



INVITATION TO NEGOTIATE

TEDDY DATA ANALYSIS

ITN# 16-05-MH


UNIVERSITY OF SOUTH FLORIDA

The University of South Florida is requesting proposals from qualified firms interested in the University of South Florida Invitation to Negotiation for **TEDDY DATA ANALYSIS** as further specified herein.

If you are interested in submitting a proposal, please note that the proposal needs to be submitted no later than **3:00 p.m., December 11, 2015**. Any questions concerning this Invitation to Negotiate should be directed to

Michael Hernandez, Purchasing Administrator, Purchasing Services: mahernandez@usf.edu .

University of South Florida
Purchasing Services
4202 E. Fowler Avenue AOC 200
Tampa, Florida 33620-9000
usfweb.usf.edu/purchasing/purch2.htm

 <p>INVITATION TO NEGOTIATE Competitive Solicitation Acknowledgement Form</p>		<p>Submit Response To: University of South Florida Purchasing Services 4202 E. Fowler Ave. AOC 200 Tampa, FL 33620 Phone (813) 974-2481 http://usfweb2.usf.edu/purchasing/</p>
ITN No: 16-05-MH		Title: TEDDY Data Analysis
Date of Issue: August 31, 2015		Response Due Date and Time: December 11, 2015 at 3:00pm
ITN Point of Contact		
Name: Michael Hernandez		Email: mahernandez@usf.edu
Vendor Information		
Company Name:		Reason for no offer:
Mailing Address:		
City, State, Zip Code:		
Area Code	Telephone no.	<p>Posting of Competitive Solicitation Tabulations</p> <p>Proposal tabulations with intended award(s) will be posted for review by interested parties at Purchasing Services and our solicitation web page and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Florida Board of Governors Regulation 18.002 and USF Regulation USF4.02090, or failure to post the bond or other security as required in Florida Board of Governors Regulation 18.003 and USF Regulation USF4.02050, shall constitute a waiver of proceedings under that regulation.</p>
	Toll Free no.	
	Fax no.	
Email Address:		

Government Classifications
Check all applicable

- African American
- American Women
- Asian-Hawaiian
- Government Agency
- Hispanic
- MBE Federal
- Native American
- Non-Minority
- Non-Profit Organization
- Pride
- Small Business Federal
- Small Business State
- Veteran/Service Disabled

I certify that this ITN proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, equipment or service and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this ITN proposal and certify that I am authorized to sign this ITN proposal for the responder and that the responder is in compliance with all requirements of the Invitation to Negotiate, including but not limited to, certification requirements. In submitting a proposal to the University of South Florida Board of Trustees, a public body corporate ("University"), the responder offers and agrees that if the ITN proposal is accepted, the responder will convey, sell, assign or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the responder.

Printed Name/Title

Authorized Signature

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SECTION I: INTRODUCTION

Purpose of ITN

The University of South Florida Board of Trustees, a public body corporate of the State of Florida, hereinafter the “University”, intends to negotiate multiple agreements on behalf of the TEDDY Study for investigators interested in analyzing interactions between environmental and genetic factors contributing to the development of autoimmunity and type 1 diabetes (T1D). We invite Proposals from qualified Providers of Data Analysis Services to submit a proposal to perform the services as described in the specifications below. Through this process, the University desires to negotiate the best value agreement(s) for the University.

Description of University

Founded in 1956, the University of South Florida has become one of the largest universities in the Southeast, with a student body of 47,000 within the USF System that includes USF Tampa, USF St. Petersburg, and USF Sarasota-Manatee an annual budget of \$1.5 billion, and an annual economic impact of \$3.7 billion. USF is one of only three Florida public universities classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research activities, a distinction attained by only 2.2 percent of all universities. The University’s renowned faculty generate over \$390 million in contract and grant-sponsored research each year.

Located in the Tampa Bay region – one of the fastest-growing metropolitan areas of the nation – the University of South Florida has received vital support from business leaders and organizations, and contributes to the economic growth of the region through research and service projects.

The University’s priorities are focused on student success, community engagement, research and innovation, global literacy and impact, and integrated interdisciplinary inquiry. A national reputation as a dynamic research university is attracting more and more of the nation’s best and the brightest scholars to the Tampa Bay area. USF research is taking place across an astonishing array of disciplines, from marine sciences to teacher education, micro engineering to cancer treatments.

The University has world-recognized researchers in all of its colleges conducting research in areas such as oceanography, coastal geology, medicine, satellite communications and mapping, curriculum and testing innovation, aging, health outcomes and community welfare, business systems, fine arts, and many others.

USF is a member of the American Athletics Conference, with 17 men's and women's varsity teams competing at the NCAA-level. New facilities for practice and competition, along with a completely renovated USF Sun Dome, put the university's athletic facilities on par with virtually every top program in the country

Additional information available at <http://www.usf.edu/About-USF/index.asp>

SECTION II: SPECIAL CONDITIONS

1. OPENING NOTE TO VENDORS

Vendor’s response to this **Invitation to Negotiate** shall be delivered to the ***Purchasing Services, University of South Florida, 4202 East Fowler Avenue AOC 200, Tampa, Florida 33620-9000***, no later than **3:00 P.M. on December 11, 2015** according to the official clock located in the University’s Purchasing Department. No other time-keeping source will be considered for this purpose. The University shall not extend or waive this time requirement for any reason whatsoever. Responses to the Invitation to Negotiate that arrive after **3:00 P.M. on December 11, 2015** will be rejected in the University’s sole discretion. These proposals will be returned unopened to the Vendor. Proposals and/or amendments **will not** be accepted at any time via facsimile or electronic mail. **At 3:00 P.M. on December 11, 2015, all timely ITN Proposals received will be opened and recorded.**

If the Vendor elects to mail/ship its ITN Proposal package, the Vendor must allow sufficient time to ensure the University’s proper receipt of the proposal package by the time specified above. **Regardless of the form of delivery, it is solely the responsibility of the Vendor to ensure that the ITN Proposal package arrives at the University’s Purchasing Department no later than 3:00 P.M. on December 11, 2015.**

ITN Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposals submission time and date shown above.

ITN Proposals must be delivered in sealed envelopes/packages clearly marked: **ITN Proposal No.16-05-MH.**

All proposals submitted must include on our standard Invitation to Negotiate Form signed.2. **EVENT SCHEDULE** (dates are subject to change)

ITN Issued	August 31, 2015
Vendor's Questions Due	September 25, 2015 by 2:00pm
Response to Questions Posted	October 05, 2015 by 5:00pm
Letter of Intent due	October 26, 2015
Proposals Due/Bid Opening	December 11, 2015 by 3:00pm
ITN Awarded	February 29, 2016

3. **INQUIRIES**

The University will not give verbal answers to inquiries regarding negotiation considerations or verbal instructions prior to or after the selection process of this Invitation to Negotiate. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any cost incurred by the Vendor in connection with the preparation, production, or submission of their ITN Proposal including any increased costs resulting from the Vendor accepting verbal direction. All University changes to the ITN terms or specifications, if necessary, shall be made by the university by written addendum to the Invitation to Negotiate and distributed electronically by e-mail and post on the Purchasing Web site only.

Note: Vendors are responsible to insure that the University has their point of contact as well as their name, title, company name, address, telephone, and e-mail address in order to receive any addenda via e-mail.

4. **QUESTIONS ABOUT ITN - POINTS OF CONTACT**

ALL QUESTIONS MUST BE SUBMITTED IN WRITING VIA EMAIL BY 2:00 P.M. September 25, 2015.

Any questions concerning this Invitation to Negotiate should be directed to Michael Hernandez, Purchasing Administrator, Purchasing & Property Services, AOC-200, via e-mail at mahernandez@usf.edu. Phone: (813) 974-8123.

5. **RESPONSE TO VENDOR QUESTIONS**

Responses to all Vendor questions received prior to **2:00pm on September 25, 2015** will be addressed via an Addendum by **5:00pm on October 5, 2015** send email questions to Michael Hernandez mahernandez@usf.edu.

6. **ADDENDA**

Purchasing & Property Services may issue written addenda prior to the proposal opening date, supplementing, modifying or interpreting any portion of this Invitation to Negotiate. No verbal or written information from any source other than the Purchasing & Property Services addenda is authorized as representing the University.

Vendor's failure to return any and all addenda may result in disqualification of that Vendor's Invitation to Negotiate.

PLEASE NOTE: It is solely the Vendor's responsibility to check the USF Purchasing Web site at usfweb.usf.edu/purchasing/purch2.htm, forty-eight (48) hours before the closing time of this proposal to verify that the proposer has received any addenda that may have been issued.

7. **MEETINGS**

Notice of public meetings regarding the Invitation to Negotiate will be posted on the bulletin board located outside the Purchasing & Property Services Department located at 4202 E Fowler Avenue AOC-200, Tampa, FL 33620 and posted electronically on the USF Purchasing Bid website five business days prior to the meeting, (USFWEB2.USF.EDU/PURCHASING/PURCH2.HTM). For the purpose of this ITN, meeting notices will be Noticed (posted) by e-mail to the ITN Vendor list.

