Start date of the wear period
  - Frequency for badge exchange
  - Customer account number
  - Department identification
  - Designation of left hand or right hand
3. Labeling and Durability
  - All user identification must be permanently engraved to prevent fading, smearing, or peeling.
4. Color-Coding
  - A minimum of three (3) alternating colors must be used to differentiate and facilitate exchange periods.
5. Identification and Return
  - Contractor name and location must be applied to badges to facilitate return if lost.
6. Sizing and Sterilization
  - At least three (3) sizes of rings must be available to ensure proper fit.
  - Rings must be able to be cold sterilized.

**Environmental Monitoring Badges (Low Level)**

1. Dosimeter Specifications

- Devices must utilize TLD (or newer equivalent technology) and meet ANSI N45 criteria.
  - Must be capable of measuring down to 0.1 mrem ambient dose equivalent is required.
2. Environmental Suitability
    - Badges must be suitable for extended use in outdoor environments.
  3. Radon Monitoring Option
    - Devices must offer long-term radon gas monitoring capabilities.

### **Control Badges**

- must include unique identifier on controls to match up with badges of a specific delivery.
- If a control badge is not included with a returned dosimeter, the contractor must provide a method for subtracting the average background radiation to ensure accurate dose assessment.

### **3.3 Other Dosimeter Requirements**

1. Specialized Configurations
  - Dosimeter configurations must be provided for application of atypical body location such as being attached to eyeglasses to better assess lens of eye dose.
  - Dosimeters shall be configured for attachment to extremities such as the wrist and ankles.
2. Exposure Analysis Capabilities
  - Dosimeters must provide exposure information analysis, including, but not limited to:
    - Reprocessing TLD or equivalent technology
    - Accessing the data for energy type and exposure type
3. Environmental Adaptability
  - Dosimeters must be capable of being enclosed in protective pouch for use in adverse environments.
4. Neutron Dosimetry
 

Neutron dosimeters must be provided to measure the following spectra:

  - Thermal - for energies under 0.5 eV
  - Intermediate - for 0.5 eV to 144 keV
  - Fast - for energies above 144 keV and ranging to 10 and 40 MeV
  - Extended Range - for spectrum of intermediate and fast neutrons with energies from 0.5 eV to 10 MeV

Neutron dosimeters must be used in conjunction with film or TLD's (or newer equivalent technology), which are insensitive to neutron radiation

  - All neutron dosimetry must be accredited under NVLAP category VIII.
5. Specialty Dosimetry Services
  - Special TLD (or newer equivalent technology) Services shall be available for custom applications which may require very high dose, especially close tolerances, special calibration, or other special needs.

### **3.4 Standard Dosimetry Reports**

The contractor must provide comprehensive dosimetry reports containing the following information:

1. Participant Identification
  - Full identification data for each monitored participant, including the dates during which monitoring occurred.
  - Participants digit identity number and full name.
2. Dose Information
  - Separate reporting for each of the following dose types:
    - Deep Dose
    - Lens of the Eye Dose
    - Shallow Dose
  - Breakout of dose components by radiation type:
    - Photon
    - Beta
    - Neutron
    - Current and cumulative dose totals for each participant.
    - Cumulative totals must include both quarterly and year-to-date figures.
    - An option to display lifetime cumulative dose in place of quarter-to-date totals must be available.
3. Reporting Details
  - Reports for each person since inception of service.
  - Month and year in which amendment to a participant's dose was last made.
4. Special Calculations and Non-Standard Methods
  - Use of special calculations to more accurately assess exposure (such as non- standard algorithms or calculations based upon known radiation environments) must be made at the University's request for those individuals or departments noted.
  - Use of special calculations or other non-standard protocols must be indicated.
5. Quality Control and Processing.
  - The date dosimeters were received, processed, and the number of working days for processing.
6. Report Organization Options
  - The option of the University to store the report by participant number or alphabetical order.
7. Optional Capabilities
  - Duplicate reports, to be sent to the same or different addresses/email addresses.
  - Extra copies which blank out columns of information, which may be sensitive with regards to privacy issue concerns (Social Security #/birthdate).
  - Reporting on alternative electronic media.

