REQUEST FOR PROPOSAL 701-CM
FOR SIGN LANGUAGE INTERPRETING SERVICES, CAPTIONING SERVICES, CART SERVICES, AND TYPEWELL

RELEASE DATE: MONDAY, JUNE 19TH, 2017
LAST DAY FOR QUESTIONS: WEDNESDAY, JUNE 28TH, 2017
LAST DAY FOR ADDENDA: WEDNESDAY, JULY 5TH, 2017
OPENING DATE, TIME and LOCATION: WEDNESDAY, JULY 12TH, 2017 at 3:00 p.m.

SUBMITTAL LOCATION: University of Nevada, Las Vegas
4505 Maryland Parkway
Campus Services Building, Room 235
Las Vegas, NV  89154-1033

Sealed proposals, one (1) original and (1) electronic copies on CD or flash drive, and only one (1) Pricing Response Form (defined below) is required, subject to the terms, conditions, and scope of services herein stipulated and/or described herein, will be publicly opened as stated above ("Proposal(s)"). All Proposals must be received on or before this date and time to be considered. Proposals may be mailed or hand delivered to the address above. Please go to http://maps.unlv.edu/ to view a map of UNLV campus.

If you should have any questions regarding this Request for Proposal, fax or e-mail your questions directly to the Purchasing Representative:

CHELSEA MEGGERSON, PURCHASING ANALYST
CHELSEA.MEGGERSON@UNLV.EDU
Phone: (702)895-5508
Fax: (702) 895-3859

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SECTION A
INTRODUCTION

1. PURPOSE OF REQUEST
UNLV invites interested parties to submit a Proposal to provide sign language interpreting services, CART, TypeWell and captioning Services. A further description of each of these areas is provided in Section D Scope of Work/Specifications. Companies responding to this RFP may submit a response for one, all, or a combination of these services.

2. UNIVERSITY OF NEVADA, LAS VEGAS
UNLV is located in the city of Las Vegas and is emerging as a premier urban university. UNLV currently has over 220 undergraduate, masters, and doctoral degree granting programs and serves approximately 28,000 students. Additionally, there are approximately 3,000 faculty and staff. The University’s 340-acre campus is located in the southeast part of the City, near the McCarran International Airport and the Las Vegas Strip.

3. TERMINOLOGY
RFP The term “RFP” as used throughout this document will mean Request for Proposal.
PROPOSER “Proposer(s)” as used throughout this RFP document will mean the respondent(s) to this Request for Proposal or you, as applicable.
CONTRACTOR Successful Proposer(s)
CONTRACT DOCUMENTS The Request for Proposal documents, Proposer’s Proposal and any mutually agreed upon written modifications
CONTRACT “Contract” is the final agreement with the Contractor.
DIRECTOR The term “Director” as used throughout this document will mean the University of Nevada, Las Vegas Director of Purchasing and Contracts.
REQUEST Request for Proposal, RFP
RFP RESPONSE FORM Proposer form submitted in Section F by an authorized representative for the Company named on said form, acknowledging that he/she/it has examined this RFP including any related
UNLV RFP 701-CM

documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein and at the prices (or royalty rates/Royalty Fee payments, as applicable) stated.

PRICING RESPONSE FORM
Proposer form submitted in Section E defining any pricing and/or any applicable royalty fees.

GENERAL TERMS AND CONDITIONS
By submitting a Proposal, you and all respondents (as applicable), acknowledge and agree with the terms and conditions upon which the Proposals will be evaluated, and the Contract awarded as set forth in Section C.

MINIMUM CONTRACT TERMS
Included in this RFP are certain standard minimum Contract terms and conditions which shall be included in the final and more extensive Contract with the Contractor. All UNLV Contracts are subject to existing Contracts (and any replacement Contracts thereof).

UNLV
University of Nevada, Las Vegas

NSHE
The Nevada System of Higher Education. NSHE is Nevada’s public higher education system. It is comprised of four community colleges, one state college, two universities and one research institute.

BOARD OF REGENTS
The elective body that has been vested by the Constitution of the State of Nevada to have exclusive control and administration of NSHE. The Board of Regents is the contracting party for any NSHE Contract. The Board of Regents acts on behalf of UNLV.

COMPANY(IES)
“Company” means the legal entity of the applicable Proposer, whether a sole proprietorship, corporation, LLC, partnership, or other legal entity, and any person(s) acting on behalf of such entity.

AFFILIATE(S)
“Affiliate” means an entity that controls, is controlled by, or is under common control with the Company.
SECTION B
SUBMISSION INSTRUCTIONS

UNLV invites the submission of Proposals on the material and/or services specified within this RFP. Please read carefully all instructions, introduction, general terms and conditions, Purchase Order terms and conditions, scope of work and/or specifications, Pricing or Royalty Fee Response Form, RFP Response Form, sample insurance form, and Minimum Contract Terms, if applicable. Failure to comply with the instructions, terms and conditions, scope of work and/or specifications, of this RFP may result in your Proposal being declared non-responsive.

1. PREPARATION AND SUBMISSION

a) The Proposer is expected to examine the entire RFP including any attachments. Failure to do so will be at the Proposer’s risk.

b) If it becomes necessary to revise any part of this RFP, a written addendum will be provided to all Proposers. UNLV is not bound by any oral representations, clarifications, or changes made in the written specifications by UNLV employees, unless such clarification or change is provided to Proposers in written addendum form from the Purchasing Department. All addenda must be acknowledged on the RFP Response Form. Proposal may be considered non-responsive in the event Addenda are not acknowledged.

c) The Proposal submitted should not exceed 50 pages. Other attachments may be included with no guarantee of review.

d) All Proposals shall be typed in a font no smaller than 10 points on 8½” x 11” paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested.

e) If applicable, prices are to be submitted on the Pricing or Royalty Response Form provided or true copies thereof and must be manually signed by pen. If any erasures or changes appear on the form, each such correction must be initialed by the person signing the Proposal. Proposers shall include with their forms the necessary documents or attachments as required in this RFP document. All figures must be written in ink or typewritten. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

f) Proposals along with all required documents as described in this RFP must be sealed and submitted in an envelope with the response form and MUST indicate the name of the Proposer, RFP number, title as listed on the first page of the RFP, and date and time of opening on the outside of the envelope. Telegraph, facsimile, email or telephone Proposals will not be considered. Pricing MUST be submitted in a separate sealed envelope.

g) The Proposer should submit the required number of responses as indicated on the first page of this RFP. The name of the Proposer’s Company shall be indicated on the spine and/or cover of each binder submitted.
h) No responsibility will attach to UNLV or any official, regent, or employee thereof, for the pre-opening of, post-opening of, or the failure to open, a Proposal that is not properly addressed and identified.

i) Alterations, modifications or variations may not be considered unless authorized by this RFP or by an addendum.

j) When not otherwise specified, Proposer must definitely state time of proposed delivery. Days must be calculated in consecutive calendar days.

k) All equipment or supplies shall be new, and of the manufacturer’s current model unless specified herein.

l) Proposers shall take no advantage of any apparent error or omission in the RFP. In the event a Proposer discover such an error or omission, lack of clarity, or other irregularity, such Proposer shall immediately notify the Purchasing Department. The Purchasing Department will then make corrections and interpretations as may be deemed necessary for fulfilling the intent of the RFP.

Any clarification of instructions, terms and conditions, insurance or offer preparation shall be made only by the official Purchasing Representative. Verbal clarifications will not be binding. Written clarifications will be by addenda and posted on the UNLV Website: http://go.unlv.edu/purchasing/solicitations and/or faxed to all prospective Proposers who received a copy of the RFP. Proposers who have registered with the Purchasing Department may be notified via fax as well.

m) Altering any of this RFP may render the Proposal null and void.

n) Companies submitting a Proposal in response to this RFP are certifying that it has had no contact with an employee or member NSHE/UNLV in any manner which would give that Company submitting such a Proposal, any advantage over any other Company submitting one. Employees and members of NSHE/UNLV shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public. A violation of the above shall be just cause for rejection of that particular Proposal without further consideration.

o) Proposers should direct any questions regarding the RFP to the designated contact(s) from the Purchasing Department. Proposers shall not contact other UNLV employees regarding this RFP. Any such contact may result in rejection of the Proposal.

p) All Proposers, by signing the RFP Response Form, certify that they agree to the terms and conditions set forth in this RFP and attached Minimum Contract Terms (including all insurance requirements), unless otherwise stated. Please note that an award is not final until there is a fully negotiated signed Contract.

q) All Proposers, by signing the RFP Response Form, certify that they are an Equal Opportunity/Affirmative Action Employer, unless otherwise stated.
r) Proposals, attachments and **RFP Response Form** shall be enclosed in sealed envelopes and submitted as instructed on page one of this RFP document.

s) UNLV accepts no responsibility or liability for any costs incurred by a responding Company/Proposer prior to the execution of the Contract.

t) UNLV reserves the right to Contract for less than all of the services identified herein.

u) **Proposals are not to contain confidential/proprietary information.** UNLV is subject to the Nevada Public Records Act. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any Proposal submitted that is marked "confidential" or "proprietary," or that contains materials so marked, may be returned to the Proposer and not be considered for award.

