



REQUEST FOR PROPOSAL

RFP No. 721-26065

Aerial Drone Light Show Services – University Events & Experience

Proposal Submittal Deadline: Wednesday, March 18th, 2026 at 2:30 PM CST

PROPOSALS ARE DUE IN THE UNIVERSITY'S PROCUREMENT PORTAL
<https://utexas.bonfirehub.com/portal/?tab=openOpportunities>

NOTE: A public opening of responses will not be conducted for this RFP.

REQUEST FOR PROPOSAL

TABLE OF CONTENTS

SECTION 1: INTRODUCTION.....	Pg. 3
SECTION 2: NOTICE TO PROPOSER.....	Pg. 5
SECTION 3: SUBMISSION OF PROPOSAL.....	Pg. 9
SECTION 4: SPECIFICATIONS AND SCOPE OF WORK.....	Pg. 11
SECTION 5: PRICING AND DELIVERY SCHEDULE.....	Pg. 13
SECTION 6: PROJECT INSTRUCTIONS.....	Pg. 16

Attachments:

Attachment One: General Information

Attachment Two: Sample Services Agreement and/or Business Associate Agreement

Attachment Three: VetHUB Subcontracting Plan – **NOT REQUIRED**

Attachment Four: Higher Education Vendor Assessment Tool (HECVAT) – **NOT REQUIRED**

Attachment Five: Access By Individuals with Disabilities (Bonfire) – **NOT REQUIRED**

Attachment Six: Electronic And Information Resources Environment Specifications [Bonfire] – **NOT REQUIRED**

Attachment Seven: Information Security Requirements and Questions [Bonfire] – **NOT REQUIRED**

Attachment Eight: Certificate Of Interested Parties, Form 1295 – **NOT REQUIRED**

Appendices:

Appendix 1: Execution of Offer

Appendix 2: Addenda Acknowledgement Form

SECTION 1

INTRODUCTION

1.1 Description of The University of Texas at Austin

The University of Texas at Austin is the largest academic component of the University of Texas System, a Tier One (1) research university, and home to more than 50,000 students and 24,000 faculty and staff members.

The University of Texas was established by the state legislature in 1881; by popular vote, the Main University was located at Austin and the Medical Branch at Galveston. The Austin campus was opened in September 1883, with a faculty of 8 and a student body of 218. The central campus has grown from 40 to more than 360 acres, while the student body has increased to about 38,000 undergraduates and 12,000 graduate students. In 1967, with the creation of The University of Texas system, the name of the Main University was changed to The University of Texas at Austin.

Through teaching, research, and public service, the University's activities support its core purpose:

To transform lives for the benefit of society through the core values of learning, discovery, freedom, leadership, individual opportunity, and responsibility.

University students represent both the diverse population of the state and the full range of contemporary scholarship: an undergraduate may choose courses from more than 160 fields of study while pursuing any of more than 100 majors. Undergraduate study is supported by extensive mainframe and microcomputer/supercomputer facilities and by one of the largest academic libraries in the nation. Students also benefit from the broad range of scholarly and technical research conducted by the faculty and the research staff.

The City of Austin, with a population of about one (1) million, is a relaxed and cosmopolitan setting for the University. The city is home to respected professional communities in theatre, dance, art, and music offering a wide range of cultural events. Students may also take part in recreational activities made possible by the temperate climate and Austin's location in the Hill Country of central Texas.

The University is accredited by the Southern Association of Colleges and Schools and is one of three Southwestern members of the Association of American Universities.

Maps for the University of Texas at Austin campus can be found at the following website:
<http://www.utexas.edu/maps/>

RESPONDENT(S) ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS SOLICITATION CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

1.2 Background and Special Circumstances

University Events & Experience (UEE) produces the university-wide Commencement ceremony at Darrell K Royal – Texas Memorial Stadium, and requires for that production supplemental services for design and execution of an aerial drone performance. Additional performances and venues may also be considered.

This RFP seeks to identify vendors that can supply services to the University as outlined below in the Scope of Work (SOW).

1.3 Multiple Awards

University reserves the right to make multiple awards against this RFP. University will choose the services for each Contractor and can make adjustments as needed during the term of the Agreement.

1.3 Objective of Request for Proposal

The University of Texas at Austin (**University**) is soliciting responses from qualified vendors to perform work (**Work**) more specifically described in **Section 4.6** (Scope of Work) of this Request for Proposal (**RFP**), including private consultations and the development of bespoke floral designs, featuring curated seasonal flowers, a refined color scheme, and up to two rounds of design revisions.