### **3.5 Other Reporting Services**

The contractor must offer the following optional capabilities in addition to standard reporting services:

1. Optional specialized reports must be available including, but not limited to:

The As Low As Reasonably Achievable (ALARA) program management recaps, run quarterly or annually showing individual and collective exposure by month, and flag exposures over Levels I and II

ALARA program memos providing personalized notification of individuals exceeding Levels I and II

Annual statistical summaries of workers falling into various exposure ranges

Reports equivalent to NRC Form 4 showing individual cumulative exposure

Reports equivalent to NRC Form 5 showing individual year to date exposure on either a quarterly or annual basis

Fetal monitoring reports tracking exposure to the fetus and the declared pregnant worker by month and cumulative since conception

Concurrent exposure reporting to show combined dose of workers being badged at more than one location

Estimated dose reports for missing body, ring or eye dosimeters

Alternate electronic media archiving services, for back up storage of dosimetry records at the University, in a separate location from the Radiation Safety Office

## 2. Internal Dose Reporting:

The contractor must support internal dose data integration and provide confirmation reports, including the following data elements:

- Radionuclide
- Quantity
- Intake mode
- Lung clearance class
- Organs affected
- Committed Dose Equivalent (CDE) - by organ
- Committed Effective Dose Equivalent (CEDE) - total

Standard exposure reports must track the following:

- Total Effective Dose Equivalent (TEDE)
- Total Organ Dose Equivalent (TODE)
- Committed Dose Equivalent (CDE) to the maximally exposed organ
- Committed Effective Dose Equivalent (CEDE) for active participants.

## 3.6 Record Keeping

1. Contractor must keep key analytical records and reports in accordance with the guidance or requirements of:
  - NVLAP
  - ANSI N13.6 (Practice of Occupational Radiation Exposure Records Systems)
  - ISO/EOC Guide 25 (General Requirements for the Competence of Calibration and Testing Laboratories)
2. One record of monitoring results must be retained on-site at the contractor's location and a duplicate copy must be stored in a secure off-site location.
3. Records of results of monitoring must be maintained in perpetuity.

4. Processed dosimeters must be stored as follows:
  - Thermoluminescent dosimeter TLD (or newer equivalent technology) crystals with exposure above 5 Rem must be permanently retained.

### **3.7 Service Requirements**

#### **Customer Support:**

1. A local sales representative shall perform on-site and/or virtual visits on a regular, recurring basis.
2. An in-house customer service representative must accept orders, answer questions and maintain the account by phone, e-mail or mail.
  - The proposal response must indicate the frequency of sales representative visits to campus, detailed ordering processes, and the availability of qualified personnel to answer University employee questions.
3. Proposal response shall include the means of accessing the contractor by phone twenty- four (24) hours per day, 7 days per week.
4. Periods for exchanging badges must accommodate at a minimum:
  - One time only shipments
  - Weekly
  - Biweekly
  - Monthly
  - Bimonthly
  - Quarterly
  - Semiannual
  - Annual
5. Reporting turnaround of exposure results must average no more than five (5) working days between the date of receipt and date of processing.
6. Early notification of exposures - contractor must alert the customer within twenty-four (24) hours of evaluation of any individual who exceeds preset limits on either a one time or cumulative basis. Levels must be set against regulatory limits, and the contractor must be capable of setting differing limits down to the departmental or individual level.
7. Emergency processing of dosimeters with twenty-four (24)-hour turnaround available.
8. Shipments of dosimeters to customer:
  - Dosimeters must arrive at the customer at least ten (10) days prior to the contract start date or appropriate wear dates.
  - Control dosimeters must be provided with each shipment.
  - Dosimeters must be delivered in pre-addressed individual location packets and tracked by departmental or other such administrative codes.
  - Contractor must provide pre-addressed shipping containers for the return of all badges.
  - Each shipment must contain a packing list of all dosimeters shipped and provide full identification of each badge in the shipment.

9. Educational material must be provided, and include, but not be limited to:
  - Product literature and brochures
  - Sample dosimeters
  - Sample output pictorials and reports

### **3.8 Computer Services**

1. Contractor must provide electronic reports, downloads or data feeds for institutional software.
2. University must upload participant data electronically to the contractor's software.
3. Online computer capabilities must be provided to the University as follows:
  - Menu-based and user-friendly
  - On-site set up and training provided
  - Training manuals, help screens, and personal assistance
4. The contractor's online system must allow University administrators to:
  - Browse exposure histories
  - Review participant data
  - Update participant records
  - Assign spare dosimeters
  - Order dosimeters and holders
  - Send electronic mail
  - Browse ALARA excursions and prepare memos
  - Review unreturned dosimeters
  - Track fetal dose

### **3.9 Quality Assurance (QA) Responsibilities**

The Contractor must maintain a QA program aligned with NVLAP, AECB, and EPA standards.

