



RFP763-27-090126BS Accreditation/Learning Management System for continuing medical education

University of North Texas Health (UNT Health) is seeking competitive responses to a Request for Proposal ("RFP") for a Accreditation/Learning Management System for Continuing Medical Education, NIGP C

Open	9/17/2026, 2:00 PM CDT	Type	Request for Proposal
Close	10/15/2026, 2:00 PM CDT	Number	A30000-256-2027
		Currency	US Dollar

Contacts

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Commodity Codes

Commodity Code	Description
20860	*Medical Software, All Types, Microcomputer
98574	*Software, Computer, Rental or Lease

SECTION 1

Description

GENERAL INFORMATION

1.1 Introduction

University of North Texas Health (UNT Health) is seeking competitive responses to a Request for Proposal ("RFP") for a Accreditation/Learning Management System for Continuing Medical Education, NIGP Code 208-60. This RFP provides sufficient information for interested parties to prepare and submit proposals for consideration by UNT Health. Additional information may be made available by written request to the point of contact identified.

1.2 Primary Contact

Barry Sullenberger (barry.sullenberger@untsystem.edu)

Procurement Office

University of North Texas System

1112 Dallas Drive, Suite 4000

Denton, Texas 76205

1.3 Event Information

1.3.1 Schedule of Events

UNT Health intends to follow the timeline below for evaluating, negotiating, and issuing a contract:

Schedule of Events			
Event	Date	Time	Notes
Distribution of RFP	September 17, 2026	N/A	
Pre-solicitation Conference	September 24, 2026	2:00 PM Central	See Section 1.3.2.1 for TEAM Meeting Information
Deadline for Submission of Written Questions	October 1, 2026	2:00 PM Central	Must be submitted electronically through EPRO
Deadline to Post Responses to Proposer Questions	October 8, 2026	2:00 PM Central	
Proposal Due Date	October 15, 2026	2:00 PM Central	
Tentative Award Recommendation	October 2026		

* All dates are tentative and subject to change.

1.3.2 Solicitation Conference

1.3.2.1 A Pre-proposal conference will be conducted for this solicitation.

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/282976538366223?p=hz62W53V41WvU3398N>

Meeting ID: 282 976 538 366 223

Passcode: cR3FR62V

[Need help?](#) | [System reference](#)

Dial in by phone

+1 940-304-2772,,906667418# United States, Denton

[Find a local number](#)

Phone conference ID: 906 667 418#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

1.3.3. All Questions MUST be submitted through the EPRO electronic system. No emailed questions will be accepted.

1.4 Information about University of North Texas System

The University of North Texas System (UNTS) is a university system that is composed of the University of North Texas System Administration (UN TSA), the University of North Texas in Denton (UNT), the University of North Texas Health (UNT Health) in Fort Worth, and the University of North Texas at Dallas (UNTD). The UN TSA is based in downtown Dallas. The three independent universities of the University of North Texas System have combined enrollment of just over 42,000 students across five major teaching locations, including each main campus as well as Frisco and downtown Dallas. Proposals submitted in response to this RFP shall be for services provided to UNTS (inclusive of UN TSA, UNT, UNT Health and/or UNTD), as agreed to in writing by the parties.

1.5 Summary of Scope of Goods or Services

The University of North Texas Health (UNT Health) in Fort Worth is seeking a proposal for Accreditation/Learning Management System for Continuing Medical Education.

1.6 Term of Award

The initial term of the Contract resulting from this RFP shall be for one (1) year, with four (4) renewal options to extend in one (1) year increments. Options to extend are by mutual consent and in writing. However, UNT Health reserves the right to modify the term of an award to provide the best value to UNT Health.

1.7 Historically Underutilized Business (HUB) Firms

The University of North Texas System is committed to supporting the Historically Underutilized Business (HUB) Program established by the State of Texas. UNTS endeavors to promote full and equal opportunity for businesses to supply UNTS with goods or services that are necessary to support UNTS' educational mission. In this regard, UNTS commits to select proposers in accordance with (i) UNTS needs, (ii) UNTS resources, (iii) UNTS HUB goals

(iv) guidelines established by the Texas legislature and Texas Procurement and Support Services ("TPASS"), and (v) UNTS Operating Policies and Procedures for contracting with HUBs. Proposers shall provide UNTS full access to documentation relating to the HUB program and any HUB Subcontracting Plan (HSP) if required by Paragraph 2.5. **Failure to comply with any provision of the State of Texas or UNTS' HUB regulations may result in rejection of any proposal and/or immediate cancellation of any contract.**

The proposer's ability to assist UNTS with meeting State of Texas HUB utilization goals is considered as part of best value criteria per TEC §51.9335.