8. **PARKING**

Annual, semester, monthly, weekly, or daily parking permits must be obtained from Parking and Transportation Services (813-974-3990 for further information) for any company vehicles and/or individual vehicles that will be parked

on campus. This applies to all vehicles used for an extended period of time (over 3 days or on a recurring basis). Parking rules and regulations must be observed by all drivers. Website for parking services is: [HTTP://USFWEB2.USF.EDU/PARKING_SERVICES/](http://usfweb2.usf.edu/parking_services/)

9. AWARD

Vendor's proposals will be evaluated based on the requirements set forth in this Invitation to Negotiate. The University reserves the right to reject any or all proposals.

Vendors may be required to answer questions and may be required to make a presentation to the evaluation committee regarding their qualifications, experience, service, and capability to furnish the required service(s).

The award(s) shall be made by the University to the most responsive and responsible Vendor whose final proposal is determined to be the most advantageous to the University taking into consideration price and other criteria as set forth in the Invitation to Negotiate.

The University's intent is to award to multiple Vendors.

10. PROPOSAL TABULATION

Vendors desiring a copy of the proposal tabulation for the Invitation to Negotiate may request a copy via email to the ITN point of Contact Michael Hernandez mahernandez@usf.edu. Proposal tabulation will be available after award and will be posted on the Purchasing website. The proposal tabulation is an accounting of initial proposal information received relative to requested information and may not include price information. Proposal results will not be given out over the telephone.

11. THE INVITATION TO NEGOTIATE PROCESS

The ITN process is a flexible procurement process that is used when highly specialized and or variable services or products are required. Negotiations offer an opportunity for selected Vendor(s) to discuss their responses with an evaluation committee. The goal of this comprehensive process is for identification of the optimal outcome or the solution that best meets the needs of the University. Only representatives of the participating Vendors who are authorized to negotiate and make agreements shall be involved in negotiations.

12. EVALUATION CRITERIA

Evaluation will be based on criteria identified in the Section III - Specifications. **Any information a Vendor deems essential to the evaluation of the services offered, for which no provision is made in the ITN, should be clearly stated in the proposal.** While the University reserves the right to request additional information or clarification from Vendors at any time in the process, Vendors should not assume that they will be allowed to amplify or modify their initial written proposal. The initial response must be a clear and easy to understand explanation of the products, services, benefits and prices offered and should include information as to how all specifications will be met.

13. NEGOTIATION WITH VENDORS

To identify Vendors for negotiations, submitted proposals will be evaluated, presentations may be requested, and references may be verified and reviewed. The University will compare the proposals according to the evaluation criteria described in SECTION III for the purpose of identifying Vendors for negotiation. The evaluation criteria does not necessarily determine the best value for the university or the award to be made.

Vendors may be invited to continue in the negotiation process. Negotiations offer an opportunity for the selected Vendors to discuss their offers and proposals in further detail with the University. Selected Vendors may be given the opportunity to refresh their initial offers. Refreshed proposals allow Vendors to match or exceed the offers made by competitors, both as to services and cost. This allows the University to secure services which best meet its needs, at a highly competitive and favorable cost. At the conclusion of this negotiation process, the University may ask selected Vendors to submit a written best and final offer, to memorialize all agreements reached during negotiations and to extend additional benefits to the University, if desired. Invitation to submit a best and final offer is not automatic. After this negotiation a final Vendor(s) may be selected.

14. INVITATION TO NEGOTIATE FORM

All proposals shall be submitted using the University of South Florida Invitation to Negotiate form as a cover to be considered for an award of the proposal. The form shall be completed in ink or typewritten, signed by an authorized signatory of the Vendor and returned with the proposal in a sealed envelope. Vendor is responsible for marking the outside of the sealed envelope with the proposal number and the opening date.

The Invitation to Negotiate form and all related pages are a legal document and cannot be altered by the Vendor in any way. Any alteration made by a Vendor may disqualify the proposal and the response may be considered invalid. Any necessary changes to an Invitation to Negotiate document will be implemented by written addenda to the proposal issued by Purchasing & Property Services.

15. RIGHT TO NEGOTIATE

Upon evaluation of the responses, the University has the right to enter into negotiations with one or multiple Vendors that appear to have submitted proposal(s) that best meet the needs and requirements of the University. Negotiations could include but are not limited to price and the terms and conditions of this ITN.

If for any reason a Vendor(s) and the University cannot arrive at a mutual agreement that would result in the issuance of a contract, the University reserves the right to terminate negotiations, to reject the proposal(s), and to continue negotiations with other responsive Vendors that may lead to the issuance and award of a contract.

16. VENDOR'S RESPONSIBILITY

It is understood and the Vendor hereby agrees that it shall be solely responsible for all services that it proposes, notwithstanding the detail presented in the Invitation to Negotiate.

17. VENDOR'S EXPENSE

All proposals submitted in response to the ITN must be submitted at the sole expense of the Vendor, whether or not any agreement is signed as a result of this Invitation to Negotiate. Proposers will pay all costs associated with the preparation of proposals and necessary visits to campus and other required site visits.

18. NUMBER OF PROPOSALS SUBMITTED

Vendor shall submit one (1) original proposal-clearly mark as "original" and one (1) copy. **Vendors must also submit one (1) Electronic copy on a flash drive. Proposals that do not include all of the requested copies may be disqualified at the sole discretion of the University of South Florida.**

19. PROPOSAL REJECTION

The University shall have the right to reject any or all ITN proposals and in particular to reject an ITN proposal not accompanied by data required by the Invitation to Negotiate or an ITN proposal in any way incomplete or irregular including the omission of pricing information. Conditional ITN proposals may be considered non-responsive.

20. OPEN COMPETITION

The University encourages free and open competition among Vendors. Whenever possible, specifications, invitations to negotiate, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the University's needs and the accomplishment of a sound economical operation. The Vendor's signature on their ITN proposal guarantees that the prices quoted have been established without collusion with other Vendors and without effort to preclude the University from obtaining the lowest possible competitive price.

21. ORAL PRESENTATION

After ITN proposals have been opened, Vendors submitting ITN proposals may be requested, at the sole option of the University, to make oral presentations or provide written clarifications. Such presentations or clarifications will provide an opportunity for the Vendor to clarify the proposal. Oral presentations may be recorded. Recorded oral presentations and written clarifications will be affixed to the Vendor's ITN proposal and become part of the same as if originally submitted.

22. MISTAKES

In the event of extension error(s), the unit price will prevail and the bidder's "Total Offer" will be corrected accordingly. In the event of addition error(s), the extended totals will prevail and the bidder's "Total Offer" will be corrected accordingly. Bidders must check their bid proposals for any such errors and state the discount(s) in the proposal, where applicable. Failure to do so will be at the bidder's risk.

In the event a mistake results in the written request of a Vendor withdrawing any part of the proposal, the Vendor must withdraw the entire proposal package and the University will not consider that proposal for award of ANY of the subject ITN. This applies to all requests for withdrawal. The only exception to this policy would be a case where the mistake was the result of misinformation unknowingly supplied by the University. In this event, a waiver of policy must be approved by Purchasing whose decision shall be final.

Vendors must check their proposals for any errors. Failure to do so will be at the Vendor's risk.

23. RIGHT TO TERMINATE

In the event any of the provisions of the contract are violated by the successful proposer, the University may serve written notice upon Vendor of its intention to terminate the contract. Such notice will state the reason(s) for the intention to terminate the contract. If the violation does not cease and satisfactory arrangements for correction are not made within ten (10) days after the notice is served upon the Vendor, the contract shall cease and terminate. The liability of the Vendor and/or his surety for any and all such violation(s) shall not be affected by any such termination.

24. CANCELLATION

For the protection of both parties all contractual obligations shall prevail for at least 90 days after the effective date of the contract. After that period, for the protection of both parties, this contract may be cancelled, in whole or in part, by either party by giving thirty (30) days written notice to the other party.

25. FORCE MAJEURE

No default, delay or failure to perform on the part of the either party shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to, strikes, lockouts or inactions of governmental authorities; epidemics; acts of terrorism; war; embargoes; fire; earthquake; acts of God; or default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

26. PAYMENT

The University will make partial payment in the amount of the value of items or service received and accepted by the University in response to a request by the Vendor along with the submission of a properly executed invoice, and supporting documents (if required). The University shall issue the Vendor's payment within 30 days after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the purchase order/contract. The University's preferred payment method is P-card. No additional charges will be accepted for use of P-card payment. Any penalty or delay in payment shall be in accordance with section 55.03, Florida Statutes. The University's Vendor ombudsman, whose duties include acting as an advocate for Vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481.

27. FEID NUMBER

Vendors MUST supply their Federal Employee Identification Number or Social Security number.

28. W-9 (W-8BEN for Foreign Vendors) FORM

The Awarded Vendor(s) are required to complete and return the W-9 Form prior to an Agreement being finalized (the W-8BEN form can be downloaded from the IRS site, <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>.)