The contractor must:

1. Perform regular on-site QA audits
2. Maintain QA documentation
3. Make QA manual available upon request

The QA program must support operational controls during the contract period.

## **Section 4: Supplier Qualification/Experience Requirements**

### **4.0 General Requirements**

Contractors must be normally engaged and experienced in providing dosimetry services to institutions of similar size and complexity for a minimum of three (3) years. Proposers must introduce us to your organization and demonstrate the following qualifications:

#### **4.1 Accreditation**

1. Dosimetry service must meet current standards of:
  - The National Voluntary Laboratory Accreditation Program (NVLAP) of the National Institute of Standards and Technology (NIST).

2. A copy of the contractors' certificate of accreditation must be included in the proposal response.

#### **4.2 Quality Assurance (QA)**

1. Contractor's QA program must meet the requirements of accrediting organizations and proficiency testing groups, including:
  - NVLAP
  - AECB
  - Environmental Protection Agency (EPA)
2. Contractor's QA program must institute and document controls and requirements in the following areas:
  - Materials
  - Procedures
  - Inspection
  - Documents and Records
  - Measurement and Testing Equipment
  - Personnel Training and Qualifications
  - Quality Assurance Inspections
  - Non-conformance and Corrective Actions
3. The proposal must include a description of the contractor's established Quality Assurance (QA) Program. A copy of the contractor's current QA Manual (or table of contents or summary) must be provided to the University upon request.

#### **4.3 Personnel**

The proposal response must indicate qualifications of personnel and number of people to be provided in the performance of the work. Specify the person(s) that will be responsible for managing NC State's account with your firm, as well as any other representatives that will assist, and their role/expertise. You must include a staffing plan and a resume or bio that details this.

#### **4.4 References**

Proposing contractors must supply at least three (3) references demonstrating experience similar in nature and scope to the services required by completing the page below. It is the proposing Contractor's responsibility to provide valid reference information, and the University reserves the right to use reference check responses in its evaluation of proposal responses.

References not responding to the University's request for information will be scored as if not provided. The University will not accept references that have to be coordinated by the proposing contractor. We must be able to contact references directly. Preference may be given to contractors demonstrating that these services have been provided for higher education customers.

### **Section 5: Supplier Proposal Response**

The following information is required in response to this RFP. Failure to adequately provide specific information that can be effectively evaluated by NC State may disqualify a manufacturer's equipment from consideration.

At minimum, the proposal response package must include the following and must be uploaded in the corresponding location on Bonfire:

1. Completed NC State University RFP

- Cover Page with Firm Name and Tax ID#
  - Reference page
  - Signed Execution of Proposal page
2. A **detailed technical proposal** addressing [Section 3](#) and [Section 4](#). Describe in your proposal response the approach, processes and steps you will follow to perform and complete the tasks in the Scope of Work. Include any additional tasks that you recommend for achieving successful outcomes. Note any requirements you have, and any assumptions being made which impact your proposed approach or the time required to complete the work.
  3. Section 7 Cost Proposal (BT-010P)
  4. Any applicable RFP addenda subsequent to this RFP that is required for return by statement on the addendum.

Incomplete proposals will not be considered for award.

## Section 6: Criteria For Evaluation and Award

All proposals will be evaluated according to the following:

**SCREENING CRITERIA:** Complete proposal response (as outlined in Section 5). All items requested are included in the response package and submitted as instructed. All files are transmitted to the Bonfire site without password or other lockdown requirements and proof of insurance demonstrates existing coverage meeting required minimum limits. Incomplete responses will not be considered further.

Proposals meeting the screening criteria will then be further evaluated by the following weighted criteria in order to select the Contractor providing the best overall value to the department requesting these services:

### **TECHNICAL EVALUATION: 60%**

#### **40 Points - Apparent Ability - Section 3**

The proposal demonstrates that the proposing contractor has sufficient resources and capability to provide the required services. Evaluation will be based on the following:

- The narrative response to the Scope of Work, which should reflect an understanding of the requirements and the means to fulfill them

#### **10 Points - References - Section 4**

Reference responses demonstrate a record of better than satisfactory history of providing similar work without issues. Would references hire again? Promptness, willingness to work with University to provide this equipment in a manner that the service is transparent to the University.

#### **10 Points - Qualifications/Experience - Section 4**

The proposal clearly demonstrates the Contractor's overall qualifications, relevant experience on similar projects, specific experience aligned with the scope and nature of the work, and the qualifications of the personnel proposed to support any resulting contract.

