



SECTION 3 PROPOSER'S GENERAL QUESTIONNAIRE

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED ON REQUEST TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER §§552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER §559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

3.1 Proposer Profile

3.1.1 Legal name of Proposer company: _____

Address of principal place of business:

Street Address City State Zip Code

Address of office that would be providing service under any contract or agreement resulting from this RFP:

Street Address City State Zip Code

Point of Contact for this Project: _____

Point of Contact's Email Address: _____

Group Purchasing Organization (GPO):

Is Proposer part of any GPO?: ☐ YES ☐ NO

GPO Name: _____

Contract(s) Number: _____

Number of years in Business: _____

State of incorporation: _____

Number of Employees: _____

Annual Revenues Volume: _____

Name of Parent Corporation, if any _____

NOTE: If Proposer is a subsidiary, University prefers to enter into a contract or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.



- 3.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by University **(if requested by the University)**. OGC 0726
- 3.1.3 Proposer will provide a financial rating of the Proposer entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Proposer **(if requested by the University)**.
- 3.1.4 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.
- 3.1.5 Proposer will provide any details of all past or pending litigation or claims filed against Proposer that would affect its performance under any contract or agreement with University resulting from this RFP **(if any)**.
- 3.1.6 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? **If yes**, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.



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- 3.1.7 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by University's RFP. Proposer will include in its customer reference list the customer's company name, contact person, telephone number, project description, length of business relationship, and background of services provided by Proposer.

Reference One	
Company's Name	
Contact Person Name & Email	
Reference Project ID	
Length of Business Relationship	
Background of Services Provided by Proposer	
Reference Two	
Company's Name	
Contact Person Name & Email	
Reference Project ID	
Length of Business Relationship	
Background of Services Provided by Proposer	
Reference Three	
Company's Name	
Contact Person Name & Email	
Reference Project ID	
Length of Business Relationship	
Background of Services Provided by Proposer	



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- 3.1.8 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of University? **If yes**, Proposer will explain.

- 3.1.9 Proposer will provide the name and Social Security Number for each person having at least 25% ownership interest in Proposer. This disclosure is mandatory pursuant to §231.006, Family Code, and will be used for the purpose of determining whether an owner of Proposer with an ownership interest of at least 25% is more than 30 days delinquent in paying child support. Further disclosure of this information is governed by the Texas Public Information Act (ref. Chapter 552, Government Code), and other applicable law **(if requested by the University)**.

- 3.2 Approach to Work

**THIS SECTION SHALL BE CLEARLY PRESENTED IN YOUR SUBMITTED PROPOSAL ~
DO NOT ANSWER IN THIS DOCUMENT**

- 3.2.1 Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to University from doing business with Proposer. Proposer will briefly describe its approach for each of the required services identified in Section 5.4 Scope of Work of this RFP.
- 3.2.2 Proposer will provide an estimate of the earliest starting date for services following execution of any contract or agreement resulting from this RFP.
- 3.2.3 Proposer will submit a work plan with key dates and milestones. The work plan should include:
- 3.2.3.1 Identification of tasks to be performed;
 - 3.2.3.2 Time frames to perform the identified tasks;
 - 3.2.3.3 Project management methodology;
 - 3.2.3.4 Implementation strategy; and
 - 3.2.3.5 The expected time frame in which the services would be implemented.
- 3.2.4 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in this RFP. Proposer will include samples of reports and documents if appropriate.

FOR SECTION 3.2.5 - SELECT AN OPTION FROM THE BELOW LIST IN THIS DOCUMENT.

- 3.2.5 Proposer must select, and if necessary complete, one of the following two options regarding cloud computing services ("CCSs"):

☐

OPTION 1: Proposer represents and warrants that it will not provide any CCSs either through any contract or agreement resulting from this RFP or in furtherance of such contract or agreement, as provided in Section 2.34 of Appendix One.

☐

OPTION 2: Proposer represents and warrants that it will provide the following CCSs either through any contract or agreement resulting from this RFP or in furtherance of such contract or agreement, as provided in Section 2.34 of Appendix One:

☐

OPTION 3: Not applicable



3.3 General Requirements

**THIS SECTION SHALL BE CLEARLY PRESENTED IN YOUR SUBMITTED PROPOSAL ~
DO NOT ANSWER IN THIS DOCUMENT**

3.3.1 Proposer will provide summary resumes for its proposed key personnel who will be providing services under any contract or agreement with University resulting from this RFP, including their specific experiences with similar service projects, and number of years of employment with Proposer.

3.3.2 Proposer will describe any difficulties it anticipates in performing its duties under any contract or agreement with University resulting from this RFP and how Proposer plans to manage these difficulties. Proposer will describe the assistance it will require from University.

3.4 Service Support

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DO NOT ANSWER IN THIS DOCUMENT**

Proposer will describe its service support philosophy, how it is implemented, and how Proposer measures its success in maintaining this philosophy.

3.5 Quality Assurance

**THIS SECTION SHALL BE CLEARLY PRESENTED IN YOUR SUBMITTED PROPOSAL ~
DO NOT ANSWER IN THIS DOCUMENT**

Proposer will describe its quality assurance program, its quality requirements, and how they are measured.

3.6 Miscellaneous

**THIS SECTION SHALL BE CLEARLY PRESENTED IN YOUR SUBMITTED PROPOSAL ~
DO NOT ANSWER IN THIS DOCUMENT**

3.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to University. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

3.6.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by University from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

3.6.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.