SECTION 2

PROPOSAL REQUIREMENTS AND PROCEDURES

2.1 Proposal Requirements

- 2.1.1** The Proposal may not exceed twenty-five (25) pages. The page count does not include price sheets, catalogs, specification sheets and addendum deemed relevant by Proposer.
- 2.1.2** The Proposal must include a cover page, providing the Proposer's name, RFP name, and RFP number.
- 2.1.3** The Proposal must include a table of contents, which should contain sufficient detail to facilitate easy reference to the sections of the Proposal.
- 2.1.4** All pages should be typed in 12-point font within margins consistent with 8 ½ x 11-inch paper and numbered sequentially.
- 2.1.5** The Proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of UNT Health needs.
- 2.1.6** The Proposal must include **all** elements per Section 5 – Proposal Checklist

2.2 Submittal Instructions for Proposals

2.2.1 Electronic Submittal

UNTS may accept electronic Proposal submission and is requesting Proposals electronically via the following website: <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>

- In order to submit proposals electronically, Proposer must have a working, registered vendor username and password to login. If this is the first time Proposer has attempted to submit a response electronically, please register at: <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>
- Proposers are highly encouraged to ensure you have a working login in advance of the submission deadline.
- Proposer is responsible for ensuring it has the technical capability to submit its proposal via electronic submission.
- Browser requirements: Chrome
- **Proposer shall be solely responsible for ensuring timely submission of the Proposal.** UNTS is not responsible for equipment or software failure, internet or website downtime, corrupt or unreadable data, or other technical issues that may cause delay or non-delivery of a Proposal or inaccessibility of the submitted data. **Proposers are highly encouraged to prepare and allow for sufficient time to familiarize themselves with the electronic submission requirements and to address any technical or data issues PRIOR to the Proposal due date and time.**

2.3 HUB Subcontracting Plan ("HSP")

In accordance with Texas Gov't Code §2161.252 and Texas Administrative Code §20.14, each state agency (including institutions of higher education) as defined by §2151.002 that considers entering into a contract with

an expected value of \$100,000 or more shall, before agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract.

UNTS has determined that there are no subcontracting opportunities in the performance of the Scope of Work of this Solicitation. Since UNTS has determined there are no subcontracting opportunities, the Proposer is not required to submit an HSP with the Solicitation response. However, if the Proposer discovers opportunities to subcontract and the resulting Contract is anticipated to exceed \$100,000.00 over its entire life, including all renewals and/or extensions, the Proposer must submit a completed HSP at the time of the Proposal submission. The Proposer must include a completed HSP even if the Proposer intends to self-perform. The required supporting documentation (e.g. proof of Good Faith Effort) must be submitted with the HSP.

2.4 Right to Modify, Rescind, or Revoke the RFP

UNTS reserves the right to modify, revoke, or cancel this RFP in whole or in part at any time prior to the date on which UNTS executes a Contract with the selected Proposer(s).

UNTS reserves the sole and absolute discretion to award any combination of services to any combination of respondents, as deemed in the best interest of the University. The University may choose to award all services to a single respondent or distribute services among multiple respondents based on the evaluation of proposals and other relevant factors.

This reservation includes, but is not limited to, the following scenarios:

1. Awarding all services to a single respondent, if it is determined to be the most advantageous option for the University.
2. Awarding different services to different respondents based on their demonstrated expertise, capabilities, and proposed solutions.
3. Awarding services based on cost-effectiveness, quality, or other evaluation criteria as specified in this RFP.

UNTS retains the right to negotiate and enter into separate contracts with selected respondents or to combine services and respondents as necessary to achieve the objectives outlined in this RFP. The decision of the University in this regard will be final and is not subject to challenge or appeal.

