



Request for Proposal

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# Occupational Health and Safety Training Support Services

May 17, 2017



A VASCUPP™ Member Institution  
Issued by  
Procurement and Supplier Diversity Services  
Charlottesville, Virginia

## **A. GENERAL INFORMATION**

**Request for Proposal (RFP) Name:** Occupational Health and Safety Training Support Services

**RFP Number:** FM051717

**Issue Date:** May 17, 2017

**Brief Description:** The University of Virginia and its Facilities Management Department (“the University”) seek proposals from firms to provide quality and competitive Occupational Health and Safety Training Support Services.

**Preproposal Questions:** Any questions concerning this RFP must be sent to the buyer listed below no later than 12:00 p.m. Eastern Daylight Time (“EDT”), Wednesday, May 24, 2017 in order to guarantee a timely response prior to the proposal due date and time.

**Proposal Due Date and Time:** Wednesday, May 31, 2017, 3:00 p.m. EDT. Firms will send six hard copies of their proposal, each individually bound, to the address listed in the contact information box below. Additionally, firms will include one complete electronic version of their proposal on a USB Flash Drive, formatted in Microsoft Word, or Excel where applicable. The University reserves the right to reject proposals received after the stated due date and time.

The Virginia Freedom of Information Act applies to this solicitation. Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure. A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

**Negotiations:** Negotiations, if needed, are scheduled on June 19, 2017 and/or June 23, 2017.

**Expected Award Date:** Week of August 7, 2017.

**Term of Agreement:** The term of any resulting Agreement or Purchase Order is anticipated to be five years, or as negotiated, with the ability to renew on the same or similar terms and conditions, for one additional five-year period if mutually agreeable to the University and the Selected Firm(s). The Selected Firm(s) and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement/Purchase Order.

**REFER ALL QUESTIONS TO THE ISSUING OFFICE:**

UNIVERSITY OF VIRGINIA  
Department of Procurement and Supplier Diversity Services  
1001 North Emmet St, Carruthers Hall  
P.O. Box 400202  
Charlottesville, VA 22904-4202  
Buyer: Frank J. Messina  
Phone: 434-982-5879  
Email: [fjm9g@virginia.edu](mailto:fjm9g@virginia.edu)

NOTE 1: If a RFP proposal is sent via U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWaM business and SWaM subcontracting opportunities. Such SWaM issues may alternately be directed to Les Haughton, Director Supplier Diversity, at (434) 924-7174 or [SWAM@virginia.edu](mailto:SWAM@virginia.edu). Any failure to adhere to this requirement may result in rejection of the firm's proposal or cancellation of the RFP.

This Request for Proposal (“RFP”) has been posted on Procurement and Supplier Diversity Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: <http://www.procurement.virginia.edu/pagerfp>. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 982-5879 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on the Procurement and Supplier Diversity Services web site: <http://www.procurement.virginia.edu>.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

**B. SCOPE OF GOODS & SERVICES**

It is the University's intent to enter into an Agreement with the Selected Firm(s) to include those Goods and Services (“Services”) necessary to help the University achieve the goals outlined in this RFP. In order to achieve these goals the Selected Firm(s) may be requested to provide the Services including, but not limited to, those outlined in this RFP. The University reserves the right to award to different Selected Firms to respectively provide any part of the Services discussed in this RFP and guarantees no amount of business resulting from an Agreement.

The University seeks proposals from qualified firms to provide Occupational Health and Safety Training Support Services on an as-needed basis. The Selected Firm(s) will work with the University’s Designated Representative (“UDR”) to identify and provide Services that supplement and enhance existing health and safety programs. All Services must be provided in a timely and professional manner and at no time adversely affect the daily operations of the University.

