



STATE OF NORTH CAROLINA

Fayetteville State University

**Request for Proposal #: 58-RFP250006- Homecoming Technical Production
Support**

Date of Issue: August 19, 2024

Proposal Opening Date:

September 12, 2024 At 11:30 AM ET

Direct all inquiries concerning this RFP to:

Victoria McAllister

Purchasing Manager

Email: purchasing@uncfsu.edu

Phone: 910-672-1082



STATE OF NORTH CAROLINA

Request for Proposal

58-RFP250006

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA Fayetteville State University

Refer <u>ALL</u> Inquiries regarding this RFP to: Victoria McAllister Purchasing Manager <u>purchasing@uncfsu.edu</u>	Request for Proposal #: 58-RFP250006
	Proposals will be publicly opened: September 12, 2024 At 11:30 AM ET via Microsoft Teams Link. See Details in Section 2.4 RFP Schedule.
Using Agency: Fayetteville State University	Commodity No. and Description: 80141607- Events Management
Requisition No.: N/A	

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its 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
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, 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 Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:

Proposal Number: 58-RFP250006

Vendor: _____

VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:
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VALIDITY PERIOD

Offer shall be valid for at least sixty 60 days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of Fayetteville State University)

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1.0 PURPOSE AND BACKGROUND

On behalf of the Division of Student Affairs, the Purchasing Department wishes to solicit bids for technical production support for Fayetteville State University's Homecoming Week festivities. These events will take place during the week of October 20th - October 27th at Fayetteville State University campus located at 1200 Murchison Rd. Fayetteville, NC 28301.

The intent of this solicitation is to award an Agency Specific Contract.

1.1 CONTRACT TERM

The Contract shall expire after completion and acceptance of all requirements within the scope of work.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement does not apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.

2.4 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	State	August 19, 2024
Hold Site Visit	State	August 29, 2024 at 10:30 A.M. E.T.
Submit Written Questions	Vendor	September 4, 2024 by 5:00 P.M. E.T
Provide Response to Questions	State	September 6, 2024 by 5:00 P.M. E.T
Submit Proposals	Vendor	September 12, 2024 by 11:00 A.M. E.T
Virtual Public Bid Opening	State	September 12, 2024 by 11:30 A.M. E.T
Contract Award	State	TBD

2.5 SITE VISIT or PRE-PROPOSAL CONFERENCE

Urged and Cautioned Site Visit

Date: 08/29/2024
 Time: 10:30 AM Eastern Time
 Location: Fayetteville State University
 Rudolphe Jones Student Center (Rm. 238)
 1200 Murchison Rd.
 Fayetteville, NC 28301
 Contact #: 910-672-1082

Instructions: Vendor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. A non-mandatory site visit is scheduled for this RFP. Submission of a proposal shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this RFP.

Vendor is cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP and any resulting contract.

2.6 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to purchasing@uncfsu.edu by the date and time specified above. Vendors should enter "**RFP # 58-RFP250006: Questions**" as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to the *electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.7 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

Proposals must be submitted electronically at: <https://uncfsu.bonfirehub.com/portal/?tab=openOpportunities>

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s). Vendors are strongly encouraged to allow sufficient time to upload proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.8 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's proposal, in the State's sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor's Proposal addressing all Specifications of this RFP. *[Indicate relative section references as a guide to responding to sections requiring additional responses outside of the solicitation document. If not required, delete.]*
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.9 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal #____ [for 'name of Vendor']". Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to multiple Vendors the State reserves the right to make separate awards to different Vendors for one or more-line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See the Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct a One-Step evaluation of Proposals:

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award.. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State's eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 EVALUATION CRITERIA

BEST VALUE: "Best Value" procurement methods are authorized by N.C.G.S. §§143-135.9 and 143B-1350(h). The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance. The intent of "Best Value" procurement is to enable Vendors to offer and the Agency to select the most appropriate solution to meet the business objectives defined in the solicitation and to keep all parties focused on the desired outcome of a procurement.