Respondents are encouraged to provide clear and detailed proposals that outline their capabilities and willingness to collaborate with other potential service providers if required. Additionally, respondents are expected to clearly indicate their preferences regarding the combination of services they are interested in providing, if any.

By submitting a response to this RFP, respondents acknowledge and accept the University's right to award services in any combination to achieve the best overall value and service quality.

The University reserves the right to seek clarification or further information from respondents as needed during the evaluation process. The University will inform all respondents of its final decisions in writing, in accordance with the timelines outlined in this RFP.

This reservation of rights is intended to promote competition, encourage innovation, and ensure that the University can select the most advantageous combination of services to meet its specific needs and objectives.

2.5 Use and Disclosure of Information

Proposers acknowledge that UNTS is an agency of the State of Texas and is therefore required to comply with the [Texas Public Information Act Texas Government Code Chapter 552](#). If a Proposal includes proprietary data, trade secrets, or information the Proposer wishes to except from public disclosure, then the Proposer must specifically label such data, secrets, or information as follows: "PRIVILEGED AND CONFIDENTIAL – PROPRIETARY INFORMATION." To the extent permitted by law, information labeled by the Proposer as proprietary will be used by UNTS only for purposes related to or arising out of the (a) evaluation of Proposals, (b) selection of a Proposer

or Proposers pursuant to the RFP process, and (c) Negotiation and execution of a Contract, if any, with the Proposer(s) selected.

If the Proposer marks the entire Proposal or substantive portions of the Proposal as confidential, UNTS in its sole discretion may declare the Proposal non-responsive and reject it.

By submitting a Proposal, the Proposer hereby grants a limited license to reproduce the Proposal in order to conduct an evaluation and to comply with any legal requirement including but not limited to the Texas Public Information Act and Texas Legislative Budget Board requirements.

UNTS reserves the right to contact references or contact names listed in the Proposal and shall be free from any liability to Proposer for conducting such inquiry.

2.6 Group Purchase Authority

Texas law authorizes institutions of higher education (defined by [§61.003, Education Code](#)) to use the group purchasing procurement method (ref. [§51.9335, Education Code](#)). Other Texas institutions of higher education, local and county governments, independent school districts, and State of Texas agencies may also elect to enter into a contract with the successful Proposer under this RFP. Proposer should also note that UNTS may procure Goods or Services for itself or on behalf of any UNTS component institution. The Proposer should evaluate whether any Contract resulting from this RFP is suitable for the needs of UNTS and its component institutions (as defined in Paragraph 1.4 and including any institution(s) that joins UNTS during the term of the Contract). By submitting its Proposal in response to this RFP, Proposer should consider proposing pricing and other commercial terms that consider higher volumes and other expanded best value opportunities that could result from the eventual inclusion of UNTS, its other component institutions, and other institutions, governments, and State agencies in the Goods or Services requested in this RFP.

SECTION 3

PROPOSAL CONTENTS/DETAILS

3. Scope of Work

3.1 Objectives

The Continuing Education & Assessment Department is committed to advancing healthier communities through high quality continuing education and professional development activities for healthcare teams. These programs are designed to enhance competence, improve performance, and positively impact patient outcomes and population health. Procuring a robust LMS will ensure compliance with accreditor requirements, streamline program delivery, and expand access to faculty, staff, and community partners. This investment will strengthen our educational reach, improve learner engagement, and position us as a leader in healthcare education.

3.2 Statement of Work

The selected vendor will implement, configure, and support an enterprise level Continuing Professional Development (CPD) / Continuing Medical Education (CME) Learning Management System (LMS) to support UNT Health Continuing Education & Assessment programs. The LMS must enable seamless delivery of live, enduring, and regularly scheduled series (RSS) programs, streamline administrative processes, and ensure compliance with all applicable accreditation requirements.

3.2.1 Vendor Responsibilities:

- **Implementation & Configuration:** Deploy and brand the LMS, configure workflows, integrate systems, and ensure mobile friendly access.
- **Data Migration & Integration:** Migrate relevant course, learner, and credit data; integrate with authentication and payment systems.