NOTE: The W-9 or W8BEN statement must be completed and signed before a contract can be approved.

29. STANDARDS OF CONDUCT

It is a breach of ethical standards for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. It is also a breach of ethical

standards for any potential Vendor to offer an employee of the University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

30. AMERICAN WITH DISABILITIES (ADA)

The Vendor awarded this proposal/proposal shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.

NOTE: If special accommodations are required in order to attend any event or meeting in conjunction with this Invitation to Negotiate, please notify Purchasing Services at (813)974-2481 at least 5 working days prior to the scheduled event.

31. PUBLIC RECORDS

Sealed proposal responses received by the University pursuant to Invitation to Negotiate are exempt from the provisions of the Florida Statute Chapter 119 until such time as the University provides notice of a decision or intended decision pursuant to Florida Statute Chapter 120 or within ten (10) days after the proposal opening, whichever is earlier.

The University reserves the right of unilateral cancellation for refusal by the Vendor(s) to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119 and made or received by the Vendor(s) in conjunction with this resulting contract.

32. EQUAL OPPORTUNITY STATEMENT

The University believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to non-discrimination based on race, creed, color, sex, age, national origin, religion or disability. To be considered for inclusion as a Vendor under this agreement, the bidder commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, and the rules, regulations and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value. See attached.
- B. If the bidder expects to receive \$25,000 in Revenues during the first 12 months of this agreement, a complete "Certificate of Non-Segregated Facilities" shall be attached to the bid response. Sample certificate attached.
- C. If the bidder expects to receive \$60,000 in Revenues during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
- D. If the bidder expects to receive \$60,000 in Revenues during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the bidder, subject to review upon request by the user agencies of this agreement.

33. PUBLIC ENTITY CRIMES

Any person or affiliate who has been placed on the convicted Vendor list following a conviction for a public entity crime, may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in the University Regulation 4.02030(1), for a period of 36 months from the date of being placed on the convicted Vendor list.

34. LOBBYING

The expenditure of funds from Grants and Aids Appropriations, for the purpose of lobbying the Legislature or a State Agency, is prohibited. This condition is applicable to Florida State appropriated grants and aids

35. AFFIRMATIVE ACTION

As a condition of this contract, the Vendor agrees to comply with Section 202, Executive Order 11246, as amended by Executive Order 11375, and regulations published by the U.S. Department of Labor implementing Section 503 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, which are incorporated herein by reference.

36. TAXES

The State of Florida, and the University, is a tax immune sovereign and exempt from the payment of sales, use or excise taxes. The Vendor shall pay all personal property taxes on leased equipment and all taxes based upon net income.

37. LICENSES

In the event either party is required to obtain from any governmental authority any permit, license, or authorization as a prerequisite to performing its obligations hereunder, the cost thereof shall be borne by the party required to obtain such permit, license, or authorization.

38. CERTIFICATION

In accordance with Section 112.3185, Florida Statutes, the Vendor hereby certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate relation to any employee of the University who was directly or indirectly involved in the procurement of said services. Violation of this section by Vendor shall be grounds for cancellation of this Agreement by the University.

39. INDEMNIFICATION

Vendor agrees to indemnify and hold free and harmless, and defend the State of Florida, the State Board of Education, the State Board of Governors, the University of South Florida, and the University of South Florida Board of Trustees, a public body corporate, and their officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner directly or indirectly may arise or be alleged to have arisen, or resulted or alleged to have resulted from the presence, activities and promotions of every kind and nature whatsoever of Vendor and/or Vendor's officers, employees, agents and contractors, in connection with this Agreement.

40. INSURANCE

a. The Vendor shall not commence any work in connection with this contract until obtaining, at a minimum, all of the types of insurance enumerated below and having such insurance approved by the University. The Vendor shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained. All insurance policies shall be with insurers qualified to do business in Florida. The Vendor shall furnish the University proof of insurance coverage by certificates of insurance no later than ten (10) days after Contract award. All required insurance policies shall name the University of South Florida Board of Trustees, State Board of Governors and the State of Florida as additional named insureds.

b. The Vendor must secure and maintain, during the life of this agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project and, in case any work is sublet, the Vendor shall require the insurance for all of the subcontractor's employees unless such employees are covered by the protection afforded by the Vendor's insurance. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in work under his contract at the site of the project is not protected under Worker's Compensation statute, the Vendor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the University, for protection of the employees not otherwise protected.

c. The Vendor must secure and maintain during the life of the Agreement, COMPREHENSIVE GENERAL LIABILITY AND COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE which shall protect the Vendor and its officers, employees, servants, agents, and University from claims for damages and personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operations be by the Vendor or by anyone directly or indirectly employed by the Vendor and the amounts of such insurance shall be for, at a minimum, the amounts as follows:

1.	Commercial General Liability	
	Each occurrence	\$ 250,000
	Each aggregate	\$ 500,000
2.	Business Auto Liability Insurance	
	Combined Single limit	\$ 500,000
3.	Umbrella or Excess Liability	\$1,000,000

d. The University is exempt from paying, and is in no way liable for, any sums of money which may represent a deductible in any Vendor's insurance policy. The payment of such deductible is solely the responsibility of the Vendor obtaining the insurance.

41. RELATIONSHIP OF PARTIES

It is understood and agreed that nothing herein contained is intended, or should be construed, as creating or establishing the relationship of partners or joint ventures, or any similar relationships between the parties hereto, or as constituting Vendor as the agent or representative of the University for any purpose in any manner whatsoever. Vendor is not authorized to bind University to any contracts or other obligations. Vendor shall not expressly or impliedly represent to any party that Vendor and University are partners or that Vendor is the agent or representative of University or of the Board of Trustees for any purpose or in any manner whatsoever.

42. TECHNOLOGY PROVIDED

The University's expectation is that Vendors shall provide the most current available technology in the execution of the terms and conditions and in providing all services related to the contract.

43. PURCHASES BY OTHER UNIVERSITY ENTITIES

With the consent and agreement of the successful Vendor(s), purchases may be made under this ITN by University of South Florida Direct Support Organization and affiliated entities. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation.

44. MINORITY BUSINESS ENTERPRISE (MBE)

The University of South Florida actively encourages the continued development and economic growth of small, minority, service disabled veterans and women-owned businesses. Central to this initiative is the participation of a diverse group of Vendors doing business with the University. To this end, it is vital that small, minority, service disabled veterans and women-owned business enterprises participate in the State's procurement process as both **prime contractors and subcontractors**. Small, minority, service disabled veterans and women-owned business enterprises are strongly encouraged to submit replies to solicitations, or to contact larger suppliers about subcontracting opportunities.

The Vendor shall submit documentation describing the efforts being made to encourage the participation of small, minority, service disabled veterans and women-owned business enterprises within their organization. Vendors shall also provide a list of MBE suppliers and subcontractors with the bid proposal.

Vendors who contract with the University are required to provide information related to the use of certified/non certified small, minority, service disabled veterans and women-owned business. [Prime Contractor Quarterly Reports](#) should identify any participation by diverse contractors: subcontractors, Vendors, resellers, distributors, or such other participation as the parties may agree.

Prime Contractor Quarterly Report documentation shall include the reporting of spending with state of Florida certified/non certified small, minority, service disabled veterans and women-owned business enterprises. Such reports must be submitted quarterly to the USF Supplier Diversity Manager nmathis1@usf.edu by e-mail to be utilized for the University's Annual subcontractor reporting to the State of Florida, Department of Management Services, Office of Supplier Diversity. Subcontractor Reports should be provided by the Prime Contractor on a quarterly basis by the 7th of the month in January, April, July & October by email.

The Quarterly Reporting Requirements for Prime Contractors Form to submit the use of subcontractor's quarterly spend data is located here: <http://usfweb2.usf.edu/purchasing/forms.html>. The form also includes the minority business enterprise codes that are applicable to this reporting requirement. Minority Business Enterprises reported:

CERTIFIED MBEs

CMBE, MV-H, AFRICAN-AMERICAN
 CMBE, MV-I, HISPANIC AMERICAN
 CMBE, MV-J, ASIAN-HAWAIIAN
 CMBE, MV-K, NATIVE AMERICAN
 CMBE, MV-M, AMERICAN WOMAN
 CMBE, MV-W1, SERVICE DISABLED VETERAN (CERTIFIED)

NON-CERTIFIED MBEs

NON-CMBE, MV-N, AFRICAN-AMERICAN
 NON-CMBE, MV-O, HISPANIC AMERICAN
 NON-CMBE, MV-P, ASIAN-HAWAIIAN
 NON-CMBE, MV-Q, NATIVE AMERICAN
 NON-CMBE, MV-R, AMERICAN WOMAN

Is your firm a "Minority Business Enterprise" defined as a business concern engaged in commercial transactions which is domiciled in Florida, is at least fifty-one (51%) percent owned by minority person and whose management and daily operations are controlled by such persons?

YES NO

If yes, is it certified by the State of Florida [Office of Supplier Diversity \(OSD\)](#)?

