REQUEST FOR PROPOSALS
For:
“Online Training Modules and Web-Based Access Portal Development Services”

WEST VIRGINIA STATE UNIVERSITY
RESEARCH AND DEVELOPMENT CORPORATION

West Virginia State University (“WVSU or the University”), through the West Virginia State University Research and Development Corporation (“the Corporation”), is soliciting proposals for Online Training Modules and Web-Based Access Portal Development Services.

SECTION ONE
GENERAL INFORMATION

1.1 Purpose of the Request for Proposals. The purpose of this Request for Proposals (RFP) is to select a qualified vendor to develop online multimedia training modules as well as a web-based Access Portal (website) allowing for self-registration and free access to the training videos and materials by interested individuals. The Corporation, by means of this RFP, invites all qualified Proposers (Offerors) to submit Proposals in accordance with the requirements outlined in this RFP. The Corporation anticipates that, based on its review and evaluation of the Proposals received pursuant to this RFP, it will select a Proposer and execute a contract whereby the Proposer renders Products and Services to the Corporation, in accordance with terms and conditions set forth in the procurement contract.

1.2 Primary Goal of the Request for Proposal. The procurement of services to develop Online Training modules and web-based access portal is a component of a United States Department of Agriculture Capacity Building Grant program, awarded to the University to enhance its current teaching and research capabilities and strengthen its academic programs. Online Teaching modules are intended to (1) enhance teaching capabilities at the University and serve as additional resources for faculty designing and teaching online science courses, and (2) to assist students considering enrollment in online science courses by providing them with strategies and resources to optimize their learning science in an online environment.

1.3 Information about West Virginia State University and WVSU Research and Development Corporation. Located in Institute, West Virginia, West Virginia State University was founded in 1891 as an 1890 Land-Grant institution. As such, WVSU has a tripartite mission of providing education via instruction, research and outreach. The University has a current total student population of close to 4,000, offering baccalaureate and graduate programs. The University consists of four Academic Colleges including Natural Sciences and Mathematics; Arts and Humanities; Business and Social Sciences; and Professional Studies as well as an active Research and Public Service Unit. The WVSU Research and Development Corporation (hereinafter the Corporation) was established in 1991 to provide fiscal services to the University which facilitate the management of research and development grants and sponsored programs. This RFP is being administered by the Corporation.

1.4 Corporation’s Right to Reject. This RFP does not commit the Corporation to select a Proposer or to award a Contract to any Proposer. The Corporation reserves the right to accept or reject, in whole or in part, any Proposal it receives pursuant to this RFP. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the University reserves the right to undertake negotiations with the next most advantageous firm without undertaking a new procurement process.

1.5 Schedule of Events. The Corporation will make a good faith effort to follow the timeline below for evaluating, negotiating and issuing an award:
2.1  **Right to Modify, Rescind, or Revoke RFP.** The Corporation reserves the rights to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of the Corporation executes a Contract with the Selected Proposer.

2.2  **Compliance with RFP Requirements.** By submission of a Proposal, a Proposer agrees to be bound by the requirements set forth in this RFP. The Corporation, at its sole discretion, may disqualify a Proposal from consideration, if the Corporation determines a Proposal is non-responsive and/or non-compliant, in whole or in part, with the requirements set forth in this RFP.

2.3  **Binding Effect of Proposal.** Unless otherwise agreed in writing signed by the Corporation’s Executive Director, each Proposer agrees to and shall be bound by the information and documentation provided with the Proposal, including prices of the quoted products and services.

2.4  **Signature and Certification of Proposer.** The Proposal must be signed and dated by a representative of the Proposer who is authorized to bind the Proposer to the terms and conditions contained in this RFP. Each Proposer submitting a Proposal certifies to both: (a) the completeness, veracity, and accuracy of the information provided in the Proposal, and (b) the authority of the individual whose signature appears on the Proposal to bind the Proposer to the terms and conditions set forth in this RFP. Proposals submitted without the required signature shall be disqualified.