1.4 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](#), [73.115](#), and [74.008](#), *Education Code*). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Respondent under this solicitation. In particular, Respondent should note that University is part of The University of Texas System (**UT System**), which is comprised of fourteen institutions described at <http://www.utsystem.edu/institutions>. UT System institutions routinely evaluate whether a contract resulting from a procurement conducted by one of the institutions might be suitable for use by another, and if so, this solicitation could give rise to additional purchase volumes. As a result, in submitting its response, Respondent should consider proposing a pricing model and other commercial terms that consider the higher volumes and other expanded opportunities that could result from the eventual inclusion of other institutions in the purchase contemplated by this solicitation. Any purchases made by other institutions based on this solicitation will be the sole responsibility of those institutions.

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SECTION 2

NOTICE TO PROPOSER

2.1 Submittal Deadline

University will accept proposals until 2:30 p.m., Central Standard Time (CST) on **Wednesday, March 18th, 2026 (ref. Closing Date)**.

NOTE: A public opening of responses will not be conducted for this RFP.

2.2 University Contact Person

Interested parties will direct questions regarding this RFP via the University's Procurement Portal.

University instructs interested parties to restrict all contact and questions regarding this RFP to written communications delivered (i) in accordance with this section on or before the Questions Due Date listed on the Project Details section or the Import Events of the University's Procurement Portal, or (ii) if questions relate to Veteran Heroes United in Business, in accordance with **Section 2.5**.

University will provide responses as soon as practicable following the Question Due Date. University intends to respond to all timely submitted questions. However, University reserves the right to decline to respond to any question.

2.3 Criteria for Selection

The successful Proposer, if any, selected by University through this RFP, will be the Proposer that submits a proposal on or before the Submittal Deadline that is the most advantageous to university. **Contractor** means the successful Proposer under this RFP.

Proposer is encouraged to propose terms and conditions offering the maximum benefit to university in terms of (1) quality of service, (2) vendor experience, and (3) drone fleet capability.

The evaluation of proposals and the selection of Contractor will be based on the information provided in the proposal. University may consider additional information if University determines the information is relevant.

Criteria to be considered by University in evaluating proposals and selecting Contractor, will be these factors:

2.3.1 Threshold Criteria Not Scored

2.3.1.1 Ability of University to comply with laws regarding purchases from persons with disabilities.

2.3.2 Evaluation Criteria

An Evaluation Committee ("Committee") will review all responses to determine which Respondent have qualified for consideration according to the criteria stated herein. The Committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated Respondent(s) evaluated by the Committee may be invited to make an oral presentation of their written response to the Committee.

Responses may be evaluated using "best value" criteria as authorized in **Section 51.9335**, of the Texas Education Code:

Criteria Scored	Criteria Weight
Respondents' Qualifications, Abilities, and Reputation <i>(See Section 6, subsection 6.5 below)</i>	20%
Respondents' Quality of Proposed Goods and Services (Methodology and Approach) <i>(See Section 6, subsection 6.6 below)</i>	30%
Respondents' ability to meet University's needs <i>(See Section 6, subsection 6.7 below)</i>	20%
Respondents' Price Proposal, and the long-term cost of using Respondent's proposed Goods and/or services <i>(See Section 6, subsection 6.8 below)</i>	20%
Respondents' Staffing Resources and Past Business Relationship Strength with the University <i>(See Section 6, subsection 6.9 below)</i>	10%
Total	100

2.3.3 Evaluation of Response

The evaluation of the responses shall be based on the evaluation criteria as described in this solicitation. All responsive responses will be reviewed, evaluated, and ranked by Committee. This includes any scoring adjustments for outliers or other additional considerations as specified by this solicitation including the submission proposed fee and pricing.

2.3.4 Advancement Criteria

The University may determine a competitive range for short-list interviews/presentations. The competitive range shall consist of the solicitation responses that receive the highest scores or most satisfactory ratings, based on the published evaluation criteria and procedures governing this procurement. Cutoff for the Competitive Range may be based on the top scores for a specific number of responses or based on a "natural break". Reasoned judgment will establish the "natural break"; solicitation responses below the cutoff cannot be made successful through clarification and negotiations.

The University is not obligated to enforce a "natural break" in scores and reserves the right to advance a specific number of Respondents as qualified for interviews.