- Training & Documentation: Provide administrator and user training, and maintain user guides.
- Support & Maintenance: Offer unlimited help desk support for designated staff, apply patches and updates, and monitor performance.
- Customization & Reporting: Deliver dashboards and reports for accreditation, participation, and outcomes.
- SMS module for claiming credit via text, self-service transcripts, and integrations with JA-PARS web service and CPE Monitor

3.2.2 Deliverables:

- Fully implemented and branded LMS.
- Configured workflows for all activity types.
- Integrated reporting tools.
- Administrator and user training.
- Completed data migration.

3.2.3 Additional Functional Requirements:

- Social Media: Automatically share content with popular social media channels, such as Facebook, LinkedIn, and Twitter.
- SMS module for tracking attendance.
- Outcomes measurements and needs assessment
- Accreditation management including continuing education credits and certificates
- Integrated faculty and speaker and application forms
- CPD analytics and reports
- CPD Activity/Course Creation
- Pre/Post Test question bank
- Evaluation creation and distribution
- Self-service transcripts
- Integration with 3rd party course authoring software including but not limited Articulate Rise 360®
- HTML iFrame for embedding video content
- SCORM and TinCan (xAPI) compatibility
- AI-Enhanced tools for CE/CPD course analytics and learner outcomes reporting
- Integration with Salesforce for the tracking and creation of learning journeys
- Integrations with JA-PARS web service and CPE Monitor

- Discussion Forums: Create discussion forums and communities of practice around different topics, courses, and specialty/therapeutic areas. Discussion forums can be public or private, with full administrative control over participant access and posted content. Forums help provide continuity to CE programs and increase participant engagement.
- ECommerce and Shopping Cart: Provide a robust e-commerce and shopping cart module compatible with most popular payment gateways and merchant accounts. Custom configurations, workflows, and integrations must be available for non-standard payment gateways and third-party systems (e.g., association management, financial software applications).
 - Use coupons and discounts to entice learners.
 - Sell single courses or bundle them together, allowing learners to mix and match courses to build their own curriculum.
 - Offer subscription-based access.
 - Support role-based pricing for member discounts or special pricing for other learners.
 - Provide custom configurations for web service integration with external shopping carts

3.3 Service Requirement

3.3.1 The vendor will provide comprehensive delivery service, including:

- Unlimited help desk support for two designated UNT Health support officers.
- Response within 1 business day for all requests and resolution of critical issues within 2 business days.
- Dedicated Customer Success Manager.
- Quarterly account reviews and consultation.
- Application of patches and updates with regression testing.
- Real-time dashboards and standard/custom reports.
- Administrator and user training with ongoing access to guides.
- Remediation of any compliance or performance gaps.

3.3.2 Additional Requirements

- Maintain and update integrations with popular social media platforms to ensure reliable automated content sharing.
- Provide tools, moderation controls, and technical support for discussion forums and online communities.
- Maintain and support the ecommerce and shopping cart module, including updates for payment gateway compatibility, discount functionality, subscription management, role based pricing, and custom integration support for third-party systems.

3.4 Vendor Qualification

- 3+ years experience implementing enterprise CPD/CME LMS in higher education/healthcare.

- At least 3 similar institutional clients.
- Dedicated PM with 3+ years relevant experience.
- TX-RAMP Certification (Level 2 or Provisional) at proposal time.
- Ability to integrate with SSO, payment gateways, and accreditation platforms.
- Admin/user training history and strong support track record.
- Legally registered, in good standing, and financially stable.

3.5 Proposal Submittal

- Financial Proposal
- Three client references from last 5 years
- Company Background
- Contact Information
- Resumes and qualifications for team members that will be working on this project
- Delivery and implementation timeline
- Training, warranty and support options
- Any value added services or incentives

3.6 Academic Initiatives and Other Incentives

The Purpose of the UNTS is to transform lives and create economic opportunity through education, where our caring and creative community empowers our students to thrive in a rapidly changing world. We also create solutions for a healthier and stronger community throughout the North Texas region and beyond.

UNT'S intent is to create business relationships that extend beyond the mere transactional and form true strategic partnerships with our suppliers to assist with meeting our stated purpose. Therefore, in this section of the Proposal, we are asking Proposers to use their creativity in offering ways how they might partner with us to reach our goals.

