



## Procurement Access Database - PTAC

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Procurement Access Database, PTAC, Utah Procurement Technical Assistance Center

<b>Open</b>	3/27/2019 4:30 PM MDT	<b>Type</b>	Request for Statement of Qualifications (RFSQ/SOIQ)
<b>Close</b>	4/5/2019 1:00 PM MDT	<b>Number</b>	CF19073
		<b>Currency</b>	US Dollar
<b>Sealed Until</b>	4/5/2019 1:00 PM MDT		

### Contacts

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### Commodity Codes

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Commodity Code	Description
81110	Information technology services including cloud services and data services and rental or leasing services and online database subscription services and programming and hardware or software engineering and applications training services
43230	Information technology software including computer software

### Description

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## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

### **Procurement Access Database SOLICITATION #CF19073**

This Request for Statement of Qualifications ("RFSQ") is issued in accordance with State of Utah Procurement Code, Utah Code Annotated (UCA) Chapter 63G-6a, and applicable Rules found in the Utah Administrative Code (UAC). If any provision of this RFSQ conflicts with the UCA or UAC, the UCA or UAC will take precedence.

#### **Purpose of this Solicitation**

The State of Utah, Division of Purchasing has issued this RFSQ to obtain statements of qualifications from companies interested in providing procurement access data with the intent to award a contract under Administrative Rule R33-5-108 for the Small Purchases of Professional Service Providers and Consultants.

#### **Closing date and time**

The closing date and time for this sourcing event is **Friday, April 5th, 2019 at 1:00 PM Mountain Time**. If your time is different from that shown, your profile may be set to a different time zone. Please see the attachment titled "Changing Your Time Zone" in the Buyer Attachments section for directions on how to update your profile. It is your responsibility to make sure you submit your response by the date and time indicated above.

#### **Background**

The Utah Procurement Technical Assistance Center (PTAC) is in need of a vendor that can provide the information listed in the Scope of Work in behalf of their clients, many of whom require the information provided there to satisfy the demands of their government contracts. PTAC receives requests on a daily/weekly basis for this information which is used by the client to bid on and execute their contracts.

#### **Issuing Procurement Unit, Conducting Procurement Unit, and Solicitation Number**

The State of Utah Division of Purchasing is the issuing procurement unit and conducting procurement unit for this RFSQ (referred to as "the State"). The reference number for this RFSQ is Solicitation #CF19073. This solicitation number must be referred to on all bids, correspondence, and documentation submitted to the State relating to this RFSQ.

#### **Additional Information:**

The contract period is anticipated to be a year (1) with four (4) renewal option years, for the total length of five (5) years if all options are executed.

#### **Evaluation of Statements of Qualifications**

Each Statement of Qualifications received shall be evaluated for responsiveness in as outlined in the Utah Procurement Code. Pursuant to Administrative Rule R33-5-108, the Conducting Procurement Unit will evaluate the qualifications of all submitted responses and will select the vendor who is most qualified for direct negotiations.


Any exceptions to the content of this RFSQ, including the prerequisites, must be protested in writing to the Division of Purchasing prior to the closing date.

To be responsive and responsible Vendors must review and respond to the following sections of this RFSQ: Prerequisites, Buyer Attachments, and Questions.

- The Prerequisites Section contains the objective criteria that will be used to evaluate the statement of qualifications, including the mandatory minimum requirements and general requirements that Vendors must certify that they have read, understand, and agree in order to submit a response.
- The Buyer Attachments Section contains the required State of Utah Terms and Conditions of the RFSQ, which are non-negotiable, the General Provisions which apply to this RFSQ, and any additional required forms. 27 March 2019

- The Questions Section contains the questions that Vendors are required to answer in order to submit their Statement of Qualifications.

Vendors must review each section carefully.

 Required to View Event

## Prerequisites

★ Required to Enter Bid

- ★ 1. Review the attached General Provisions.
- 2. The proposed Scope of Work has been attached to this RFSQ.

## Buyer Attachments

- 1. [Claim of Business Confidentiality Form](#)
- 2. [Changing your Time Zone](#)
- 3. [Terms and Conditions for Services \(Agency Contracts\)](#)
- 4. [Scope of Work](#)

## Questions

★ Required Questions

### Group 1: Acceptance of Prerequisites

- 1.1 Is Vendor presently or has Vendor ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local? ★
- 1.2 Vendor acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: [www.commerce.utah.gov](http://www.commerce.utah.gov). ★
- 1.3 Does Vendor have an outstanding tax lien in the State of Utah? If yes, Vendor must provide a statement regarding its debarment or suspension. ★
- 1.4 Is Vendor an employee of the State of Utah? If yes, then Vendor must submit an external employment form signed by Vendor's manager at the State of Utah. ★

### Group 2: Vendor Information

- 2.1 Please provide your firm's legal company name. ★
- 2.2 Please provide your federal tax identification number. (If the vendor is sole proprietor please do not provide your social security number.) ★
- 2.3 Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative. ★
- 2.4 Please provide your ordering address and the remit to address. Please clearly identify each address. ★
- 2.5 Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★
- 2.6 Identify your firm's type of business. ★

### Group 3: Qualifications--Upload additional documents in Supplier Attachments if necessary

- 3.1 Please describe your qualifications to perform these services. ★

### Group 4: Vendor's Submission

- 4.1 Vendor understands and acknowledges that its response, including all uploaded documents, will not be considered received by the State of Utah unless the Vendor clicks submit. Even if Vendor uploads all required documents and responds to all required questions its response will not be considered if it does not click submit. Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled "Review & Submit", then check the box under the "Certification" heading to certify their bid. Then click the blue box labeled "Submit Response" in order to submit their bid. Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation. ★