2. **EVALUATION OF PROPOSALS**

a) At the date and time stated in this RFP, all Proposals will be opened publicly and the name of the respondents/Proposers will be recorded. To maintain confidentiality of all responses, no other information will be revealed at the opening or during the evaluation process.

b) An evaluation committee shall evaluate Proposals based on the criteria listed below. UNLV reserves the right to create a "short list" of Companies to be interviewed. At the conclusion of the evaluation, the committee will recommend the Company(ies) for award.

c) A Contract will be awarded on the basis of which Proposal(s) UNLV deems best suited to fulfill the requirements of this RFP and meet UNLV’s needs. UNLV also reserves the right not to make an award if it is deemed that no single Proposal fully meets the requirements of this RFP and/or meets the needs of UNLV.

d) UNLV will be the sole judge as to the acceptability, for our purposes, of any and all Proposals.

e) Any letters of recommendation that are submitted with the Proposal, but not specifically requested, will not be evaluated.

f) Proposals will be evaluated based on responses Proposer provides in Tabs below. Proposer must only provide response to sections in Tab 2 for which they wish to propose services. All proposals should include Tab 1 and Tab 3. Sections of the Proposal must be labeled appropriately as follows:

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<thead>
<tr>
<th>Weighted Evaluation Criteria</th>
<th>Possible Points</th>
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<td>Tab 1. Company Overview and Summary</td>
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<tr>
<td>Tab 2. Experience and References/ Method of Performance</td>
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<td>Tab 3. Cost</td>
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<td><strong>Total Possible Points</strong></td>
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**Tab 1: Company Overview and Summary**
1. Provide a letter which addresses which sections your firm is proposing on and provides an overview of your proposal.
2. Provide a brief description of the company (e.g. past history, present status, future plans, services offered). Identify the length of time the company has been in business and an overview of services offered.
3. Describe the corporate structure. Will an Affiliate be providing services? List companies with which you have "partnership" arrangements.
4. Are there any anticipated mergers, acquisitions or divestitures of any portion of your business?
5. Identify the number of employees in your Company.
6. Within the past five (5) years has (i) a general assignment been made by Company or any Affiliate for the benefit of creditors; (ii) any action been taken or suffered by Company or an Affiliate under any insolvency or bankruptcy act; (iii) the Company or any Affiliate been placed voluntarily or involuntarily in any receivership; or (iv) has the Company or any Affiliate defaulted on any loan, or been otherwise unable to pay its debts.
7. Within the past five (5) years have there been any liens, claims, judgments, lawsuits or other litigation (including any copyright, patent or infringement actions) filed against the Company or any Affiliate related to the proposed services/software/products to be provided, and if so, explain the nature and status.
8. Within the past five (5) years, have the Company or any Affiliate had a contract related to the proposed services/products to be provided terminated on the basis of a breach or default. Termination for breach or default includes a notice to stop performance for failure to adequately perform. Provide the relevant details with respect to the termination(s) including the date or termination and the other parties' name, address, and telephone number.
9. Disclose any potential conflicts of interest, or appearance of conflict, which might arise if your Company was selected for this project. Such disclosure should include compensation which may be paid in either hard dollars or soft dollars by any source to your Company.
10. Disclose any conflicts of interest you or your Company may have with UNLV, NSHE, the Board of Regents, its personnel, or the State of Nevada Legislature.
11. Provide a statement of whether Proposer intends to use subcontractors, and if so, provide the names, mailing address, and phone numbers of the subcontractors and a description of the scope and portions of the work the subcontractors will perform.

Tab 2.1 CART Services

1. CART Services - Experience and References
   a) Describe the general experience and expertise your company has working with universities in providing these services
   b) Identify three customers for whom you have provided similar services
      i. Name, Address and URL of the organization
      ii. Dates services provided
      iii. Company/contact person (name, position, phone number, and email address)
      iv. General scope of services provided

2. CART Services- Method of Performance
a) Proposers are requested to provide information as to how they will provide the services. The Proposer should specifically address their ability to meet specifications and requirements listed for CART services that are included in Section D Scope of Work/Specifications, specifically volume of service restrictions.
b) Provide copies/proof of all required licenses and certifications held by Proposer that are necessary to perform the CART services.
c) Specify whether Proposer provides in-person or remote CART services or both. Specify how many on-site providers are in the Las Vegas area. Specify what percentage of service will be provided remotely.
d) Provide any additional information that is important to your proposal for CART services and describe any value added services that you offer.

Tab 2.2 Typewell Services
1. Typewell - Experience and References
   a) Describe the general experience and expertise your company has working with universities in providing these services
   b) Identify three customers for whom you have provided similar services
      i. Name, Address and URL of the organization
      ii. Dates services provided
      iii. Company/contact person (name, position, phone number, and email address)
      iv. General scope of services provided

2. Typewell - Method of Performance
   a) Proposers are requested to provide information as to how they will provide the services. The Proposer should specifically address their ability to meet the specifications and requirements listed for Typewell services that are included in Section D Scope of Work/Specifications.
   b) Provide copies/proof of all required licenses and certifications held by Proposer that are necessary to perform the Typewell services.
   c) Specify whether Proposer provides in-person or remote Typewell services or both. Specify how many on-site providers are in the Las Vegas area. Specify what percentage of service will be provided remotely.
   d) Provide any additional information that is important to your proposal for Typewell services and describe any value added services that you offer. Provide any limitations regarding volume.

Tab 2.3 Captioning
1. Captioning - Experience and References
   a) Describe the general experience and expertise your company has working with universities in providing these services
   b) Identify three customers for whom you have provided similar services
      i. Name, Address and URL of the organization
      ii. Dates services provided
      iii. Company/contact person (name, position, phone number, and email address)
iv. General scope of services provided

2. Captioning – Method of Performance
   a) Proposers are requested to provide information as to how they will provide the services. The Proposer should specifically address their ability to meet the specifications and requirements listed for captioning services that are included in Section D Scope of Work/Specifications.
   b) Provide copies/proof of all required licenses and certifications held by Proposer that are necessary to perform the captioning services.
   c) Provide any additional information that is important to your proposal for captioning and describe any value-added services that you offer.

**Tab 2.4 Sign Language Interpreting Services**

1. Sign Language Interpreting Services - Experience and References
   a) Describe the general experience and expertise your company has working with universities in providing these services
   b) Identify three customers for whom you have provided similar services
      v. Name, Address and URL of the organization
      vi. Dates services provided
      vii. Company/contact person (name, position, phone number, and email address)
      viii. General scope of services provided

2. Sign Language Interpreting Services - Method of Performance
   a) Proposers are requested to provide information as to how they will provide the services. The Proposer should specifically address their ability to meet each of the specifications listed for captioning services that are included in Section D Scope of Work/Specifications.
   b) Provide copies/proof of all required licenses and certifications held by the Proposer that are necessary to perform the captioning services.
   c) Discuss Proposer’s ability to provide the same interpreter or team of interpreters, at least 80% of the time, for ongoing assignments; i.e. a fifteen week course. Discuss Proposer’s procedures for providing substitute interpreters in situations where the assigned interpreter is unavailable.
   c) Provide any additional information that is important to your proposal for interpreting services and describe any other value added services that you offer.

**Tab 3 Cost:**
Complete Section E, Pricing Response Form.

Technical and Financial Proposals must be submitted in separate, sealed envelopes. Note: no cost information is to be included in the Proposer’s technical proposal. The Technical and Financial proposal envelopes should be submitted together in a single sealed package/envelope.
3. **LATE PROPOSALS**

Formal, advertised Request for Proposals indicate a time by which the Proposals must be received in the Purchasing Department. Any Proposals received after that date and time will be rejected and not be considered or will be returned unopened upon request by, and at the expense of the Proposer. Proposer is responsible for ensuring third party deliveries arrive at the time and place as indicated in this RFP document.

4. **PUBLIC OPENING OF RFP's**

At the date and time stated in this RFP, all Proposals will be opened publicly and the name of the respondents/Proposers will be recorded. To maintain confidentiality of all responses, no other information will be revealed at the opening or during the evaluation process. Proposers, their authorized agents and other interested parties are invited to be present.

5. **WITHDRAWAL OF PROPOSAL**

Any Proposer may request withdrawal of a posted, sealed RFP prior to the scheduled opening time provided the request for withdrawal is submitted to the Purchasing Department in writing, or presents themselves in person with proper identification to the Purchasing Department and verbally requests the Proposal be withdrawn and signs for its receipt.
SECTION C
GENERAL TERMS AND CONDITIONS

1. ACCEPTANCE PERIOD

The Proposer agrees to a minimum of 120 calendar day acceptance period from the date of public opening.

2. APPROPRIATIONS

The terms of any Contract issued are contingent upon sufficient appropriations and authorizations being made by UNLV for the performance of the Contract. If sufficient appropriations and authorizations are not made by UNLV, the Contract shall terminate, without penalty, upon written notice being given by UNLV to Proposer. UNLV’s decision as to whether sufficient appropriations are available shall be accepted by Proposer and shall be final.