The following is a potential, but not exclusive list of possible ways the respondent may extend our relationship to be more strategic in nature to meet this criteria:

- Promotional Marketing
- Tiered Pricing
- Tiered or flat rebates
- HUB utilization
- Faculty or staff engagement/education
- Student Internships

- Employment of our graduates
- Granting “exclusive provider” or “preferred supplier” status
- Value Beyond Cost (terms important to the department/campus stakeholders)
- “...any other relevant factor that a private business entity would consider...”

Any response to this element of the request should be in strict adherence with State of Texas guidelines in regard to Conflict of Interest and Nepotism.

SECTION 4

EVALUATION CRITERIA FOR AWARD

4.1 Evaluation Process

UNTS will utilize a Proposal Evaluation Team for the evaluation of this RFP. The Contract will be awarded based on the Proposal judged to be in the best value to UNTS, and the judgment in this regard shall be considered final.

Under §51.9335 of the Texas Education Code in determining what is the Best Value to an institution of higher education, UNTS may consider:

1. The purchase price
2. The reputation of the vendor and of the vendor's goods or services
3. The quality of the vendor's goods or services
4. The extent to which the goods or services meet the institution's needs;
5. The vendor's past relationship with the institution;
6. The impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities;
7. The total long term cost to the institution of acquiring the vendor's goods or services;
8. Any other relevant factor that a private business entity would consider in selecting a vendor; and
9. The use of material in construction or repair to real property that is not proprietary to a single vendor unless the institution provides written justification in the request for bids for use of the unique material specified.

In addition to the best value criteria listed above, UNTS will consider Academic Initiatives and other Incentives (Paragraph 3.6)

4.2 Proposer’s Acceptance of Evaluation Methodology

Submission of a Proposal indicates Proposer’s acceptance of the evaluation method and Proposer’s recognition that some subjective judgments must be made by UNTS during the scoring of evaluation criteria.

4.3 Evaluation Criteria

Each Proposal shall be evaluated on the ability to meet UNTS’ requirements and to provide the Best Value to UNTS. The evaluation will be based on the following:

- Financial Proposal
- Vendor Qualifications & Experience
- Proposed Solution & Implementation Plan
- Training, Support & Service Requirements

- Security & Compliance
- Compliance with Specifications
- Value Added Services
- Support of UNTS HUB program initiatives
- Academic Initiatives

4.4 Consideration of Additional Information

Consideration may also be given to any additional written information and comments that may serve to clarify the Proposal information to UNTS.

4.5 Oral Presentations and Interviews

Upon completion of the initial review and evaluation of the Proposals submitted, selected Proposers may be invited to participate in oral presentations. Oral presentations and interviews are an option of the Proposal Evaluation Team and may or may not be conducted; therefore, Proposals must be complete when submitted.

4.6 Negotiation

After opening, an Award may be made on the basis of the Proposals initially submitted, without discussion, clarification, or modification, or on the basis of Negotiation with any of the Proposers or, at UNTS' sole option and discretion, UNTS may discuss or negotiate all elements of the Proposal with selected Proposers representing a competitive range. For purposes of Negotiation, a competitive range of acceptable or potentially acceptable Proposals may be established comprising the highest rated Proposals based on the evaluation criteria.

4.7 Protest Procedures

Any actual or prospective Proposer or Contractor who believes he or she has been aggrieved in connection with the Solicitation, Evaluation, or Award of a Contract may formally protest to the Chief Procurement Officer.

SECTION 5

PROPOSER'S SUBMITTAL CHECKLIST

5.1 The proposal must contain the following components *in the following order*:

- Cover Sheet
 - Proposer's Name
 - RFP Name
 - RFP Number
- Table of Contents containing sufficient detail to facilitate easy reference to the sections of the Proposal.
- Background of the Proposer
- Proposer's response to the Scope of Work
- Evidence of insurability and bonding capacity (if applicable)
- HSP (if required per Paragraph 2.3)
- Proposal must comply with Paragraph 2.1 – Proposal Requirement

Prerequisites

There are no Prerequisites added to this event.

Buyer Attachments

There are no Buyer Attachments added to this event.