YES NO

45. CONDITIONS AND PROVISIONS

USF reserves the right to reject any and all proposals and to waive minor variances from the requirements set forth in this ITN. USF at its sole discretion will select the proposal it deems is in the best interests of USF.

46. FEDERAL DEBARMENT

By signing this bid/proposal, the Vendor certifies, to the best of its knowledge or belief, that the Vendor and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or have a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three-year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5)

47. CONFLICT OF INTEREST

The award hereunder is subject to the provisions of Chapter 112, of the Florida Statutes. All Vendors must disclose with their ITN the name of any officer, director, or agent who is also an employee of the University. Further, all Vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Vendor's firm or any of its branches.

By submitting a response to this ITN without such information, the Vendor certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate relation to any employee of the University who was directly or indirectly involved in the procurement of said services. Violation of this section by Vendor shall be grounds for cancellation of the Contract.

48. NOTICE OF ITN PROTEST BONDING REQUIREMENT

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the University pursuant to Section 120 F.S., shall post with the University at the time of filing the formal written protest, a bond payable to the University in an amount equal to 10 percent of the University's estimate of the total volume of the contract or \$10,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of the University pertaining to requests for approval of exceptional purchases, the bond shall be in the amount equal to 10 percent of the requesting agency's estimate of the contract amount for the exceptional purchase requested or \$10,000, whichever is less. In lieu of a bond, the University may, in either case, accept a cashier's check or money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal protest will result in a denial of the protest.

49. PATENTS COPYRIGHTS, TRADEMARKS, ROYALTIES and other Intellectual Property

To the extent that intellectual property of Vendor will be sold or licensed as a part of the products or services offered, the Vendor, without exception, shall indemnify and save harmless the purchaser and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, trademarked or unpatented invention, process, or article manufactured or supplied by the Vendor.

50. COMPLIANCE WITH LAWS

Vendor shall comply with applicable Federal, State, and local laws and regulations and University Regulations and Policies with respect to its participation in the ITN process. If Vendor receives an award as a result of the ITN, Vendor

shall continue to comply with the foregoing laws, regulations, and policies. If Vendor fails to comply with the requirements of the proceeding sentences, the University, in its sole discretion, may disqualify Vendor, or, if Vendor has been awarded a contract pursuant to the ITN, the University, in its sole discretion, may determine that Vendor is in default.

51. TERM OF AGREEMENT AND RENEWALS

The terms of this Agreement will be negotiated with the awarded Vendor(s).

52. AVAILABILITY OF FUNDS

The University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature

SECTION III: BID SPECIFICATIONS**The Environmental Determinants of Diabetes in the Young (TEDDY) Study
Funding Announcement for Data Analysis****I. PURPOSE**

The Environmental Determinants of Diabetes in the Young (TEDDY) study intends to award funding to investigators interested in analyzing interactions between environmental and genetic factors contributing to development of autoimmunity and type 1 diabetes (T1D). SNP data are available on nearly the entire TEDDY cohort. Microbiome, viral metagenomics, metabolomics, gene expression, proteomics, and dietary biomarkers data are available from the TEDDY case-control population. Additional data collected as a part of the TEDDY study include dietary intake, supplements, medications, parental education level, familial smoking habits, vaccinations, household exposures, illnesses, allergies, social groups, psychosocial stressors, life events, and more. Investigators should assemble a team that can design and conduct an analysis on the entire TEDDY cohort, the TEDDY case-control population, or both, depending on the question being addressed by the investigators.

For the scope of this project, analyses will be supported by the technological infrastructure of the TEDDY Data Coordinating Center (DCC). Investigators will receive access to USF's 550 node high-performance computing (HPC) research cluster with approximately 6,520 processor cores created to support the demand for complex high performance analytical processes and pipelines, although applicants are not obligated to use the USF high performance cluster. Interested parties can download the TEDDY Data Analysis Application and the TEDDY Data Analysis Application FAQ's from the USF Purchasing web site at <http://usfweb2.usf.edu/purchasing/purch2.htm>.

Additional information on the TEDDY study can be found at <https://teddy.epi.usf.edu>. Information on the TEDDY nested case-control study can be found in Lee HS, Burkhardt BR, McLeod W, Smith S, Eberhard C, Lynch K, Hadley D, Rewers M, Simell O, She JX, Hagopian B, Lernmark A, Akolkar B, Ziegler AG, Krischer JP; TEDDY study group. Biomarker discovery study design for type 1 diabetes in The Environmental Determinants of Diabetes in the Young (TEDDY) study. *Diabetes Metab Res Rev*. 30(5):424-34, 2014. (PubMed ID: 24339168). The University of South Florida (USF) will issue a subcontract to a laboratory or institution that can analyze the data being generated by the TEDDY study. The due date for the submittal of proposals is **3:00pm EST on December 11, 2015**. Offerors (the applicants) are hereby advised that any proposal received after this date will not be considered further and will be returned unopened. The award is anticipated on or about February 29, 2016.

Each offeror, by submitting a proposal, agrees that the proposal shall remain firm for a period of 120 calendar days after the proposal is due.

Each offeror is requested to submit a letter of intent to respond to this Invitation to Negotiate (ITN) by October 26, 2015. Letters should be sent via email to Michael Hernandez, Purchasing Manager, Purchasing Services, 4202 E. Fowler Ave., AOC200, Tampa, FL 33620 (Phone: 813-974-8123; Fax 813-974-5362; Email: mahernandez@admin.usf.edu).

All full proposals will be reviewed by an independent review committee for their scientific merits. USF will send an ITN to the most meritorious applicants that fit the programmatic aims and goals of this ITN.

An ITN does not commit the University of South Florida to award a contract or to pay any costs incurred in the submission of the proposal, nor to procure or contract for any supplies or services. Any award must be approved by the National Institute for Diabetes, Digestive and Kidney Diseases (NIDDK) and is contingent on the availability of funds. Each offeror must submit one original, one hard copy, and one electronic copy, preferably on a flash drive, of the proposal to Purchasing Services.

II. BACKGROUND AND PLANNING

Type 1 diabetes (T1D) is one of the most common and serious chronic diseases in children and appears to be increasing globally, particularly in the very young. The etiology of the disease remains unclear but the earliest indication is the appearance of one or several islet autoantibodies. There is a substantial genetic susceptibility to T1D. High risk HLA class II alleles appears to contribute 40-45% of genetic risk and other genes have also been identified as providing more modest contribution to risk. However, additional unidentified factors are important in the etiology of this disease.

Epidemiologic patterns suggest that viruses, nutrition, toxic agents or socioeconomic psychosocial factors may contribute to the etiology alone or in combination. Elucidation is confounded by the long interval between exposure followed by the development of islet autoantibodies and onset of clinical disease as well as the interaction of multiple genes, insults, or both, which appear to interact in a complex manner. Numerous studies have investigated environmental influences but have yielded conflicting results. This may be in part due to the failure to account for genetic susceptibility, begin observation at early ages or *in utero*, and/or monitor subjects long term and frequently. It is also important to recognize that islet autoimmunity marked by autoantibodies to islet autoantigens such as insulin, GAD65, IA-2, and ZnT8 may precede the clinical onset of diabetes by months or years.

A. Description of the Protocol

The Environmental Determinants of Diabetes in the Young (TEDDY) study investigates genetic and genetic-environmental interactions, including gestational infection or other gestational events, childhood infections or other environmental factors after birth, in relation to the development of pre-diabetic islet autoimmunity and T1D. Beginning in 2002, a consortium of six centers assembled to participate in the development and implementation of studies to identify environmental factors that trigger the development of islet autoimmunity and T1D in genetically susceptible individuals. The TEDDY study has recruited 7,749 neonates from the general population with a pre-determined T1D risk of 3% and 919 neonates with first degree relatives who have T1D and who have a pre-determined T1D risk of 10%, by age 15 years. Thus, TEDDY will continue to follow a total of 8,667 participants across six clinical centers worldwide (Finland, Germany, Sweden and three in the United States). The first primary outcome measure in TEDDY is the appearance of one or more islet cell autoantibodies: GADA, IAA, or IA-2A confirmed at two consecutive visits; it is expected that approximately 800 subjects will develop autoantibodies during the entire course of the study. The second primary outcome is the development of clinical T1D, as defined by the American Diabetes Association criteria. The secondary outcome is celiac disease as more than 300 TEDDY children have already been diagnosed with celiac disease. It is expected that around 400 subjects in the cohort will develop T1D during childhood and adolescence. The TEDDY study completed enrollment in 2010. As of now, 648 subjects have developed persistent islet autoantibodies, 219 subjects have developed clinical type 1 diabetes, and 394 have developed celiac disease.