2.3.5 Final Score

The Technical Response Score and the Price Proposal, as determined by the standards outlined in Section 5, shall be included in the Respondent's final written score. After the initial assessment, the University may, at its sole discretion, request the Best and Final Offer (BAFO) from each respondent or, if applicable, only from those respondents whose solicitation responses satisfy the Advancement Criteria. A Respondent may choose to keep their initial solicitation response submitted or modify it, including with pricing, in response to a request for a BAFO. The Final Written Response Scores will be updated in line with the specified standards in Section 3 regarding any modifications made to the Respondent's initial solicitation response in the event that a response is received in response to a request for BAFO.

If the University determines it is necessary to have an Advancement Criteria round, the Final Score will be made up of the post interview scoring along with the Initial Price Proposal or BAFO Price Proposal when determining the highest-ranking Respondent.

Every round will be assessed independently by the University using the standards outlined in Section 3.

2.3.6 Eligibility for Award

For a Respondent to be eligible to be awarded the contract, the response must be responsive to the solicitation and University must be able to determine that the Respondent is responsible and has the resources and capacity to perform the resulting contract satisfactorily. Responsive responses are those that comply with all material aspects of the solicitation, conform to the solicitation documents, and meet the requirements set forth in this solicitation. Responses, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.

Respondents(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described above and as necessary, to perform the requirements of the solicitation and be determined a responsible Respondent. Failure to provide any requested additional information may result in the Respondent being declared non-responsive and the response being rejected.

A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the Respondent or Prime Contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that Respondent or a Prime Contractor an unfair advantage over other Respondents.

Only individual firms or lawfully formed business organizations may apply (This does not preclude a Respondent from using subcontractors or contractors.) University will contract only with the individual firm or formal organization that submits a response to this solicitation.

In the event that only one (1) Response is received in reply to the advertised solicitation or only one (1) Response passes the Initial Responsiveness Screening, the University will review the Response for compliance with specifications, identify any areas of non-compliance, and if applicable, identify questions that need to be asked of the Respondent to clarify the Response. The Response must meet all required technical specifications.

2.4 Key Events Schedule

All RFP important or key events can be found on the Project Details section or the Import Events section of the University's Procurement Portal.

NOTE: The University reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP and posted in the University Bonfire portal for your convenience.

2.6 Public Information

Respondent is hereby notified that University strictly adheres to all statutes, court decisions, and the opinions of the Texas Attorney General with respect to disclosure of public information.

University may seek to protect from disclosure all information submitted in response to this RFP until such time as a final agreement is executed.

Upon execution of a final agreement, University will consider all information, documentation, and other materials requested to be submitted in response to this solicitation, to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the *Texas Public Information Act* (ref. [Chapter 552, Government Code](#)). Prop will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under §§[552.101](#), [552.104](#), [552.110](#), [552.113](#), and [552.131](#), *Government Code*.

SECTION 3
SUBMISSION OF PROPOSAL

3.1 Submission

Proposals must be received by University on or before the Close Date (ref. **Section 2.1**) via University's Procurement portal.

3.2 Proposal Validity Period

Each proposal must state that it will remain valid for University's acceptance for a minimum of one hundred and eighty (180) days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

3.3 Terms and Conditions

Respondents must comply with the requirements and specifications contained in this solicitation, including the Terms and Conditions (ref. **ATTACHMENT 2**). If there is a conflict among the provisions in this solicitation, the provision requiring Respondent to supply the better quality or greater quantity of services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence: 1) University Terms and Conditions, 2) University referenced solicitation including all amendments issued by University, 3) the solicitation response as accepted and awarded by University.

Respondent may offer for University's consideration alternate provisions to the Terms and Conditions. Alternates proposed must refer to the specific article(s) or section(s) concerned. General exceptions such as "company standard sales terms apply" or "will negotiate" are not acceptable.

Respondent's exceptions will be reviewed by University and may result in disqualification of Respondent's response as non-responsive to this solicitation. If Respondent's exceptions do not result in disqualification of Respondent's response, then University may consider Respondent's exceptions when University evaluates the Respondent's responses.

Respondent's silence as to the terms and conditions shall be construed as an Indication of complete acceptance of these conditions as written.

