***Department of Information Technology***

***Statewide IT Procurement Office***

***Invitation for Bid (IFB) and Request for Quote (RFQ) “Form” for***

***Software and Software Support***

***General Information***

*The information in this form represents the State’s model Invitation for Bids (IFB) / Request For Quote (RFQ) document to be used to procure information technology (IT) software and software support, as applicable. This document may be used as either an IFB or RFQ, as appropriate.*

*Generally, the IFB document is used when the Purchasing Agency knows exactly the specifications of the software and support needed, the value of the procurement is over the advertising threshold, and competition is available. IFB’s are evaluated using the Best Value lowest cost technically acceptable method. An RFQ is used to procure non-advertised IT software and support or to obtain a quote pursuant to waiver of competition.*

*The Purchasing Agency must obtain the latest version of the document from the Department of Information Technology Statewide IT Procurement Office website* [*https://it.nc.gov/resources/it-strategic-sourcing*](https://it.nc.gov/resources/it-strategic-sourcing)*.*

***Instructions***

* *Standard and suggested language is provided in* normal type*. Instructional text is provided in red italicized type.*
* *Click* ***text fields*** *to enter information into the field. Text fields are typically printed in* red type*.*
* ***Add necessary information*** *to the document as needed.*
* ***Finalize the document*** *prior to submitting it to IT Strategic Sourcing for review or releasing it to suppliers:*
	+ *Remove all italicized informational text and change text in red type to black type.*
	+ *Delete this instructions page.*
	+ *Update the Table of Contents.*

***IFB/RFQ Form Change History***

|  |  |
| --- | --- |
| ***Revision Date*** | ***Revision Changes*** |
| 2/27/2017 | * Adjusted formatting to more clearly express parent/child list items.
* Created automatic table of contents that pick up two levels of headers.
* Corrected and made all headers functional so they display properly in the navigation pane to the left-hand side, and in the automatic table of contents.
* Made all formatting consistent throughout the documents.
* Made consistent all mentions of ‘E-Procurement’.
* Changed all appropriate mentions of ‘template’ to ‘form’.
* Added a change history tables to the Instructions page.
* Alphabetized the definitions sections.
* Verified all links.
* Corrected numbering glitches and orphans.
* Clarified 3.5. CLOUD SERVICE PROVIDERS (CSPs) paragraph.
* Numbered the sub-sections. For this revision, the numbering is manual. Future revisions will have list numbered sections to automate renumbering.
* Changed ‘Requirements’ to ‘Specifications’ as a section sub-header.
* Completed a sentence fragment that was called out by a client. Here’s what we had written in the previous version: “In accordance with N.C.G.S. §143B-1361(b), Vendor must detail in the IFB/RFQ response, the manner in which it intends to utilize resources or workers located.” We corrected it to: In accordance with N.C.G.S. §143B-1361(b), Vendor must detail in the IFB/RFQ response, the manner in which it intends to utilize resources or workers located outside the U.S.
 |
| 4/28/2017 | * Corrected hyperlinks
 |
| 10/03/2017 | * On page 11, paragraph #3) TIME FOR CONSIDERATION has been completely removed.
* On page 9, 3.4. IRAN DIVESTMENT ACT title and paragraph has been removed and replaced with RESTRICTIONS ON CONTRACTS WITH THE STATE: Reserved.
 |
| 3/27/2019 | * Clerical corrections to template.
 |
| 9/11/2019 | * Branding section removed.
 |
| 2/7/2022 | * Contract Term Clause added and in Cloud Service Providers Section: HITRUST was added, and SAE deleted.
 |
| 4/21/2022 | * Additions to Section 3.5 CLOUD SERVICE PROVIDERS and Sections 2.1 VENDOR QUESTIONS and 2.3 OFFER SUBMITTAL for Ariba Sourcing Tool Instructions.
 |
| 5/3/2024 | * Addition of Expanded Enterprise Architecture Specifications.
* Additional sentence to ACCESS TO PERSONS AND RECORDS clause in response to new legislation.
* Formatting changes to eliminate drop downs for ease of editing.
 |

|  |  |
| --- | --- |
| **STATE OF NORTH CAROLINA** | **INVITATION FOR BIDS OR REQUEST FOR QUOTE NO.** Enter bid number. |
| Enter ISSUING Agency.Enter Division, if applicable.  | **Offers will be publicly opened:** Enter opening date. |
| **Issue Date:** Enter issue date. |
| ***Refer ALL inquiries regarding this IFB/RFQ to:*** Enter Purchaser’s name. Enter Purchaser’s email address. Enter Purchaser’s telephone number. | **Commodity Number:** Enter commodity code.  |
| **Description:** Enter description. |
| **Using Agency:** Enter using agency.  |
| **See page 2 for mailing instructions.** | **Requisition No.:** Enter requisition number.  |

**OFFER AND ACCEPTANCE**

The State seeks offers for the Software, Services and/or goods described in this solicitation. The State’s acceptance of any offer must be demonstrated by execution of the acceptance found below and any subsequent Request for Best and Final Offer, if issued. Acceptance shall create a contract having an order of precedence as follows: In cases of conflict between documents comprising the contract, the order of precedence shall be (1) Best and Final Offers, if any, (2) special terms and conditions specific to this IFB/RFQ, (3) specifications, (4) Department of Information Technology Terms and Conditions of this IFB/RFQ, and (5) the agreed portions of the awarded Vendor’s offer. **No contract shall be binding on the State until an encumbrance of funds has been made for payment of the sums due under the contract.**

**EXECUTION**

In compliance with this Invitation for Bids/Request for Quote, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all Services or goods upon which prices are offered, at the price(s) offered herein, within the time specified herein. By executing this offer, I certify that this offer is submitted competitively and without collusion.

**Failure to execute/sign offer prior to submittal shall render offer invalid. Late offers are not acceptable.**

|  |
| --- |
| OFFEROR: |
| STREET ADDRESS: | P.O. BOX: | ZIP: |
| CITY, STATE & ZIP: | TELEPHONE NUMBER: | TOLL FREE TEL. NO |
| PRINT NAME & TITLE OF PERSON SIGNING: | FAX NUMBER: |
| AUTHORIZED SIGNATURE: | DATE: | E-MAIL:  |

Offer valid for sixty (60), days from date of offer opening unless otherwise stated here: \_\_\_\_ days

**ACCEPTANCE OF OFFER**

If any or all parts of this IFB/RFQ are accepted, an authorized representative of Enter Purchasing Agency. shall affix their signature hereto. A copy of this acceptance will be forwarded to the successful vendor(s).

|  |
| --- |
| **FOR STATE** **USE ONLY** |
| *Offer accepted and contract awarded this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, as indicated on attached certification,* |
| *by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (Authorized representative of Enter Purchasing Agency.). |

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# INTENT, USE, DURATION AND SCOPE

*[This section provides a brief description of requested software and/or software support services. The information in this section should allow potential Vendors to judge whether they are interested in this IFB/RFQ.]*

The purpose of this Invitation for Bids/Request for Quote is to obtain pricing for and procure Enter intent of solicitation. for Enter Agency name.. Products and Services will be provided in accordance to the terms and conditions of this IFB/RFQ.

# GENERAL INFORMATION

*[This section provides information and instructions to Vendors on how to respond to the IFB/RFQ. This section should not include requirements related to the software and/or Services to be provided, e.g., software specifications, delivery requirements, etc.]*

## **2.1. VENDOR QUESTIONS**

*[If issuing RFQ, Vendor Questions section may be deleted.]*

All inquiries regarding the solicitation specifications or requirements are to be addressed to the contact person listed on Page One of this solicitation via the Ariba Sourcing Tool’s message board. Vendor contact regarding this Solicitation with anyone other than the contact person listed on Page One of this Solicitation may be grounds for rejection of said Vendor’s offer.

Written questions concerning this Solicitation will be received until \_\_\_\_\_\_\_\_\_\_20XX at \_\_\_\_\_am/pm Eastern Time. They must be submitted to the contact person listed on Page One of this Solicitation via the Ariba Sourcing Tool’s message board. Please enter “Questions Solicitation XXXX” as the subject for the message.

[OR:]

Written questions concerning this Solicitation will be received until \_\_\_\_\_\_\_\_\_\_20XX at \_\_\_\_\_am/pm Eastern Time. They must be submitted to the contact person listed on Page One of this Solicitation via xxx.xxx@nc.gov. Please enter “Questions Solicitation XXXX” as the subject for the message.  Questions should be submitted in the following format:

|  |  |
| --- | --- |
| **REFERENCE**  | **VENDOR QUESTION**  |
| RFP Section, Page Number  |   |

## 2.2. ADDENDUM TO IFB/RFQ

The State may issue addenda if Vendor questions are permitted as described below, or if additional terms, specifications, or other changes are necessary for this procurement. All addenda shall become an Addendum to this IFB/RFQ.