TEDDY participants are followed with blood sampling every three months for islet autoantibody measurements until 4 years of age. After the age of four, islet autoantibody positive subjects continue to be followed at 3 month intervals and autoantibody negative subjects are followed at six month intervals. In addition to blood collection, additional samples and data are collected at each visit. Parents collect monthly stool samples in early childhood. Parents also complete questionnaires at regularly scheduled study visits and record information about diet and health in the child's TEDDY Book between visits. The continued long-term follow-up of the active TEDDY participants provides important scientific information on early childhood diet, reported and measured infections, vaccinations, and psychosocial stressors. Details of the TEDDY protocol are available in the following articles: - Hagopian WA, Erlich H, Lernmark A, Rewers M, Ziegler AG, Simell O, Akolkar B, Vogt R Jr, Blair A, Ilonen J, Krischer J, She J; TEDDY Study Group. The Environmental Determinants of Diabetes in the Young (TEDDY): genetic criteria and international diabetes risk screening of 421 000 infants. *Pediatr Diabetes*. 2011 Dec;12(8):733-43. The Environmental Determinants of Diabetes in the Young (TEDDY) Study. TEDDY Study Group, *Ann N Y Acad Sci*. 2008 Dec;1150:1-13 and TEDDY--The Environmental Determinants of Diabetes in the Young: an observational clinical trial. Hagopian WA, Lernmark A, Rewers MJ, Simell OG, She JX, Ziegler AG, Krischer JP, Akolkar B. *Ann N Y Acad Sci*. 2006 Oct;1079:320-6. Details of autoantibody appearance are available in Krischer JP, Lynch KF, Schatz DA, Ilonen J, Lernmark A, Hagopian WA, Rewers MJ, She JX, Simell OG, Toppari J, Ziegler AG, Akolkar B, Bonifacio E; TEDDY Study Group. The 6 year incidence of diabetes-associated autoantibodies in genetically at-risk children: the TEDDY study. *Diabetologia*. 2015 May;58(5):980-7. doi: 10.1007/s00125-015-3514-y. Epub 2015 Feb 10.

B. Design of the Case-Control Study

The TEDDY nested case-control study includes samples from children who have developed autoantibodies or have been diagnosed with type 1 diabetes, and their age matched controls' samples, that are analyzed in TEDDY laboratories; the analyses being conducted include the gut microbiome, gene expression, proteomics, metabolomics, dietary biomarkers, SNPs, and whole genome sequencing. A TEDDY subject who developed one of the two primary outcomes (persistent-confirmed islet autoantibodies and T1D) was defined as a case. TEDDY subjects who had not developed persistent-confirmed islet autoantibodies by the time that the case, to which it is matched, developed islet autoantibodies within ± 45 days of the event time was eligible as a control for that case. A TEDDY subject who had not been diagnosed with T1D, within ± 45 days of the event time was eligible as a control for the T1D case. Cases and controls were matched by clinical center, gender, and family history of T1D to control the differences in genetic background and in sample/data handling between clinical centers.

Due to sample assay costs, the selection of three controls per case was planned for the dietary biomarker and metabolomics samples (1: 3 match); however, for gene expression, microbiome, proteomics, and whole genome sequencing, one control per case was planned (1: 1 match). The dietary biomarkers laboratory (Disease Risk Unit, National Institute for Health and Welfare, Helsinki, Finland) was selected to analyze plasma 25-hydroxyvitamin D, vitamin C, alpha/gamma-tocopherol, carotenoid and cholesterol concentrations and erythrocyte fatty acid composition. The metabolomics laboratory (The NIH West Coast Metabolomics Center, University of California Davis, CA, USA) was selected to profile metabolomes using plasma samples. The metabolomics measurements are processed to the level of providing a metabolite ID and a clean quantitative value. The microbiome/vial metagenomics laboratory (Baylor College of Medicine, Houston, Texas, USA) was selected to identify viral candidates and associated microbiome (bacterial, eukaryotes, viruses) using stool and plasma samples. For metagenome sequencing data, both raw and processed to the identification of microbial species/gene/quantity data are available. The gene expression laboratory (Jinfiniti Biosciences LLC, Georgia Health Sciences University, GA, USA) was selected to identify gene expression profiles using mRNA samples. The gene expression data are normalized jointly and cleaned of batch and technical artifacts. SNP genotyping on DNA samples was performed by University of Virginia.

Two distinct nested case-control studies were planned for persistent-confirmed islet autoantibodies and T1D; 95 cases were identified for both T1D and persistent-confirmed islet autoantibodies, 323 persistent-confirmed islet autoantibody positive cases were not diagnosed with T1D, and 19 cases developed T1D without previously meeting the criteria for persistent confirmed islet autoimmunity. The same cases were used for all the omics studies. To plan synergistic and comparative studies across biomarkers, the same controls for each case were used for all analyses. Each analyte was to be run in a 'batch', which was determined by each laboratory. External QC samples were used to measure the batch-to-batch variability for the various

biomarkers being assayed. The number of samples processed for each analyte and related details are provided in Lee HS, Burkhardt BR, McLeod W, Smith S, Eberhard C, Lynch K, Hadley D, Rewers M, Simell O, She JX, Hagopian B, Lernmark A, Akolkar B, Ziegler AG, Krischer JP; TEDDY study group. Biomarker discovery study design for type 1 diabetes in The Environmental Determinants of Diabetes in the Young (TEDDY) study. *Diabetes Metab Res Rev.* 30:424-34,2014. (PubMed ID: 24339168).

C. Data Availability

SNP typing was done on virtually all TEDDY children. Microbiome, metabolomics, gene expression, and dietary biomarkers data are available from the TEDDY case-control population. Proteomics and whole genome sequencing data are currently being generated for the cases and controls as well. Thus, TEDDY has the following available datasets:

1. Environmental exposures, including but not limited to breastfeeding, demographics, detailed composition of dietary intake, clinical infections, allergies, illnesses, medications, pets, daycare, psychosocial stress (questionnaires and salivary cortisol), height and weight, accelerometer movement measurements, biomarkers of nutrient levels (vitamin D, fatty acids, etc.), biomarkers of puberty, urine metabolites, saliva, etc.
2. Diabetes endpoints of diabetes autoantibodies (GAD65, IA-2, IAA, ZnT8) and clinical type 1 diabetes by HbA1c, direct glucose, or OGTT testing.
3. Direct sequence genotypes at HLA DRB1, DQA1, DQB1, and for a portion of the subjects also HLA-B, HLA DRB3, HLA DPA1, HLA DPB1
4. Gene expression data performed on the Illumina HT-12 platform is available for a subset of the case-control cohort.
5. Genome-wide autoimmunity-associated SNPs (~200,000) genotyped on the Illumina ImmunoChip are available for nearly all TEDDY children.
6. Metabolomics data processed on multiple platforms (CSH-QTOF MS and GCTOF MS).
7. Plasma microbiome and viral metagenomics data: whole genome shotgun sequencing (WGS), primary virome, and cultured virome on human cell lines.
8. Stool microbiome and viral metagenomics data: WGS, bacterial 16S, internal transcribed space (ITS), primary virome, and cultured virome on human cell lines.
9. Proteomics data from plasma analyzed by LC-MS/MS will be available as of June 2018.
10. Whole genome sequencing on the Illumina X10; raw data will be available as of January 2016.

Thus, TEDDY is a complex project that is generating large, complex, multidimensional, and diverse datasets, and is encouraging partnerships to assist in its analysis as major changes in biomedical research technologies and methods have shifted the bottleneck in scientific productivity from data production to data management, communication, and interpretation. Successful collaborators will need to have tools to manage and the capability to integrate and analyze the diverse data types; for example -omics, phenotype, clinical, diet, exercise, environmental, behavioral, and lifestyle data, to help predict disease risk and mine the data to identify correlates of progression to autoimmunity and disease.

D. Technological Infrastructure

For the scope of this project, analyses will be supported by the technological infrastructure of the TEDDY Data Coordinating Center at USF. Investigators will receive access to the 550 node high-performance computing (HPC) research cluster with approximately 6,520 processor cores. The research cluster at the University of South Florida utilizes parallel processing for running advanced application programs efficiently, reliably, and quickly and is administered by the USF Research Computing group.

The HPC is continually upgraded and expanded as the most recent addition to the cluster is comprised of 128, dual 8-core 2.6GHz Intel Sandy Bridge nodes with 32GB RAM and 20 of the nodes are also equipped with dual Kepler GPUs. The nodes utilize QDR infiniband for a computational interconnect. The Big Data Infrastructure developed at the DCC is a horizontally scaling computing and storage system that also contains a 500 TB Hadoop cluster with 330 core processing units, 30 nodes and 1,800 GB RAM, allowing us to store and process clinical, activity, and assay data.

The DCC has also developed a large scale data warehouse to provide enhanced data extraction, transformation, and loading of data for analytical consumption. The data warehouse provides historical snapshots of aggregate data used for ad-hoc queries and reporting. It consists of a hub and spoke architecture providing users with the ability to keep existing data marts to suit their needs. Aggregated datasets are replicated and stored within the data warehouse, both to protect the integrity of research data from the real-time churn of system transactional data and to keep datasets specific to one researcher or manuscript in a separate, pristine state.