### **COST EVALUATION: 40%**

#### **40 Points - Cost Proposal (Section 7)**

Cost scores are calculated by dividing each score into the lowest total cost proposal/proposed solution total cost x 40.

Lowest cost proposal receives all of the 40 available points. The remaining proposals scores are calculated by dividing their cost into the low cost and multiply that result by 0.40.

**Example:**

Supplier A's proposed total cost = 150,000

Supplier B's proposed total cost = \$200,000

Supplier C's proposed total cost = \$100,000 (lowest total cost proposed)

Cost scores would be calculated as follows:

Supplier C:  $(100,000/100,000) \times 40 = 40$  points

Supplier B:  $(100,000/200,000) \times 40 = 20$  points

Supplier A:  $(100,000/150,000) \times 40 = 26.67$  points

## Section 7: Cost Proposal

The cost to provide items listed in Section 3, **Scope of Work** must include all labor, transportation, tools, equipment, expenses (travel and otherwise), and any other costs incurred by the contractor.

You must download and complete the spreadsheet associated with Section 7 under the Requested Information. You may include a comment, brief description, or enter NA if you do not have any comments in the comment column. The estimated quantities listed are historical data only. Note any volume-based discounts or thresholds in the "Comments" column. Incomplete or missing information may result in the rejection of your entire proposal.

**NO MINIMUM OR MAXIMUM QUANTITIES ARE GUARANTEED.**

Item Description	Estimated Quantity	Unit of Measure	Unit Price	Comments
<b>Dosimeter Badges:</b>				
Body Badging (X-Ray, Gamma, Beta, Fast Neutron & Thermal Neutron) (None currently in use)	1	Per badge/month		
Body Badging (X-Ray, Gamma, Beta (3 chips), Fast Neutron)	15	Per badge/month		
Body Badging (X-Ray, Gamma, Beta (3 chips), Fast Neutron)	60	Per badge/quarter		
Body Badging (X-Ray, Gamma, Beta)	20	Per badge/month		
Body Badging (X-Ray, Gamma, Beta)	650	Per badge/quarter		
Body Badging (X-Ray, Gamma, Beta) (None currently in use)	1	Per badge/semi-annually		
Extremity Badging (TLD/OSL (or newest equivalent	1	Per badge/quarter		

Item Description	Estimated Quantity	Unit of Measure	Unit Price	Comments
technology with 3 chips) (None currently in use)				
Extremity Badging (TLD/OSL (or newest equivalent technology with 1 chip)	600	Per badge/quarter		
Environmental Monitors	15	Per badge/month		
Environmental Monitors	40	Per badge/quarter		
Spare Badges	200	Per badge/quarter		
<b>Setup &amp; Admin:</b>				
One time set-up charge for new participants	1	Each		
SubAccount Setup Fee	1	Each		
<b>Processing &amp; Analysis:</b>				
Lost Body Badge Replacement	1	Each		
Lost Extremity Badge Replacement	1	Each		
Unreturned Badge Fee	1	Each		
Emergency Processing Fee	1	Each		
<b>Shipping &amp; Logistics:</b>				
Shipping Charges (standard & drop ship)	1	Each		
Additional Handling Fee ( <i>if applicable</i> )	1	Each		
Rush Shipping	1	Each		
<b>Reporting Services:</b>				
Duplicate Reports	1	Annually		
Fetal Monitoring Reports	1	Annually		
Estimate Report Services	1	Annually		
<b>Additional Charges:</b> Any additional charges not included above that are applicable to the services required (any items listed requires a complete description in the comments column).				
Other	1	Each		

Contractor Name: \_\_\_\_\_

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#### 4.4 REFERENCES

OFFERORS MUST PROVIDE THREE (3) REFERENCES FOR CLIENTS WHO HAVE PERFORMED SIMILAR WORK IN THE PAST THREE (3) YEARS.