A ranking method of source selection will be utilized in this procurement using evaluation criteria listed in order of importance in the Evaluation Criteria section below to allow the State to award this RFP to the Vendor(s) providing the Best Value and recognizing that Best Value may result in award other than the lowest price or highest technically qualified offer. By using this method, the overall ranking may be adjusted up or down when considered with, or traded-off against, other non-price factors.

EVALUTION METHOD: Narrative and by consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State.

All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:

1. Vendor Technical Approach
 - Vendor's proposed equipment listing and staff experience.
2. Vendor Qualifications
 - Vendor's display of prior event production results
 - Vendor's display of industry related certifications
3. Vendor Experience
 - Vendor's experience within similar projects of scope and size.
 - Vendor's references- Five references, three of which vendor has provided like type service and support in terms of scale, equipment sought, and personnel/technicians needed.

4. Pricing

- Vendor's total cost to provide the services and equipment listed within the scope of work.

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Proposal Questions Section above.

4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.2 INVOICES

Vendor shall invoice the Purchasing Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Purchasing Agency with an invoice for each order. Invoices shall include detailed information to allow Purchasing Agency to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.4 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.6 REFERENCES

Vendor shall provide at least five (5) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. Please use multiple sheets as necessary. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

4.7 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

4.8 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.9 VENDOR'S REPRESENTATIONS

If Vendor's Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☒ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☐ Contract value in excess of \$1,000,000.00

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

The purpose of this request is to solicit competitive bids for technical production and support of Fayetteville State University Homecoming 2024 events taking place in multiple locations as outlined within section 5.2 Specifications & Scope of Work. No sub-contracting, nor substitution of solicited support without prior approval of FSU contract administrator, resulting from this solution. Any planned, or anticipated, sub-contracting or substitution must clearly be identified in the vendor bid proposal and must be labeled/titled with the appropriate header "Sub-Contracting" or "Substitution", to include the appropriate details of said. The awarded vendor(s) shall be required to attend a post award project review meeting on Thursday, October 10, 2024 from 2:00 p.m. to 4:00 p.m, in room 238 of the Rudolph Jones Student Center.

5.2 SPECIFICATIONS

The specific items and any specifications that the Purchasing Agency is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

Item #	Specifications
1	<p><u>Homecoming 2024 Technical Needs for Center Stage (Taylor Social Science Bld Parking Lot "L")</u></p> <p>Listed below are the technical requirements for Fayetteville State University 2024 Homecoming "Center Stage" festival. Bids submitted in response to this solicitation should be all inclusive of all labor, materials, fees, incidentals and etc., necessary for the full delivery of solicited services and equipment rental. The University will not be able to lend nor provide any equipment (i.e., forklift, pallet jack, genie lift, platforms or risers) for the installation or striking of said technical production items. The contractor is responsible for</p>

providing all the support equipment needed to install and strike production equipment. Riggers must be licensed to do so and have all the proper equipment and supplies to do so.

Bidders are hereby put on notice that the facilities listed as homecoming activities and/or events sites are public facilities, opened to the public the majority of the day, and advised to take precautionary measures to secure their equipment that might be pilferage, stolen, tampered with or damaged. Such precautionary measures may require certain equipment items to be taken down daily after each event, placed in a secured container, locked and possibly removed from the premises. All precautionary measures taken by the bidder should be coordinated with the University contract administrator but are at the sole expense of the contractor/vendor.

Be advised that all vehicles parked on Fayetteville State University campus must have an FSU parking decal. Contractors, subcontractors and their employees must obtain a temporary FSU parking decal from Campus Police before they will be permitted to park on-campus.

Contractor will be permitted to park one production truck/vehicle in the immediate area of the Center Stage but all other vehicles (to include contractor stagehands, technicians and etc) must park in the closest available visitor parking area and have a Fayetteville State University.