The University shall not agree to any exceptions taken to the following terms and conditions for use of a proposed solution under the resulting contract:

- 3.3.1 Arbitration;
- 3.3.2 Limit of Liability;
- 3.3.3 Indemnification by University;
- 3.3.4 Wavier of class action by University;
- 3.3.5 Agree to personal jurisdiction or subject matter jurisdiction;
- 3.3.6 Any law other than Texas law;
- 3.3.7 Use of University Logos, except with written permission;
- 3.3.8 Cannot monetize or sell any data;
- 3.3.9 Mediation; and
- 3.3.10 Waiver of trial by jury

3.4 Submittal Checklist

Proposer is instructed to complete, sign, and return the following documents as a part of its proposal. If Proposer fails to return each of the following items with its proposal, then University may reject the proposal:

- 3.4.1 Signed and Completed Execution of Offer (ref. **Appendix 1**)
- 3.4.2 Signed and Completed Pricing and Delivery Schedule (ref. **Section 5**)
- 3.4.3 Responses to Proposer's Company/Financial Questionnaire (ref. **Euna Requested Information**)
- 3.4.4 Signed and Completed Addenda Checklist (ref. **Addenda Acknowledgement Form**)
- 3.4.5 Responses to questions and requests for information in the Specifications and Scope of Work (ref. **Section 4**) and Project Instructions (ref. **Section 6**)

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SECTION 4

SPECIFICATIONS AND SCOPE OF WORK

4.1 General

Minimum requirements and specifications for Work, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. As indicated in **Section 2.3**, contractor means the successful Proposer or Respondent.

4.2 Term of Agreement

University anticipates that the term of the Agreement may be up to three (3) years with the initial term of the Agreement proposed to begin on April 2026. University may elect to renew the Agreement for up to two (2) additional one (1) year terms.

4.3 Minimum Requirements

Each Proposal must include information that clearly indicates that Proposer meets each of the following minimum qualification requirements:

- 4.3.1** Austin-area base for operations preferred for design consultation and site execution.
- 4.3.2** Vendor must be fully licensed and insured to meet University minimum coverage needs.
- 4.3.3** All employees working on-site on University owned property must have a cleared background check on file with the company.
- 4.3.4** Vendor must have a drone fleet of at least 400 drones that can perform simultaneously.
- 4.3.5** Vendor must have full certification for all regulatory and local code compliance, including FAA requirements.
- 4.3.6** Proposer must provide documentation of providing similar drone performance services for a minimum of three (3) years at similar venues.

4.4 Additional Requirements

- 4.4.1** The estimated duration of each drone performance is anticipated to be approximately three (3) to five (5) minutes, exclusive of setup, testing, or rehearsal time.
- 4.4.2** All creative content is subject to University review and approval prior to execution.
- 4.4.3** The Contractor shall coordinate all performance timing and execution in alignment with the event run-of-show and University direction.

4.5 Additional Submittals Specific to this RFP

Proposer must submit the following information as part of Proposer's proposal:

- 4.5.1** If Proposer takes exception to any terms or conditions set forth in the Agreement (ref. **ATTACHMENT TWO**), Proposer must submit a red-lined version of **ATTACHMENT TWO** and a detailed list of reasons for the exceptions as part of its proposal. If Proposer agrees with terms or conditions set forth in the **ATTACHMENT TWO**, Proposer will submit a written statement acknowledging it.
- 4.5.2** By signing the Execution of Offer (**APPENDIX ONE**), Proposer agrees to comply with Certificate of Interested Parties laws (ref. [§2252.908, Government Code](#)) and [1 TAC §§46.1 through 46.5](#)) as implemented by the Texas Ethics Commission (TEC), including, among other things, providing TEC and University with information required on the form promulgated by TEC and set forth in **ATTACHMENT EIGHT**. *Proposer may learn more about these disclosure requirements, including applicable exceptions and use of the TEC electronic filing system, by reviewing [§2252.908, Government Code](#), and information on the TEC website at https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php.*

4.6 Scope of Work

Contractor will provide the following services to University:

4.6.1 Design and Creative Services

4.6.1.1 The Contractor shall provide **creative design services** for aerial drone performances tailored to the specific event, venue, and programmatic requirements provided by the University. Design services shall include, but are not limited to:

- Concept development and thematic design
- Choreographed aerial formations and transitions
- Integration of event branding, logos, symbols, or messaging as approved by the University

4.6.1.2 The Contractor shall provide **pre-visualization materials**, including renderings, simulations, and/or videos, sufficient to demonstrate:

- Graphic design capabilities
- Proposed drone flight paths and formations
- Overall look, timing, and impact of the performance

4.6.2 Drone Fleet and Performance Capabilities

4.6.2.1 The Contractor shall maintain and deploy a drone fleet capable of supporting an estimated performance capacity of up to four hundred (400) drones in-flight simultaneously.

4.6.2.2 The Contractor shall have the capability to design and execute synchronized drone flight performances suitable for large-scale outdoor venues, including stadium environments.