2.5  **Requirements for Submission.** In response to this RFP each Proposer shall submit a sealed package including: one (1) original -- which must be clearly defined as the ORIGINAL -- and three (3) copies of the Proposal, plus one complete electronic copy via Federal Express (FedEx), United Parcel Services (UPS), or United States Postal Services (USPS) Certified Mail, or any other courier or parcel service provider in the U.S., to the address below. The sealed package should be clearly labeled as: RFP FOR “Online Training Modules and Web-Based Access Portal Development.” **Faxed proposals will not be accepted.** The original shall be prepared on a word processor and formatted in at least 10-point-font that is clearly readable. The copies shall be of good, readable quality. The cover page shall also reflect the subject matter of the Proposal as follows: RFP FOR “Online Training Modules and Web-Based Access Portal Development.” The electronic copy shall be submitted in a flash drive along with the requested hard copies.

**West Virginia State University**  
**Research and Development Corporation**  
Attn: Dr. Mehdi Seyedmonir  
204 ACEOP Bldg.  
4015 Fairlawn Avenue  
Institute, WV 25112

2.6  **Deadline for Proposals.** Proposals must be at the above-specified address and business office, no later than 4:00 p.m., Eastern Standard Time, on April 9, 2018.

**ANY PROPOSAL RECEIVED AFTER THE DEADLINE WILL BE IMMEDIATELY DISQUALIFIED FROM CONSIDERATION, AND WILL BE RETURNED UNOPENED TO THE PROPOSER.**
2.7 **Risk of Loss, Damage, Delay.** Proposer acknowledges and agrees to release and hold harmless the West Virginia State University Research and Development Corporation, West Virginia State University, Corporation’s Board of Directors, University’s Board of Governors, officers, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Proposal or failure to deliver the Proposal to the Business Office at West Virginia State University Research and Development Corporation, as specified in Sections 2.5 and 2.6 of this RFP.

2.8 **Ownership of Proposals.** All Proposals become the physical property of the Corporation upon receipt.

2.9 **Use, Disclosure of Information.** Proposers acknowledge that the Corporation is a private not-for-profit agency incorporated in the State of West Virginia and is, therefore, not required to comply with the West Virginia Freedom of Information Act. However, Proposers acknowledge that West Virginia State University is a State Public University required to comply with the West Virginia Freedom of Information Act. Thus, if a Proposal includes proprietary data, trade secrets, or information the Proposer wishes to exempt from public disclosure, then the Proposer must specifically label such data, secrets, or information as follows: "PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION." To the extent permitted by law, information labeled by the Proposer as proprietary will be used by the Corporation only for purposes related to or arising out of the (a) evaluation of Proposals, (b) selection of a Proposer pursuant to the RFP process, and (c) negotiation and execution of a Contract, with the Proposer selected.

2.10 **Costs of Participation.** The Corporation specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims related to or arising out of the Proposers participation in this RFP process, including but not limited to costs incurred as a result of preparing, copying, shipping, presenting, and/or clarifying the Proposal and the information relevant to the Proposal.

2.11 **Compliance with Applicable Laws, Regulations, Ordinances, Board of Directors Policies, Corporation Policies and Procedures, and any applicable University Policies and Procedures.** By submitting a Proposal, the Proposer agrees to and shall comply with all applicable local, state and federal laws and regulations, as well as with all applicable policies.

SECTION THREE
RFP PROCEDURES

3.1 **Request for RFP Electronic Copy.** A Proposer may request an electronic copy of the RFP from Dr. Mehdi Seyedmonir via email to mehdi@wvstateu.edu. **An electronic copy of the RFP will also be available for downloading at the following University website: [www.wvstateu.edu/rdcorp](http://www.wvstateu.edu/rdcorp).** A hard copy of the RFP can be picked up at 204 ACEOP Bldg., 4015 Fairlawn Ave., Institute, WV. The RFP will be available until March 23, 2018 by 2:00 pm.

3.2 **Request for Clarification.** The Corporation reserves the right to request clarification of any information contained in a Proposal.