Friday, October 25, 2024

Load-In Center Stage

Taylor Social Science Building Parking Lot (L)

8:00 am – 2:00 pm (This parking lot will be closed until 4:00 pm Sunday October 26, 2024, and is only temporarily accessible during the specified specific time to allow for Center Stage delivery/setup, event presentation and loadout)

1. 9.5'X6.3' minimum LED video wall with video input switch capable of accommodating three input sources
2. Mobile outdoor stage with overhead canopy strong enough to support the weight of the video wall. Video wall is to be hung from the overhead canopy. The overhead canopy must be capable of rising to a height of at least 14 ft above ground level.
3. Mobile outdoor stage must be at least 12ft wide x 12ft long/deep and at least 3.5 ft off the ground. Must have at least one set of steps, attached to the mobile stage deck with handrails.

Must also have lights underneath the canopy with sufficient brightness for on-stage personalities to be seen by the audience and personalities can read their scripts. e.g., MC to read script and DJ to read playlist on computer/labels on records.

4. Outdoor professional sound system, capable of producing clean sound for an audience of 5,000+ people, in an area of about ½ of an acre. Sound system must have a direct input for the house DJ onstage and three wireless microphones.
5. Two tri-LED light trees for lighting personalities onstage. Light trees must be on controller (giving operator the capacity to change the lights color and brightness)
6. Hush/quiet generator/battery power supply sufficient to power LED wall, the professional sound system, light trees, and canopy lights for at least six (6) hours.

Saturday, October 26, 2024

Center Stage

3:00 pm – 9:00 pm

	<ol style="list-style-type: none"> 1. Use of all equipment rented in association of the Center Stage 2. One audio/sound technician 3. One LED wall/light three technician 4. Stagehand with proper credentials to operate generator and provide general labor. <p><u>Sunday, October 27, 2024</u></p> <p><u>Loadout</u></p> <p><u>Center Stage</u></p> <p>Must be completed no later than 4:00 pm on Sunday, October 22, 2023</p>
2	<p><u>Homecoming 2024 Technical Needs for Events Taking Place in Capel Arena</u></p> <p>Listed below are the technical requirements for the Student Activities Council and the Office of Student Engagements, 2024 Homecoming activities and event production needs in Capel Arena. Bids are being solicited for the technical production specified herein this document, inclusive of all labor, associated equipment needed in association with said and etc. The University will not lend, nor provide, any of it's' equipment or labor for the installation, operating nor striking of vendor provided (for example forklift, a pallet jack, genie lift nor equipment operator).</p> <p>The bids should be broken out into production type components, as follows:</p> <ol style="list-style-type: none"> 1. Staging: Rental for the entire time period, to include load in and out 2. Audio: Rental for the entire time period, to include load in and loads out and staffing for all rehearsals and performances and any additional labor or expense associated with sound (to include FOH mix and monitors, support for house band, onstage entertainment and performance) 3. Lighting: Rental of lights (LEDs preferred but par cans acceptable, spotlights, light truss and associated equipment, load in and load out, light technician labor and spotlight operator labor and any additional labor or expense. LED USE IS PREFERRED WHERE LOGISTICALLY POSSIBLE AND FININCIALY PRUDENT 4. Intelligent light: Rental for the entire time period, to include load in and out, technical personal support and programming and, any additional labor or expense 5. Two video screen (to include projectors and three input video switcher): Rental for Wednesday through Friday, October 21- 25, 2024, to include load in, load out, technical personal operational support and any additional labor or expense 6. Miscellaneous expenses: Any additional expenses not included in the above-mentioned category. Please provide a detailed explanation and an all-inclusive total expense. <p>It is the responsibility of the contractor to provide any and all labor and equipment need to load, setup, operate and strike the below listed equipment. The cost to coordinate and execute these actions should be incorporated into vendors bid.</p> <p><u>Monday, October 21, 2024 – Tuesday, October 22, 2024</u></p> <p>Load-In Can Commence, and Resume, As Follows:</p> <p>Monday, October 21, 2024: 11:00 am till 9:00 pm</p>

Tuesday, October 22, 2024: 9:00 am till 4:00 pm

Load in Audio, Lights and Staging

Capel Arena (Load in must be completed by 4:00 pm on Tuesday October 22, 2024)

Lighting: (LED LIGHTING IS PREFERRED) Should be two (2) double hung LED truss (equivalent to 120k) upstage and downstage and flown and focus. Two (2) 1 k spotlights with operators (spotlight operators should attend rehearsal as noted on scheduled). To include all hoists, pulleys, chains, ropes, anchors, lifts and etc, required for proper installation and positioning of lighting systems and truss.