Questions

★ Required Questions

Group 1.1: Company Information

Instructions:

- | | | |
|--------|---|---|
| 1.1.1 | Company's Legal Name | ★ |
| 1.1.2 | Address of principal place of business | ★ |
| 1.1.3 | Address of office that would be providing service under the Agreement | ★ |
| 1.1.4 | Primary Contact's Name | ★ |
| 1.1.5 | Primary Contact's Title | ★ |
| 1.1.6 | Primary Contact's Email | ★ |
| 1.1.7 | Primary Contact's Phone Number | ★ |
| 1.1.8 | Secondary Contact's Name | ★ |
| 1.1.9 | Secondary Contact's Title | ★ |
| 1.1.10 | Secondary Contact's Email | ★ |
| 1.1.11 | Secondary Contact's Phone Number | ★ |
| 1.1.12 | Provide a resume for each key personnel that will be assigned to the resulting contract. | ★ |
| 1.1.13 | Provide documentation supporting Proposer's qualifications including applicable licensing, professional certifications, HUB certification, etc. | |

Group 1.2: References

Instructions:

Provide three (3) relevant, professional references that have direct knowledge of your ability to provide the Goods or Services outlined in this RFP

- | | | |
|--------|-------------------------------|---|
| 1.2.1 | Reference #1 Key Contact Name | ★ |
| 1.2.2 | Reference #1 Title | ★ |
| 1.2.3 | Reference #1 Email | ★ |
| 1.2.4 | Reference #1 Phone Number | ★ |
| 1.2.5 | Reference #2 Key Contact Name | ★ |
| 1.2.6 | Reference #2 Title | ★ |
| 1.2.7 | Reference #2 Email | ★ |
| 1.2.8 | Reference #2 Phone Number | ★ |
| 1.2.9 | Reference #3 Key Contact Name | ★ |
| 1.2.10 | Reference #3 Title | ★ |
| 1.2.11 | Reference #3 Email | ★ |
| 1.2.12 | Reference #3 Phone Number | ★ |

Group 1.3: Proposer Questionnaire

Instructions:

The Proposer recognizes that in selecting a Proposer, UNTS will rely in part on the answers provided in response to the Proposer's questionnaire.

- | | | |
|-------|---|---|
| 1.3.1 | Proposer certifies that, upon request by UNTS, the Proposer shall provide balance sheets or financial statements for the past two (2) fiscal years. UNTS may consider the Proposer's financial capacity to provide the requested Goods or Services | ★ |
| 1.3.2 | Provide a description of similar Services completed or Goods sold within the past five (5) years. Include a description of Services provided or Goods sold, budget and timeline performance, and key personnel involved. If additional space is necessary, add an attachment titled "Goods or Services Experience Continued." | ★ |
| 1.3.3 | Provide any details of all pending arbitration/mediation, litigation, or claims filed against the Proposer in the past five (5) years. If additional space is needed, add an attachment labeled "Arbitration, Mediation, or Litigation Continued."
Mark "N/A" if not applicable. | ★ |
| 1.3.4 | Is the Proposer (including any parent companies) currently for sale or involved in any transaction to acquire other business entities or to become acquired by another business entity? If yes, please explain the impact. If additional space is needed, add an attachment titled "Company Sale or Acquisition Continued." | ★ |