The following software are available to investigators: ABySS, AutoDock, Blast, Comsol, DOCK, ESPIRIT, FASTX Toolkit, HFSS, MEGA, Meme, MrBayes, MPI BLAST, oases, QIIME, Trans-ABYSS, Velvet, JADS, R and Rmpi, SAS, SPSS Statistics, Hadoop, WEKA, VASP, and more.

Applicants are not obligated to use the USF high performance computing cluster. Applications requesting to use another HPC will be evaluated both in terms of their science and the additional costs associated with using another computational environment. Hence, careful justification needs to be included in the application.

III. SPECIFIC ITEMS TO BE INCLUDED IN PROPOSAL

1. Each offeror should complete the TEDDY Data Analysis Application and ensure the following items are included for submission:
 - a. The name, title, address, and telephone number of the program director/principal investigator.
 - b. The name, title, address, and telephone number of the individual(s) who are authorized to conduct negotiations.
 - c. A thorough description of your research plan including the introduction, specific aims, significance, innovation, approach, relevant preliminary studies, and references, as outlined in the application.
 - d. A detailed budget for the proposed work for a period not exceeding two years. Include all costs associated with the project (e.g., direct costs, indirect costs). For the indirect cost rate, please include a copy of your most current agreement. Include method of calculating labor costs and analysis costs.
 - e. Evidence that your facility can accomplish the work outlined in the requirements within the time frame, given the volume of work already committed.
 - f. A list of key personnel and a biosketch for each individual.
 - g. All required forms, refer to item V page 19.
 - h. Completed "TEDDY Data Analysis Application"
 - The "TEDDY Data Analysis Application Guidelines are on pages 20-22 of this ITN.
 - TEDDY Data Analysis Application FAQ on pages 23-26 of this ITN

Prospective Investigators can download the TEDDY Data Analysis Application from the University of South Florida's (USF) purchasing website at: <http://usfweb2.usf.edu/purchasing/purch2.htm>. It is an attachment to ITN 16-05-MH.

IV. EVALUATION FACTORS

A. COMPARATIVE IMPORTANCE OF PROPOSALS

You are advised that paramount consideration shall be given to the technical proposals, but not to the exclusion of cost considerations. In the event that the technical evaluation reveals that more than one highly rated proposal, then the estimated cost of performance may become paramount. In any event, the contract office for the University of South Florida reserves the right to make an award to the best advantage of the TEDDY study, cost and other factors considered.

B. GENERAL

The technical proposal will receive paramount consideration in the selection of offerors for this acquisition, and should, therefore, be as complete and specific as possible. The evaluation will be based on the demonstrated capabilities in relation to the needs of the project as set forth in this ITN. The merits of each proposal will be evaluated carefully, based on the thoroughness and feasibility of the technical approaches taken.

Offerors must submit information sufficient to evaluate their proposals based on the detailed criteria listed below. Failure to provide the information required to evaluate the proposal may result in the rejection of that proposal without further consideration.

Proposals submitted in response to this solicitation will be reviewed by a peer group of scientists. Factors to be considered in evaluating this proposal are listed below in order of relative importance, with weights assigned for evaluation purposes.

C. TECHNICAL EVALUATION CRITERIA

1. Organization's ability to conduct complex analyses on big data in order to obtain consistent and precise results. (25 points)

2. Appropriateness of the proposed analytical methods with respect to the case-control study design, specific experience with the approach, and evidence of the offeror’s current precision and accuracy for analysis. (25 points)
3. Qualifications and relevant experience of the PD/PIs in the proposed field of research and the overall methodology. (15 points)
4. Commitment by the offeror and extent to which the offeror is willing to collaborate with the TEDDY study investigators. (35 points)

D. OVERALL IMPACT SCORE

Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved, in consideration of the following scored review criteria:

- Overall Impact is not an additional review criterion.
- Overall Impact takes into consideration, but is distinct from, the scored review criteria.
- Overall Impact is not necessarily the arithmetic mean of the scores for the scored review criteria.
- The scoring system uses a 9-point scale for overall Impact scores:
 - Ratings are in whole numbers only (no decimal ratings).
 - A score of 5 is considered an average score, which is a good, medium-impact application.
 - The entire scale (1-9) should always be considered.

<u>Overall Impact</u>	<u>Score</u>	<u>Descriptor</u>
High	1	Exceptional
	2	Outstanding
	3	Excellent
Medium	4	Very Good
	5	Good
	6	Satisfactory
Low	7	Fair
	8	Marginal
	9	Poor

After the review call, individual reviewer scores will be averaged and the result multiplied by 10 to determine the final impact score. The range of the final application scores is 10 through 90.

V. Required Forms:

- Invitation to Negotiate cover Page (Signed)
- Minority Vendor and P-Card Certification
- Certificate of non-Segregated Facilities
- Bidder’s Affirmation
- Small, minority or Woman Owned Business Form
- All issued Addendums to this ITN (Signed)

Attachment 1**TEDDY Data Analysis****Application Guidelines****1. Requesting an Application Package**

Prospective Investigators can download the TEDDY Data Analysis Application from the University of South Florida's (USF) purchasing website at: <http://usfweb2.usf.edu/purchasing/purch2.htm>. It is an attachment to ITN 16-05-MH.

2. Content and Form of Application Submission

Submissions must be completed using the TEDDY Data Analysis Application. Incomplete applications, or those that do not follow the application guidelines, may not be considered for review.

For additional information on the application, visit [TEDDY Data Analysis Application Process FAQ](#).

Page Limitations

The application is limited to a total of 30 pages, not including references and appendices.

Cover

All applications must use the University of South Florida Invitation to Negotiate (ITN) form as a cover to be considered. The form should be completed in ink or typewritten, signed by an authorized signatory of the Vendor and returned with the proposal in a sealed envelope. The vendor will also be responsible for marking the outside of the sealed envelope with the ITN number and the opening date.

Research Plan

The Research Plan should contain the following sections:

A. Background/Overview

Applicants should briefly summarize the background information on the field of study and the proposed analysis. The types of data to which this proposal applies should also be included.

B. Specific Aims

This section should identify the goals, hypotheses, and expected outcome(s) of the research project, including the potential impact that the results will have for the TEDDY Study.

C. Significance

This section should describe how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in diabetes research and beyond.

Attachment 1

D. Innovation

This section should address the novel theoretical concepts, approaches or methodologies, and/or instrumentation to be developed or used, as well as any advantages over existing methodologies, instrumentation or intervention(s).

E. Approach

This section should describe the analysis plan, overall methodology, and timelines for accomplishing the specific aims of the project. Potential complications, alternative strategies, and standards to achieve the project objectives should also be identified.

F. Relevant Preliminary Studies

The prospective investigators should discuss relevant research experience and/or preliminary studies conducted that demonstrate their contribution to the proposed analysis.

G. References

Any references used to formulate the analysis plan should be listed in this section.

Appendices

A. Budget Component

The budget should include all necessary and feasible project costs for a period not exceeding two years. All costs associated with the project (e.g., direct costs, indirect costs) should be included. For the indirect cost rate, please include a copy of your most current agreement. Include method of calculating labor costs and analysis costs. Indirect costs must be an institutionally approved rate. Items to which indirect costs apply generally follow NIH guidelines.

B. Biographical Sketches

A biosketch should be provided for all key personnel who will be involved in the analysis. The biosketch should include the individual's background and significant contributions to the field of type 1 diabetes and/or omics research.

3. Other Submission Requirements and Information

Completed applications should be submitted as part of the applicants ITN response. Applicant's response to this **Invitation to Negotiate** shall be delivered to the *Purchasing and Property Services, University of South Florida, 4202 East Fowler Avenue AOC 200, Tampa, Florida 33620-9000*, no later than **3:00 P.M. on December 11, 2015** according to the official clock located in the University's Purchasing Department. No other time-keeping source will be considered for this purpose. The University shall not extend or waive this time requirement for any reason whatsoever. Responses to the Invitation to Negotiate that arrive after **3:00 P.M. on December 11, 2015** will be rejected in the University's sole discretion. These proposals will be returned unopened to the Vendor. Proposals and/or amendments ***will not*** be

Attachment 1

accepted at any time via facsimile or electronic mail. **At 3:00 P.M. on December 11, 2015 all timely ITN Proposals received will be opened and recorded.**

If the Vendor elects to mail/ship its ITN Proposal package, the Vendor must allow sufficient time to ensure the University's proper receipt of the proposal package by the time specified above. **Regardless of the form of delivery, it is solely the responsibility of the Vendor to ensure that the ITN Proposal package arrives at the University's Purchasing Department no later than 3:00 P.M. on December 11, 2015.**

ITN Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposals submission time and date shown above.

ITN Proposals must be delivered in sealed envelopes/packages clearly marked: **ITN Proposal No.16-05-MH.**

All proposals submitted must include our standard Invitation to Negotiate Form signed

4. Submission Dates and Times

The timeline for the application process is as follows: (dates may be subject to change)

ITN distributed = August 31, 2015

Questions Due = September 25, 2015 by 2:00pm

Response to Questions = October 5, 2015

Letter of Intent Due = October 26, 2015

ITN Proposals Due = December 11, 2015 by 3:00pm

Bid Awarded = February 29, 2016

Applications must be complete and comply with the guidelines to be accepted for review. Failure to provide the information required to evaluate the proposal may result in the rejection of that proposal without further consideration.