Backdrop: Large black curtain extending from gym floor to above 2nd level windows top (At least 50 feet wide X 50 feet high). To include all hoist, pulleys, chains, ropes, anchors, lifts and etc, required for proper installation and positioning of backdrop.

Audio: Concert series sound system (JBL, or equivalent, EAW 650 or EV Manifold boxes for FOH. A minimum of three (3) top boxes, double 15" X 2", and three subs, double 18", per side is required. Audio should be stacked evenly left and right of stage.

1. Two (2) dedicated cord microphone for master and mistress of ceremony (to include an elbow microphone stand and appropriate microphone holding retaining/holding clips for each microphone)

2. One (1) dedicated cord microphone for introduction of candidates (to include an elbow microphone stand and appropriate microphone retaining/holding clips for each microphone)

3. Three (3) dedicated cord microphone for orchestra pit singers (to include an elbow microphone stand and appropriate microphone retaining/holding clips for each microphone)

4. Two (2) cordless headset microphone (to include an elbow microphone stand and appropriate microphone holding clip for each microphone)

5. Two (2) lavalier microphones

6. Two (2) cordless microphones

7. Two (2) body microphones

8. Three (3) side fill monitors and three (3) wedge monitors for on stage

9. A 24-channel FOH console with two (2) monitors mixes is required

10. One (1) working CD players

11. Input for small pit band consisting on

- a. Full drums set
- b. 2 Keyboard
- c. Bass Guitar
- d. Guitar
- e. Alto saxophone
- f. Bass saxophone
- g. Trumpet

	<p>h. 3 vocalist</p> <p>i. Four wedge monitors for house pit band</p> <p>12. Two (2) Direct connect box for various DJs</p> <p>a. One for house DJ, near front of house mix station</p> <p>b. One (1) off stage left, near front leading edge of stage</p> <p>13. To include all hoist, pulleys, chains, ropes, anchors, lifts and etc, required for proper installation and positioning of backdrop.</p> <p>14. Input source/method for MP3 music on a flash drive</p> <p>Stage: Size should be 40 feet wide X 40 feet deep X 3.5 feet high with three (3) set of steps (two on talent side entrance of stage and one on opposite side). Stage should be level and even with no excess gap between decks. All audience exposed sides of the stage should be nicely draped in black skirting and deck surface freshly painted with gray nonslip paint and the perimeter edges and colors outline with a safety line.</p> <p>The stage should also be sufficiently braced at the corners, sides and intermittently elsewhere to support up to 20 plus adult size individuals jumping and performing acrobatics on the stage simultaneously.</p> <p>The technical company shall inspect the stage daily, at least two hours before the venue opens to the general public for admittance, and make sure it exceeds the minimum safety standards to accommodate the event. Any discrepancies found should be corrected to include tightening screws and/or fasteners, adjusting and/or straightening uneven or unstable decks, legs, deck frames, bracings and cross bracings and etc...</p> <p>Runway: An 8' wide X 24' long runway should be erected for Coronation and Coronation Rehearsals Tuesday - Thursday October 22-24, 2024. Runway should be immediately torn down at the conclusion of the Coronation on Thursday, October 24, 2024. Runway should be draped on all exposed sides in same black material as the stage.</p> <p><u>Tuesday October 22, 2024</u></p> <p>Load in Audio, Lights an Staging Continued as Needed</p> <p>Capel Arena (Load in must be completed by 4:00 pm today, Tuesday October 22, 2024)</p> <p>Runway (Continued): All stage decking should be made out of wood, with the wooden finish side serving as the stage floor side. It is understood that the University will be affixing props and sets to the stage flooring utilizing nails, screws and staples and that, the University will not be penalized, charged or fined any additional expenses for affixing said props and sets to the stage utilizing these methods.</p> <p>All stage and runway decking should be gray (freshly painted, not faded or worn) in color!</p> <p><u>Tuesday October 22, 2024</u></p> <p>Homecoming Coronation Rehearsal</p> <p>Capel Arena</p> <p>Start Time: 4:00 pm</p> <p>Estimated End Time: 8:00 pm</p> <p>1. Two audio techs, one to operate FOH audio system and the other to work with house band</p>
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2. Light tech to operate light truss