2.3. OFFER SUBMITTAL

 Due Date: Enter due date for offers

 Time: Enter due time for offers Eastern Time

**IMPORTANT NOTE:** Vendor shall bear the risk for late submission due to unintended or unanticipated delay—whether submitted electronically, delivered by hand, U.S. Postal Service, courier or other delivery service. **Vendor must include all the pages of this solicitation in their response.** It is the Vendor’s sole responsibility to ensure its offer has been delivered to this Office by the specified time and date of opening. Any proposal delivered after the proposal deadline will be rejected.

**Sealed offers,** subject to the conditions made a part hereof, will be received until 2:00pm Eastern Time on the day of opening and then opened, for furnishing and delivering the commodity as described herein. Offers must be submitted via the Ariba Sourcing Module with the Execution page signed and dated by an official authorized to bind the Vendor’s firm. Failure to return a signed offer shall result in disqualification.

**Attempts to submit a proposal via facsimile (FAX) machine, telephone or email in response to this Bid shall NOT be accepted.**

a) Submit **one (1) signed, original electronic offer** through the Ariba Sourcing Module using the following URL: [INSERT LINK HERE]

b) The Ariba Sourcing Module document number is: [INSERT DOCUMENT NUMBER HERE]

c) All File names should start with the Vendor name first, in order to easily determine all the files to be included as part of the vendor’s response. For example, files should be named as follows: Vendor Name-your file name.

d) File contents **SHALL NOT** be password protected, the file formats must be in .PDF, .JPEG, .DOC or .XLS format, and shall be capable of being copied to other sources. Inability by the State to open the Vendor’s files may result in the Vendor’s offer(s) being rejected.

e) If the vendor’s proposal contains any confidential information (as defined in the Terms and Conditions of this solicitation), then the vendor must provide one (1) signed, original electronic offer and one (1) redacted electronic copy.

For training on how to use the Ariba Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site: <https://eprocurement.nc.gov/training/vendor-training>

Questions or issues related to using the Ariba Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM EST to 5:00 PM EST.

Prices and any other entry made hereon by the Vendor shall be considered firm and not subject to change.

## 2.4. BASIS FOR REJECTION

Pursuant to 9 NCAC 06B.0401, the State reserves the right to reject any and all offers, in whole or in part; by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered; non-compliance with the specifications or intent of this solicitation; lack of competitiveness; error(s) in specifications or indications that revision would be advantageous to the State; cancellation or other changes in the intended project, or other determination that the proposed requirement is no longer needed; limitation or lack of available funds; circumstances that prevent determination of the best offer; or any other determination that rejection would be in the best interest of the State. Vendor contact regarding this IFB/RFQ with anyone other than Enter Purchasing Agent’s name. may be grounds for rejection of said Vendor’s offer.

## 2.5. LATE OFFERS

Regardless of cause, late offers will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor’s sole risk to ensure delivery at the designated office by the designated time. Late offers will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

## 2.6. NON-RESPONSIVE OFFERS

Vendor offers will be deemed non-responsive by the State and will be rejected without further consideration or evaluation if statements such as the following are included:

* “This offer does not constitute a binding offer”,
* “This offer will be valid only if this offer is selected as a finalist or in the competitive range”,
* “Vendor does not commit or bind itself to any terms and conditions by this submission”,
* “This document and all associated documents are non-binding and shall be used for discussion purposes only”,
* “This offer will not be binding on either party until incorporated in a definitive agreement signed by authorized representatives of both parties”, or
* A statement of similar intent.

## 2.7. NOTICE TO VENDORS

**The State objects to and will not be required to evaluate or consider any additional terms and conditions not previously agreed to by the State and submitted with an Offeror’s response. This applies to any language appearing in or attached to the document as part of the Offeror’s response. By execution and delivery of this IFB/RFQ and response(s), the Offeror agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.**

## **2.8. E-PROCUREMENT SOLICITATION**

*[Include appropriate alternative; delete the other.]* **This is an E-Procurement solicitation.** See Paragraph #31 of the attached Department of Information Technology Terms and Conditions.

* 1. General information on the E-Procurement service can be found at http://eprocurement.nc.gov/
	2. Within two days after notification of award of a contract, vendor must register in NC E-Procurement @ Your Service at the following web site: <https://vendor.ncgov.com/vendor/login>
	3. As of the IFB/RFQ submittal date, the Vendor must be current on all E-Procurement fees. If the Vendor is not current on all E-Procurement fees, the State may disqualify the Vendor from participation in this IFB/RFQ.

## **2.9. DISTRIBUTORS AND RESELLERS**

“Resellers” as used herein, refers to businesses that routinely sell or distribute Vendor’s Products, and may include “Distributors”, “Value Added Resellers” (VARs), “Original Equipment Manufacturers” (OEMs), Channel Partners, or such other designations. These businesses must be approved by the State prior to placement of any orders. Any contract established will be subject to this solicitation and any resulting Agreement(s), and to the terms and conditions of the State’s competitive bidding process.

The Agency acknowledges that the Reseller has merely purchased the Third Party Items for resale or license to the Agency, and that the proprietary and intellectual property rights to the Third Party Items are owned by parties other than the Reseller (“Third Parties”). The Agency further acknowledges that except for the payment to the Reseller for the Third Party Items, all of its rights and obligations with respect thereto flow from and to the Third Parties. The Reseller shall provide the Agency with copies of all documentation and warranties for the Third Party Items which are provided to the Reseller. The Reseller shall assign all applicable third party warranties for Deliverables to the Agency. *[Include this paragraph only if you expect responses from Reseller vendors; otherwise, delete this paragraph.]*

## 2.10. POSSESSION AND REVIEW

During the evaluation period and prior to award, possession of the bids and accompanying information is limited to personnel of the issuing agency, and to the committee responsible for participating in the evaluation. Vendors who attempt to gain this privileged information, or to influence the evaluation process (i.e. assist in evaluation) will be in violation of purchasing rules and their offer will not be further evaluated or considered.

After award of contract the complete bid file will be available to any interested persons with the exception of trade secrets, test information or similar proprietary information as provided by statute and rule. Any proprietary or confidential information which conforms to exclusions from public records as provided by N.C.G.S. §132-1.2 **must be clearly marked as such in the offer when submitted.**

## 2.11. IFB/RFQ AWARD

It is the general intent to award this contract to one Vendor. As provided by statute, award will be based on Best Value Analysis, Lowest Price Technically Acceptable Source Selection Method in accordance with 09 NCAC 06B. 0302 Information Technology Procurement.

A link to the Interactive Purchasing System (IPS) allows the public to retrieve contract award information electronically from the Internet web site: <https://www.ips.state.nc.us/ips/> Results may be found by searching by IFB/RFQ number or agency name. This information may not be available for several weeks dependent upon the complexity of the acquisition and the length of time to complete the evaluation process. *[If this is an RFQ delete this paragraph.]*

## 2.12. POINTS OF CONTACT

Contact by the Offeror with the persons shown below for contractual and technical matters related to this IFB/RFQ is only permitted if expressly agreed to by the purchasing lead named on page 4, or upon award of contract:

|  |  |
| --- | --- |
| **Vendor Contractual Point of Contact**  | **Vendor Technical Point of Contact** |
| [NAME OF VENDOR]Street: [STREET ADDRESS][CITY, STATE, ZIP]Attn: Assigned Contract Manager | [NAME OF VENDOR]Street: [STREET ADDRESS][CITY, STATE, ZIP] Attn: Assigned Technical Lead |

# SPECIFICATIONS

*[This section lists the specifications related to this IFB/RFQ.]*

## 3.1. VENDOR STANDARD AGREEMENT(S)

The terms and conditions of Vendor’s standard license, maintenance or other agreement(s) applicable to Software and other Products acquired under this Agreement may apply to the extent such terms and conditions do not materially change the terms and conditions of this Agreement. In the event of any conflict between the terms and conditions of this Agreement and the Vendor’s standard agreement(s), the terms and conditions of this Agreement relating to audit and records, jurisdiction, choice of law, the State’s electronic procurement application of law or administrative rules, the remedy for intellectual property infringement and the exclusive remedies and limitation of liability in the Terms and Conditions herein shall apply in all cases and supersede any provisions contained in Vendor’s relevant standard agreement or any other agreement. The State shall not be obligated under any standard license and/or maintenance or other Vendor agreement(s) to indemnify or hold harmless the Vendor, its licensors, successors or assigns; nor arbitrate any dispute, nor pay late fees, legal fees or other similar costs.