3.3 **Questions by Proposers.** The deadline for questions submitted by Proposers is March 23, 2018, no later than 2:00 p.m., Eastern Standard Time (EST). The Corporation will not accept questions after this date. Questions in regard to the RFP must be submitted via email as specified below; the question, written response, and addenda (if any) related to the RFP will be posted on the Corporation website and will be available until April 9, 2018, by 4:00 p.m. EST. **Please note the Intend-to-Bid form is required if Proposers wish to submit specific questions concerning this RFP.** If the Corporation determines a question has been sufficiently answered in the RFP, the inquiring Proposer will be referred to the relevant section of the RFP. Should the RFP be modified, the updated RFP will be marked with the modifications appearing in red font and posted on the Corporation’s website.
All questions related to this RFP may be submitted via email to:

Dr. Mehdi Seyedmonir
mehdi@wvstateu.edu

3.4 **Addenda to the RFP.** Each Proposer will be provided with copies of Corporation-approved addenda, including amendments to the RFP via the aforementioned website. If necessary, the Corporation will allow Proposers with additional time to revise or supply additional information in response to such addenda. **It is encouraged that potential Proposers submit the RFP Intend-to-Bid Form available in Appendix B.** Filing an Intent-To-Bid Form is voluntary and does not commit Proposers to bidding. However, this form is required if Proposers wish to submit specific questions concerning this RFP.

3.5 **Communications with Corporation’s Personnel.** Except as provided in this RFP and as is otherwise necessary for the conduct of ongoing Corporation’s business operations, Proposers are expressly and absolutely prohibited from engaging in communications with the Corporation’s (and related University) personnel and selection committee members who are involved in any manner in the review and/or evaluation of the Proposals; selection of a Proposer; and/or negotiations or formalization of a Contract. If any Proposer engages in conduct or communications that the Corporation determines are contrary to the prohibitions set forth in this Section 3.6, the Corporation may, at its sole discretion, disqualify the Proposer and withdraw the Proposer’s Proposal from consideration.

3.6 **Evaluation of Proposals.** The Selection Committee will review Proposals in accordance with the procedure and criteria set forth in this RFP. Award will not necessarily be made to the firm submitting the lowest cost proposal. Proposals that are (i) incomplete, (ii) not properly certified and signed, (iii) not in the required format, or (iv) otherwise non-compliant, in whole or in part, with any of the requirements set forth in this RFP may be disqualified by the Corporation.

3.7 **Proposer Presentations.** Proposers may be invited to campus to present further detailed information about their products and services to the Selection Committee. However, proposals may be accepted without such discussions or interviews. The Selection Committee will establish the time, date and location for presentations. Proposers’ contacts will be notified of this requirement via email or phone by Dr. Mehdi Seyedmonir, the RFP administrator, along with providing any further instructions established by the selection committee.

**SECTION FOUR**
**PROPOSAL CONTENTS**

4.1 **Provision of Information.** Each Proposer must provide current, accurate, complete information about all of the following requested sections (A-C) in support of its Proposal (please coordinate numbers with responses):

**A. Online Training Modules and Web-Based Access Portal Development Technical Specifications and Deliverables:**

The following specifications provide the guidelines to meeting the Online Training Modules and Web-Based Access Portal objectives, but alternative solutions with similar or enhanced capability and/or configuration will be considered. All work is expected to be completed within 90 days from the official agreements execution date.
(1) **Web-Based Access Portal (WBAP).** All the training modules and supplemental material should be made available for the target audiences on a designated website as an access portal. The design of the access portal website should meet the following criteria: (1) The website should include self-registration options that will allow access of the modules to the target audience (as well as public) and allow the grant project administrator to track usage and completion rates, as well as monitoring and tracking assessments within the course; (2) be ADA compliant; and (3) should acknowledge USDA as the funding source of the grant. All the deliverables and the materials in relation to the Faculty Training Modules (FTM) and Student Training Modules (STM) must be uploaded to this site. The site must be fully functional including the registration and assessment components for the WBAP to be considered as successfully and satisfactorily completed. The website must be standalone (domain name and public hosting plan paid for a period of five years) and not require additional maintenance fees to continue running other than regular fees of web hosting and domain registration fees. All the domain registration ownership as well as the management rights and functions of the website hosting must be officially and fully transferred to the grant project administrator.