Wednesday October 23, 2024**Homecoming Coronation Rehearsal****Capel Arena****Start Time:** 4:00 pm**Estimated End Time:** 10:00 pm

1. Two audio techs, one to operate FOH audio system and the other to work with house band
2. Light tech to operate light truss
3. Light Tech
4. Two (2) Spot Light Operators

Thursday, October 24, 2024**Coronation****Capel Arena****Tech/Production Crew Call** 4:00 pm**On Stage Participant Call** 5:00 pm**Doors Open to Public** 7:00 pm**Show Start:** 8:00 pm**Estimated End Time:** 1:00 am

1. Runway: A runway 8 feet X 24 feet long should be added to the front center leading edge (facing the audience) of the stage. The runway should be nicely draped in black skirting
2. Use of the entire sound system rented
3. Two audio tech (one for front of house and the other for monitors and house band support)
4. Light Tech
5. Two (2) Spot Light Operators
6. Two 2' elevated (2) Fast Fold Truss Deluxe rear projection video screens (with a minimum viewing area of 9' X 12') , two (2) color video projectors and all the associated cords (video projectors input cords should be long enough to run from projectors to the front of house mix station approximately 150 feet or more, away). All open exposed areas of video screen support should be nicely draped with black drapery material.
7. Front of house DI's (Direct Inputs) for house DJ
8. Inputs and microphone for small combo band (Band will bring their on instruments):
 - i. Full drums set
 - j. 2 Keyboard
 - k. Bass Guitar
 - l. Guitar
 - m. Alto saxophone
 - n. Bass saxophone
 - o. Trumpet
 - p. 6 vocalist

All technicians must be dressed in black trouser and black shirts the day of Coronation.

NO TECHNICIANS UNDER 18 YEARS OF AGE. TECHNICIANS WILL NOT BE ALLOWED GUEST!

**** IMPORTANT NOTE: THE RUNWAY EXTENDING OFF OF THE LEADING EDGE OF THE STAGE SHOULD BE IMMEDIATELY TAKEN DOWN AND REMOVED AT THE CONCLUSION OF CORONATION.

*Thursday, October 23, 2024/Friday, October 24, 2024

(Thursday night/Saturday morning)

Steppers Rehearsal

12:00 midnight to 7:00 am

***No technical lights and sounds support is needed with the exception of use of the stage.

****We would also like for the stage to be checked for any discrepancies before

Friday, October 24, 2024

Homecoming Stepshow

Capel Arena

Curtain Call: 6:00 pm

Show Start: 8:00 pm

Estimated End Time 11:30 pm

1. Two Audio Techs

a. FOH

b. Monitors and microphones behind stage

2. Light Tech

3. Light truss (front, back and intelligent) must have and be programmed to project the following light combinations:

a. Pink and Green

b. Black and Gold

c. Purple and Gold

d. Blue and White

e. Red and White

4. Two (2) Spot Light Operators with spot lights

5. Use of the entire rented sound system

6. Two 2' elevated (2) Fast Fold Truss Deluxe rear projection video screens (with a minimum viewing area of 9' X 12') , two (2) color video projectors

and all associated cords (video projectors input cords should be long enough to run from projectors to the front of house mix station approximately 150 feet or more, away). All open exposed areas of video screen support should be nicely draped with black drapery material

7. Sufficiently mic stage underneath and the sides to pickup and amplify steppers steps and stomps and canes taps throughout the venue.

All technicians must be dressed in black trousers and black shirts. No Halloween mask, makeup, disguise and/or attire.

NO TECHNICIANS UNDER 18 YEARS OF AGE. TECHNICIANS WILL NOT BE ALLOWED GUEST!