4.6.2.3 The Contractor shall have the capacity to offer drone flight designs incorporating drone-mounted pyrotechnic effects, subject to University approval and all applicable safety, regulatory, and permitting requirements.

4.6.3 Event Day Services and Support

4.6.3.1 The Contractor shall provide all event day staffing, technical support, and operational oversight necessary to safely and successfully execute the approved drone performance. Event day services shall include, but are not limited to:

- On-site technical crew and flight operators
- Pre-event setup, system checks, and testing
- Coordination with University representatives and event production staff
- Post-performance shutdown and equipment removal

4.6.4 Regulatory Compliance and Safety Requirements

4.6.4.1 The Contractor shall maintain full certification and compliance with all applicable federal, state, and local regulations, including but not limited to Federal Aviation Administration (FAA) requirements governing Unmanned Aerial Vehicles (UAVs).

4.6.4.2 The Contractor shall be responsible for obtaining all required permits, waivers, approvals, and authorizations necessary to conduct UAV operations and any associated pyrotechnic effects.

4.6.4.3 The Contractor shall comply with all University policies, procedures, and permissions related to UAV usage, safety, event operations, and document submissions.

4.6.4.4 The Contractor shall implement and maintain appropriate safety protocols, risk mitigation measures, and emergency procedures throughout all phases of service delivery.

SECTION 5

PRICING AND DELIVERY SCHEDULE

Proposal of: _____ (Proposer Name)

To: The University of Texas at Austin

RFP No.: 721-26065

Ladies and Gentlemen:

Having examined specifications and requirements of this RFP (including attachments and appendices), the undersigned proposes to furnish Work upon the pricing terms quoted below. The University will not accept proposals which include assumptions or exceptions to the work identified in this RFP.

Respondents must complete this section in its entirety and may supplement this section with additional pages to provide the University with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this solicitation. The Total Cost (hourly rates) must be inclusive of all associated costs. University will not reimburse Contractor for expenses and will not recognize or accept any additional charges or fees.

For the purposes of this solicitation, University will review the overall rate structure to evaluate its reasonableness for the anticipated work. Failure to fully disclose any fees or cost and to comply with the requirements herein may be cause for University to reject, as non-compliant, a response from further consideration.

5.1 Discounts

Describe all discounts that may be available to University, including, educational, federal, state, and local discounts.

5.2 Pricing Structure

Proposers must submit itemized pricing using the BidTable in the Euna (previously Bonfire) portal. The BidTable is divided into the following categories:

5.2.1 Design and Creative Services

5.2.2 Drone Performance Pricing by Fleet Size

5.2.3 Event Day Services and Support

5.2.4 Regulatory Compliance and Permitting

5.2.5 Optional and Additional Services

5.2.6 Hourly Rates: indicate the hourly rates associated each role within the required staffing typically required for an event that includes all the responsibilities as listed in the Scope of Work (ref. section 4.6).

5.3 Additional Charges & Labor Terms and Conditions

Respondent shall include a list of any additional charges not previously listed. This list must be inclusive of all associated costs. Additionally, provide any recommendations to the University for improving cost-efficiency, service reliability, or scalability.

5.4 Additional & Related Services

Respondents shall provide a price list for any other available goods, services, or benefits that may not be mentioned or reflected in this RFP. These goods and services may not be utilized by University, but pricing is requested.

5.5 Payment Terms

A comprehensive cost estimate must be provided to University within 2-weeks of initial consultation for review and approval.

Respondent must provide a schedule of estimated personnel and hours necessary to complete the project no later than 2-weeks prior to the event for final approval.

University’s standard payment terms are “net 30 days” as mandated by the *Texas Prompt Payment Act* (ref. [Chapter 2251, Government Code](#)).

Indicate below the prompt payment discount that Respondent offers:

Prompt Payment Discount: _____% days/net 30 days.

The University of Texas at Austin has implemented the JP Morgan Chase Single Use Account (SUA) Program as the preferred method of payment. Using this method provides benefit to both the university and the supplier who will have their payment processed immediately. Any questions with regards to the SUA Program can be addressed to PaymentServices@austin.utexas.edu. Note: Your existing merchant interchange fees will apply.

Please indicate that you will accept payment under this program.

- ☐ Yes
☐ No

Respondents should provide billing as follows:

Upon approval of the invoice by the University, Payment for services will be monthly after each service has been rendered.