## 3.2. VENDOR UTILIZATION OF WORKERS OUTSIDE U.S.

In accordance with N.C.G.S. §143B-1361(b), Vendor must detail in the IFB/RFQ response, the manner in which it intends to utilize resources or workers located outside the U.S. The State of North Carolina will evaluate the additional risks, costs, and other factors associated with such utilization prior to making an award for any such Vendor’s offer. The Vendor shall provide the following for any offer or actual utilization or contract performance:

* 1. The location of work performed under a state contract by the Vendor, any subcontractors, employees, or other persons performing the contract and whether any of this work will be performed outside the United States.
	2. The corporate structure and location of corporate employees and activities of the Vendors, its affiliates or any other subcontractors.
	3. Notice of the relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons performing Services under a state contract outside of the United States.
	4. Any Vendor or subcontractor providing call or contact center Services to the State of North Carolina shall disclose to inbound callers the location from which the call or contact center Services are being provided.

Will any work under this contract be performed outside the United States? **[ ]**  YES **[ ]**  NO

If Vendor answered “YES” above, list the location(s) outside the United States where work under this contract will be performed by Vendor, any sub-contractors, employees, or other persons performing work under the contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3.3. E-VERIFY

Pursuant to N.C.G.S. § 143B-1350(k), the State shall not enter into a contract unless the awarded Vendor and each of its subcontractors comply with the E-Verify requirements of N.C.G.S. Chapter 64, Article 2. Vendors are directed to review the foregoing laws. Any awarded Vendor must submit a certification of compliance with E-Verify to the awarding agency, and on a periodic basis thereafter as may be required by the State.

## 3.6. BRAND SPECIFIC PRODUCT

*[If not product specific, delete this section.]* Manufacturer(s) name and product descriptions used in this solicitation are product specific. The items offered in response to this solicitation must be the manufacturer and type specified. Failure to comply with this requirement will result in rejection of offer.

## 3.7. DELIVERY

Successful Vendor will complete supply of the scope of work within Enter number of days within which delivery/installation is required consecutive calendar days after receipt of purchase order to the following location(s): *[If goods, software, services or installation are needed by a particular date, then change the sentence above to the date needed.]*

*[Insert additional installation requirements if applicable.]*

If circumstances beyond the control of the contractor result in a late supply of the scope of work it is the responsibility and obligation of the contractor to notify the Purchasing Agent listed on the purchase order, in writing, immediately upon determining delay of shipment. The written notification should indicate the anticipated delivery dated.

## 3.8. CONTRACT TERM

*[If this is a one-time purchase, delete this section.]* A contract awarded pursuant to this RFQ/IFB shall have an effective date as provided in the Notice of Award. The term shall be one (1) year and will expire upon the anniversary date of the effective date unless otherwise stated in the Notice of Award, or unless terminated earlier. The State retains the option to extend this contract for two (2) additional one (1) year periods at its sole discretion.

## 3.9 SECURITY SPECIFICATIONS

*Note: ONLY one of the following sections (3.9.1) can be Reserved; you cannot Reserve both. All bid responses must include a VRAR. Please delete this Note from the final draft.*

* + 1. Solutions Hosted on State Infrastructure

*(Include this section if relevant to solicitation, if not, then insert the word “Reserved” after the section title 3.6.1.)*

Vendors must provide a completed Vendor Readiness Assessment Report State Hosted Solutions (“VRAR”) at offer submission. This report is located at the following website:

<https://it.nc.gov/documents/vendor-readiness-assessment-report>

The *[Insert name of procurement project here]* will be required to receive and securely manage data that is classified as *[list data classification category here from the Statewide data classification and handling policy]*. Refer to the North Carolina Statewide Data Classification and Handling policy for more information regarding this data classification. The policy is located at the following website: <https://it.nc.gov/document/statewide-data-classification-and-handling-policy>

To comply with the State’s Security Standards and Policies, State agencies are required to perform annual security/risk assessments on their information systems using NIST 800-53 controls.

* + 1. Solutions Not Hosted on State Infrastructure

*(Include this section if relevant to solicitation, if not then replace insert the word “Reserved” after the section title 3.6.1.)*

The *[Insert name of procurement project here]* will be required to receive and securely manage data that is classified as *[list data classification category here from the Statewide data classification and handling policy]*. Refer to the North Carolina Statewide Data Classification and Handling policy for more information regarding data classification. The policy is located at the following website: <https://it.nc.gov/document/statewide-data-classification-and-handling-policy>.

To comply with the State’s Security Standards and Policies, State agencies are required to perform annual security/risk assessments on their information systems using NIST 800-53 controls. This requirement additionally applies to all Vendor-provided, agency-managed Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) solutions which will handle data classified as Medium Risk (Restricted) or High Risk (Highly Restricted) data.

(a) Vendors must provide a completed Vendor Readiness Assessment Report Non-State Hosted Solutions (“VRAR”) at offer submission. This report is located at the following website: <https://it.nc.gov/documents/vendor-readiness-assessment-report>

(b) Upon request, Vendors shall provide a current independent 3rd party assessment report in accordance with the following subparagraphs (i)-(iii) prior to contract award. However, Vendors are encouraged to provide a current independent 3rd party assessment report in accordance with subparagraphs (i)-(iii) at the time of offer submission.

(i) Federal Risk and Authorization Management Program (FedRAMP) certification, SOC 2 Type 2, ISO 27001, or HITRUST are the preferred assessment reports for any Vendor solutions which will handle data classified as Medium Risk (Restricted) or High Risk (Highly Restricted).

(ii) A Vendor that cannot provide a preferred independent 3rd party assessment report as described above may submit an alternative assessment, such as a SOC 2 Type 1 assessment report. The Vendor shall provide an explanation for submitting the alternative assessment report. If awarded this contract, a Vendor who submits an alternative assessment report shall submit one of the preferred assessment reports no later than 365 days of the Effective Date of the contract. Timely submission of this preferred assessment report shall be a material requirement of the contract.

(iii) An IaaS vendor cannot provide a certification or assessment report for a SaaS provider UNLESS permitted by the terms of a written agreement between the two vendors and the scope of the IaaS certification or assessment report clearly includes the SaaS solution.

(c) Additional Security Documentation. Prior to contract award, the State may in its discretion require the Vendor to provide additional security documentation, including but not limited to vulnerability assessment reports and penetration test reports. The awarded Vendor shall provide such additional security documentation upon request by the State during the term of the contract.

*(Include the above paragraphs if relevant to solicitation, if not then delete. Adjust the sentences in italics to reflect the specific needs of the procurement. The highlighted areas must be completed. Application Criticality has the following categories and effect definitions of availability.*

* ***Statewide Critical***
* ***Department Critical***
* ***Program Critical***
* ***Non-Critical***

*Refer to:* <https://it.nc.gov/documents/statewide-glossary-information-technology-terms> *for descriptions of the Application Criticality categories.*

*NIST system confidentiality, integrity and availability has the following categories:*

* ***High***
* ***Moderate***
* ***Low***

*Refer to:* <http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.199.pdf> *for descriptions of NIST system confidentiality, integrity, and availability categories.*

## 3.10 ENTERPRISE ARCHITECTURE SPECIFICATIONS

*Note:*

*The following subsections (3.7.2 through 3.7.8) are specifications. They may be removed for one of two reasons:*

1. *The topic of the subsection is not relevant to the solicitation OR*
2. *There are more detailed specifications provided by the agency for the topic in another section of the procurement document.*

*IF the subsection is not relevant, replace the specification subsection paragraph with the word “Reserved".*

* + 1. ARCHITECTURE DIAGRAMS

The two diagrams are Network Architecture and Technology Stack. The State utilizes architectural diagrams to better understand the design and technologies of a proposed solution. Details on these diagrams can be found at the following link: <https://it.nc.gov/resources/statewide-it-procurement/vendor-engagement-resources#Tab-Architecture-1192>

The provision of these two diagrams is a requirement at offer submission. If they are not supplied at that time, the Vendor’s offer will be considered non-responsive and will not be evaluated.

There may be additional architectural diagrams requested of the vendor after contract award. This will be communicated to the vendor by the agency as needed during the project.

* + 1. SOLUTION ROADMAP

A Solution Roadmap defines the vision and strategic elements of the solution.  The Solution Roadmap is a plan of action for how a Solution will evolve over time. The minimum content should include:

* Vision for the solution
* High-level functionality expected for each solution release into production environment
* High-level timeline
* Description of how customer feedback is collected and incorporated into solution enhancements

Describe the solution roadmap for your product.  Include content on release strategies for functionality, roadmap for technical architecture, how scalability of solution is planned.

* + 1. IDENTITY AND ACCESS MANAGEMENT

The proposed solution must externalize identity and access management. The protocols describing the State’s Identity and Access Management can be found at the following link: <https://it.nc.gov/services/vendor-engagement-resources#Tab-IdentityAccessManagement-1241>

Describe how your solution supports the above protocols, as well as making them available for application integration/consumption.