(2) **The Faculty Training Modules (FTM).** The target audience for the faculty training modules (FTM) include science faculty, particularly those teaching in biological and agricultural sciences, who are interested in developing online courses and considering inclusion of a virtual lab component in their online courses. The anticipated FTM should ideally consist of approximately 2-4 hours of online seat time, consisting of seven modules addressing the following topics:

- **Module 1:** Design 101: Backward Design / Content Organization
- **Module 2:** Design 101: Universal Design of Learning
- **Module 3:** Design 101: Creating or Curating Content
- **Module 4:** Science Activities and Virtual Labs
- **Module 5:** Methods 101: Flipped Learning and Pedagogical Considerations
- **Module 6:** Engaging Online Science Students in Learning
- **Module 7:** Assessment of Learning

The instructional design and content of the training modules should be based on current literature and best practices and also be practical, relevant, and informative. The production and delivery should incorporate a variety of visual elements and interests and reflect a professional and high-quality production. Each module, should also incorporate brief segments of highly-selective, focused, and edited Subject-Matter-Expert (SME) interviews of select WVSU faculty as well as interviews of WVSU students who have taken online courses.

(3) **The Student Training Modules (STM).** The target audience for the student training modules (STM) include undergraduate students who are taking, or will be taking, a fully online science course for the first time. The anticipated STM should ideally consist of approximately 2-4 hours of online seat time consisting of six modules, addressing the following topics:

- **Module 1:** Overview of Online Learning (Reality Check)
- **Module 2:** Time and Self-Management
- **Module 3:** Support Systems: Institutional, Work, Family
- **Module 4:** Study Skills / Self-Learning Skills (Self-Regulated Learning)
- **Module 5:** Technology Skills (LMA, Library Research, etc.)
- **Module 6:** Communication and Socialization in Online Environments
The instructional design and content of the training modules should be based on current literature and best practices and also be practical, relevant, and informative. The production and delivery should incorporate a variety of visual elements and interests and reflect a professional and high-quality production. Each module, should also incorporate brief segments of highly-selective, focused, and edited Subject-Matter-Expert (SME) interviews of select WVSU faculty as well as interviews of WVSU students who have taken online courses.

B. Business and Financial Information.

1. Name, physical address, email address, telephone number, and title of the person(s) whom the Corporation can contact about the Proposal;
2. Corporate filings, DBA name, registration and tax identification number;
3. Names and titles of Proposer officials who will serve as primary Proposer contacts;
4. Length of time during which the Proposer has provided the Services/Products contemplated by this RFP;
5. List of three (3) references, preferably for West Virginia colleges/universities or corporations, for whom the Proposer has provided or currently provides similar services; and

C. Services, Plans, Reports, and Billing.

1. Description of products and services the Proposer will provide in relation to this RFP;
2. Detailed Plan, schematics, and outline with projected time lines, and itemized costs, for provision of Products and Services;
3. Names, titles, contact point of Proposer officials who will serve as primary Proposer technical personnel and contacts performing services in support of the agreement, plus supporting credentials demonstrating the education, training, and experience of these personnel.
4. Task-specific training required for Proposer's personnel;
5. Procedures followed when contacted by a Corporation’s official about issues related to the rendition of Services;
6. Methods, procedures, and processes to ensure quality control; and
7. Billing procedures and processes utilized by the Proposer.

4.3 Proposer Affirmation Clauses. Each Proposer must affirm and incorporate in its Proposal all of the Affirmations set forth in this Section 4.3. If the Corporation determines a Proposer has submitted a false statement, in whole or in part, in regard to any of these affirmations, then the Corporation will disqualify the Proposer from consideration.