<b>#1</b>	<b>Company Name:</b>	
	<b>Company Full Address:</b>	
	<b>Contact Name:</b>	
	<b>Email Address:</b>	
	<b>Phone Number:</b>	

<b>#2</b>	<b>Company Name:</b>	
	<b>Company Full Address:</b>	
	<b>Contact Name:</b>	
	<b>Email Address:</b>	
	<b>Phone Number:</b>	

<b>#3</b>	<b>Company Name:</b>	
	<b>Company Full Address:</b>	
	<b>Contact Name:</b>	
	<b>Email Address:</b>	
	<b>Phone Number:</b>	

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.**

**EXECUTION OF PROPOSAL**

**RFP #63-KGS1126843**

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- That this proposal was signed by an authorized representative of the firm.
- That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- That all labor costs associated with this project have been determined, including all direct and indirect costs.
- That the potential Contractor has attended the pre-proposal conference and is aware of the prevailing conditions associated with performing these services.
- That the potential Contractor agrees to the conditions as set forth in this Request for Proposals with no exceptions.
- That the potential Contractor carries the appropriate insurance and will perform background checks on employees as required herein. See items 19 & 31 of General Contract Terms and Conditions attached.
- That no employee or agent has offered, and no State employee has accepted, any gift or gratuity in connection this contract, in violation of N.C.G.S. § 133-32; and
- That it, and each of its sub-contractors under this contract, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system, as required by G.S. §143-48.5.
- That this proposal is submitted competitively and without collusion. That none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible supplier as set forth in G.S. 143-59.1. False certification is a Class I Felony.

Therefore, in compliance with the foregoing Request for Proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within forty-five (45) days from the date of the opening, to furnish the services for the prices quoted during any resulting contract period.

<b>Contractor Name:</b>			
<b>Street Address:</b>			
<b>City, State &amp; Zip Code:</b>			
<b>Representative's Name:</b>			
<b>Representative's Title:</b>			
<b>Representative's Email:</b>		<b>Phone#:</b>	
<b>Representative's Signature:</b>		<b>Date:</b>	

**THIS PAGE MUST BE COMPLETED AND INCLUDED IN YOUR PROPOSAL RESPONSE**

## GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **EXCEPTIONS:** All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of an offeror's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. Offeror specifically agrees to the conditions set forth in the above paragraph by signature to the proposal.
2. **PROPOSAL SUBMITTAL:** NC State University uses a third-party eProcurement strategic sourcing provider, Bonfire, for accepting and evaluating proposals digitally. All proposals must be received by the issuing agency not later than the date and time listed on the cover sheet of this proposal. Proposals shall be uploaded to:

<https://ncsu.bonfirehub.com/opportunities/204943>

Request for Proposals (RFP) documents are advertised on the State of North Carolina Electronic Vendor Portal System ([eVP](#)) and [Bonfire](#). An addendum to this RFP may be issued. If required, any subsequent addenda must be signed and submitted with the proposal upload. It is the **vendor's responsibility** to verify that all applicable addenda are submitted as required.

For support or technical questions related to your submission, please contact Bonfire at [support.bonfire@eunasolutions.com](mailto:support.bonfire@eunasolutions.com) or visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>

3. **BONFIRE REQUESTED DOCUMENTATION & INFORMATION:** Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired. In an effort to support the sustainability efforts of the State of North Carolina we are receiving proposals via electronic submission.

Please note the type and number of files allowed. The maximum upload file size is 1000 MB. Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated. Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Name	File Type	# of Files	Requirement
Completed NC State University RFP Document	PDF	Multiple	Required
Technical Proposal	PDF	Multiple	Required
Section 7 Cost Proposal	BidTable: Excel (.xlsx)	1	Required

All documents required to complete your submission must be downloaded from the supporting documentation and/or requested information sections of Bonfire. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. Each item of Requested Information will only be visible to NC State University after the Closing Time.

4. **ORAL PRESENTATIONS:** During the evaluation and at their option, the evaluators may request oral presentations from any or all offerors for the purpose of clarification or to amplify

the materials presented in any part of the proposal. However, offerors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the offeror.

5. **PROPOSAL EVALUATION:** Proposals will be evaluated as outlined herein. The award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to the University, and/or the State.
6. **COMMENCEMENT OF SERVICES:** After proposals are evaluated, and an offer is made, accepted and approved by appropriate authorities, the University will issue a purchase order, a contract or a letter of agreement as an indicator to commence services.
7. **REQUEST FOR OFFERS:** Offerors are cautioned that this is a request for offers, not a request to contract and the University/State reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the University or State.
8. **ORAL EXPLANATIONS:** The University shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
9. **REFERENCE TO OTHER DATA:** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
10. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by offerors in preparing or submitting offers are the offerors' sole responsibility; the University will not reimburse any offeror for any costs incurred prior to award.
11. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of forty-five (45) days from the proposal opening. Although the contract is expected to be awarded prior to that time, the 45-day period is requested to allow for unforeseen delays.
12. **TITLES:** Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.
13. **CONFIDENTIALITY OF PROPOSALS:** In submitting its proposal the offeror agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the using or issuing agency, government or private, until after the award of the contract. Offerors not in compliance with this provision may be disqualified, at the option of the State, from contract award. Only discussions authorized by the University are exempt from this provision.
14. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the offerors shall become the property of the State when received.
15. **OFFEROR'S REPRESENTATIVE:** Each offeror shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
16. **PROPRIETARY INFORMATION:** To the extent permitted by N.C.G.S. §132-1.3 trade secrets which the Contractor does not wish disclosed other than to personnel involved in the evaluation or contract administration will be kept confidential identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL". Any section of the proposal which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information is not confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by North Carolina law.

17. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to N.C.G.S. §143-48 and Executive Order #150, the University invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
18. **PROTEST PROCEDURES:** A party wanting to protest a contract award pursuant to this solicitation must submit a written request to the Director of Purchasing, North Carolina State University, Purchasing Department, Campus Box 7212, Raleigh, NC 27695-7212. This request must be received in the University Purchasing Department within thirty (30) consecutive calendar days from the date of the contract award, and must contain specific sound reasons and any supporting documentation for the protest. NOTE: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation. Offerors may call the purchaser listed on the first page of this document to obtain a verbal status of contract award. All protests will be handled pursuant to the North Carolina Administrative Code, Title 1, Department of Administration, Chapter 5, Purchase and Contract, Section 5B.1519.
19. **CONTRACTOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** Contractor Link NC allows Contractors to electronically register free with the State to receive electronic notification of current procurement opportunities for goods and services available on the Electronic Vendor Portal System. Online registration and other purchasing information are available on the web site: <http://www.state.nc.us/pandc/>.
20. **RECIPROCAL PREFERENCE:** N.C.G.S. §143-59 establishes a reciprocal preference law to discourage other states from applying in-state preferences against North Carolina's resident offerors. The "Principal Place of Business" is defined as the principal place from which the trade or business of the offeror is directed or managed.
21. **ENTERPRISE-LEVEL IT SYSTEMS OR TECHNOLOGIES:** The University is committed to promote and integrate universal IT accessibility in the delivery of its resources and to develop innovative solutions to accessibility challenges for students, faculty and staff. Contractors shall:
- a. Assure all features, components and subsystems of the software or IT System contained on this RFP **fully comply** with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C.794d), (<http://www.section508.gov>);
- OR**
- Detail why any feature, component or sub-system contained in this RFP does not **fully comply** with Section 508, and the way in which the proposed product is out of compliance;
- b. If the Voluntary Product Accessibility Templates (VPAT) (<https://www.itic.org/policy/accessibility/vpat>) are used, they must include compliance checklists for:
    - 1. Technical Standards;
    - 2. Function and Performance Criteria; and
    - 3. Documentation and Support
  - c. The product offered in response to this RFP is subject to an accessibility evaluation by the University.

**NORTH CAROLINA STATE UNIVERSITY GENERAL CONTRACT TERMS AND CONDITIONS**  
**(Contractual and Consultant Services)**

1. **GOVERNING LAW:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
2. **SITUS:** The place of this contract, its situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
3. **INDEPENDENT CONTRACTOR:** The Contractor shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the University.
4. **KEY PERSONNEL:** The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the University's Contract Administrator. The individuals designated as key personnel for purposes of this contract are those specified in the Contractor's proposal.
5. **SUBCONTRACTING:** Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval of the University's Contract Administrator. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.
6. **INSPECTION AT CONTRACTOR'S SITE:** The University reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for the University's determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
7. **PERFORMANCE AND DEFAULT:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner the obligations under this agreement, the University shall thereupon have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of the University, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials.

Notwithstanding, the Contractor shall not be relieved of liability to the University for damages sustained by the University by virtue of any breach of this agreement, and the University may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the University from such breach can be determined.

In case of default by the Contractor, the University may procure the services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The University reserves the right to require a performance bond or other acceptable alternative guarantees from a successful offeror without expense to the University.

In addition, in the event of default by the Contractor under this contract, the State may immediately cease doing business with the Contractor, immediately terminate for cause all existing contracts the State has with the Contractor, and de-bar the Contractor from doing future business with the State.

Upon the Contractor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Contractor, the University may immediately terminate, for cause, this contract and all other existing contracts the Contractor has with the University.

8. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the contractor to notify, in writing, the issuing purchasing office at once, indicating the specific regulation which required such alterations. The University reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
9. **FORCE MAJEURE:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign action, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
10. **TERMINATION:** The University may terminate this agreement at any time by providing written notice to the contractor at least thirty (30) days before the effective date of the termination. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the University, become its property. If the contract is terminated by the University as provided herein, the Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitations. The Contractor may terminate at the beginning of any contract year, only by notification provided in writing to the University a minimum of four (4) months prior to the applicable contract year expiration.
11. **AVAILABILITY OF FUNDS:** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the University for the purpose set forth in this agreement. The university pays Net 30 days from receipt of a proper invoice.
12. **CONFIDENTIALITY:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the University.
13. **CARE OF PROPERTY:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the State for loss of damage of such property.
14. **COPYRIGHT:** No deliverable items produced in whole or in part under this agreement shall be the subject of an application for copyright by or on behalf of the Contractor. In addition, all inventions and the copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor's performance of this project shall vest in the University, and the Contractor agrees to assign all rights therein to the University. Contractor further agrees to provide University with any and all reasonable assistance which University may require to file patent applications, to obtain copyright registrations, or to perfect its title in any such inventions or works, including the execution of any documents submitted by the University.
15. **ASSIGNMENT:** No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing

purchasing authority, the University may:

1. Forward the contractor's payment check(s) directly to any person or entity designated by the Contractor, or
2. Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the University to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

16. **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
17. **AFFIRMATIVE ACTION:** The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
18. **SAFETY STANDARDS:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.
19. **INSURANCE:** During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:
  1. **Worker's Compensation** - The contractor shall provide and maintain Workers Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.
  2. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability).
  3. **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$1,000,000.00 bodily injury and property damage; \$1,000,000.00 uninsured/underinsured motorist; and \$1,000.00 medical payment.

Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North

Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

20. **ADVERTISING:** Contractor shall not use the existence of this contract or the name of the State of North Carolina or North Carolina State University as part of any advertising without prior written approval from the University.

21. **ENTIRE AGREEMENT:** This contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Request for Proposal, any addenda thereto, and the offeror's response are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

22. **AMENDMENTS:** This contract may be amended only by written amendment duly executed by authorized representatives of both the University and the Contractor.

23. **TAXES:** N.C.G.S. §143-59.1 bars the Secretary of Administration from entering into contracts with Contractors if it or its affiliates meet one of the conditions of N.C.G. S. §105-164.8(b) and refuse to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G. S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the Contractor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the bid document the Contractor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.

24. **GENERAL INDEMNITY:** The Contractor shall hold and save the University, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Contractor in the performance of this contract and that are attributable to the negligence or intentionally tortious acts of the Contractor provided that the Contractor is notified in writing within 30 days that the State has knowledge of such claims. The Contractor represents and warrants that it shall make no claim of any kind or nature against the University's agents who are involved in the delivery or processing of Contractor goods to the University. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.

25. **OUTSOURCING:** Any Contractor or subcontractor providing call or contact center services to the University or State of North Carolina shall disclose to inbound callers the location from which the call or contact center services are being provided.

If, after award of a contract, the Contractor wishes to outsource any portion of the work to a location outside the United States, prior written approval must be obtained from the University agent

responsible for the contract.

Contractor must give notice to the University of any relocation of the Contractor, employees of the Contractor, subcontractors of the Contractor, or other persons performing services under a state contract outside of the United States.

26. **PRICING:** All prices offered herein shall be firm against any increases. Requests by the Contractor for a cost increase relevant to any contract extension shall be submitted in writing one hundred and eighty (180) days prior to each contract renewal. The University reserves the option of accepting a Contractor's proposed cost increase or canceling the service and seeking proposals from other Contractors. Requests for cost increases will be indexed to the same percent as any change in the Consumer Price Index/All Urban Consumers for the previous twelve month period of the request. Invoices are paid Net 30 days from receipt of an accurate invoice.

27. **DEBARMENT CERTIFICATION:** Offeror certifies to the best of its knowledge and belief, that it nor any of its principals a) are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contract by any Federal agency; b) have not within a three year period preceding this award been convicted of or had a civil judgment rendered against them for: commission of a 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 this submission of offers; or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property; and c) are not presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of these offenses enumerated herein. The offer certifies that they have not, within a three year period preceding this offer, had one or more contracts terminated for default by any federal agency.

"Principles" for the purpose of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segments, and similar positions.)

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution. Certification of this provision is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the University, the University may terminate this agreement for default.

Offeror hereby certifies these conditions and does so by signing the execution page of this RFP document.