* + 1. INTEGRATION APPROACH

Describe proposed solution capabilities to interoperate with other solutions. Identify the standards supported, integrations platforms, adaptors, APIs, and the like.

* + 1. DISASTER RECOVERY AND BUSINESS CONTINUITY

Describe the proposed solution capabilities related to the following areas:

Disaster Recovery Plan (DRP) – describe how proposed solution supports Recovery Point Objectives (RPO) and Recovery Time Objectives (RTO) metrics.

System Backup – describe backup plan capabilities.

Disaster Recovery Testing – describe the frequency and test procedures for end-to-end disaster recovery testing. Business Continuity Plan (BCP) – describe capabilities proposed solution can provide in support of agency’s continuity of operations and incident responses.

* + 1. DATA MIGRATION

Describe approaches available for data conversion and/or data migration to load current data into proposed solution.

* + 1. APPLICATION MANAGEMENT

Describe how the proposed solution monitors and reports the metrics on system performance.

Describe how the proposed solution manages user administration.

Describe the audit capabilities of proposed solution related to management of the application.

* + 1. ACCESSIBILITY

Describe how the proposed solution complies with industry accessibility standards.

Provide product documentation that demonstrates how the proposed solution is digitally accessible or if not fully accessible, provide the roadmap with timeline for remediation.

Standards include:

* W3C Web Accessibility Initiative - Web Content Accessibility Guidelines (WCAG) 2.1: [https://www.w3.org/TR/WCAG21/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.w3.org%2FTR%2FWCAG21%2F&data=05%7C02%7Cstarr.christen%40nc.gov%7C3737b44528934d4e45f508dc3a2fddad%7C7a7681dcb9d0449a85c3ecc26cd7ed19%7C0%7C0%7C638449224463390497%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=e02p3b8aB5KB1xe2s6LB3ksZyRtoo09MCHTXDzO5E6Q%3D&reserved=0)
* Section 508: [https://www.section508.gov/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.section508.gov%2F&data=05%7C02%7Cstarr.christen%40nc.gov%7C3737b44528934d4e45f508dc3a2fddad%7C7a7681dcb9d0449a85c3ecc26cd7ed19%7C0%7C0%7C638449224463398992%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=pzgUTV7chyDcngdl6SvQJ3tAIz7RLJvSY02jf8A4SRg%3D&reserved=0)
* Voluntary Product Accessibility Template (VPAT®): [https://www.itic.org/policy/accessibility/vpat](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.itic.org%2Fpolicy%2Faccessibility%2Fvpat&data=05%7C02%7Cstarr.christen%40nc.gov%7C3737b44528934d4e45f508dc3a2fddad%7C7a7681dcb9d0449a85c3ecc26cd7ed19%7C0%7C0%7C638449224463405831%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=5PxuYxDYvzebQ0oJ4qLv%2BXmBS25YhqJa3ms9L3r8c8c%3D&reserved=0)

**ENTERPRISE, SERVICES, AND STANDARDS**

Agencies and vendors should refer to the Vendor Resources Page for information on North Carolina Department of Information Technology regarding architecture, security, strategy, data, digital, identity and access management and other general information on doing business with state IT process.

The Vendor Resources Page found at the following link: <https://it.nc.gov/vendor-engagement-resources>. This site provides vendors with statewide information and links referenced throughout the RFP document. Agencies may request additional information.

## 13.11 SPECIFICATIONS

*[Insert specifications if needed; otherwise delete the section.]*

*[Delete the following note. Specifications are one of the most important elements of the purchasing process. The preparation of good specifications is probably the most difficult function in the process. Inadequate or poorly written specifications are the cause of many Vendors challenges and can considerably delay the purchasing process.*

*The term “specification” refers to a description of the characteristics of a commodity or service. Specifically, it is defined as the explicit requirements, furnished with a solicitation upon which a purchase order or contract is to be based. Specifications set forth the characteristics of the goods and services to be purchased so as to enable the Vendor to determine and understand that which is to be supplied. Specifications may be in the form of a description of the physical, functional, or performance characteristics, a reference brand name or both. It may include a description of any requirement for inspecting, testing, or preparing a material, equipment, supplies, or service for delivery. Specifications are to be written so as to not restrict bidding but encourage open competition. The goal is to invite maximum competition.*

*To assure that your specifications meet the above criteria, use the following checklist:*

1. *Specifications should be clear and accurate, yet simple. They should NOT be so specific as to arbitrarily eliminate competition.*
2. *Specifications should be understandable to both the Vendor and the purchaser.*
3. *Specifications should be as flexible as possible. Inflexible specifications defeat the competitive bid process.*
4. *Specifications should be legible and concise.*
5. *Specifications should be verifiable. Specifications that are written in such a way that a product or service offered cannot be verified as meeting specifications is of little value and results in confusion.]*

*[Insert special instructions, if applicable.]*

# FURNISH AND DELIVER

*[Edit the information below as needed to include appropriate quantities, units, and descriptions.]*

**YEAR 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM #** | **QTY** | **UNIT** | **DESCRIPTION** | **UNIT COST** | **EXTENDED COST** |
| 1 | *1* | *each* | *Software ABC* |  |  |
| 2 | *1* | *each* | *Non-warranty maintenance and support for the software acquired under item 1 above.* |  |  |

 **Total Offer Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YEAR 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM #** | **QTY** | **UNIT** | **DESCRIPTION** | **UNIT COST** | **EXTENDED COST** |
| 1 | *1* | *each* | *Software ABC* |  |  |
| 2 | *1* | *each* | *Non-warranty maintenance and support for the software acquired under item 1 above.* |  |  |

 **Total Offer Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YEAR 3:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM #** | **QTY** | **UNIT** | **DESCRIPTION** | **UNIT COST** | **EXTENDED COST** |
| 1 | *1* | *each* | *Software ABC* |  |  |
| 2 | *1* | *each* | *Non-warranty maintenance and support for the software acquired under item 1 above.* |  |  |

 **Total Offer Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Grant Total Offer Cost Years 1-3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# HISTORICALLY UNDERUTILIZED BUSINESSES

“Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the aforementioned categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.” <http://ncadmin.nc.gov/businesses/hub>

Pursuant to N.C.G.S. §§143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB/RFQ.

Is Vendor a Historically Underutilized Business? **[ ]**  YES **[ ]**  NO If “YES”, specify classification. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 6.0 DEPARTMENT OF INFORMATION TECHNOLOGY INSTRUCTIONS TO VENDORS

1. **READ, REVIEW AND COMPLY:** It shall be the Vendor’s responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **DEFINITIONS**:
* **NCDIT:** The North Carolina Department of Information Technology, formerly Office of Information Technology Services
* **NCDIT CONVENIENCE CONTRACT:** A contract that is used for the procurement of IT goods or Services. These contracts are in place for the convenience of the state and use of them is optional.
* **OPEN MARKET CONTRACT:** A contract for the purchase of goods or Services not covered by a term, technical, or convenience contract.
* **TERM CONTRACT:** A contract in which a source of supply is established for a specified period of time for specified Services or supplies; usually characterized by an estimated or definite minimum quantity, with the possibility of additional requirements beyond the minimum, all at a predetermined unit price
* **THE STATE:** Is the state of North Carolina and its agencies.
* **VENDOR:** Company, firm, corporation, partnership, individual, etc., submitting a response to a solicitation.
1. **PROMPT PAYMENT DISCOUNTS:** Vendors are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
2. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum from NCDIT. The Vendor is cautioned that the requirements of this IFB/RFQ can be altered only by written addendum and that verbal communications from whatever source are of no effect.
3. **ACCEPTANCE AND REJECTION:** The State reserves the right to reject any and all offers, to waive any informality in offers and, unless otherwise specified by the Vendor, to accept any item in the offer. If either a unit price or an extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
4. **AWARD OF CONTRACT:** Responsive offers will be evaluated and acceptance may be made in accordance with Best Value procurement practices as defined by N.C.G.S. §143-135.9. Unless otherwise specified by the State or the Vendor, the State reserves the right to accept any item or group of items on a multi-item offer. In addition, on agency specific or term contracts, NCDIT reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by NCDIT to be pertinent or peculiar to the purchase in question.
5. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns and the singular of any word or phrase shall be read to include the plural and vice versa.
6. **PROTEST PROCEDURES:** When an offeror wants to protest a contract awarded pursuant to this solicitation that is over $25,000 they must submit a written request to the issuing agency at the address given in this document. This request must be received in this office within fifteen (15) calendar days from the date of the contract award, and must contain specific sound reasons and any supporting documentation for the protest. **Note:** Contract award notices are sent **only** to those actually awarded contracts, and not to every person or firm responding to this solicitation. IFB/RFQ status and Award notices are posted on the Internet at <https://www.ips.state.nc.us>. **All protests will be governed by NCAC Title 9, Department of Information Technology (formerly Office of Information Technology Services), Subchapter 06B Sections .1101 - .1121.** *[Include paragraph 12 Protest Procedures in IFBs only. If this is an RFQ issued pursuant to Waiver of Competition, then reserve the paragraph.]*
7. **VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** Vendor Link NC allows Vendors to electronically register with the State to receive electronic notification of current procurement opportunities for goods and services available on the Interactive Purchasing System at the following web site: <https://www.ips.state.nc.us/ips>
8. **DIGITAL IMAGING:** The State will digitize the Vendor’s response if not received electronically, and any awarded contract together with associated contract documents. This electronic copy shall be a preservation record, and serve as the official record of this solicitation with the same force and effect as the original written documents comprising such record. Any printout or other output readable by sight shown to reflect such record accurately is an "original."