A. General Requirements

The Selected Firm(s) will:

1. Provide high quality occupational health and safety training and program development services. This includes, but is not limited to, educational workshops, seminars, clinics, training and outreach. The content of all courses/training must be reviewed and approved in advance by the UDR.
2. Demonstrate flexibility in accommodating new and changing requirements while providing services in accordance with existing University documents (e.g. written programs, specifications, etc.), and all applicable local, state and federal standards.
3. Plan and complete work in accordance with schedules established by the UDR. The University may assign UDR's to oversee health and safety training courses.
4. Promptly respond to a request for quote ("RFQ") and provide training and program development services once guidelines and timetables have been established by the UDR. Quotations will be inclusive of any/all related fees and charges (e.g. time, travel, mileage, PowerPoint or equivalent presentation media, course materials, certificates/badges/cards, related regulatory requirements, equipment, incidentals, etc.). Quotations will not be formatted "a la carte" style.
5. Provide services under the same conditions as University Facilities Management Department personnel. This includes, but is not limited to, vehicle parking, complying with all building and safety codes, and scheduling work around University class schedules, special events and holidays as necessary. Parking permits may be obtained by the Selected Firm from the University's Department of Parking and Transportation for all vehicles parked on University Grounds. At no time will the Selected Firm utilize Health System Parking Garages. These areas are intended for the sole use of patients, visitors and University employees. Parking permits, tickets and/or towing charges are the sole responsibility of the Selected Firm. The University is not liable for any damage or expense resulting from illegally parked vehicles.
6. Provide training for all University shifts, which cover a 24 hour time period. Training and course requirements must meet the needs of all University employees. The Selected Firm will provide training on Grounds at the University, or property affiliated with the University, as designated by the UDR.
7. Adhere to the University's No Smoking or Vaping Policy, see <https://uvapolicy.virginia.edu/policy/SEC-028> .

B. Training and Program Specifications

1. The following is a representative list of existing University occupational health and safety training and program development offerings;
  - a. Aerial Lift
  - b. Bloodborne Pathogens
  - c. Bobcat/Skidsteer
  - d. Chainsaw
  - e. Confined Space Entry
  - f. Excavation + Competent Person
  - g. Fall Protection + Competent Person
  - h. First Aid/CPR/AED + Tourniquet Add-on

- i. Forklift (new operator and recertification)
- j. Hazard Communication
- k. Hazardous Waste Operations and Emergency Response (HAZWOPER)
- l. Hearing Conservation
- m. Lockout/Tagout (“LOTO”)
- n. New Employee Safety Training (“NEST”)
- o. Electrical Safety (Arc Flash)
- p. OSHA 10
- q. OSHA 30
- r. Respiratory Protection
- s. Scaffold + Competent Person
- t. Work Zone Traffic Control.

The University may request additional training and support services at any time and reserves the right to change, add, or omit course offerings/content.

2. The Selected Firm(s) will:

- a. Create and provide original course content for occupational health and safety training courses. All course documents created and customized for the University will become the property of the University. Training course specifications will include the following:
  - i. Course time/length required to satisfactorily complete course (classroom, hands-on, online and/or remote options).
  - ii. Regulatory renewal frequency mandates.
  - iii. Class size limits (minimum/maximum number of people required and/or desired for comfortable instructing based course content).
  - iv. A list of equipment needed for hands-on portions of courses and location specifications as they pertain to classrooms, remote/online access, or hands-on location requirements, (e.g. audio/video requirements, specific types of equipment, a level/outdoor training area, etc., and
  - v. A list of any training prerequisite(s).
- b. Provide customized training and support services that meet or exceed University needs. While training and support services may include industry regulations, services provided are not to be based solely on generic verbatim industry regulations, such as OSHA.

3. Equipment, Demonstration Components, Demonstration Personal Protective Equipment (“PPE”) and Delivery/Shipment Services:

- a. The Selected Firm(s) will:
  - i. Specify items furnished by the Selected Firm for training courses requiring additional hands-on equipment.
  - ii. Specify items that will not be furnished by the Selected Firm but are required to meet the requirements of a training course.
  - iii. Provide items to meet the needs of training courses that requires demonstration components and demonstration PPE components. All equipment, demonstration components, demonstration PPE to be shipped by the Selected Firm to/from the University is the sole responsibility of the Selected Firm.