5. Questions/ Point of Contact

Any questions concerning the application piece of this Invitation to Negotiate should be directed to Michael Hernandez, Purchasing Manager, Purchasing Services, AOC-200, via e-mail at mahernandez@admin.usf.edu Phone: (813) 974-8123.

Attachment 2**TEDDY Data Analysis Application FAQ****What types of ‘omics data are available?**

SNPs were obtained on virtually all TEDDY children. Dietary biomarkers, gene expression, metabolomics, and microbiome data are available for the TEDDY case-control population. Whole genome sequencing and proteomics data are being generated. Details and timelines on the data can be found on page 17 of the ITN.

Where can I find more information on the case-control population?

Details on the study design of the nested case-control study can be found in Section III, subsection II, B and in the following publication: Biomarker discovery study design for type 1 diabetes in The Environmental Determinants of Diabetes in the Young (TEDDY) study. Lee HS, Burkhardt B, McLeod W, Smith S, Eberhard C, Lynch K, Hadley D, Rewers M, Simell O, She JX, Hagopian W, Lernmark A, Akolkar B, Ziegler AG, Krischer J, and the TEDDY Study Group. *Diabetes/Metabolism Research and Reviews*. 2014 Jul; 30(5): 424-434. doi: 10.1002/dmrr.2510 (PubMed ID: 24339168; PubMed Central ID: PMC4058423).

What additional metadata or environmental exposures are available?

The TEDDY study collects data on participants’ dietary intake, supplements, medications, parental education level, familial smoking habits, vaccinations, household exposures, illnesses, allergies, social groups, psychosocial stressors, life events, and more. In addition, metadata associated with the sample such as type, volume, and date of collection are also available.

Are samples used in all ‘omics analyses taken from the same children?

All omics analyses were performed on the TEDDY nested case-control cohort, with exception to SNPs that are available on almost the entire TEDDY cohort. Details on the study design of the nested case-control study can be found in Section III, subsection II, B and in the following publication: Biomarker discovery study design for type 1 diabetes in The Environmental Determinants of Diabetes in the Young (TEDDY) study. Lee HS, Burkhardt B, McLeod W, Smith S, Eberhard C, Lynch K, Hadley D, Rewers M, Simell O, She JX, Hagopian W, Lernmark A, Akolkar B, Ziegler AG, Krischer J, and the TEDDY Study Group. *Diabetes/Metabolism Research and Reviews*. Epub 2013 December 15. doi:10.1002/dmrr.2510 (PubMed ID: 24339168).

Where can I download the application?

The TEDDY Data Analysis Application and Invitation to Negotiate (ITN) can be downloaded from the University of South Florida’s (USF) purchasing website at: <http://usfweb2.usf.edu/purchasing/purch2.htm>

What items should be included with the application?

The application should include the following information:

- i. The name, title, address, and telephone number of the program director/principal investigator.
- j. The name, title, address, and telephone number of the individual(s) who are authorized to conduct negotiations.

Attachment 2**TEDDY Data Analysis Application FAQ**

- k. A thorough description of your research plan including the introduction, specific aims, significance, innovation, approach, relevant preliminary studies, and references, as outlined in the application.
- l. A detailed budget for the proposed work for a period not exceeding two years. Include all costs associated with the project (e.g., direct costs, indirect costs). For the indirect cost rate, please include a copy of your most current agreement. Include method of calculating labor costs and analysis costs.
- m. Evidence that your facility can accomplish the work outlined in the requirements within the time frame, given the volume of work already committed.
- n. A list of key personnel and a biosketch for each individual.

In what format will the data be provided? Will the data require preprocessing or cleaning?

The Data Coordinating Center will work with successful applicants to provide the data in a format suitable for the analysis proposed. The issue of further preprocessing or cleaning depends upon the proposed analyses.

Are metabolomics measurements processed to the level of providing a metabolite ID and a clean quantitative value? Yes

Are there technical replicates as well as biological replicates? All replicates are biologic.

Are metagenome sequencing data already processed to the identification of microbial species/gene/quantity? Raw and processed data are available.

Are biochemical measurements done with the same standard procedure and comparable across collection sites? Most biochemical measurements are done in a single reference lab.

Is there a page limitation on the application?

There is a 30 page limitation, which does not include references or appendices.

Are applicants required to use the USF high performance computing cluster?

Applicants are not obligated to use the USF high performance cluster. Applications using a different HPC will be evaluated both in terms of their science and the additional costs associated with using a different computational environment. Hence, careful justification needs to be included in the application.

Where should I submit the application?

One original and 1 copy and one (1) electronic copy, preferably on a flash drive, of the completed application should be submitted as part of the total ITN response proposal to Michael Hernandez,

Attachment 2**TEDDY Data Analysis Application FAQ**

Purchasing Manager, Purchasing Services, 4202 E. Fowler Ave., AOC200, Tampa, FL 33620 (Phone: 813-974-8123; Fax 813-974-5362; Email: mahernandez@admin.usf.edu).

Applicants must submit information sufficient to evaluate their proposals based on the detailed criteria listed below. Failure to provide the information required to evaluate the proposal may result in the rejection of that proposal without further consideration.

What is the maximum length of the award period?

Data analysis projects will be funded for a period up to two years. The second year of funding will be contingent on the first year performance.

What if I have additional questions about the application Process?

All questions must be submitted in writing via email by **2:00pm EST on September 25, 2015**. Technical questions regarding this ITN should be directed to: Michael Hernandez, Purchasing Manager, Services, 4202 E. Fowler Ave., AOC200, Tampa, FL 33620 (Phone: 813-974-8123; Fax 813-974-5362; Email: mahernandez@usf.edu).

How will the applications be evaluated?

Applications will be reviewed by an independent review committee and will be assigned a review and overall impact score based on their scientific merit. Factors to be considered in evaluating this proposal are listed below in order of relative importance, with weights assigned for evaluation purposes.

Review Score:

1. Organization's ability to conduct complex analyses on big data in order to obtain consistent and precise results. (25 points)
2. Appropriateness of the proposed analytical methods, specific experience with the approach, and evidence of the offeror's current precision and accuracy for analysis. (25 points)
3. Qualifications and relevant experience of the PD/PIs in the proposed field of research and the overall methodology. (15 points)
4. Commitment by the offeror and extent to which the offeror is willing to collaborate with the TEDDY study investigators. (35 points)

Overall impact score:

Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved, in consideration of the following scored review criteria:

- Overall Impact is not an additional review criterion.
- Overall Impact takes into consideration, but is distinct from, the scored review criteria.
- Overall Impact is not necessarily the arithmetic mean of the scores for the scored review criteria.

Attachment 2**TEDDY Data Analysis Application FAQ**

- The scoring system uses a 9-point scale for overall Impact scores:
 - Ratings are in whole numbers only (no decimal ratings).
 - A score of 5 is considered an average score, which is a good, medium-impact application.
 - The entire scale (1-9) should always be considered.

<u>Overall Impact</u>	<u>Score</u>	<u>Descriptor</u>
High	1	Exceptional
	2	Outstanding
	3	Excellent
Medium	4	Very Good
	5	Good
	6	Satisfactory
Low	7	Fair
	8	Marginal
	9	Poor

After the review call, individual reviewer scores will be averaged and the result multiplied by 10 to determine the final impact score. The range of the final application scores is 10 through 90.

Minority Vendor & Visa P-Card Certification

Certification of Minority Vendor

Is your firm a "Minority Business Enterprise", defined as a business concern engaged in commercial transactions, which is domiciled in Florida, and which is at least fifty-one (51%) percent owned by minority persons and whose management and daily operations are controlled by such persons?

YES___ NO___

If yes, is it certified by the State of Florida Office of Supplier Diversity (OSD)?

YES___ NO___

All bid proposals must be submitted on our standard Invitation to Negotiate Form. Bid proposals submitted on Vendor quotation forms will not be accepted without a completed Invitation to Negotiate Form.

Visa Purchasing Card (P-Card) acceptance Certification
I will accept payment by Visa Purchasing Card. (See Article IV, 28)

Print Name and Title

Authorized

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, _____
certify to the University of South Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive Order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 2067 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 2067), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

(NAME OF COMPANY)

Signature: _____

TITLE: _____

DATE: _____

SUBPART D - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause."
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin."
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment."
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor."
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law."
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or Vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or Vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States."

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The Contractor agrees to comply with the affirmative action clause and regulations published by the U.S. Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, Executive Order 11701 and Section 503 of the Vocational Rehabilitation Act of 1973, which are incorporated in this certificate by reference.