# 7.0 DEPARTMENT OF INFORMATION TECHNOLOGY TERMS AND CONDITIONS

1. **DEFINITIONS: Supplementing the Definitions appearing in the body of this solicitation, above:**
	1. “Agency” means the Agency purchasing the goods or Services.
	2. “Computer” means a data processing device capable of accepting data, performing prescribed operations on the data, and supplying the results of these operations; for example, a device that operates on discrete data by performing arithmetic and logic processes on the data, or a device that operates on analog data by performing physical processes on the Data.
	3. “Computer Data Base” means a collection of data in a form capable of being processed and operated on a Computer.
	4. “Computer Program” means a series of instructions or statements in a form acceptable to a Computer, processor or controller that is designed to cause the Computer, processor or controller to execute an operation or operations. Computer programs include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort-merge programs and maintenance/diagnostics programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer Programs may be either machine dependent or machine-independent, and may be general purpose in nature or be designed to satisfy the requirements of a particular user.
	5. “Computer Software” or “Software” means Computer Programs and Data Bases. Also, s*ee,* “Software” below.
	6. “Computer Software Documentation” means technical data and information comprising Computer listings and printouts, in human readable form that:
		1. Documents the design or details the Computer Software
		2. Explains the capabilities of the Software, or
		3. Provides operating instructions for using the Software to obtain desired results from a Computer.
	7. “Custom or Modified Software” means Software that may be modified by the State, or by Vendor at the State’s request or direction to perform in accordance with specifications.
	8. “Data” means recorded information, regardless of form or method of recording.
	9. “Deliverable”/”Product Warranties” shall mean and include the warranties provided for products or deliverables licensed to the State in Paragraph 2, and as included in Paragraph 7 c), of these Terms and Conditions unless superseded by a Vendor’s Warranties pursuant to Vendor’s License or Support Agreements.
	10. “Hardware” includes Computers, printers, attached equipment or peripherals or other equipment utilized for the State’s intended purposes as expressed in the solicitation documents.
	11. “Products” includes Software, Hardware, equipment, options, documentation, accessories, supplies, spare parts.
	12. “Services” means the obligations and duties undertaken by the Vendor to comply with the specifications and requirements in this solicitation.
	13. “Software” is “Packaged Copyrighted Software Products” (unless otherwise identified) as used in 09 NCAC 06A.0102(13) and means Computer Software that is used regularly for other than governmental purposes and is sold, licensed, or leased in significant quantities to the general public at established market or catalog prices, that is considered “shrink-wrap” or “clickwrap”, that is or may be generally licensed by “shrink-wrap” or “clickwrap” licenses, or Computer Software that does not constitute Custom or Modified Software and is regularly sold, licensed or leased by the Vendor to governmental entities to meet governmental requirements.
	14. “State” shall mean the State of North Carolina, NCDIT as an Agency, or an Agency in its capacity as the Award Authority.
	15. “Support” includes Hardware maintenance and repair (outside any required by any applicable warranty), Software updates maintenance and support Services, consulting, training and other agreed support Services provided by or through Vendor.
	16. “Use”, in the context of Computer Software execution and operation in Section 2 and 3 hereinbelow, means storing, loading, installing, executing or displaying Software on a Computer, processor or controller, or making a copy of Software for archival or backup purposes only.
2. **SOFTWARE LICENSE**
	1. Vendor grants the State a personal non-transferable and non-exclusive right to use, in object code form only, all Software and related documentation furnished to the Agency under this Agreement. This license grant shall be limited to use with the Hardware (if any) or Products (if any) for which the Software was obtained, or on a temporary basis, on back-up equipment when the original Hardware or Product is inoperable. Use of Software on multiple processors is prohibited unless otherwise agreed in writing. If the License Grant and License Fees are based upon the number of Users, the number of Users may be increased at any time, subject to the restrictions on the maximum number of Users specified in the Vendor’s standard agreement.
	2. Software provided pursuant to this Solicitation may, in some circumstances, be accompanied by a clickwrap agreement. The term clickwrap agreement refers to an agreement that requires the end user to manifest his or her assent to terms and conditions by clicking an “ok” or “agree” button on a dialog box or pop-up window as part of the installation process for the Software. The sole purpose of any clickwrap agreement shall be to operate as the mechanism for the installation of the Software. All terms and conditions of any clickwrap agreement provided with any Software solicited herein shall have no force and effect and shall be non-binding on the State, its employees, agents, and other authorized users of the Software.
	3. The State agrees to use its best efforts to see that its employees and users of all Software licensed hereunder comply with the terms and conditions set forth in this Agreement, and any Exhibits or Amendments hereto. The State also agrees to refrain from taking any steps, such as reverse engineering, reverse assembly or reverse compilation to derive a source code equivalent to the Software; or portion thereof.
	4. The State shall have the right to copy the Software, in whole or in part, for use in conducting benchmark or acceptance tests, for business recovery and disaster recovery testing or operations, and consistent with the security, records retainage or other policy of the Agency for archival or emergency purposes, or to replace a worn copy; but not for use in preparing derivative works unless expressly allowed by the Agreement or subsequent Statements of Work. Any copy of the Software or documentation must contain the same copyright notice and proprietary markings that are on the original Software.
	5. Use of Software on any Products other than that for which it was obtained, removal of Software from the United States or any other material breach shall automatically terminate this license.
	6. The State’s license includes the right to upgrades, updates, maintenance releases or other enhancements or modifications made generally available to Vendor’s licensees without a separate maintenance or support agreement. Vendor’s right to a new license for new version releases of the Software shall not be abridged by the foregoing.
	7. Software bundled with any other Product may be used only with the Product and with the configuration in which the Product is sold by Vendor or subsequently upgraded by Vendor.
	8. The State’s license neither transfers, vests nor infers any title or other ownership right in any intellectual property right of Vendor, or any third party. The State’s license neither transfers, vests nor infers any title or other ownership right in any source code associated with the Software unless otherwise agreed by the parties, and will not be construed as a sale of any ownership rights in the Software, unless Custom or Modified Software is being developed as a Work For Hire in response to the State’s solicitation documents.
	9. The State may use the Software with the Computer for which or with which it was acquired, including use at any government installation to which the Computer may be transferred by the State. The State may use the Software with the backup Computer if the Computer for which or with which it was acquired is inoperative.
3. **USE OF SOFTWARE AND INFORMATION**
	1. The State agrees that any Software or technical and business information owned by Vendor (“Information”) or its suppliers or licensors and furnished to the State under this Agreement shall be and remain the property of the Vendor, or other party, respectively.
	2. All Software and information furnished to the State under this Agreement
		1. Shall be used by the State only to install, operate or maintain the Product for which they were originally furnished;
		2. Shall not be reproduced or copied, in whole or in part, except as necessary for use as authorized under this agreement; and
		3. Shall, together with any copies except copies for the Agency’s and State’s archival purposes containing the State’s business records, be returned or destroyed when no longer needed or permitted for use with the Product for which they were initially furnished; and
	3. All Software and information designated as “confidential” or “proprietary” shall be kept in confidence except as may be required by the North Carolina Public Records Act: N.C.G.S. §132-1, *et seq*.
	4. Transfer of Software or program license:
		1. Software may be transferred within the United States to any location for the State’s normal operations upon written notice to the Vendor without additional cost(s). Transfers for temporary uses arising as a result of a disaster or disaster recovery test may be effected without notice to the Vendor; provided, however, that the State will employ its best efforts to advise the Vendor of any disaster related transfer requiring more than ten (10) business days. All other transfers may be permitted only with Vendor’s prior written consent, and such consent shall not be unreasonably withheld. Transfers requiring Vendor’s consent may be subject to an additional license fee.
		2. The rights granted herein are restricted for use solely by the State. The State may not authorize or allow the use or marketing of the Software/Products by or to a third party, and may not assign or transfer the Software or Products to a third party without the prior written consent of Vendor. Any assignee or transferee must execute a separate agreement with Vendor. Any such assignment or transfer shall terminate the obligations of the State under this Agreement
	5. Custom or Modified Software, if solicited by the State, is being developed or modified exclusively for the State, and such Custom or Modified Software, all related data, all copyrights in the Custom or Modified Software and derivative works belong exclusively to the State and shall be transferred to the State upon creation.
4. **WARRANTY**
	1. Minimum warranties for Products shall include:
		1. On the delivery date the Products and the associated Computer operating system Software will be in good working order (operating in conformance with Vendor’s standard specifications and functions). Unless otherwise specified in the solicitation, the warranty for other suppliers’ Software is included in the suppliers’ Software package and is provided directly from the supplier.
		2. The warranty shall be as provided or specified in the state’s solicitation documents and shall begin on the day of successful installation. If no warranty period is specified, the warranty period shall be Vendor’s standard warranty period for the Products, commencing the day of successful installation.
		3. The state shall notify Vendor if any Product is not in good working order during the warranty period. Vendor shall, at its option, either repair or replace any Product reported as not in good working order during the warranty period without charge to the State. The repair or replacement Products must be new or equivalent to new in performance and fully warranted the same as new. All returned Products will become property of Vendor at the time the Product is either placed in shipment to Vendor, or picked up by Vendor.