4. Presentations and Applications:
  - a. The Selected Firm(s) will:
    - i. Create and provide PowerPoint presentations and other approved program presentation formats, including course outlines, for all occupational health and safety training courses. The Selected Firm will provide copies of all presentations, course materials and outlines used to train personnel to the UDR prior to each scheduled presentation/training.
    - ii. All course materials and presentations should be presented in a professional and appropriate manner for all audiences.
5. Written Programs:
  - a. The Selected Firm(s) will:
    - i. Create, establish and provide specific Written Program content based on submitted University guidelines for the University's General Safety, Construction Safety and Training programs when requested.
    - ii. Review existing University Written Program content for accuracy and regulatory modifications and updates when requested.
    - iii. Provide the Written Program or equivalent within 30 days of a request. Once the UDR has reviewed the program, the Selected Firm will have 10 business days to submit a final copy of the program based on revisions proposed by the UDR.
    - iv. All Written Program content must meet state and local government requirements, along with any applicable University requirements (e.g. Virginia Occupational Safety and Health).
6. Course Documents:

The Selected Firm will provide each trainee with individual course documents, certificates/cards, required materials and/or industry required materials, tests/quizzes/evaluations, etc. required by any regulatory course to satisfactorily complete a course. Any post-course documents, such as certificates/cards, must be submitted by the Selected Firm to the UDR following course completion.
7. Class Size (Minimum/Maximum) and Trainer/Trainee Ratio:

The Selected Firm must plan to offer occupational health and safety training courses to a various number of trainees ranging from small groups (8-10 trainees), up to, but not limited to 100+ trainees. The Selected Firm will adhere to all regulatory standards and requirements related to group size and trainer/trainee ratio when mandated.
8. Training Objectives and Learning Outcomes:

The Selected Firm will respond to requests regarding training objectives and learning outcomes ("TOLO") within 10 business days of requests from the UDR.

## **C. BASIS OF SELECTION**

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the Services described in Section B., Scope of Good & Services, and the quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided;
2. The firm's relevant experience, qualifications and success in providing Services similar to those described in this RFP, to include the firm's references from clients;
3. The contractual terms which would govern the relationship between the University and the Selected Firm;
4. The firm's price proposal including, but not limited to, pricing, fees, payment discounts, etc.; and
5. The firm's Small, Woman-owned and Minority-owned ("SWaM") business status and/or the firm's plan for utilization of SWaM businesses. For more information about SWaM and the University's SWaM plan, please see the letter in Attachment 1 and refer to the following site: [www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf](http://www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf)

*Note 1:* A 10% minimum weight will be given to this criterion in evaluating proposals.

*Note 2:* Any questions related to SWaM business and SWaM subcontracting opportunities can be directed to Les Haughton, Director Supplier Diversity r, at (434) 924-7174 or [lh7sn@virginia.edu](mailto:lh7sn@virginia.edu).

The University reserves the right to award to different Selected Firms to respectively provide any part of the goods and services discussed in this RFP.

## **D. CONTENTS OF PROPOSAL**

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms' lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information in their proposal:

A. Goods and Services

1. Provide a detailed description and the full specifications of the Goods and Services ("Services") proposed. Each firm will indicate in its proposal the firm's ability to achieve/comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.

2. Describe similar projects on which your firm has worked or highlight qualifications that uniquely qualify you to do this work. Provide samples and/or references where similar services have been provided.
3. Provide descriptions of any Additional Services available on an as-needed basis from the firm.

B. Financial Proposal

1. Provide a description of how the University will be charged for the Services requested in this RFP. Describe the training requirements and pricing/fee structure based on course and content. This should include pricing for creating course content and written programs, and delivering course content based on the Goods and Services.
2. Provide pricing, to include any/all related costs, fees and/ or expenses. This may include, but need not be limited to, shipping charges (the University's shipping terms are FOB Destination), mobilization, travel, mileage, etc. Provide discount schedules where applicable. Include any additional discounts available for early payment of invoices. Ensure fees are provided for all Services' categories proposed by the firm.
3. Provide the following pricing details:
  - a. When or how often do price increases and/ or escalation rates occur?
  - b. What is the firm's plan for dealing with price increase and/ or escalation rates?
4. State the firm's agreement to receive payments electronically via Bank of America's ("BoA") ePayables® method of electronic payment or BoA's PayMode® method of electronic payment. Prior to contract award, the Selected Firm(s) will be required to contact the University Procurement and Supplier Diversity Departments' Payment Processor Specialist group to set up its preferred method of receiving electronic payments [Phone: (434) 924-4212 and E-mail: [uva-prs-boa@virginia.edu](mailto:uva-prs-boa@virginia.edu)].
5. Provide details regarding any and all applicable fees or expenses the firm proposes to charge the University to complete the project. Describe how the University would be invoiced