3. AWARD OF CONTRACT

a) Award will be made to the most responsible and responsive Proposer(s). The basis of award will be determined by evaluation of items as listed in section titled "Evaluation of Proposals" and any other established purchasing methods that are applicable, which may include life cycle cost, quality, availability, conformance to specifications, financial capability and service, all in the best interests of the requesting department and UNLV.

b) UNLV reserves the right to award on a multi-year basis and, if in the best interest of UNLV, to award to multiple Contractors.

c) The initial term of the Contract will be one (1) year ("Initial Term" or "Term"). Upon mutual agreement of both parties, the Contract may be extended for an additional four (4) year renewal terms ("Renewal Term(s)" or "Term(s)").

d) The Proposer is solely responsible for the content of its Proposal and ensuring that it best meets the evaluation criteria set forth in this RFP. Previously published data in support of experience, financial or performance capability will be evaluated if such data reflects a current position and such data is submitted as a part of the response to this RFP.

e) UNLV reserves the right to reject any or all Proposals or any part(s) thereof and to waive informalities and minor irregularities in the Proposals received.

f) A formal, more extensive Contract will be signed by and between the successful Proposer(s)/Contractor(s) and UNLV to perform this service.

g) The terms and conditions contained in the attached Minimum Contract Terms or, in the sole discretion of UNLV, terms and conditions substantially similar to those contained in the Minimum Contract Terms, will be included in a more extensive and detailed Contract that results from this RFP. If Proposer takes exception to the Minimum Contract Terms (including the insurance requirements), or any general
terms or conditions set forth herein. Proposer must submit a specific list of the exceptions as part of its response to this RFP. Proposer’s exceptions will be reviewed by UNLV and may result in disqualification of Proposer’s offer as non-responsive to this RFP. If Proposer’s exceptions do not result in disqualification of Proposer’s response, then UNLV may consider Proposer’s exceptions when UNLV evaluates the Proposer’s response.

h) UNLV and its Purchasing Department reserve the right to enter into discussions with anyone, or all of the Proposers after Proposals have been initially reviewed by UNLV. Such discussions may be for clarification of Proposal content contained in a responsive Proposal and/or may result in request for a "Best and Final" offer from Proposer(s). Such responses shall be subject to all provisions, terms and conditions as set forth in the RFP, unless otherwise modified.

i) Any governmental, state, or public entity within the State of Nevada may utilize this RFP at their option to obtain goods or services at the agreed upon price(s) throughout the term of the resulting Contract with the authorization of the successful Proposer(s). UNLV is not liable for the obligations of the governmental entity which joins or uses the resulting Contract.

4. **COMPLIANCE**

Proposers are required to comply with all applicable OSHA, EPA, ADA, HIPAA, FERPA, NCAA, GLBA provisions and any and all other relevant state and federal standards, codes and regulations that may apply.

5. **CONFIDENTIAL TREATMENT OF INFORMATION**

Proposers shall preserve in strict confidence any information obtained, assembled or prepared in connection with the performance of this RFP.

6. **CONFLICT OF INTEREST**

Companies submitting a Proposal in response to this RFP are certifying that it has had no contact with an employee or member of the NSHE/UNLV in any manner which would give that Company submitting such a Proposal, any advantage over any other Company submitting one. Employees and members of the NSHE/UNLV shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public. A violation of any of the above shall be just cause for rejection of that particular Proposal without further consideration.

7. **DEFAULT OF CONTRACT**

In case of default of the Contract by Contractor, UNLV may procure the articles or services from the other sources and hold the Contractor responsible for any excess cost occasioned thereby: provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at the proper reduction in price or increase in Royalty Fee payment, as applicable.

8. **DISQUALIFICATION OF PROPOSERS**
Proposers may be disqualified and rejection of Proposals may be recommended by the Purchasing Department for any of (but not limited to) the following causes:

a) Failure to use the forms furnished by UNLV.

b) Lack of signature by an authorized representative on the RFP Response Form or to comply with any applicable reporting requirements.

c) Failure to properly provide a full response in the RFP Response Form, Pricing Response Form or Royalty Response Form, as applicable.

d) Evidence of collusion among Proposers.

e) Unauthorized alteration of forms.

f) Failure to submit requested documents.

g) Failure to furnish proof of receipt of any addendum pertaining to a particular project.

h) Any Proposer who has defaulted on prior Contracts or is guilty of misrepresentation by any member of that particular Company.

i) Failure to comply with submission instructions.

j) UNLV reserves the right to waive any minor informality or irregularity.

9. **FAILURE TO FURNISH AT SPECIFIED**

If a successful Proposer fails to furnish any item at the price specified in this RFP, whether such failure is due to a mistake of fact by the Proposer or any other reason, the Director, may cause the name of such Proposer to be removed from the list containing the names of prospective Proposers to whom Request for Proposals are mailed, for such period of time, not exceeding 1 year or less than 6 months, or the payment of a penalty of five percent (5%) of total price of all items on which was submitted (or an additional payment of five percent (5%) of the total Royalty Rate owed to UNLV, as applicable), as the Director may determine.

10. **FREIGHT TERMS**

a) All freight terms must be F.O.B. destination. Unless there is a separate line item for transportation charges (e.g., freight, insurance, etc.) in the Pricing Response Form, prices must include all transportation charges. At UNLV’s sole discretion, UNLV may require that the goods be shipped by the successful Proposer using UNLV’s FED EX account number.

b) Any Proposal submitted with alternate transportation terms other than as stated above may be cause for disqualification of the Proposal.
11. **INSPECTION AND ACCEPTANCE**

Inspection and acceptance will be made at destination.

12. **PAYMENT TERMS**

Payments shall be made within thirty (30) days of acceptance of the related invoice, unless otherwise stated. Should the acceptance of such invoices be in doubt, the successful Proposer shall not be due any interest or penalty on any unpaid amounts.

13. **PROMPT PAYMENT DISCOUNTS**

The offered discount of a successful Proposer will not form a part of the award evaluation. In connection with any discount offered, time will be computed from the date of delivery of the equipment or supplies at destination or from the date the correct invoice is received by UNLV, whichever is later. Payment is deemed to be made for the purpose of earning the discount by the date UNLV check is mailed.

14. **PROTESTS**

Any Proposer or Contractor who is allegedly aggrieved in connection with the solicitation or award of a Contract may protest. The protest must be submitted in writing to the Director, within seven (7) days after such aggrieved person knows or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Director will promptly issue a decision in writing to the protestant. If the protestant wishes to appeal the decision rendered by the Director, such appeal must be made in writing to the Senior Vice President for Finance & Business within five (5) days of the receipt of the decision by the Director. The decision of the Senior Vice President for Finance & Business will be final. The Senior Vice President for Finance & Business need not consider protests unless this procedure is followed.

To be considered, all protests must identify the following:

a) The name, address, and telephone number of the protester,
b) The signature of the protester,
c) Identification of the solicitation title and number being protested,
d) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, and
e) The form of relief requested.

15. **SAMPLES**

As applicable, Proposers may be required to furnish a sample of the product being offered after the RFP opening for further evaluation. Proposers will be responsible for any charges involved in shipping and picking up their samples.

16. **SMALL AND LOCAL BUSINESS CONCERNS REPORTING REQUIREMENTS**

UNLV supports equal opportunity for minority owned, women-owned, and other small disadvantaged business enterprises (MWDBE) to compete for contracts awarded by
UNLV. UNLV also supports efforts to encourage local businesses to compete for UNLV contracts. In addition, UNLV supports finding opportunities for such (MWDBE) and local business concerns to participate as subcontractors or Tier 2 suppliers in large contracts. A “tier 2 supplier” or subcontractor is a supplier who is contracted for goods or services with the prime Contractor, and may include, but is not limited to (MWDBE) and local business enterprises.

a) In compliance with NSHE policy, a Proposer responding to any RFP for the purchase of goods or services that is **anticipated to exceed $1,000,000 at any time during the life of the Contract** shall provide the following reporting information in its response:

   (1) Proposer’s historical and anticipated commitment to Tier 2 MWDBE and local business enterprises. At a minimum, Proposer must provide historical information for the most recently completed fiscal year (July 1 through June 30) and their anticipated commitment to the current fiscal year in which this RFP is issued.

   (2) A listing of Tier 2 suppliers, including local and MWDBE suppliers, that will be given the opportunity to be considered and/or utilized as subcontractors for any work performed as a result of this RFP. The listing must include the following information:

   - The name, city and state
   - Type of Tier 2 status (local, women owned, minority/and or disadvantaged)
   - Any certification of such status including the entity granting the certification if applicable

   (3) This is a reporting requirement and will not be used for evaluating any Proposal. However, failure to provide a complete Proposal in response to this RFP could result in rejection of the submittal as incomplete.

b) Any award from this RFP that results in a Contract for goods or services that is **anticipated to exceed $1,000,000 at any time during the life of the Contract** will require the Proposer to provide, at a minimum, annual reports listing expenditures with MWDBE and Local Subcontractors. These reports pertain only to expenditures that are directly attributable to the UNLV prime Contract. The report shall contain the following information:

   - The name, city and state; type of Tier 2 status (local, women owned, minority/and or disadvantaged); and any certification of such status including the entity granting the certification if applicable. If a business concern meets more than one definition (e.g. local and women-owned, or minority and women owned), that should be identified
   - A description of the goods or services purchased
   - The amount of expenditures with the subcontractor attributed to the prime Contract for the most recent completed fiscal year (July 1 through June 30)
   - The reporting information must be available to UNLV by September 15

c) Definitions
(1) **Definition of Local Business Enterprise.** "Local Business Enterprise" is intended to mean a business concern that is a) owned 51% or more by Nevada residents, b) is headquartered in Nevada, or c) a majority of employees of the business are Nevada residents.

(2) **Definition of Disadvantaged Business Enterprise (DBE).** "Disadvantaged Business Enterprise" is intended to mean a business concern owned by a minority or woman that is at least fifty-one percent (51%) unconditionally owned by one or more minority or women individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals. Individuals who certify that they are a member of named groups, i.e. African Americans, Hispanic Americans, American Indians and Alaska Natives (Eskimos and Aleuts) and Asian and Pacific Island Americans are to be considered socially and economically disadvantaged.