		4. The service provided during the warranty period is dependent upon the acceptable warranty option selected by the State and indicated in the State’s solicitation document. If no warranty option is indicated, Vendor will provide their standard warranty service for the Product, unless otherwise agreed by the parties.
		5. If the State requires warranty service other than under this Agreement, it shall be agreed to in writing by the parties at rates and terms set forth in such writing.
	2. Software warranties shall include the following:
		1. Vendor warrants the media (comprising diskettes, tapes or other media) to be free of defects in materials or workmanship under normal use for  from the date of acceptance unless otherwise agreed. Vendor shall replace any media reported as not in good working order during the warranty period without charge to the State. If Vendor is unable to replace the Software, Vendor shall refund the full amount of the Software purchase paid by the State.
		2. In addition to the warranty exclusions stated in Paragraph 5, Vendor does not warrant that the operation of the Software will be uninterrupted or error free, or that the Software functions will meet the State’s requirements unless developed as Customized or Modified Software. The State assumes the risk of any damage or loss from its misuse or inability to use the Software.
		3. For any Customized or Modified Software provided pursuant to this Agreement, Vendor warrants that for a period of one (1) year after the State accepts said Software, it will operate and perform in accordance with the functions and specifications set forth in the solicitation and error free as the solution for the Agency. This express warranty applies only if the State specifically identifies the Hardware environment in which the Customized or Modified Software will be installed or operated, or if it is used in connection with Hardware acquired under this Agreement.
	3. Unless otherwise required by the State: Vendor warrants that its support and customer service and assistance will be performed in accordance with generally accepted industry standards. This warranty shall be valid for ninety (90) days from the date support is provided or performance of the service. For a period of ninety (90) days after delivery or ninety (90) days after successful installation, Vendor or its suppliers shall provide telephone assistance to the State during the State’s normal business hours.
	4. Vendor warrants to the best of its knowledge that:
		1. The licensed Software and associated materials do not infringe any intellectual property rights of any third party;
		2. There are no actual or threatened actions arising from, or alleged under, any intellectual property rights of any third party;
		3. The licensed Software and associated materials do not contain any surreptitious programming codes, viruses, Trojan Horses, “back doors” or other means to facilitate or allow unauthorized access to the State’s information systems.
		4. The Software does not contain any timer, counter, lock or similar device (other than security features specifically approved by Customer in the Specifications) that inhibits or in any way limits the State’s ability to use the Software for the term of this Agreement.
5. **WARRANTY EXCLUSIONS**
	1. Except as stated in Paragraph 4 (Warranty), Vendor and its parent, subsidiaries and affiliates, subcontractors and suppliers make no warranties, express or implied, and specifically disclaim warranties of merchantability or fitness for a particular purpose as provided by N.C.G.S. §§25-2-316, 25-2-313 and 25-2-315; and as may be amended.
	2. The warranty provided in Paragraph 4) (Warranty) does not cover repair for damages, malfunctions or service failures caused by:
		1. Actions of non-Vendor personnel;
		2. Failure to follow Vendor’s installation, operation or maintenance instructions and/or Services provided to the State;
		3. Attachment to the Products of non-Vendor products or failure of Products not maintained by Vendor unless such installation or use is approved in writing by the Vendor; or
		4. Force Majeure conditions set forth hereinbelow.
6. **INTELLECTUAL PROPERTY INDEMNITY**
	1. The Vendor, at its own expense, shall defend any action brought against the State to the extent that such action is based upon a claim that the Software or Products supplied by the Vendor, their use or operation infringes on a patent, copyright, trademark or violates a trade secret in the United States. The Vendor shall pay those costs and damages finally awarded or agreed in settlement against the State in any such action; damages shall be limited as provided in N.C.G.S. 143B-1350(h1). Such defense and payment shall be conditioned on the following:
		1. That the Vendor shall be notified within a reasonable time in writing by the State of any such claim; and,
		2. That the Vendor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise provided, however, that the State shall have the option to participate in such action at its own expense.
	2. If any modifications to the Software applied by Vendor become the subject of a claim of infringement of a patent, copyright, Trademark or a trade secret in the United States, the Vendor, shall at its option and expense, either procure for the State the right to continue using the Software, or to replace or modify the same to become noninfringing. If neither of these options can reasonably be taken in Vendor's judgment, or if further use shall be prevented by injunction, the Vendor agrees to take back any affected Software modifications, and refund any sums the State has paid Vendor for Services and the State shall then have the option of terminating the Agreement, or applicable portions thereof, without penalty or termination charge.
	3. Vendor will not be required to defend or indemnify the State if any claim by a third party against the State for infringement or misappropriation results from the State's alteration of any Vendor-branded Software, or from the continued use of the good(s) or Services after receiving notice they infringe on an intellectual property right of a third party.
7. **EXCLUSIVE REMEDIES AND LIMITATION OF LIABILITY**
	1. For purposes of the exclusive remedies and limitations of liability set forth in this Paragraph, Vendor shall be deemed to include the Vendor and its employees, agents, representatives, subcontractors, and suppliers and damages shall be deemed to refer collectively to all injuries, damages, losses, liabilities, expenses or costs incurred.
	2. The Vendor’s liability for damages to the State arising under the contract shall be limited to two times the value of the Contract.
	3. The foregoing limitation of liability shall not apply to claims covered by other specific provisions including but not limited to Service Level Agreement or Deliverable/Product Warranty compliance, or to claims for injury to persons or damage to tangible personal property caused by Vendor’s gross negligence or willful or wanton conduct. This limitation of liability does not apply to contributions among joint tortfeasors under N.C.G.S. 1B-1 *et seq*., the receipt of court costs or attorney’s fees that might be awarded by a court in addition to damages after litigation based on this Contract. For avoidance of doubt, the Parties agree that the Service Level Agreement and Deliverable/Product Warranty Terms in the Contract are intended to provide the sole and exclusive remedies available to the State under the Contract for the Vendor’s failure to comply with the requirements stated therein.
	4. For delays in the delivery or successful Product or Software installation, whichever is applicable, Vendor shall have no liability unless the delivery or successful installation date is delayed by more than thirty (30) days by causes not attributable either to the State or to Force Majeure conditions, in which case the State shall have the right, as its remedies:
		1. To recover direct costs including replacement Products, if any, attributable to Vendor's delay, and
		2. To cancel the order without incurring cancellation charges.
		3. Vendor shall have no liability unless the default in delivery of Services is occasioned by causes not attributable either to the State or to Force Majeure conditions
8. **SUPPORT AND MAINTENANCE**
	1. Except as specifically provided herein or in an approved attachment hereto, and unless otherwise consistently provided by Vendor’s standard agreement for support, and except for the provisions in the Vendor License Agreements paragraph above, an order for support will constitute the State’s acceptance of the terms of the Vendor’s standard agreement for Support in effect on the date of the order, subject to the order of precedence and the limitations in the Vendor’s Standard Agreement(s) paragraph (above) as set forth in the Solicitation. Unless otherwise indicated herein, Support and Maintenance acquired herein will begin at the end of any applicable warranty period.
	2. To be eligible for support, Products or Software must be in good operating condition and at then current specified revision levels, having all enhancements, modifications, updates, or upgrades supplied by Vendor. Vendor may charge its standard rates in effect on the date support service is provided in addition to any other charges if the Product(s) or Software do not conform to the specified revision levels.
9. **SOFTWARE RETIREMENT**
	1. Unless otherwise provided in the Vendor’s standard agreement, Vendor retains the right to retire a version of the Software and stop providing Maintenance, Updates or Services, upon providing one-hundred and eighty (180) days written notice to the State of its intent to do so. The decision to stop maintaining a version of the Software is the sole business discretion of Vendor and shall not be deemed a breach of contract. If Vendor retires the version of the Software provided to the State and if the State has paid all applicable annual Maintenance Fees subsequent to executing this Agreement, the State shall be entitled to receive, at no additional charge, a newer version of the Software m that supports substantially the same functionality as the licensed version of the Software. Newer versions of the Software containing substantially increased functionality will be made available to the State for an additional fee.
	2. Vendor may, at no additional charge, modify Software to improve operation and reliability or to meet legal requirements.
	3. Relocation of Software is the State’s responsibility and may result in additional support charges and modified service response times. Software moved to another State facility or Agency may continue to be serviced subject to availability of a Vendor authorized support provider.
	4. Vendor is not required to provide support for non-qualified Software, nor Software not supplied under this Agreement. “Non-Qualified Software” is Software not supplied or approved by Vendor, and Software for which the State does not allow Vendor to incorporate modifications. The State is responsible for removing non-qualified Software to allow Vendor to perform Support Services.
	5. Support does not cover any damage or failure cause by:
		1. Media and supplies or use of items not designed or designated for use with Software; or
		2. Site conditions that do not conform to Vendor’s previously established site specifications; or
		3. Neglect, improper use, fire or water damage, electrical disturbance, transportation by the State, work or modification by persons other than Vendor personnel, or other authorized parties.