C. Firm Information

1. Provide a brief history of the firm and its experience, business history, qualifications and success in providing occupational health and safety training support services, industrial hygiene services, site inspections, behavior based safety studies, accident investigations/root cause analysis and program development.
2. Describe similar projects on which your firm has worked or highlight qualifications that uniquely qualify you to do this work. Provide samples and/or references where similar services were/are being provided.
3. Specify the principal's, employees, trainers and/or staff's education and certifications held.
4. Provide a list of clients to include firm name, complete address, contact information and name of contact person.
5. Provide details regarding the firm's Cancellation/Rescheduling Policy.



6. Provide at least three references where similar Services have been provided. Include the name of the firm/organization, the complete mailing address, the name of the contact person, telephone number and email address.
7. Provide the firm's SWaM businesses status and/or how the firm intends to utilize SWaM firms in regards to this particular procurement.
8. Provide a list of institutions of higher education with which the firm has signed a term contract.
9. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at: <https://vascupp.org>
10. Complete and return Attachment 2, Firm Information (please type).
11. Provide information for the individual assigned to act as the coordinator for both the firm's proposal and any subsequent responses required of the firm as a part of the RFP process.

The Selected Firm agrees to provide a named individual ("Account Manager") to implement, perform, and manage provision of the Goods and Services. The University must approve the appointment of the Account Manager prior to execution of any Agreement with the Selected Firm. The Account Manager will be the University's primary contact, although the Account Manager will be assisted by other members of the Selected Firm's staff in completing key activities.

In the event the Account Manager (or any other individual responsible for the University's account) is no longer employed by the Selected Firm, is unavailable for any reason, or is performing in an unsatisfactory manner (as solely determined by the University); the Selected Firm will propose a replacement for that individual within a reasonable time frame, so as not to significantly delay the provision of the Goods and Services to the University. The University reserves the right to approve the replacement, or to cancel any resulting Agreement. If the University accepts a proposed replacement, the replacement will provide the Goods and Services at rates no higher than previously agreed and in accordance with all terms and conditions specified in the Agreement.

D. Contractual Arrangements

1. Provide the University with any form or contract the University may be requested to sign.
2. State the firm's acceptance of the University's Mandatory Contractual Provisions.
3. State the firm's acceptance, with any proposed modifications, of the University's Preferred Contractual Provisions.
4. Provide a written statement with the firm's proposal that its principals or legal counsel have reviewed the Mandatory Contractual Provisions, and Preferred Contractual Provisions, and agree that these provisions will become a part of any final agreement.
5. Provide a list of clients with which the firm has signed a term contract that allows for cooperative procurement and/or if the firm has a General Service Accounting ("GSA") schedule contract.

**NOTE:** Virginia Freedom of Information Act

Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.

**IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.**

<b>E. TERMS AND CONDITIONS</b>
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This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia.  
<https://www.procurement.virginia.edu/pagevendorregistrationform>
- Unless otherwise deemed appropriate by the University, the Selected Firm will enroll in, and remain enrolled in, one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America's ("BoA") ePayables® method of electronic payment or BoA's PayMode® method of electronic payment.
- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.  
<http://www.eva.virginia.gov/>
- The University's Mandatory Contractual Provisions:  
<http://www.procurement.virginia.edu/main/publicpostings/rfp/mandatoryprovisions.pdf>
- The University's Preferred Contractual Provisions:  
<http://www.procurement.virginia.edu/main/publicpostings/rfp/preferredprovisions.pdf>

**Note:** Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

- The University's Procedure for Resolution of Contractual Claims  
<http://www.procurement.virginia.edu/main/publicpostings/rfp/resolution.pdf>