1.3.5	Is the Proposer (including any parent companies) currently in default on any financial instrument or contract? If yes, specify date(s), details, circumstances, and prospects for resolution. If additional space is needed, add an attachment titled "Default Continued."	★
Group 2.1: Proposal Requirements		
Instructions:		
2.1.1	UNTS' RIGHT TO REJECT: The Proposer agrees and understands that this RFP does not commit UNTS to select a Proposer or to award a contract to any Proposer. UNTS reserves the right to accept or reject, in whole or in part, any proposal it receives pursuant to this RFP. Proposals which are qualified with conditional clauses or alterations or items not called for in the RFP, or irregularities of any kind, are subject to disqualification by UNTS at its option. If UNTS receives fewer than three proposal responses, UNTS has the right to reissue this RFP in order to gain additional competitive proposals. UNTS may also evaluate proposals against any governmental agency or cooperative contract to determine best value.	★
2.1.2	UNT SYSTEM E-PRO (FORMERLY UNT MARKETPLACE): The Proposer agrees to make reasonable effort to create a punchout catalog in UNT System E-PRO (formerly UNTS Marketplace) if requested by the University. Proposer will work with E-PRO for the implementation of the catalog.	★
2.1.3	COMMUNICATION WITH POINT OF CONTACT: The UNTS specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to the UNTS Contact via the email listed in Paragraph 1.2. The UNTS Contact must receive all questions or concerns no later than the date and time listed in Paragraph 1.3.1. It is UNTS' intent to respond to all appropriate questions and concerns; however, UNTS reserves the right to decline to respond to any question or concern. Answers to questions will be posted via addendum to this RFP on UNTS Business Service Center Bid Opportunities web page located at: https://www.untsystem.edu/bid-opportunities.	★
2.1.4	COMMUNICATIONS WITH UNTS PERSONNEL: Except as provided in this RFP (ex. designated Point of Contact) and as otherwise necessary for the conduct of existing UNTS business operations, Proposers are expressly and absolutely prohibited from engaging in communications with UNTS personnel who are involved in any manner in the drafting of the RFP, in the review or evaluation of the Proposals, in the selection of a Contractor, or negotiation or formalization of a Contract. If any Proposer engages in conduct or communications that UNTS determines is contrary to the prohibitions outlined in this section, UNTS may, at its sole discretion, disqualify the Proposer and remove the Proposal from consideration.	★
2.1.5	SIGNATURE AND CERTIFICATION OF PROPOSER: The Proposer understands and agrees that the Proposal must be signed and dated by a representative of the Proposer who is legally authorized to bind the Proposer to the terms and conditions contained in this RFP and who can ensure compliance with the submitted Proposal. Each Proposer submitting a Proposal certifies to both (a) the completeness and accuracy of the information provided in the Proposal and (b) the authority of the individual whose signature appears on the Affirmation and Conflict of Interest to bind the Proposer. Proposals submitted without the required signature will be disqualified.	★
2.1.6	COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, ORDINANCES, UNT SYSTEM REGENT'S RULES, AND UNTS OPERATING POLICY AND PROCEDURES: By submitting a Proposal, the Proposer agrees to and shall comply with all applicable local, state, and federal laws and regulations, as well as with all applicable Operating Policies and Procedures of UNTS.	★
2.1.7	By submitting a Proposal, the Proposer certifies an understanding of this RFP and has full knowledge of the scope, nature, quality, and quantity of the work to be performed, the detailed requirements of the Goods or Services to be provided, and the conditions under which the Goods or Services are to be performed. The Proposer also understands that all costs relating to preparing and responding to this RFP will be the sole responsibility of the Proposer. If selected for an award by UNTS, the Proposer will notify UNTS immediately of any material change in any matters about which the Proposer has made a statement or representation or provided information. Proposers are cautioned to read the information contained in this RFP carefully and to submit a complete Proposal to all requirements and questions as directed.	★

- 2.1.8 RIGHT OF REJECTION: The Proposer agrees that a Proposal consisting of only alternate Goods or Services (i.e., a Proposal that offers Goods or Services different from those requested by this RFP and is not otherwise invited) may be considered non-responsive by UNTS and is subject to rejection. UNTS shall reject a Proposal if the financial Proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other potential Proposer. Regardless of the time of detection, UNTS shall consider any of the foregoing prohibited actions to be grounds for Proposal rejection or Contract termination and may result in debarment of the Contractor from future UNTS Solicitations. ★
- 2.1.9 BINDING EFFECT OF PROPOSAL: Proposer agrees that unless otherwise agreed in writing signed by the Senior Director for Strategic Sourcing, each Proposer agrees to and shall be bound by the information and documentation provided with the Proposal including prices quoted for Goods or Services. Proposals are to be valid for UNTS acceptance for a minimum of one hundred and eighty (180) days from the submittal deadline date to allow time for evaluation, selection, negotiations, and any unforeseen delays. Proposals, if accepted, shall remain valid for the duration of the Contract. ★
- 2.1.10 WITHDRAWAL OR MODIFICATION: The Proposer agrees that no Proposal may be changed, amended, or modified after it has been submitted or filed in response to this Solicitation, except for obvious errors or as part of the Negotiation process which are approved in writing by the Senior Director for Strategic Sourcing. However, a Proposal may be withdrawn and resubmitted any time prior to the time set for receipt of Proposals. Modifications will be allowed in the electronic website until the deadline for Proposal submittals. No Proposal may be withdrawn after the submittal deadline without approval by UNTS, which shall be based on Proposer's submittal in writing of a reason acceptable to UNTS. ★
- 2.1.11 RISK OF LOSS, DAMAGE, OR DELAY: Proposer acknowledges and agrees to release and hold harmless UNTS, its campus components, Board of Regents, officers, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to a failure to successfully submit or deliver the Proposal to the Procurement Office at UNTS, as detailed in this RFP. ★
- 2.1.12 DIGITAL SIGNATURE: The proposer understands and agrees that the Proposer may opt to sign the document digitally. To be approved by UNTS, a signature software Page 10 of 34 platform must: (1) be compliant with the ESIGN Act of 2000 and the Electronic Transaction Act (UETA), (2) must utilize signatory accounts that authenticate users by password, and (3) produce a time stamp for the digital signature. The following three are specifically approved: Adobe Docusign, and Verisign. ★
- 2.1.13 COMPLIANCE WITH RFP REQUIREMENTS: By submitting a Proposal and attaching the signed Affirmation and Conflict of Interest, the Proposer agrees to be bound by the requirements set forth in this RFP and UNTS' General Terms and Conditions contained in the RFP, all of which will be incorporated into and be made a part of any Contract awarded by UNTS. If the Proposer takes exception to any of the terms or cannot agree to be bound by all terms, UNTS, at its sole discretion, may disqualify the Proposal from consideration. Refer to attached Sample Service Agreement in question 2.2.2. ★