Bidder's Affirmation and Declaration

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgments, personally appeared

Affiant's Name

who, after being duly cautioned and sworn (or who is unsworn if that be the case) and being fully aware of the penalties of perjury, does hereby state and declare, on his own behalf or on behalf of a partnership or corporation, whoever or whichever is the Bidder in the matter at hand, as follows:

1. That the Bidder, if an individual, is of lawful age; or
2. That if:
 - a. The Bidder is a partnership or a corporation, it has been formed legally;
 - b. The Bidder is a Florida Corporation, it has filed its Articles of Incorporation with the Florida Secretary of State; and,
 - c. The bidder is a corporation incorporated under the law of a state other than Florida; it is duly authorized to do business in the State of Florida.
3. That if the Bidder is using a fictitious name, he/she/it has complied with the Fictitious Name Statute of the State of Florida.
4. That the Bidder has not submitted a rigged bid, nor engaged in collusive bidding or collusive bidding arrangements or fraudulent bidding, or entered into a conspiracy relative to this bid, with any other person, partnership, or corporation making a bid for the same purpose. The Bidder is aware that "Any understanding between persons where one or more agree not to bid, and any agreement fixing the prices to be bid so that the awarding of any contract is thereby controlled or affected, is in violation of a requirement for competitive bidding and renders a contract under such circumstances invalid." [See McQuillian, Municipal Corporations, §26.69].
5. That the Bidder is not in arrears to any agency in the State of Florida upon debt or contract and is not a defaulter, as surety or otherwise upon any obligation to any agency of the State of Florida.
6. That no officer or employee of the University of South Florida, either individual or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract of obligation entered into between the University of South Florida and this Bidder or awarded to this Bidder; nor shall any University officer or employee have any financial interest in assisting the Bidder to obtain, or in any other way effecting, the award of this contract or obligation to this Bidder.
7. That, by submitting this bid, the Bidder certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of the work to be performed and/or the services to be rendered.

Further Bidder Sayeth Not.

Bidder: Complete the Acknowledgment on the following page.

Bidder's Affirmation and Declaration - Continued

We the undersigned, as Bidders, hereby declare that we have carefully read this Invitation to Bid or Request for Proposal and its accompanying provisions, terms and conditions concerning the equipment, materials, supplies and/or services as called for, the technical specifications along with any applicable drawings, attended all applicable pre-bid or pre-proposal conference along with visual inspections, and with the full knowledge and understanding of the requirements and conditions, do hereby agree to furnish and to deliver as indicated, F.O.B. University of South Florida location, with all transportation charges prepaid, and for the prices quoted thereon as follows.

*****See Bid Proposal Herein*****

Firm Name: _____	
Type of Organization:	<input type="checkbox"/> Individual <input type="checkbox"/> Small Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture
Business is licensed, permitted or certified to do business in the State of Florida.	<input type="checkbox"/> Yes <input type="checkbox"/> No
E-Mail Address: _____	
Division of Management Services SPURS License No.: _____	
State of Florida Corporation ID No. (from Secretary of State): _____	
State of Florida Fictitious Name Reg. No. (from Secretary of State): _____	
State of Florida Contractor's License No. (from DPR): _____	
Name Contractor's License is under: _____	
FEID No. _____	County of _____
Representative's Name: _____	
Authorized Representative's Title: _____	
Address: _____	
City: _____	State: _____ Zip Code: _____
Telephone No. _____ Fax No. _____	
The foregoing instrument was acknowledged before me this the _____ day of _____, 2010, by _____ who is personally known to me or who has produced identification and who did (did not) take an oath.	
_____ Signature of Notary Public	_____ Authorized Signature of Affiant
Notary Public State of _____	
My Commission Expires: _____	
_____ Printed, typed or stamped Commissioned Name of Notary Public	_____ Printed, typed or stamped Name of Affiant

Small, Minority or Women-Owned Business? _____ YES _____ NO

If answered yes above, please circle classification that applies:

<u>Federal Classifications</u> <i>(If your Business is registered with the Small Business Administration (SBA) or the Central Contractor Registration (CCR) Website at: https://www.bpn.gov/ccrinq/scripts/search.asp, please circle the classification(s) in this column that applies to your business.</i>	State of Florida Certified Minority Business Enterprise <i>(If you circle a classification in this column, please provide a copy of your Florida Statewide & Inter-Local Certification with your application)</i>	Non-Certified Minority Business Enterprise <i>(Business must be at least 51% owned, managed & controlled by minority persons to select a classification in this column.)</i>	Non Profit Organization
SBA 8(a) Certification <i>(please provide a copy of certificate with application)</i>	African American <i>(please provide a copy of certificate with application)</i>	African American	Minority Board <i>(51% or more Minority Board of Directors)</i>
Small Disadvantaged Business Certification <i>(please provide a copy of certificate with application)</i>	Hispanic American <i>(please provide a copy of certificate with application)</i>	Hispanic American	Minority Employees <i>(51% or more Minority Officers)</i>
HUBZone Certification <i>(please provide a copy of certificate with application)</i>	Asian American <i>(please provide a copy of certificate with application)</i>	Asian American	Minority Community <i>(51% or more Minority Community Served)</i>
Veteran	Native American <i>(please provide a copy of certificate with application)</i>	Native American	Other- Non Profit
Service Disabled Veteran	American Woman <i>(please provide a copy of certificate with application)</i>	American Woman	
Vietnam Veteran			
Women Owned			
Minority Owned Business			

- If you select a classification that is certified by a Federal or State agency, please provide a copy of your certification for each agency along with this application.
- To determine your Federal Size Standard, please access the U.S. Small Business Administration’s website: <http://www.sba.gov/starting/indexwhatis.html> or go to the SBA’s <http://www.sba.gov/size> to look up your North American Industry Classification Systems (NAICS) Code and the qualifying number of employee’s or annual dollar amount. To register your business on the Central Contractor Registration (CCR) Website visit <https://www.bpn.gov/ccr/scripts/index.html>
- If you are using Federal Size Standards, please specify the codes used:
NAICS Code: _____ Number of Employees: _____ or Annual Amount: _____
- If you are not a State of Florida Certified Minority Business Enterprise and would like to download the application for certification of Minority Business Enterprise for the State of Florida and view the State of Florida’s Eligibility criteria, please go the Office of Supplier Diversity’s website at: <http://osd.dms.state.fl.us>.

Part 3 – Purchase Order and Payment Preferences

By which delivery method do you prefer to receive purchase orders?

Fax Postal mail

Payment Discount Terms:

2% Net 10

Other:

By which delivery method do you prefer to receive payment?

Check

Credit Card
(USF Procurement Card)

Electronic Funds Transfer (EFT)
(To receive payments by Electronic Funds Transfer, please complete the attached Electronic Payment Authorization Form to start electronic payment process)

Part 4 – Signature

I certify to the best of my knowledge and belief, that the business or payee identified in this Vendor application, and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency.

I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with the State of Florida my firm is in compliance with Chapter 112, Florida Statutes relating to conflict of interest (to review the Statute in full, visit <http://www.flsenate.gov/statutes>).

Name of Person Signing Application

Title

Signature

Date

**DIRECTIONS TO BID OPENING AT
USF PURCHASING SERVICES (INCLUDING P-CARD)
4202 E. Fowler Avenue, AOC200
Tampa, FL 33620
(813) 974-2481**

1. Enter at the University's main entrance off of Fowler Avenue.
2. Pull into the USF Campus Information Center (building on your right that looks like a drive-through bank) if you are choosing to purchase a USF Daily Parking Permit for \$5.00 (permit prices subject to change without notice; contact Parking Services at (813) 974-4607 for updated pricing information).

NOTE: Parking permits are required in all non-metered spaces and where parking pay stations are not available. Parking lots are monitored 24/7 and vehicles that are parked illegally will receive a citation.
3. Upon leaving the Campus Information Center, turn right onto Leroy Collins Boulevard and get into the left-hand turn lane.
4. Turn left at the traffic light on to USF Alumni Drive. Get in the right-hand lane.
5. Proceed down USF Alumni Drive through the traffic light at Beard Drive. At the next traffic light, make a right turn onto USF Magnolia Avenue. Continue to the third traffic light (corner of USF Magnolia Drive and USF Holly Drive).
6. At the light, make a right turn on to USF Holly Drive until the road makes a left turn and becomes USF Palm Drive.
7. Stay in the right-hand lane and turn right again on USF Holly Drive. On your right, you will see the Crescent Hill Parking Garage. Daily/Visitor and pay station parking is available in the garage. If no spaces are open in the garage, go back to Palm Drive and turn right at the traffic light to be going north on Palm Drive. Turn left at next light on to Laurel Drive. Daily/Visitor parking is available in Lots 20, 44 or 43, lot 43 has pay station parking (outlined in red on the map provided).
DO NOT PARK IN LOTS 13 OR 13T ADJACENT TO THE ANDROS CENTER.
8. Once parked, walk to the Andros Classroom Building (circled in red) located on the east side of the Andros Center and to the south of the Andros Pool.
9. Use the stairs at the west entrance to the Andros Classroom Building. USF Purchasing Services is located on the second floor.
10. NOTE: You may request a Campus Mail at the Campus Information Center. ***Do not forget to stop at the Campus Information Center to obtain a Daily parking permit prior to visiting Purchasing Services.***