## F. OTHER INFORMATION

### Insurance

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be its limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A-financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

### Commercial General Liability:

The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of \$2,000,000 per occurrence and a \$3,000,000 aggregate with coverage for the following:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Premises/Operations   | <input checked="" type="checkbox"/> Products/Completed Operations |
| <input checked="" type="checkbox"/> Contractual   | <input checked="" type="checkbox"/> Independent Contractors       |
| <input checked="" type="checkbox"/> Personal Injury   | <input checked="" type="checkbox"/> Additional Insured*           |
| <input checked="" type="checkbox"/> Other: The Services included in this agreement are not excluded from coverage |   |

### Automobile Insurance:

The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per occurrence with the following coverages for vehicles operated by their employees.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Any Automobile                                       | <input checked="" type="checkbox"/> Owned and Non-Owned Automobiles |
| <input checked="" type="checkbox"/> Transportation of Hazardous Substances if applicable |   |

### Professional Errors and Omissions Liability:

The Selected Firm and any Subcontractor will maintain professional liability coverage of at least \$2,000,000 and an aggregate limit of not less than \$2,000,000.

### Umbrella/Excess Liability:

The Selected Firm and any Subcontractor will maintain excess liability coverage of at least \$2,000,000 per occurrence that provides coverage uniform with the underlying Commercial General and Professional Liability insurance.

### Workers' Compensation

The Selected Firm and any Subcontractor will maintain workers' compensation insurance on all employees that complies with the Workers' Compensation Act of Virginia and such policy of insurance will also provide for employers liability coverage with limits of not less than \$500,000.

### \*Additional Insured:

The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

### Formation of the Agreement with the Selected Firm

All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

**Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.**

Any firm invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.



**UNIVERSITY of VIRGINIA**  
OFFICE OF THE VICE PRESIDENT FOR FINANCE  
Attachment 1

Vice President for Finance's Request for Commitment

Greetings:

The University of Virginia is able to deliver excellent education, research, healthcare, and public service because the high value support from you and all our suppliers of goods and services. Thank you for sharing our commitment to excellence. As a University, we are committed to diversity within our students, our faculty and staff, and our vendors and contractors. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. We look to you to help us achieve this objective.

We currently have a substantial volume of activity with small firms; however, we are striving to increase the number of substantial, long-term business relationships with minority- and women-owned businesses. We need your help here.

I have two requests. First, I ask that you actively seek out opportunities to involve small, women- and minority-owned businesses as you deliver services to UVA. Our team in Procurement and Supplier Diversity Services will assist you in identifying qualified diverse business partners. Second, please report your success in this area through our quarterly subcontracting reports – this is critical in quantifying how well we are meeting our goals. The terms and conditions previously provided to your organization outlined this process.

This effort is important to the University. We truly appreciate your efforts to join us in this commitment and partnership towards excellence.

Sincerely,



Melody S. Bianchetto  
Vice President for Finance

O'Neil Hall  
Post Office Box 400210  
Charlottesville, Virginia 22904-4210  
434-982-2347 · Fax: 434-297-6444  
[msb2p@eservices.virginia.edu](mailto:msb2p@eservices.virginia.edu) \* [www.virginia.edu/avpfinance](http://www.virginia.edu/avpfinance)

**Attachment 2**  
**Firm Information**

**Full Legal Name** (*Company name as it appears with its Federal Taxpayer Number*):

**Address:**

**Telephone Number:**

**FAX Number:**

**Web Address:**

**Email Address:**

**DUNS Number:**

**SWAM Information:**

**Is the firm certified with the Commonwealth of Virginia's Department of Small Business and Supplier Diversity (SBSD):**       Yes    No

**Minority-Owned Business:**       Yes    No

**Women-Owned Business:**       Yes    No

**Small-Owned Business:**       Yes    No

**Is the firm registered as a vendor in the Commonwealth of Virginia's e-procurement system (eVA)?**  
 Yes    No

**Point of Contact for this Proposal:**

**Name:**

**Address:**

**Office No.**

**Mobile No.**

**FAX No.**

**Email Address:**