(3) **Definition of Minority Business Enterprise (MBE).** "Minority Business Enterprise" is intended to mean a business concern owned by one or more minority individuals that is at least fifty-one percent (51%) unconditionally owned by one or more minority individuals, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals. Individuals who certify that they are a member of named groups, i.e. African Americans, Hispanic Americans, American Indians and Alaska Natives (Eskimos and Aleuts) and Asian and Pacific Island Americans are to be considered socially and economically disadvantaged.

(4) **Definition of Women-Owned Business Enterprise (WBE).** "Women-Owned Business Enterprise" is intended to mean a business concern owned by one or more women that is at least fifty-one percent (51%) unconditionally owned by one or more women, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals.

(5) **Definition of Disabled Veteran Business Enterprise (DVBE).** "Disabled Veteran Business Enterprise" is intended to mean a business concern of which at least 51% of the ownership interest is held by one or more veterans with service-connected disabilities; that is organized to engage in commercial transactions; and that is managed and operated on a day-to-day basis by one or more veterans with service-connected disabilities. This includes a business which meets the above requirements that is transferred to the spouse of a veteran with a service-connected disability upon the death of the veteran, as determined by the United States Department of Veterans Affairs.

(6) **Definition of Small Business Enterprise (SBE).** "Small Business Enterprise" is intended to mean a business concern which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, veterans, or physically-challenged, and where gross annual sales does not exceed $2,000,000.
d) All Proposers, by signing this RFP Response Form, certify that they are an Equal Opportunity/Affirmative Action Employer, unless otherwise stated.

17. **SUSTAINABILITY**

   a) A key focus of UNLV is to minimize the impact the procurement of goods and services has on the local environment. UNLV is committed to sustainable economic, social, and environmental practices in all operations involving UNLV. It is important that Proposers share this commitment as well. Therefore, sustainable goods and services should be offered whenever available or specifically when required in the RFP.

   b) UNLV may request the successful Proposer to provide reports related to sustainability on all goods and services provided under its Proposal. Reports may include, but are not limited to: sustainable attributes of each product or service, the dollar and percentage amount spent on sustainable or environmentally preferred products and services, and the total amount spent by UNLV.

   c) All electronic equipment UNLV purchases must be Energy Star rated (or, if there is no Energy Star rating for the desired equipment, energy efficient models or substitutes are preferred). The requirement to purchase Energy Star rated equipment will improve UNLV’s energy and financial performance while distinguishing our institution as an environmental leader.

18. **TAXES, LICENSES AND PERMITS**

   a) It is the Proposer’s responsibility to secure all required licenses, permits and insurance necessary for the proper execution and completion of the work/Services involved. UNLV is exempt from paying state, local and federal excise taxes.

   b) Companies conducting business for profit in Nevada are required to have a current Nevada business license pursuant to NRS 76.100 (1) unless the entity is either a) a non-profit corporation or b) meets the requirements for an exemption and has filed the appropriate notice of exemption with the Nevada Secretary of State. By submitting its Proposal, the Proposer certifies that it has a current Nevada business license or it is exempt and agrees to provide immediate notice to UNLV’s Purchasing Department in the event the license is no longer valid.

   c) NSHE/UNLV is exempt from Nevada State sales tax as provided by Nevada Revised Statutes 372.325 and 374.330. The NSHE/UNLV State Tax Exempt Number is RCE-000-441. The Federal Tax ID number is 88-6000024.

19. **EQUAL EMPLOYMENT OPPORTUNITY**

   UNLV is an Equal Opportunity/Affirmative Action educator and employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to, among other things, race, sex, color, creed, ethnicity, religion, age, marital status, pregnancy, gender, gender identity, gender expression, genetic information, veteran’s status, national origin, physical or mental disability, or any
other factor protected by anti-discrimination laws. UNLV employs only United States citizens and individuals lawfully authorized to work in the United States. Women, underrepresented groups, individuals with disabilities, and veterans are encouraged to apply.
SECTION D
SCOPE OF WORK/SPECIFICATIONS

The Scope of Work is divided into four sections (I – IV below). Proposers may submit a proposal response for one, all, or a combination of the sections.

I. CART (Communication Access Real-Time Translation)
   1. Listen to a person’s words, inflections and intent, immediately translated, verbatim using steno-machine and real-time captioning software, into readable text.
   2. Use of steno-writing machine with real-time cable or Bluetooth connection to a computer and steno-to-English computer-aided translation (CAT) software.
   3. Prepare for demanding course material by reading course materials and learning frequently used vocabulary as needed.
   4. Maintain professional memberships and certifications in this field: NCRA, and/or State of Nevada, Certified Captioning Provider (CCP), Certified Real-time Reporter (CRR), Certified Verbatim Reporter (CVR).
   5. Possess a working knowledge of word-processing and other applicable software
   6. Requires hourly flexibility; Work may include irregular hours, including evenings and weekends
   7. Adhere to the NCRA Code of Professional Ethics
   8. Be familiar with and experienced in a competitive university environment
   9. Agree to be reassigned at a new location within the cancellation period with no additional charge.
   10. Adhere to special clothing requirements for classes necessitating such clothing (i.e. goggles, culinary jackets, steel toed shoes, etc.)
  11. Perform other related duties as assigned.
  12. Live Captioning for Streamed Content (i.e., Lecture Capture or Web Conferencing)

Providers, both in-state and out of state, should provide evidence of a Nevada State Business License in good standing with the State of Nevada Secretary of State’s office.

Providers shall be in full compliance with Nevada State Law (NRS 656.A); CART/interpreting services must be registered with the State of Nevada, Aging & Disability Services Division (ADSD), all providers providing communication, interpretation, and translation services must meet State of Nevada requirements for professional standards, be qualified and certified in their discipline per their accreditation and must meet State of Nevada requirements for professional standards and certification. The University of Nevada Las Vegas will not utilize the services of any CART independent contractor and/or company that is not certified, registered and licensed in the appropriate field with the State of Nevada. Providers should be able to verify their certification, registration and licensing prior to commencing their employment contract as an independent ADA vendor with UNLV.

II. TypeWell (speech-to-text translation)
   1. Provides in-class speech-to-text communication services using TypeWell abbreviation software on laptop computers linked wirelessly.
2. Transcribe meaning-for-meaning for students in college classes and/or laboratories which may require presentation and exchange of highly complex and technical information.
3. Assess student needs and the transcribing situation before and during assignments and make adjustments as needed.
4. Provide transcripts within a reasonable amount of time after the class.
5. Prep for classes by reading and becoming familiar with technical vocabulary and content.

1. Troubleshoot and diagnose basic problems with computer equipment. Perform minor maintenance and repair on equipment as necessary.
2. Establish and maintain a good working relationship with students, staff and/or off-site agencies as may be required by the assignment.
3. Current knowledge of new developments and techniques in the speech-to-text services field by attending workshops and conferences and reviewing current literature, legislation and technology.
4. Perform other related duties as assigned.
5. Preferred membership in the Association of Transcribers & Speech-to-text Providers

III. Captioning Services

Contractor should provide captioning services that meet the following specifications:

- Easy integration with Lecture Capture Software - i.e., the ability to provided automated workflows for captioning (on request by the Office of Online Education, (course video and animation captioning, (~400 hrs/year), Faculty or Disability Resource Center) - i.e, one click captioning request for a video, or an entire class of video’s (Media Site, Kaltura, Panopto, Echo 360, Tegrity, Yuja, Ensemble)

2. US House of Representatives requires 98.6% accuracy of verbatim captioning.
3. Ability to download the transcript in many formats, including: JSON, clickable HTML, word, PDF, TXT.
4. Ability to download all common caption formats, such as: SRT, XML, STL, webVTT.
5. Clean transcript formatting
6. Transcript preview before downloading.
7. Transcript storage, in case we need to download it again in the future. Implies multiple downloads.
8. Ability to cancel transcript upload within a reasonable window without charge.

IV. Sign Language Interpreting Services

A. Interpreter Duties:

Successful Contractor must provide interpreters to UNLV that should be able to provide and/or perform the following:
1. Listen to a person’s words, inflections and intent and simultaneously render them into the visual language of signs using the mode of communication preferred by the deaf consumer.

2. Comprehend the signs, inflections and intent of the deaf consumer and simultaneously articulate them into spoken English.

3. Adapt to a broad range of consumer preferences for interpretation and be able to function in a multicultural environment.

4. Work irregular, flexible hours including evenings and weekends.

5. Facilitate communication through the use of sign language and spoken English within academic and social settings including class instruction, lectures, discussion, direct overheard conversations, study groups and field trips.

6. Team interpret, as necessary, to maintain the interpreter’s physical safety and/or ensure fluent interpretation with minimal errors.

7. Prepare for demanding course material by reading course materials and learning frequently used vocabulary, as needed.

8. Maintain professional memberships and certifications in this field.


10. Be familiar with and experienced in a competitive university environment.

11. Agree to be reassigned at a new location when within the cancelation period, with no additional charge.
    - Adhere to special clothing requirements for classes necessitating such clothing (i.e. goggles, culinary jackets, steel toed shoes, etc.).

B. EXPERIENCE & QUALIFICATION REQUIREMENTS FOR INTERPRETERS

Each interpreter provided by the Contractor should meet the following experience and qualifications requirements.

Experience
- Bachelor’s degree or equivalent combination of experience and training.
- Completion of an accredited Interpreter Training/Preparation Program, preferred.
- One (1) to two (2) years experience interpreting in a university setting.