A. The Proposer has not conferred or offered to confer, either directly or indirectly, any benefit whatsoever on a public servant in connection with the submitted Proposal or the subject matter of the Proposal;
B. Bidder/proposer affirms that no affiliation exist between owners, officers, administrators and employees of the bidder/proposer and the Corporation which could be construed as a conflict of interest.
C. The Proposer either is not subject to the payment of franchise taxes to the State of West Virginia or is not currently delinquent in regard to the payment of franchise tax owed to the State of West Virginia;
D. The Proposer, individually or acting by and through its officers, principals, employees, contractors, subcontractors, agents, or personnel, has neither (i) violated state or federal antitrust laws nor (ii) communicated any of the contents of the Proposal to its competitors or any other person or entity engaged in such line of business;

E. The Proposer did not participate in or receive compensation for preparation of the RFP;

F. The Proposer certifies that the individual or business entity named in the Proposal is not ineligible to enter into a resulting contract, if any. If this certification is inaccurate, then the resulting contract can be terminated.

I. Proposer understands that acceptance of funds under this contract acts as acceptance of the authority of the State of West Virginia, or any successor agency, to conduct an audit or investigation in connection with those funds. Proposer further agrees to cooperate fully with the State of West Virginia, and any Federal agency associated with this funding, in the conduct of the audit or investigation, including providing all records requested. Bidder/Proposer will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Bidder/Proposer and the requirement to cooperate is included in any subcontract awards;

J. The Proposer shall defend, indemnify, and hold harmless the State of West Virginia, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of the Proposer or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of the resulting contract;

K. The Proposer understands that any dispute arising under this RFP, or any resulting contract, may be resolved through any means, including litigation.

4.4 Requests for Proposal Submission Form. Each Proposer must submit a complete and signed Request for Proposal Submission Form (Appendix A).

SECTION FIVE
EVALUATION, SELECTION, AWARD

5.1 Discussions with Proposers. The Corporation may conduct discussions and/or negotiations with any Proposer eligible for award, pursuant to the selection criteria set forth in this RFP. In conducting discussions and/or negotiations, the Corporation will not disclose information derived from Proposals submitted by competing Proposers, except as and if law requires disclosure.

5.2 Modification of Proposals. All Eligible Proposers will be afforded the opportunity to submit best and final Proposals if (a) negotiations with any other Proposer result in a material alteration to the RFP and (b) such material alteration has a cost consequence that could alter the Proposers quotations regarding rates for Services.

5.3 Selection of Proposer. The Proposer selected for award will be the Proposer whose Proposal, as presented in response to this RFP and as determined by the Corporation in accordance with the evaluation criteria set forth in Section 5.5, to be the most advantageous to the Corporation. Proposers acknowledge that the Corporation is not bound to accept the lowest-priced Proposal.

5.4 Evaluation of Proposals. The Corporation’s personnel (and eligible University faculty and staff), including personnel who serve on the Selection Committee, will evaluate proposals. Submission of a Proposal indicates the Proposer’s acceptance of the evaluation process set forth in this RFP and the Proposer’s acknowledgement that subjective judgments must be made by the Corporation in regard to the evaluation process.
5.5 **Criteria for Evaluation.** Evaluation of Proposals and award to the Selected Proposer will be based on the following criteria, for a total of 100 points as listed below:

**A. Company and Personnel Experience and Qualifications (25 points maximum):**
Provide a description of: (a) your company’s experience in designing and developing interactive, multimedia-rich, online training modules for higher education institutions and/or online corporate training courses which you believe qualifies your firm as a qualified provider; (b) identify the personnel that will be assigned to this engagement and their qualifications via a resume; and (c) identify the institutions for which this service/products were provided and the names, addresses and telephone numbers of a contact for each.

**B. Proposed Curriculum Design Plan and Features (25 points maximum):**
Provide description and schematics of the proposed (a) Faculty Training Modules, (b) Student Training Modules, and (c) the Website Access Portal. The description should include key design features and technical aspects of the components listed above.

**C. Cost/Pricing (25 points maximum):**
Provide total costs of the (1) faculty and student training modules and (2) Website Access Portal, and if applicable, price of alternative options. If any, also provide costs of additional services beyond the specifications above (Section 4.1).

**D. Timeline for Completion of Project (25 points maximum):**
Please provide a detailed timeline required to fully complete the project from the time the contract is executed to the time the modules and access portal are fully deployed and operational. As per this RFP, a 90-day completion timeframe is requested (Section 4.1 A-12).