The State is responsible for the security of its proprietary or confidential information, for its data, and for maintaining a procedure and process to reconstruct lost or altered files, data or programs.

1. **TRANSPORTATION:** Transportation charges for software shall be FOB Destination unless delivered by internet or file-transfer as agreed by the State, or otherwise specified in the solicitation document or purchase order.
2. **TRAVEL EXPENSES:** **All travel expenses should be included in the Vendor’s proposed costs. Separately stated travel expenses will not be reimbursed**. In the event that the Vendor may be eligible to be reimbursed for travel expenses arising under the performance of this Contract, reimbursement will be at the out-of-state rates set forth in N.C.G.S. §138-6; as amended from time to time. Vendor agrees to use the lowest available airfare not requiring a weekend stay and to use the lowest available rate for rental vehicles. All Vendor incurred travel expenses shall be billed on a monthly basis, shall be supported by receipt and shall be paid by the State within thirty (30) days after invoice approval. Travel expenses exceeding the foregoing rates shall not be paid by the State. The State will reimburse travel allowances only for days on which the Vendor is required to be in North Carolina performing Services under this Agreement.
3. **PROHIBITION AGAINST CONTINGENT FEES AND GRATUITIES:** Vendor warrants that it has not paid, and agrees not to pay, any bonus, commission, fee, or gratuity to any employee or official of the State for the purpose of obtaining any contract or award issued by the State. Subsequent discovery by the State of non-compliance with these provisions shall constitute sufficient cause for immediate termination of all outstanding Agreements. Violations of this provision may result in debarment of the vendor(s) or Vendor(s) as permitted by 09 NCAC 06B.1207, or other provision of law.
4. **AVAILABILITY OF FUNDS:** Any and all payments by the State are expressly contingent upon and subject to the appropriation, allocation and availability of funds to the Agency for the purposes set forth in this Agreement. If this Agreement or any Purchase Order issued hereunder is funded in whole or in part by federal funds, the Agency’s performance and payment shall be subject to and contingent upon the continuing availability of said federal funds for the purposes of the Agreement or Purchase Order. If the term of this Agreement extends into fiscal years subsequent to that in which it is approved such continuation of the Agreement *is expressly contingent upon* the appropriation, allocation, and availability of funds by the N.C. Legislature for the purposes set forth in the Agreement. If funds to effect payment are not available, the Agency will provide written notification to Vendor. If the Agreement is terminated under this paragraph, Vendor agrees to take back any affected Products and software not yet delivered under this Agreement, terminate any Services supplied to the Agency under this Agreement, and relieve the Agency of any further obligation thereof. The State shall remit payment for Products and Services accepted prior to the date of the aforesaid notice in conformance with the payment terms.
5. **PAYMENT TERMS:** The total License Fee and the Support Service or Maintenance Fee (if applicable and provided the State subscribes or purchases such Services) for the first year shall be invoiced upon delivery of the Software. The Support Service or Maintenance Fee for subsequent contract years, if any, will be invoiced annually sixty (60) days prior to the anniversary date beginning each subsequent year. Increases in pricing for Support Services or Maintenance shall not exceed five percent (5%) per year following the first Contract year. Payment terms for software are Net 30 days after receipt of correct invoice or acceptance of software, whichever is later. Payment terms for Services are due and payable the month following the month for which charges accrue, or in accordance with the contract payment schedule. No additional charges to the Agency will be permitted based upon, or arising from, the Agency’s use of a Business Procurement Card.
6. **ACCEPTANCE CRITERIA:** Acceptance testing is required for all Vendor supplied software unless provided otherwise in the solicitation documents or a Statement of Work. The State may define such processes and procedures as may be necessary or proper, in its opinion and discretion, to ensure compliance with the State’s specifications and Vendor’s technical representations. Acceptance of software or Services may be controlled by amendment hereto, or additional terms as agreed by the parties. In the event acceptance of Software or Services is not described in additional contract documents, the State shall have the obligation to notify Vendor, in writing and within  following installation of any software deliverable described in the contract if it is not acceptable. The notice shall specify in reasonable detail the reason(s) a deliverable is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for installation and/or testing of software.
7. **CONFIDENTIALITY:** The State may maintain the confidentiality of certain types of information described in N.C.G.S. §132-1 et seq. Such information may include trade secrets defined by N.C.G.S. §66-152 and other information exempted from the Public Records Act pursuant to N.C.G.S. §132-1.2. Vendor may designate information, Products, software or appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by marking the top and bottom of pages containing confidential information with a legend in boldface type “**CONFIDENTIAL.**” By so marking any page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors that the portions marked confidential meet the requirements of the Rules and Statutes set forth above. ***However, under no circumstances shall price information be designated as confidential.*** The State agrees to promptly notify the Vendor in writing of any action seeking to compel the disclosure of Vendor’s confidential information. If an action is brought pursuant to N.C.G.S. §132-9 to compel the State to disclose information marked confidential, the Vendor agrees that it will intervene in the action through its counsel and participate in defending the State, including any public official(s) or public employee(s). The Vendor agrees that it shall hold the State and any official(s) and individual(s) harmless from any and all damages, costs, and attorneys’ fees awarded against the State in the action. The State shall have the right, at its option and expense, to participate in the defense of the action through its counsel. The State shall have no liability to Vendor with respect to the disclosure of Vendor’s confidential information ordered by a court of competent jurisdiction pursuant to N.C. G.S. §132-9 or other applicable law.
8. **ACCESS TO PERSONS AND RECORDS:** Pursuant to N.C.G.S. §147-64.7, the Agency, the State Auditor, appropriate federal officials, and their respective authorized employees or agents are authorized to examine all books, records, and accounts of the Vendor insofar as they relate to transactions with any department, board, officer, commission, institution, or other agency of the State of North Carolina pursuant to the performance of this Agreement or to costs charged to this Agreement. The Vendor shall retain any such books, records, and accounts for a minimum of three (3) years after the completion of this Agreement.Additional audit or reporting requirements may be required by any Agency, if in the Agency’s opinion, such requirement is imposed by federal or state law or regulation. The Joint Legislative Commission on Governmental Operations and the legislative employees whose primary responsibility is to provide professional or administrative services to the Commission may audit the records of the Vendor during and after the term of this Agreement to verify accounts and data affecting fees or performance in accordance with Chapter 120, Article 13.
9. **ASSIGNMENT:** Vendor may not assign this Agreement or its obligations hereunder except as permitted by 09 NCAC 06B.1003 and this Paragraph. Vendor shall provide reasonable notice of not less than thirty (30) days prior to any consolidation, acquisition, or merger. Any assignee shall affirm this Agreement attorning to the terms and conditions agreed, and that Vendor shall affirm that the assignee is fully capable of performing all obligations of Vendor under this Agreement. An assignment may be made, if at all, in writing by the Vendor, Assignee and the State setting forth the foregoing obligation of Vendor and Assignee.
10. **NOTICES:** Any notices required under this Agreement should be delivered to the Contract Administrator for each party. Unless otherwise specified in the Solicitation Documents, any notices shall be delivered in writing by U.S. Mail, Commercial Courier, facsimile or by hand.
11. **TITLES AND HEADINGS:** Titles and Headings in this Agreement are used for convenience only and do not define, limit or proscribe the language of terms identified by such Titles and Headings.
12. **AMENDMENT:** This Agreement may not be amended orally or by performance. Any amendment must be made in written form and signed by duly authorized representatives of the State and Vendor.
13. **TAXES:** The State of North Carolina is exempt from Federal excise taxes and no payment will be made for any personal property taxes levied on the Vendor or for any taxes levied on employee wages. Agencies of the State may have additional exemptions or exclusions for federal or state taxes. Evidence of such additional exemptions or exclusions may be provided to Vendor by Agencies, as applicable, during the term of this Agreement. Applicable State or local sales taxes shall be invoiced as a separate item.
14. **GOVERNING LAWS, JURISDICTION, AND VENUE**