Qualifications
- Evidence of at least one (1) of the required credentials or equivalent.

    Each interpreter provided by the Contractor shall be credentialed at the level mandated by NRS Chapter 656A, Section 100.

    Sign language interpreters must possess at least one (1) of the following credentials:

    Registry of Interpreters for the Deaf (RID) Certification
    - National Interpreter Certification (NIC)
    - National Interpreter Certification Advanced (NIC Advanced)
    - National Interpreter Certification Master (NIC Master)
o Certificate of Interpreting (CI)
  o Certificate of Transliteration (CT)
  o Comprehensive Skills Certificate (CSC)
  o Master Comprehensive Skills Certificate (MCSC)
  o Interpretation Certificate (IC)
  o Transliteration Certificate (TC)

National Association of the Deaf (NAD) Interpreter Certification Program
  o NAD Certificate of Competence Level III (Generalist)
  o NAD Certificate of Competence Level IV (Advanced)
  o NAD Certificate of Competence Level V (Master)

- Excellent interpersonal skills, written and oral communication techniques, organizational skills and ability to work without close supervision.
- Demonstrated ability to deal effectively with students, faculty and staff.
- Knowledge of cultural issues related to constituency to be served.
- Contractor will provide UNLV each semester with a list of interpreters and current certification documents. Any new interpreters will have supporting documents sent to the institution prior to the assignment.

Contractor may be required to furnish UNLV with an interpreter’s qualifications and evidence of required certification(s) prior to the start of an assignment.

C. ASSIGNMENTS

For ongoing assignments, i.e. a fifteen week course, UNLV prefers to have the same interpreter or team of interpreters. This leads to improved quality, consistency and stability of services for students who are deaf or hard of hearing. The Contractor will make every effort to ensure that interpreters assigned will be available for the duration of the assignment. The Contractor should have an established system and procedure for substitute interpreting coverage for situations when the assigned interpreter is unavailable.

D. APPROVAL OF INTERPRETER

UNLV reserves the right of final approval of any interpreter assigned to UNLV. If UNLV deems that a particular interpreter is not working out, UNLV may dismiss them from service to UNLV. At UNLV’s direction, Contractor will make every effort to provide a suitable replacement within twenty four hours or as deemed necessary by UNLV.

E. CONTRACTOR’S FINANCIAL AND STAFFING CAPACITY

Contractor should possess both the Financial and Staffing capacity to provide the level of service that UNLV requires and to sustain a contract of this size. This includes the ability to respond to UNLV’s needs in a timely manner. i.e. Are interpreters available for last minute one-on-one meetings with faculty? Contractor should have sufficient office staff to be capable of responding to UNLV’s requests and inquiries during normal business hours (between 8 AM and 5 PM), evening hours and weekends. Contractor should return general phone calls and emails within two business days. Contractor should respond to phone calls and emails regarding standard interpreter requests (when the request is made at least five
calendar days in advance of the date the interpreter is required) within twenty-four hours. Contractor should respond to phone calls and emails regarding short notice interpreter requests (requests for interpreters that are required the same day or within two days of the request being made) within four hours of the request or by close of business (5:00 p.m.) on the day of the request, whichever is sooner.

Contractor should have sufficient staffing capacity to meet UNLV’s interpreting needs, projected to be 25 – 35 hours per week, 8-10 courses per semester. The number of hours required are subject to change based on enrollment and curriculum.

Contractor should have the professional, administrative and financial capacity to begin work under the contract upon the effective date of the contract.

If, after award of the Contract, UNLV determines that successful Contractor(s) are not meeting UNLV’s needs, UNLV shall have the right to cancel the contract or contracts and award to the next highest scoring Proposer as UNLV deems appropriate.
**SECTION E
PRICING RESPONSE FORM**

A. Captioning Services

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Per Minute Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Minute Rate for Captioning Services</td>
<td><strong>Standard:</strong></td>
</tr>
<tr>
<td>Per Minute Rate for Captioning Services</td>
<td><strong>Expedited:</strong></td>
</tr>
</tbody>
</table>

1. Please fill in the table above with your per minute or **hourly** rates for standard and expedited turnaround time.
2. Explain what is considered an expedited turnaround.
3. Provide information on any other fees associated with Captioning services.

B. CART Services

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate for CART Services (provided in person)</td>
<td><strong>Standard:</strong></td>
</tr>
<tr>
<td>Hourly Rate for CART Services (provided remotely)</td>
<td><strong>Standard:</strong></td>
</tr>
</tbody>
</table>

1. Please fill in the table above with your hourly rates and the days and hours that the rate is applicable.
2. Specify whether there is an extra charge for short notice requests for services. Explain what is considered a short notice request.
3. Include information on any other fees associated with CART services.

C. TypeWell Services

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate for TypeWell Services (provided in person)</td>
<td><strong>Standard:</strong></td>
</tr>
<tr>
<td>Hourly Rate for TypeWell Services (provided remotely)</td>
<td><strong>Standard:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Services</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate for TypeWell Services (provided in person)</td>
<td><strong>Standard:</strong></td>
</tr>
<tr>
<td>Hourly Rate for TypeWell Services (provided remotely)</td>
<td><strong>Standard:</strong></td>
</tr>
</tbody>
</table>
1. Please fill in your table below with your hourly rates and the days and hours that the rate is applicable.
2. Specify whether there is an extra charge for short notice requests for services. Explain what is considered a short notice request.
3. Include information on any other fees associated with TypeWell Services.

D. Interpreting Services

1. Please fill in table below with your hourly rates and the days and hours that the rate is applicable. You may use blank areas to specify other services and their hourly rates.

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate for Interpreting services during Business Hours of 8 AM and 5 PM Monday through Friday</td>
<td>$_______________</td>
</tr>
<tr>
<td>Hourly Rate for Interpreting Services after hours (between the hours of 5 PM and 8 AM) Monday through Friday</td>
<td>$_______________</td>
</tr>
<tr>
<td>Hourly Rate for Interpreting Services during the weekend (between the hours of 5 PM and 8 AM Friday through Monday)</td>
<td>$_______________</td>
</tr>
<tr>
<td>Note-Taker Services: a note taker should provide accurate, comprehensive and unbiased notes in lectures or any other spoken presentations for any student who has been assessed in requiring them. (Optional – please provide pricing if you offer this service)</td>
<td>$_______________</td>
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2. Specify whether there is a minimum number of hours per job and the minimum number of interpreters. Are the hourly rates provided above per interpreter or per job (if more than one interpreter is required for a job/assignment)? Please explain.

______________________________________________________________________

______________________________________________________________________

_______________________________________

______________________________________________________________________

______________________________________________________________________

3. Specify whether there is an extra charge for short notice requests for services. Explain what is considered a short notice request.

______________________________________________________________________

______________________________________________________________________

____________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

4. Specify whether there is a charge for cancellations. How much notice is required to cancel services without incurring a charge?

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

5. Specify and explain any high volume discounts offered.

______________________________________________________________________

______________________________________________________________________
6. Provide a complete description and the cost to UNLV for all other costs that would be charged to UNLV for performance of the Scope of Work.
EXHIBIT A

INSURANCE CERTIFICATE
These Minimum Contract Terms set forth the minimum Contract terms and conditions that will be applicable to a Contract resulting from this RFP. The final Contract will include details specific to the scope of this RFP, and any services which are excluded, due to existing agreements or replacement agreements thereof. It is important to note any objections to these Minimum Contract Terms (including all insurance requirements), since the final Contract will be longer and contain more, rather than less terms and conditions than the following:

This Contract #____ (“Contract”) is made effective as of the date last signed below by any authorized signatory (the “Effective Date”) by and between the Board of Regents of the Nevada System of Higher Education (“NSHE”), on behalf of the University of Nevada, Las Vegas, (INSERT DEPARTMENT NAME), (“UNLV”) and (INSERT NAME OF COMPANY), a (INSERT STATE AND MANNER OF ORGANIZATION, E.G. CORPORATION, LIMITED LIABILITY COMPANY) (“Contractor”), and is based on the following facts:

RECITALS

UNLV requires a contractor that can __________________ [INSERT DESCRIPTION OF BUSINESS ACTIVITIES FOR WHICH UNLV REQUIRES SERVICES].

On ____________, 20___, UNLV issued its Request for Proposal No. _____ (the “RFP”) seeking proposals from qualified Proposers to provide ________ services in connection with the ________.

On ______________, 20__, Contractor submitted a proposal (“Proposal”) in response the RFP. The Proposal was later modified by Contractor’s “Best and Final Offer” on ____________, 20__.

On ________________, 20__, UNLV has accepted Contractor’s Best and Final Offer as the one best suiting its needs.

Based on the foregoing Recitals, and for other valuable consideration, the parties agree as follows:

AGREEMENT
ARTICLE I
TERM

A. INITIAL TERM

The Contract shall commence as of the Effective Date and remain in effect until _____, unless otherwise terminated in accordance with this Contract ("Initial Term" or "Term").

C. CONTRACT EXTENSION

Without renewing the Term of this Contract, UNLV shall have the right to extend this Contract for up to ninety (90) calendar days from its expiration date of the then applicable Term for any reason. Should UNLV exercise its right to extend this Contract for ninety (90) days beyond the expiration of this Contract, Contractor shall be entitled to receive consideration as provided for in this Contract, pro-rated for the period for which UNLV requests additional services.

ARTICLE II
SCOPE OF CONTRACT

Contractor shall provide the following services as further described in Exhibit A, ("Services" which shall include any applicable Deliverables).