Group 2.2: Proposers Questionnaire and Confirmations

Instructions:

- 2.2.1 UNTS may consider alternate Proposals submitted by Proposer that expand or differ from these specifications. Proposers submitting alternate Proposals should clearly identify any exceptions taken to the Specifications set forth in this RFP and (ii) include a detailed description of the alternative(s) proposed. Proposer may suggest additions to the specifications set forth in this RFP, and all such suggestions must be clearly defined. Alternate Proposals should be attached in this question if applicable. Alternate Proposals shall meet the same mandatory requirements and shall be in the same format as the Proposal's base format.
- 2.2.2 The Proposer understands and agrees that the Contract mutually agreed upon by the parties shall consist of a written Purchase or Service Agreement (as applicable) that includes UNTS Terms and Conditions. (see attached Service Agreement sample) ★
- 2.2.3 Proposer has read, understands and agrees to comply with the IT Related/Software Requirements (attached). ★
- 2.2.4 Were any addendum published for this solicitation? ★

- 2.2.5 All addendums shall be considered as part of the RFP as though it had been issued at the same time. The addendum(s) shall govern and take precedence. It will be construed that each proposal is submitted with full knowledge of all modifications and supplemental data specified in the addendum(s). List the number of all addendums issued in this RFP as acknowledgement and agreement to the above statement. (Example: "#1 & #2" if two addendums were issued) ★
- 2.2.6 Proposer agrees that they have read the information contained in this RFP carefully and are submitting a complete proposal to all requirements and questions as directed. ★
- 2.2.7 Proposer agrees to the General Terms and Conditions. ★
- 2.2.8 Complete and sign the attached Affirmation and Conflict of Interest Disclosure. ★
- 2.2.9 If the Proposer takes exception to the General Terms and Conditions, the RFP, or any Addenda, the Proposer must submit those exceptions as part of its Proposal. The Proposer's exceptions will be reviewed by UNTS and may result in disqualification of the Proposal if found in violation of any statutory requirements, UNTS Operating Policies and Procedures, or not in the best interest of UNTS. If Proposer's exceptions do not result in disqualification of the Proposal, then UNTS may consider Proposer's exceptions for incorporation into any resulting Contract., the Proposer must submit those exceptions as part of its Proposal. The Proposer's exceptions will be reviewed by UNTS and may result in disqualification of the Proposal.

Product Line Items

★ Product Line Items

1.

#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Delivery
P1	Accreditation & Learning Management System - Subscription Fee 98574 - *Software, Computer, Rental or Lease Yearly Subscription fee, hosting & support, storage		1	EA - Each	
P2	Accreditation & Learning Management System Data Migration, onboarding & training fee		1	EA - Each	

There are no Items added to this event.