	1. This Agreement is made under and shall be governed and construed in accordance with the laws of the State of North Carolina. The place of this Agreement or purchase order, its situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or in tort, relating to its validity, construction, interpretation and enforcement shall be determined. Vendor agrees and submits, solely for matters relating to this Agreement, to the jurisdiction of the courts of the State of North Carolina, and stipulates that Wake County shall be the proper venue for all matters.
	2. Except to the extent the provisions of the Agreement are clearly inconsistent therewith, the applicable provisions of the Uniform Commercial Code as modified and adopted in North Carolina shall govern this Agreement. To the extent the Agreement entails both the supply of "goods" and "Services," such shall be deemed "goods" within the meaning of the Uniform Commercial Code, except when deeming such Services as "goods" would result in a clearly unreasonable interpretation.
15. **DEFAULT:** In the event Services or other Deliverable furnished or performed by the Vendor during performance of any Contract term fail to conform to any material requirement(s) of the Contract specifications, notice of the failure is provided by the State and if the failure is not cured within ten (10) days, the State may cancel the contract. Default may be cause for debarment as provided in 09 NCAC 06B.1206. The rights and remedies of the State provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.
	1. If Vendor fails to deliver or provide correct Services or other Deliverables within the time required by this Contract, the State shall provide written notice of said failure to Vendor, and by such notice require performance assurance measures pursuant to N.C.G.S. 143B-1340(f). Vendor is responsible for the delays resulting from its failure to deliver or provide services or other Deliverables.
	2. Should the State fail to perform any of its obligations upon which Vendor’s performance is conditioned, Vendor shall not be in default for any delay, cost increase or other consequences due to the State’s failure. Vendor will use reasonable efforts to mitigate delays, costs or expenses arising from assumptions in the Vendor’s offer documents that prove erroneous or are otherwise invalid. Any deadline that is affected by any such failure in assumptions or performance by the State shall be extended by an amount of time reasonably necessary to compensate for the effect of such failure.
16. **FORCE MAJEURE:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
17. **COMPLIANCE WITH LAWS:** The Vendor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
18. **TERMINATION:** Any notice or termination made under this Contract shall be transmitted via US Mail, Certified Return Receipt Requested. The period of notice for termination shall begin on the day the return receipt is signed and dated.
	1. The parties may mutually terminate this Contract by written agreement at any time.
	2. The State may terminate this Contract, in whole or in part, pursuant to Paragraph 24), (Default) or pursuant to the Special Terms and Conditions in the Solicitation Documents, if any, or for any of the following
		1. Termination for Cause: In the event any goods, software, or service furnished by the Vendor during performance fails to conform to any material specification or requirement of the Contract, and the failure is not cured within the specified time after providing written notice thereof to Vendor, the State may cancel and procure the articles or Services from other sources; holding Vendor liable for any excess costs occasioned thereby, subject only to the limitations provided in Paragraph 7) (Limitation of Liability). The rights and remedies of the State provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract. Vendor shall not be relieved of liability to the State for damages sustained by the State arising from Vendor’s breach of this Contract; and the State may, in its discretion, withhold any payment due as a setoff until such time as the damages are finally determined or as agreed by the parties. Voluntary or involuntary Bankruptcy or receivership by Vendor shall be cause for termination.
		2. Termination For Convenience Without Cause: The State may terminate service and indefinite quantity contracts, in whole or in part by giving thirty (30) days prior notice in writing to the Vendor. Vendor shall be entitled to sums due as compensation for Deliverables provided and Services performed in conformance with the Contract. In the event the Contract is terminated for the convenience of the State the Agency will pay for all work performed and products delivered in conformance with the Contract up to the date of termination. *[Paragraph 27) b) ii) Termination for Convenience Without Cause does not apply to offers involving a lease term. If this IFB/RFQ has a lease term, reserve this paragraph ii; otherwise, leave the term in.]*
19. **DISPUTE RESOLUTION:** The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the State shall be submitted in writing to the Vendor’s Contract Administrator for decision. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.
20. **SEVERABILITY:** In the event that a court of competent jurisdiction holds that a provision or requirement of this Agreement violates any applicable law, each such provision or requirement shall be enforced only to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Agreement shall remain in full force and effect. All promises, requirement, terms, conditions, provisions, representations, guarantees and warranties contained herein shall survive the expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or State statute, including statutes of repose or limitation.
21. **FEDERAL INTELLECTUAL PROPERTY BANKRUPTCY PROTECTION ACT:** The Parties agree that the Agency shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365(n), and any amendments thereto.
22. **ELECTRONIC PROCUREMENT:** **(Applies to all contracts that include E-Procurement and are identified as such in the body of the solicitation document):** Purchasing shall be conducted through the Statewide E-Procurement Service. The State’s third party agent shall serve as the Supplier Manager for this E-Procurement Service. The Vendor shall register for the Statewide E-Procurement Service within two (2) business days of notification of award in order to receive an electronic purchase order resulting from award of this contract.
	1. **The successful vendor(s) shall pay a transaction fee of 1.75% (.0175) on the total dollar amount (excluding sales taxes) of each purchase order issued through the Statewide E-Procurement Service**. This applies to all purchase orders, regardless of the quantity or dollar amount of the purchase order. The transaction fee shall neither be charged to nor paid by the State, or by any State approved users of the contract. The transaction fee shall not be stated or included as a separate item in the proposed contract or invoice. There are no additional fees or charges to the Vendor for the Services rendered by the Supplier Manager under this contract. Vendor will receive a credit for transaction fees they paid for the purchase of any item(s) if an item(s) is returned through no fault of the Vendor. Transaction fees are non-refundable when an item is rejected and returned, or declined, due to the Vendor’s failure to perform or comply with specifications or requirements of the contract.
	2. Vendor, or its authorized Reseller, as applicable, will be invoiced monthly for the State’s transaction fee by the Supplier Manager. The transaction fee shall be based on purchase orders issued for the prior month. Unless Supplier Manager receives written notice from the Vendor identifying with specificity any errors in an invoice within thirty (30) days of the receipt of invoice, such invoice shall be deemed to be correct and Vendor shall have waived its right to later dispute the accuracy and completeness of the invoice. Payment of the transaction fee by the Vendor is due to the account designated by the State within thirty (30) days after receipt of the correct invoice for the transaction fee, which includes payment of all portions of an invoice not in dispute. Within thirty (30) days of the receipt of invoice, Vendor may request in writing an extension of the invoice payment due date for that portion of the transaction fee invoice for which payment of the related goods by the governmental purchasing entity has not been received by the Vendor. If payment of the transaction fee invoice is not received by the State within this payment period, it shall be considered a material breach of contract. The Supplier Manager shall provide, whenever reasonably requested by the Vendor in writing (including electronic documents), supporting documentation from the E-Procurement Service that accounts for the amount of the invoice.
	3. The Supplier Manager will capture the order from the State approved user, including the shipping and payment information, and submit the order in accordance with the E-Procurement Service. Subsequently, the Supplier Manager will send those orders to the appropriate Vendor on State Contract. The State or State approved user, not the Supplier Manager, shall be responsible for the solicitation, offers received, evaluation of offers received, award of contract, and the payment for goods delivered.
	4. Vendor agrees at all times to maintain the confidentiality of its user name and password for the Statewide E-Procurement Services. If a Vendor is a corporation, partnership or other legal entity, then the Vendor may authorize its employees to use its password. Vendor shall be responsible for all activity and all charges for such employees. Vendor agrees not to permit a third party to use the Statewide E-Procurement Services through its account. If there is a breach of security through the Vendor’s account, Vendor shall immediately change its password and notify the Supplier Manager of the security breach by e-mail. Vendor shall cooperate with the state and the Supplier Manager to mitigate and correct any security breach.