In the event of conflict among any of the terms and conditions set forth in any of preceding documents, the terms and conditions of such documents shall govern in the following order of precedence: (1) this Contract, (2) the RFP, (3) Contractor's Best and Final Offer,

This Contract, together with all attachments, addenda, and exhibits, the RFP, the Contractor's Best and Final Offer (including all modifications, but not including any legal terms and conditions), and the Proposal (including all modifications, but not including any legal terms and conditions) constitutes the entire agreement between the parties and supersedes all previous agreements, whether written or oral between the parties with respect to the subject matter hereof, whether express or implied and shall bind the parties unless the same be in writing and signed by the parties. The parties further understand and agree that the other party and its agents have made no representations or promises with respect to this Contract, except as in this Contract expressly set forth. In the event of conflict among any of the terms and conditions set forth in any of the preceding documents, the terms and conditions of such documents shall govern in the following order of precedence: (1) this Contract, (2) the RFP, (3) Contractor's Best and Final Offer (including all modifications, but not including any legal terms and conditions), and (3) (4) the Proposal (including all modifications, but not including any legal terms and conditions). Contractor agrees to be bound by any warranties and representations made by Contractor in the Proposal and shall notify UNLV immediately if there are any material changes to the warranties and representations set forth by Contractor in its Proposal, as applicable.

UNLV may, at its sole option, develop additional job-specific scopes of work ("Scopes of Work" or "SOW"). In the event that UNLV elects to request additional services from Contractor, additional scope, schedule, and compensation will be negotiated with Contractor. Nothing in this Contract shall be construed as guaranteeing Contractor that any additional Scopes of Work will be actually requested.

ARTICLE III
CONSIDERATION

The amount to be paid to Contractor for work performed under this Contract

1) [shall not exceed X (INCLUDE COST OF EXPENSES)]

Except as expressly provided for herein, all Contractor prices are inclusive of expenses.

In the event that UNLV requests additional services from Contractor during the Term of this Contract or during any allowable Renewal Term(s), payments shall be made as agreed to between Contractor and UNLV, but in no case will payments for such additional services be made until such services are performed and accepted by UNLV. Any such payments and any such payment schedules shall be as negotiated between UNLV and Contractor prior to the commencement of any work or Services.

Prices are to remain firm for the Initial Term of this Contract. In the event Contractor would like to request a price increase the following procedures apply.

1) Contractor should send a written notice requesting an increase a minimum of ninety (90) calendar days prior to the expiration of the then current Contract Term.
2) Contractor should submit with the request, supporting documentation which may include updated manufacturer’s list prices, copies of applicable indexes, etc. Other documentation may be required.
3) Any allowable price increases will take effect at the beginning of the new Contract Term.
4) UNLV alone shall determine whether a price increase will be allowed for the applicable Renewal Term, but in no event shall any Renewal Term unit prices for any Services or materials increase by more than five percent (5%) above the price of the proceeding Term.
5) In the event of a decrease, Contractor is responsible for passing along the savings to UNLV.

All payments shall be made within thirty (30) days of acceptance of the related invoice. Should the acceptance of such invoices be in doubt, Contractor shall not be due any interest or penalty on any unpaid amounts.

ARTICLE IV
DEFAULT

A. DEFAULT BY CONTRACTOR

UNLV shall provide Contractor written notice of any material breach of this Contract. Should Contractor fail to cure such material breach within ten (10) business days following receipt of written notice, UNLV shall have the right at its sole discretion, in addition to all other applicable remedies at law or in equity, to terminate further performance of this Contract. On the effective date of the termination, Contractor shall terminate all work and take all reasonable actions to mitigate expenses, and Contractor shall immediately refund UNLV a pro-rata amount of any advance or prepaid unearned monies. In case of default by Contractor, the UNLV reserves the right to hold Contractor responsible for any actual, consequential, or incidental damages.

B. DEFAULT BY UNLV
Contractor shall provide UNLV written notice of any material breach of this Contract. Should UNLV fail to cure such material breach within ten (10) business days following receipt of written notice, Contractor shall have the right, in addition to all other applicable remedies at law or in equity, to terminate further performance of this Contract. Notwithstanding the foregoing, on the date of termination for a material breach by UNLV, Contractor shall terminate all work and take all reasonable actions to mitigate expenses. Notwithstanding anything to the contrary herein and regardless of choice of law, UNLV hereby asserts and shall be entitled to claim sovereign immunity and be entitled to all applicable liability limits and statutory protections, including, but not limited to those set forth in NRS Chapter 41.

ARTICLE V
INSURANCE, LIABILITY & INDEMNIFICATION

A. INSURANCE
REVIEW RMS WEBSITE TO ENSURE THAT THE AMOUNTS ARE CORRECT AND ADD ANY ADDITIONAL INSURANCE REQUIRED FOR THIS CONTRACT (PROFESSIONAL LIABILITY, CRIME INSURANCE, ETC.). OBTAIN RMS APPROVAL IF NECESSARY.

Contractor shall be fully responsible for and shall indemnify UNLV for any acts or omissions of any contractors, subcontractors, design builders, subdesign builders, architects, subarchitects, engineers, consultants, subconsultants, service providers, and vendors engaged by Contractor to perform any of the Services (collectively, “Subcontractor(s)”). Contractor (which for the purposes of this Article shall include Subcontractor(s)) is required, at its sole expense, to procure, maintain, and keep in force for the duration of this Contract, work, Services or event, the following insurance coverage conforming to the minimum requirements specified below unless a change is specifically agreed to in writing by UNLV. The required insurance shall be in effect on or prior to the commencement of the Contract, work, Services or event by Contractor and shall continue in force as appropriate until the latter of:

- Final acceptance, or
- Such time as the insurance is no longer required under the terms of this Contract.

1) Commercial General Liability –
- Must be on a per occurrence basis.
- Shall be at least as broad as Insurance Services Office (“ISO”) form CG 00 01 10 01 and shall cover liability arising from premises, operations, independent contractors, Subcontractors, completed operations, personal injury, products, and liability assumed under this Contract.
- Limits of Liability: $1,000,000 per occurrence and $2,000,000 annual aggregate.

Professional Liability coverage of not less than $1,000,000 per occurrence and $2,000,000 in annual aggregate.

Cyber Liability insurance with limits of not less than $1,000,000 per occurrence and an annual aggregate of $2,000,000 covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alternation of electronic information, extortion and network security.
2) Automobile Liability – For Services not exceeding $1,000,000 the minimum limit of liability required is a Combined Single Limit (“CSL”) of $500,000 per occurrence. For Services exceeding $1,000,000 the minimum limit of liability required is a CSL of $1,000,000 per occurrence. Coverage shall include owned, non-owned, and hired vehicles and be written on ISO form CA 00 01 10 01 or a substitute providing equal or broader liability coverage.

3) Workers’ Compensation - Employers Liability Limits shall be at least $100,000 per occurrence and for occupational disease. Workers’ Compensation is required by law for anyone with employees. Sole proprietors and corporate officers can waive coverage with mandatory affidavit available from UNLV. If providing services, Contractor shall provide proof of Workers’ Compensation insurance as required by NRS 616B.627 or proof that compliance with the provisions of Nevada Revised Statutes, Chapter 616A-D and all other related chapters, is not required.

4) Subrogation must be waived against “The Board of Regents of the Nevada System of Higher Education.”

5) “The Board of Regents of the Nevada System of Higher Education” must be named as an Additional Named Insured on all primary and excess / umbrella liability policies (excluding professional liability) affording the broadest possible coverage. Endorsements shall be submitted to allow blanket addition as required by the Contract or individualized endorsement naming NSHE/UNLV as an additional insured.

6) Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention and shall not exceed $5,000 per occurrence, unless otherwise specifically agreed to in writing by UNLV. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention.

7) Policy Cancellation / Change in Policies and Conditions Notifications
   Contractor shall:
   • Have each of its insurance policies endorsed to provide ten (10) days’ notice for non-payment of premium;
   • Specify that the policies cannot be canceled, non-renewed, coverage and / or limits reduced or coverage materially altered that can affect UNLV without sixty (60) days’ prior written notice to UNLV and the notices required by this paragraph shall be sent by certified mail to UNLV;
   • Send to UNLV a facsimile copy of the policy cancellation and / or change of policy and conditions notice in this paragraph to UNLV within three (3) business days upon its receipt;
   • Provide UNLV with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance until such time as the insurance is no longer required by UNLV; and
   • Immediately notify UNLV in writing and immediately replace such insurance or bond with insurance or bond meeting this Contract’s requirements if at any time during the period when insurance is required by this Contract, an insurer or surety fails to comply with the requirements of this Contract.
8) Ensure the Primary Policy complies as follows–
   - Contractor and parties contracting directly with UNLV must have its policy endorsed to reflect that its insurance coverage is primary over any other applicable insurance coverage available.
   - Any Contractor’s insurance or self-insurance available to UNLV shall be in excess of and non-contributing with any insurance required.

9) Ensure the Loss Policy complies as follows– “The Board of Regents of the Nevada System of Higher Education” shall be named as loss payee as respects its interest in any property that Contractor has an obligation to insure on behalf of UNLV.

10) Ensure that its insurance policies be –
    1. Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus line insurers acceptable to the State of Nevada and having agents in the State of Nevada upon whom service of process may be made; and
    2. Currently rated A.M. Best as A - IX or better.