5.6 **Consideration of Additional Information.** The Corporation reserves the right to ask for and consider any additional information deemed beneficial to the University in evaluation of the Proposals.

**SECTION SIX**
**GENERAL TERMS AND CONDITIONS**

6.1 **Termination.** The Contract may be terminated if the first instance of the following occurs:

**A. Termination without Cause.** In the event either the Corporation or the Proposer shall, with or without cause, at any time give to the other at least 30 days’ advance written notice, the Contract shall terminate on the future date specified in such notice.

**B. Mutual Agreement.** In the event the Corporation or the Proposer mutually agree in writing, the Contract may be terminated on the terms and date stipulated in the writing.

**C. Termination by Default.** In the event either Party shall give notice to the other that the other Party has substantially defaulted in the performance of any obligation under the Contract, and the default has not been cured within 10 business days following the receipt of such notice by the Party alleged to be in default, the Party giving notice shall have the right to terminate the Contract immediately, upon the close of Corporation’s business, or at 5p.m., Eastern Standard Time on the 10th business day after notice was received.

**D. Termination for Insolvency, Bankruptcy, Assignment to Creditors.** The Corporation may, without further notice, terminate this Agreement immediately if the Proposer (i) petitions for reorganization under the Bankruptcy Code or is adjudged bankrupt; (ii) becomes insolvent or a receiver is appointed
due to the insolvency; or (iii) makes a general assignments or sale of its assets or business for the benefit of creditors.

6.2 **Requirements for Recordkeeping.** The Proposer shall maintain records generated pursuant to Services rendered in accordance with the Contract for a period of at least three (3) years after submission of the last accounting report date on which Services were rendered, or until final resolution of any proceedings arising out of the Contract, whichever date is later in time.

6.3 **Indemnification by the Proposer.** The Proposer agrees to and shall indemnify and hold harmless the West Virginia State University Research and Development Corporation, and its Board of Directors; the University and its Board of Governors, officers, agents, employees, and personnel, from and against claims arising out of or attorneys’ fees and for general conduct, whether based upon Proposer, employment, apparent Proposer, joint venture, partnership, or any other legal theory by which liability is adjudged against Corporation and/or University for the acts, intentional acts, omissions, negligence, or gross negligence of the Proposer and/or any personnel or individuals providing Services on behalf of the Contractor pursuant to the Contract. The indemnification obligations set forth in the Contract shall survive termination or expiration of the Contract.

6.4 **Right to Inspect.** The Corporation retains the right to examine, inspect, audit, and copy, regardless of location, any and all documents, records, files, data, and information generated or utilized by the Proposer in the performance of the Contract.

6.5 **Corporation’s Method of Payment:** Payment of fees and expenses, not to exceed the maximum proposed, will be made upon satisfactory completion of the required services. Progress payments may be approved at the discretion of the Vice President for Business and Finance of the Corporation in charge of this RFP’s fiscal management or designee.

6.6 **Coverage and Proof of Insurance:** For the duration of the contractual agreement, for all renewal terms, and for the purpose of identification obligations that are specified to survive termination or expiration of the agreement, Proposer shall obtain, at its sole expense and at no cost to the Corporation, a Commercial General Liability insurance. The Commercial General Liability, including operations, contractual liability, and products liability on the combined single limit of not less than one hundred and fifty thousand dollars ($150,000) per occurrence; and three hundred thousand dollars ($300,000) in the aggregate. At the time of agreement execution, the proposer shall furnish the Corporation with certificates of insurance on a form acceptable to the Corporation/University’s risk manager, certifying that the Proposer carries the required insurance policy and coverage. Each insurance policy shall contain a covenant by the insurance company issuing the policy that the policy will not be modified or cancelled unless thirty (30) days prior written notice of modification or cancellation is given to the Corporation. If the Proposer fails to obtain such as insurance policy, the Corporation may immediately terminate the Contractual agreement without further notice to the Proposer.

6.7 **Definition of Terms.**

A. **Contract.** The term "Contract or Agreement" shall mean the written agreement, if any, executed by the authorized representatives of the University and the Selected Proposer(s) that formalizes the terms, provisions, covenants, and obligations, including but not limited to those contained in this RFP, of the respective parties to the arrangement for provision of Services.