28. **PRIVACY:**

1. **Personal Identifiers:** If University provides the Contractor with personal identifiers as listed in N.C.G.S. §132-1.10 and in N.C.G.S. §14-133.20(b) or any other legally confidential information, Contractor hereby certifies that collection of this information from University is necessary for the performance of Contractor's duties and responsibilities on behalf of University under this Contract. Contractor further certifies that it shall maintain the confidential and exempt status of any social security number information, as required by N.C.G.S. §132-1.10(c) (1), and that it shall not re-disclose personally identifiable information

as directed by State and Federal laws. Failure to abide by legally applicable security measures and disclosure restrictions may result in the interruption, suspension and/or termination of the relationship with Contractor for a period of at least five (5) years from date of violation. If Contractor experiences a security breach, as defined in N.C.G.S. §75.61(14), relating to this information, in addition to the Contractor's responsibilities under the NC Identity Theft Protection Act, Contractor shall immediately notify University with the information listed in N.C.G.S. §75-65(d)(1-4) and shall fully cooperate with University. Contractor shall indemnify University for any breach of confidentiality or failure of its responsibilities to protect confidential information. Specifically, these costs may include, but are not limited to, the cost of notification of affected persons as a result of its unauthorized release of University data provided to Contractor pursuant to the Contract.

2. **Education Records:** If the University provides the Contractor with "personally identifiable information" from a student's education record as defined by FERPA, 34 CFR §99.3, Contractor hereby certifies that collection of this information from University is necessary for the performance of Contractor's duties and responsibilities on behalf of University under this Contract. In this instance, University considers Contractor a school official with a legitimate interest under FERPA. Contractor further certifies that it shall maintain the confidential status of education records in their custody, and that it shall not re-disclose personally identifiable information as directed by FERPA. Failure to abide by legally applicable security measures and disclosure restrictions may result in the interruption, suspension and/or termination of the relationship with Contractor for a period of at least five (5) years from date of violation. If Contractor experiences a security breach relating to this information or if Contractor re-discloses the information, Contractor shall immediately notify University. Contractor shall indemnify University for any breach of confidentiality or failure of its responsibilities to protect the personally identifiable information. Specifically, these costs may include, but are not limited to, the cost of notification of affected persons as a result of its unauthorized release of University data provided to Contractor pursuant to the Contract.

29. **AUDITS:** The State or University auditor, or the Joint Commission on Governmental Operations and legislative employees whose primary responsibility is to provide professional or administrative services to the Commission, may audit the records of Contractor during and after the term of this Agreement to verify accounts and data affecting fees or performance in accordance with North Carolina General Statutes §143-49(9) and §147-64.7 and Session Law 2023-134.
30. **PRESERVATION OF RECORDS:** If the University provides any data to Contractor pursuant to this Agreement then Contractor shall preserve and maintain the data for a period of three (3) years or as indicated in a litigation hold letter issued by University, to fulfill the University's obligations under the North Carolina Public Records Act and under the Federal and North Carolina Rules of Civil Procedure. Contractor shall immediately preserve and maintain data (and any generated email correspondence) upon the University's request or upon notice of litigation or audit and further Contractor shall make available all Data University may specify with the time limits required.
31. **CONTRACTOR EMPLOYEE BACKGROUND CHECKS:** The Contractor shall, at no additional cost to the University, secure appropriate background checks on all employees, independent contractors, or subcontractor employees to be assigned to any resulting contract. These background checks shall include, at a minimum, the following checks with consideration for current, past, alias and maiden names:
  - Nationwide Federal Criminal search
  - National Sex Offender Registry search
  - North Carolina Statewide Criminal search
  - Criminal searches in all counties of residence outside the state of North

Carolina in the past seven (7) years, except in cases when the individual has resided in the New York boroughs of Kings, Queens, New York, Nassau, Richmond, or Bronx, in which case a New York Statewide Criminal Search is required

- Skip Trace, Residency history, or other Social Security Number-based search (to ensure validity and correct matching)

The Contractor shall align its hiring decisions to support the University's ongoing effort to maintain a safe, drug-free environment for students, faculty, staff and visitors.

These background checks shall be maintained by the Contractor and are subject to audit by appropriate University or state officials at any time during and for five (5) years after the contract end date. The University may withhold consent of any of Contractor's personnel to be placed on a University assignment at its sole discretion. The Contractor shall immediately (same day as notification) remove any employee or representative from University property if deemed by the University to be unfit for any reason.