	<p>No swapping out of personnel (technicians working lights and sounds for the sound check should be the same personnel working the concert)</p> <p>CONTRACTOR WILL HAVE TO MOVE PRODUCTION VEHICLES AND CARS (COMPANY AND COMPANY EMPLOYEES AND/OR SUBCONTRACTORS) TO THE UNIVERSITY REMOTE PARKING LOT. THERE IS TO BE NO OVERNIGHT PARKING IN THE VENUE PARKING LOT OR LOADING DOCK THIS EVENING.</p> <p><u>Friday October 24, 2024</u></p> <p>Coronation and Stepshow Loadout can commence within the restricted timeframe</p> <p>Capel Arena</p> <p>11:30 pm on October 24, 2024, to 3:00 am on Saturday October 25, 2024</p> <p>**** After 3:00 am on Saturday October 25, 2024, contractor vehicles, to include employees, must be removed from Capel Arena parking lots and parked offsite/off campus at contractor expense and discretion .</p> <p><u>Saturday, October 25, 2024</u></p> <p>Possible Continuation of Coronation and Stepshow Loadout If Needed But According to the following parameters.</p> <p>Capel Arena</p> <p>7:00 pm – 11:00 pm</p> <p><u>Sunday, October 26, 2024</u></p> <p>Striking of all contracted lights, sound and staging equipment must be completed prior to 4:00 pm on this day/date. This includes equipment used to unload and load equipment and contractor and employees' vehicles removed from the parking lot.</p>
3	<p><u>Homecoming 2024 technical production and support for Student Center Amp Friday taking place at Fayetteville State University Student Center Amphitheater</u></p> <p><u>Friday October 25, 2024</u></p> <p>Amp Friday/YardFest</p> <p>Load-In and Talent Sound Check</p> <p>Student Center Amphitheater</p> <p>6:00 am – 10:00 am (Load-In)</p> <p>10:30 am (Talent Sound Check, approximately 30 minutes)</p> <ol style="list-style-type: none"> 1. Professional outdoor sound system for house DJ to play through via a direct input and an emerging artist performance 2. Five wireless handheld microphones for MCs and entertainers 3. Sound mixing board on side of stage for talent to set levels 4. 20'X20' outdoor stage 2.5' high with steps on both sides of stage 5. Three stage monitors on the front edge of the stage 6. Two side fills, one on each side of the stage

	<p><u>Friday October 25, 2024</u></p> <p>Amp Friday/YardFest</p> <p>Student Center Ampletheater</p> <p>12:00 pm – 4:00 pm</p> <ol style="list-style-type: none"> Two audio technicians (one for front of house and the other for monitor mix and microphones) Items loaded in for production <p><u>Friday October 25, 2024</u></p> <p>Amp Friday/YardFest</p> <p>(Load Out)</p> <p>Student Center Ampletheater</p> <p>4:00 pm – 8:00 pm</p>
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5.3 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.4 TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues (define roles and responsibilities).

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.3 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.8 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.9 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be through the contract administrator.

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this RFP using the table below:

Line Item	Line Item Description	Total Line Cost (If you do not wish to bid on a particular line, please enter "No Bid")
1	Homecoming 2024 Technical Needs for Center Stage (Taylor Social Science Bld Parking Lot "L")	
2	Homecoming 2024 Technical Needs for Events Taking Place in Capel Arena	
3	Homecoming 2024 technical production and support for Student Center Amp Friday taking place at Fayetteville State University Student Center Amphitheater	

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

<https://ncadmin.nc.gov/media/15503/open>

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-location-workers-09-2021/download>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

ATTACHMENT H: ACKNOWLEDGMENT OF COVID-19 VACCINATION AND TESTING POLICY

Complete, sign, and return the ACKNOWLEDGMENT OF COVID-19 VACCINATION AND TESTING POLICY associated with this RFP is a separate document that can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Vendor-Price-Matching-Opportunity_09.2021.pdf

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

The Certification for Contracts, Grants, Loans, and Cooperative Agreements and the OMB Standard Form LLL are separate documents that can be found at the following link:

<https://ncadmin.nc.gov/documents/vendor-forms>

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****