B. **Proposer's Personnel.** The term "Proposer’s Personnel" shall mean and include any and/or all of the following, without limitation: employees, leased employees, agents, officers, directors, staff, independent contractors, contractors, or subcontractors, or any individuals furnished, referred, or provided by the Proposer for purposes arising out of or related to this RFP, the Proposer's Proposal, and the Contract, if any, that results from the award made by the Corporation to the Selected Proposer.
APPENDIXES

Appendix A: REQUEST FOR PROPOSAL SUBMISSION FORM

Appendix B: RFP INTENT-TO-BID FORM
REQUEST FOR PROPOSAL (RFP) SUBMISSION FORM

For:
“Online Training Modules and Web-Based Access Portal Development”

DATE: __________________________, 2018

TO THE OWNER: West Virginia State University
Research & Development Corporation
204 ACEOP Bldg.
4015 Fairlawn Avenue
(P.O. Box 1000)
Institute, WV 25112-1000

PROJECT: Online Training Modules and Web-Based Access Portal Development

The undersigned, hereinafter called the Vendor, Offeror, or Proposer, being familiar with and understanding the RFP Documents as well as being familiar with all conditions affecting the above project, hereby proposes to furnish all labor, material, equipment, supplies and transportation, and to perform all Work in accordance with the RFP Documents.

I (We) also acknowledge the following Addenda:

ADDENDUM

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I (We) understand that failure to confirm the receipt of the addendum (addenda) is cause for rejection of this proposal.

BASE PRICE: ________________________________________________

I (We) agree to provide all products and services required in this RFP in accordance with the Contract Documents for the sum of:

______________________________________________________________ Dollars

($______________)

Appendix A

West Virginia State University
Research and Development Corporation
In the event of a difference between the written amount and the number amount, the written amount shall prevail.

It is expressly agreed that the work shall be started within seven (7) days of the Owner’s Notice to Proceed. The Proposer, if successful and awarded a Contract, agrees that all Work is to be Substantially Completed within 60 calendar days following receipt of the Owner’s written Notice to Proceed and agrees to achieve Final Completion within 30 consecutive calendar days thereafter.

Any work performed prior to receipt of the Owner’s written Notice to Proceed and/or Purchase Order shall be at the Proposer’s risk.

Upon receipt of the Owner’s written notice of the acceptance of this RFP price, the Proposer agrees that she/he shall execute and deliver a copy of WV Contractors License, and Proof of Workers Compensation as set forth in the RPF Documents to the Owner, or the Proposer shall forfeit the security deposited with this Bid.

SUBMITTED:

DATE: ________________________________
WV VENDOR NO: ________________________________
CONTRACTOR LICENSE NO: ________________________________
BY: __________________________________________________________

(Signature in Ink)
TITLE: __________________________________________________________
FIRM NAME: ______________________________________________________
ADDRESS: __________________________________________________________

(SEAL: If Proposal is by a Corporation)
Appendix B

RFP INTENT-TO-BID FORM

If you intend to bid on a Request for Proposal, you are asked to complete this form as soon as possible and email to:

WVSU Research and Development Corporation
Attention: Dr. Mehdi Seyedmonir
Email: mehdi@wvstateu.edu

If you identify yourself as a potential Proposer, West Virginia State University Research and Development Corporation will be able to notify you of any RFP changes/revisions/addenda and forward relevant information.

Please note:

- Filing an Intent-To-Bid Form is voluntary: it is NOT required by West Virginia State University Research and Development Corporation in order for you to submit a proposal.
- Filing an Intent-To-Bid Form does not commit you to bidding.
- Filing an Intent-To-Bid Form is required if you wish to submit specific questions concerning this RFP.

--------------------------INTENT-TO-BID--------------------------

RFP Name: __________________________________________

Vendor Name: _________________________________________

Address: ____________________________________________

Name of Contact Person: _________________________________

Title: _________________________________________________

Email: ________________________________________________

Phone: ________________________________________________

Fax: ________________________________________________