11) Provide Evidence of Insurance Requirements
    Prior to the start of any work, Contractor must provide the following documents to UNLV:
    - Certificate of Insurance: The ACORD 25 Certificate of Insurance form or a form substantially similar must to show evidence the insurance policies and coverage required of Contractor;
    - Additional Insured Endorsement: Original Additional Insured Endorsement(s) signed by an authorized insurance company representative(s);
    - Waiver of Subrogation Endorsement;
    - Endorsement reflecting Contractor insurance policies are primary over any other applicable insurance; and
    - Loss Payee Endorsement.

B. OFFICIALS, OFFICERS, AGENTS, REGENTS AND EMPLOYEES OF NSHE/UNLV NOT PERSONALLY LIABLE

In no event shall any official, officer, regent, employee, or agent of NSHE/UNLV in any way be personally liable or responsible for any obligation contained in this Contract, whether expressed or implied, nor for any statement, representation or warranty made or in connection with this Contract.

C. INDEMNIFICATION

Contractor shall indemnify, defend and hold harmless NSHE/UNLV, its officers, regents, employees, and agents from and against any and all liabilities, claims, losses, demands, actions, causes of actions, fines, penalties, debts, lawsuits, judgments, costs and/or expenses, arising either directly or indirectly from any act or failure to act by Contractor or any of its officers, employees, agents, or Subcontractors, which may occur during or which may arise out
of the performance of this Contract (collectively, "Claim(s)"). NSHE/UNLV will be entitled to employ separate counsel and to participate in the defense of any Claim at its sole discretion and expense. Contractor shall not settle any Claim or threat thereof without the prior written approval of NSHE/UNLV, whose consent shall not be unreasonably withheld, where the settlement would require payment of funds by NSHE/UNLV or admit or attribute to NSHE/UNLV any fault or misconduct.

**ONLY USE THIS PARAGRAPH IF VENDOR INSISTS ON NSHE INDEMNIFYING THEM**

To the extent permitted by Nevada Law (including NRS 41.0305 to NRS 41.039) (ADD — “...and regardless of choice of law,” if you are cutting and pasting into a vendor document), NSHE/UNLV shall indemnify, defend, and hold harmless Contractor from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses, arising either directly or indirectly from any act or failure to act by NSHE/UNLV or any of its officers or employees, which may occur during or which may arise out of the performance of this Contract. NSHE/UNLV will assert the defense of sovereign immunity as appropriate in all cases, including malpractice and indemnity actions. NSHE/UNLV’s indemnity obligation for actions sounding tort is limited in accordance with the provisions of NRS 41.035.

**ARTICLE VI**

**MISCELLANEOUS PROVISIONS**

A. **APPROPRIATIONS**

The terms of this Contract are contingent upon sufficient appropriations and authorizations being made by UNLV for the performance of this Contract. If sufficient appropriations and authorizations are not made by UNLV, this Contract shall terminate, without penalty, upon thirty (30) calendar days’ written notice being given by UNLV to Contractor, and Contractor shall immediately refund UNLV any pre-paid or advance unearned payments it made to Contractor.

B. **ASSIGNS AND SUCCESSORS**

Contractor shall not assign, transfer, or delegate any rights, obligations, or duties under this Contract without the prior written consent of UNLV. Notwithstanding the foregoing, Contractor shall be fully responsible to UNLV and shall indemnify UNLV for any acts or omissions of any Subcontractors hired by Contractor, regardless of whether UNLV consented to the use of any such Subcontractors.

C. **COMPLIANCE**

Contractor warrants and agrees that it will at all times during the Term(s), comply with all applicable local, state and federal standards, codes, statutes and regulations, including, but not limited to, OSHA, EPA, ADA, HIPAA, and provide upon request, proof of compliance with the foregoing.

D. **CONFIDENTIALITY**

Contractor acknowledges and agrees that it is to keep all confidential information secure and is not to disseminate or use any materials and/or data that belongs to UNLV, whether originals or copies. Contractor acknowledges that UNLV would be materially harmed if such confidentiality is not maintained and any referenced material and/or data was disseminated in any form without UNLV’s prior written approval.
Contractor acknowledges and agrees that during the Term of this Contract, it may have access to nonpublic personal information relating to an identifiable individual (such as name, postal address, financial information, email address, telephone number, date of birth, Social Security number, or any other information that is linked or linkable to an individual) of UNLV alumni, employees, and students (collectively, “UNLV User Data”). Contractor acknowledges and agrees that UNLV User Data is highly sensitive and to afford it the maximum security Contractor can provide using commercially acceptable standards, no less rigorous than it protects its own customer and employee data. Contractor must abide by and agree to UNLV’s Acceptable Use of Computing and Information Technology Resources Policy provided at http://oit.unlv.edu/about-oit/policies. Contractor agrees to comply with all applicable laws and regulations relating to privacy, including, but not limited to the Family Educational Rights and Privacy Act (“FERPA”) and the Gramm-Leach-Bliley Act (“GLBA”).

Contractor shall immediately inform UNLV by telephone at (702) 895-1886, by email at informationsecurityoffice@unlv.edu, and in writing at the notice address of any information security incident, suspected unauthorized access, or breach involving UNLV User Data of which Contractor becomes aware. **OPTION 1:** [Except as prohibited by law, Contractor agrees to immediately destroy all confidential data and UNLV User Data received hereunder upon termination or expiration of this Contract.] **OPTION 2:** [In the event of termination or expiration of this Contract for any reason, Contractor shall provide UNLV with an extract of all UNLV customer/user data in a text-based format, such as a MySQL database export or a set of CSV files as soon as practicable, but in no event later than thirty (30) days after termination. Contractor agrees to stipulate to an entry of injunctive relief without posting bond, in order to prevent or remedy a breach of this Section. Contractor acknowledges and agrees that any violation of this Section is a material breach of this Contract, and entitles UNLV to immediately terminate this Contract without penalty and receive a pro-rata refund of any prepaid unearned monies paid by UNLV. This Section shall survive termination of this Contract.

E. DEBARMENT/SUSPENSION STATUS

By signing the Contract, Contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice of proposed debarment from any state agency or local public body. Contractor agrees to provide immediate notice to UNLV in the event of being suspended, debarred or declared ineligible by any state or federal department or agency, or upon receipt of a notice of proposed debarment during the Term of this Contract.

F. EQUAL EMPLOYMENT OPPORTUNITY

UNLV is an Equal Opportunity/Affirmative Action educator and employer committed to achieving excellence through diversity. By signing this Contract, Contractor certifies that it and its Subcontractors do not discriminate against any employee or applicant for employment or person to whom it provides services because of race, sex, color, creed, ethnicity, religion, age, marital status, pregnancy, gender, gender identity, gender expression, genetic information, veteran’s status, national origin, physical or mental disability, or any other factor protected by anti-discrimination laws, and that it complies with all applicable federal, state and local laws and executive orders regarding employment. In the event Contractor or its Subcontractors are found guilty by an appropriate authority to be in violation of any such federal, state, or local law, UNLV may declare Contractor in breach of this Contract and immediately terminate this Contract, and
Contractor shall immediately refund UNLV any prepaid or advance unearned monies that UNLV paid to Contractor.

G. GOVERNING LAW

The parties agree that the laws of the State of Nevada shall govern the validity, construction, interpretation, and effect of this Contract, excluding any laws or principals regarding the conflict or choice of laws. Any and all disputes arising out of or in connection with this Contract shall be litigated in a court of competent jurisdiction in Clark County, State of Nevada, and Contractor expressly consents to the jurisdiction of said court.

H. HEADINGS AND INTERPRETATION

The headings in this Contract are for purposes of convenience and reference only and shall not in any way define, limit, extend or otherwise affect the meaning or interpretation of any of the terms hereof. The words “will” and “shall” denote a mandatory requirement or obligation. The words “hereof,” “herein” and “hereunder” and words of similar import when used in this Contract shall refer to this Contract as a whole and not to any particular. The words “including,” “including without limitation,” and words of similar import shall not be deemed restrictive but rather shall be deemed illustrative examples.

I. INDEPENDENT CONTRACTOR

Contractor expressly agrees that Contractor’s employees and/or Subcontractors shall not be treated or considered as the servants and employees of UNLV, it being the intention of the parties that Contractor shall be and remain an independent contractor, and that nothing contained in this Contract shall be construed inconsistent with that status. Contractor covenants and agrees to save and hold harmless UNLV from and against any and all damages, claims, costs or expenses whatsoever, due to the existence of any applicable labor/employment codes, ordinances, and of any and all claims, costs and expenses in connection therewith under any claim or subrogation provided by said applicable codes, ordinances or otherwise.

J. MODIFICATION

No alteration, modification, amendment, or supplement to this Contract or any of its provisions shall be effective, enforceable or binding unless made in writing and duly signed by the parties.

K. NOTICES

Written notices required under this Contract shall be sent certified mail, return receipt requested, to:

UNLV as follows: Director of Purchasing and Contracts
University of Nevada, Las Vegas
4505 S. Maryland Parkway
Las Vegas NV 89154-1033

Contractor as follows:

(INsert name and address of contractor)
L. OWNERSHIP OF MATERIALS

By signing this Contract, Contractor acknowledges that any materials and/or UNLV customer/user data that may result from its efforts, as related to this Contract, are the property of UNLV and, as such, may not be disseminated in any form whatsoever to any person, group or organization without the prior written authorization of UNLV. As applicable, Contractor shall provide good title to any applicable Deliverable(s) (DEFINE- X Report(s), or Study, etc. shall constitute a “Deliverable(s)” somewhere in the Contract, putting it in the Scope is fine), and Contractor shall execute any additional documents necessary to secure or renew UNLV’s rights in and to any applicable Deliverable(s). Contractor warrants that it is either the owner of all methodologies used and/or Deliverable(s) transferred/licensed (as applicable) hereunder or that it has all appropriate licenses or permissions necessary to perform the Services and/or transfer/license the Deliverable(s) (as applicable).

Contractor acknowledges and agrees that the Deliverable(s), for purposes of copyright law, are deemed a “work made for hire” basis as so defined within the meaning of the Copyright Act (Title 17 of the United States Code) and that, as between Contractor and UNLV, the Deliverable(s) and all reproductions thereof shall be the sole and exclusive property of UNLV free from any claims by Contractor or anyone deriving rights through them. Contractor hereby grants, sells, assigns, and transfers unto UNLV, its successors, and assigns, all and any of Contractor’s interest, right, title, and other intellectual property rights without limitation in and to the Deliverable(s), as well as the right to secure and renew any applicable copyrights in the original and in all derivative works in the United States and all other countries of the world, the right to redistribute the Deliverable(s) in any form and the right to sue for past, present, and future infringement of such rights, in the name of UNLV. If, for any reason, the Deliverable(s) are not deemed to be a “work made for hire,” this Contract shall operate as an irrevocable assignment of all rights thereto to UNLV, its successors, and assigns. And if for any reason the Deliverables are not designated as an assignment or a “work made for hire” then Contractor grants to UNLV, its successors, and assigns, a perpetual, exclusive, royalty-free, license to use, copy, make, and redistribute the Deliverable(s) throughout the universe.

M. TAXES, LICENSES AND PERMITS

It is the Contractor’s responsibility to secure all required licenses, permits, franchises, lawful authority and insurance necessary for the proper execution and completion of the Services to be performed hereunder. Contractor warrants and agrees that it is, and shall remain for the duration of this Contract, a duly organized, validly existing entity, in good standing, with all the requisite power, permissions, licenses, permits, franchise, insurance and authorities necessary to provide the goods and/or Services. UNLV is exempt from paying state, local and federal excise taxes as provided by Nevada Revised Statutes (“NRS”). The NSHE/UNLV State Tax Exempt Number is RCE-000-441. The Federal Tax ID number is 88-6000024.

Companies conducting business for profit in Nevada are required to have a current Nevada business license pursuant to NRS 76.100(1) unless the entity is either a) a non-profit corporation or b) meets the requirements for an exemption and has filed the appropriate notice of exemption with the Nevada Secretary of State. Contractor certifies that it has a current Nevada business license or it is exempt, and agrees to provide immediate notice to UNLV in the event the license is no longer valid.
N. TERMINATION FOR CONVENIENCE

UNLV shall have the right at any time to terminate further performance of this Contract, in whole or in part, for any reason by providing Contractor with thirty (30) calendar days’ written notice. Such termination shall be effected by written notice from UNLV to Contractor, specifying the extent and effective date of the termination. On the effective date of the termination, Contractor shall terminate all work and take all reasonable actions to mitigate expenses. Contractor shall submit a written request for incurred costs performed through the date of termination, and shall provide any substantiating documentation requested by UNLV. In the event of such termination, UNLV agrees to pay Contractor within thirty (30) calendar days after acceptance of invoice.

O. SEVERABILITY

In the event any one or more of the provisions of this Contract shall for any reason be held to be invalid, illegal, or unenforceable, such provision(s) shall be treated as severable, leaving the remaining provisions of this Contract unimpaired, and the Contract shall be construed as if such invalid, illegal or unenforceable provision(s) were not present.

P. WAIVER

A failure or delay of either party to enforce at any time any of the provisions of this Contract shall not be construed to be a waiver of a party's right to enforce strict compliance of such provisions(s) of this Contract.

Q. SMALL AND LOCAL BUSINESS CONCERNS REPORTING REQUIREMENTS

1) UNLV supports equal opportunity for minority owned, women-owned, and other small disadvantaged business concerns (“MWDBE”) to compete for contracts awarded by UNLV. UNLV also supports efforts to encourage local businesses to compete for UNLV contracts. In some situations, MWDBE and local business concerns may not have the depth or full capability to meet all the requirements of large contracts. Nevertheless, UNLV supports finding opportunities for such MWDBE and local business concerns to participate as Subcontractors or Tier 2 suppliers in large contracts.

2) If the purchase of goods or Services is anticipated to exceed $1,000,000 at any time during the life of the Contract, Contractor must provide, at a minimum, annual reports listing expenditures with MWDBE and Local Business Enterprises (as defined below). These reports pertain only to expenditures that are directly attributable to the UNLV prime Contract. The report must be available to UNLV by September 15th of the applicable Contract year, and should contain the following information:

   a) The name, city and state; type of Tier 2 status (local, women owned, minority and or disadvantaged or Local Business Enterprise); and any certification of such status including the entity granting the certification if applicable. If a business concern meets more than one definition (e.g. local and women-owned, or minority and women owned), that should be identified;

   b) A description of the goods or services purchased; and

   c) The amount of expenditures with the Subcontractor attributed to the prime Contract for the most recent completed fiscal year (July 1 through June 30).
3) Definitions:

**Definition of Local Business Enterprise.** "Local Business Enterprise" is intended to mean a business concern that is a) owned 51% or more by Nevada residents, b) is headquartered in Nevada, or c) a majority of employees of the business are Nevada residents.

**Definition of Disadvantaged Business Enterprise (DBE).** "Disadvantaged Business Enterprise" is intended to mean a business concern owned by a minority or woman that is at least fifty-one percent (51%) unconditionally owned by one or more minority or women individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals. Individuals who certify that they are a member of named groups, i.e. African Americans, Hispanic Americans, American Indians and Alaska Natives (Eskimos and Aleuts) and Asian and Pacific Island Americans are to be considered socially and economically disadvantaged.

**Definition of Minority Business Enterprise (MBE).** "Minority Business Enterprise" is intended to mean a business concern owned by one or more minority individuals that is at least fifty-one percent (51%) unconditionally owned by one or more minority individuals, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals. Individuals who certify that they are a member of named groups, i.e. African Americans, Hispanic Americans, American Indians and Alaska Natives (Eskimos and Aleuts) and Asian and Pacific Island Americans are to be considered socially and economically disadvantaged.

**Definition of Women-Owned Business Enterprise (WBE).** "Women-Owned Business Enterprise" is intended to mean a business concern owned by one or more women that is at least fifty-one percent (51%) unconditionally owned by one or more women, or a publicly owned business that has at least fifty-one percent (51%) of its stock unconditionally owned by one or more such individuals and that has its management and daily business controlled by one or more such individuals.

**Definition of Disabled Veteran Business Enterprise (DBE).** "Disabled Veteran Business Enterprise" is intended to mean a business concern of which at least 51% of the ownership interest is held by one or more veterans with service-connected disabilities; that is organized to engage in commercial transactions; and that is managed and operated on a day-to-day basis by one or more veterans with service-connected disabilities. This includes a business which meets the above requirements that is transferred to the spouse of a veteran with a service-connected disability upon the death of the veteran, as determined by the United States Department of Veterans Affairs.

**Definition of Small Business Enterprise (SBE).** "Small Business Enterprise" is intended to mean a business concern which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, veterans, or physically-challenged, and where gross annual sales does not exceed $2,000,000.

R. JOINDER
Any governmental, state, or public entity within the State of Nevada may utilize this Contract at its option to obtain goods or services at the agreed upon price(s) throughout the term of the resulting contract with the authorization of Contractor. NSHE/UNLV is not liable for the obligations of the governmental entity which joins or uses the resulting contract.

S. AUDIT

Contractor agrees to maintain and preserve its books and records in accordance with generally accepted accounting procedures for a minimum of three (3) years, or longer if required by an applicable law or regulation. Upon UNLV’s request, during the Term or for a period of two (2) years thereafter, Contractor shall in a timely manner, allow UNLV, UNLV’s internal auditor or a third party auditor retained by UNLV to audit and analyze Contractor’s compliance with the provisions of this Contract, and shall cooperate with any competent regulatory body and shall allow such other access to Contractor’s premises and relevant records where required by legal processes or applicable laws or regulations.

T. SUSTAINABILITY

a) A key focus of UNLV is to minimize the impact the procurement of goods and services has on the local environment. UNLV is committed to sustainable economic, social, and environmental practices in all operations involving UNLV. It is important that Contractor share this commitment as well. Therefore, sustainable goods and services should be offered whenever available or specifically when required in the Contract.

b) UNLV may request Contractor to provide reports related to sustainability on all goods and services provided. Reports may include, but are not limited to: sustainable attributes of each product or service, the dollar and percentage amount spent on sustainable or environmentally preferred products and services, and the total amount spent by UNLV.

a) All electronic equipment UNLV purchases must be Energy Star rated (or, if there is no Energy Star rating for the desired equipment, energy efficient models or substitutes are preferred). The requirement to purchase Energy Star rated equipment will improve UNLV’s energy and financial performance while distinguishing our institution as an environmental leader.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed as of the Effective Date.

APPROVED:

BY:

(TYPE IN NAME OF APPROVER) Date

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THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION, ON BEHALF OF THE UNIVERSITY OF NEVADA, LAS VEGAS

RECOMMENDED:

BY:

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<th>Sharrie Mayden, C.P.M., Director of Purchasing and Contracts</th>
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