5.6 Group Purchasing Organization (GPO) Contract

The University of Texas System subscribes to a [GPO Accreditation Program](#) as noted on the referenced website.

Any proposal being made under an available GPO contract that is recognized by UT System, shall be noted below for consideration by the University.

Cooperative Contract Name:	
Cooperative Contract No.:	
Cooperative Contract Term:	
Cooperative Contract Website link:	

5.7 Price Proposal Signature

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by University to procure any product or service in any volume.

Company:	
Contact Name:	
Title:	
Email Address:	
Date:	
Signature:	

Section 6 – Project Instructions

6.1 General Instructions

- 6.1.1 Respondent(s) should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- 6.1.2 Responses and any other information submitted by Respondent in response to this solicitation shall become the property of university. The University will not provide compensation to Respondent(s) for any expenses incurred by the Respondent(s) for response preparation or for any demonstrations that may be made, unless otherwise expressly stated. Respondent(s) submit responses at their own risk and expense.
- 6.1.3 Responses, which are qualified with conditional clauses, or alterations, or items, not called for in the solicitation documents, or irregularities of any kind are subject to disqualification by university, at its option.
- 6.1.4 Each response should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this solicitation. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of university needs.
- 6.1.5 University makes no guarantee that an award will be made as a result of this solicitation and reserves the right to accept or reject any or all responses, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this solicitation or resulting Agreement when deemed to be in University's best interest. Representations made within the response will be binding on responding firms. University will not be bound to act by any previous communication or response submitted by the firms other than this solicitation.
- 6.1.6 Firms wishing to submit a "No-Response" are requested to return the first page of the Execution of Offer (ref. **APPENDIX ONE**). The returned form should indicate your company's name and include the words "No-Response" in the comment section of the table provided.
- 6.1.7 Failure to comply with the requirements contained in this solicitation may result in the rejection of your response.

6.2 Preparation and Submittal Instructions

All Attachments noted are to be properly completed and submitted with the response. Signature by an authorized officer of Respondent must appear on the Execution of Offer (ref. **APPENDIX ONE**) of the submitted electronic copy of the response.

6.3 Document Format and Content

- 6.3.1 Response must be signed by Respondent's company official(s) authorized to commit such response. Failure to sign and return these forms may subject your response to disqualification.
- 6.3.2 Response to this solicitation must include a response to the requirements set forth in Bonfire.
- 6.3.3 Response must be typed on letter-size (8-1/2" x 11") paper. University requests that responses be submitted in an organized electronic fashion resembling a binder format to include section tabs as further defined below. Preprinted electronic material should be referenced in the response and included as labeled attachments. Sections should be divided by tabs for ease of reference.
- 6.3.4 Responses shall be submitted to the University via the official sourcing portal noted in the solicitation announcement. Electronic response files should clearly indicate the company name on the file. Respondents shall upload files individually and not upload folders. Any questions regarding the submittal process shall be submitted to the Procurement Contracting Officer of record as noted on the project detail page in advance before the Submittal Deadline. Any Response received after the specified time and date noted on the project details page will not be considered under any circumstance. University shall not be responsible for failure of electronic equipment or operator error. Late or otherwise non-responsive responses will not be considered

Respondent's Response

6.4 Cover letter

The cover letter shall not exceed 1 page in length, summarizing key points in the response and shall briefly furnish background information about your firm, including date of founding, legal form (sole proprietorship, partnership, corporation/state of incorporation, corporate charter number), number and location of offices, location of company headquarters/main office, total number of employees' company-wide and total number of employees in the State of Texas, and principal lines of business. Certify that the firm is legally permitted or licensed to conduct business in the State of Texas for the services offered.

6.5 Respondents' Qualifications, Abilities, and Reputation

This section should describe the qualifications and experience of the Respondent and your ability to provide the services described in this solicitation.

- 6.5.1 Provide a brief description of your firm, including years in business, the geographic area served, and the total number of your personnel related to providing the services of the type and kind required in this solicitation.
- 6.5.2 List principals(s) and professionals assigned to undertake the services described in this solicitation.
- 6.5.3 This section should describe the past performance and references of the Respondent. Provide a **MINIMUM** of three (3) clients where the Respondent has provided services of the type and kind required in this solicitation during the past five (5) years at similar venues, including but not limited to public and private tier 1 research institutions of higher education or for other similarly complex organizations.

University may verify all information furnished. At a minimum, include the following project experience for the last five (5) years:

- Project Name, Location – Year Completed.
 - Brief project description describing work performed by your firm, result, and work subcontracted.
 - Owner's Name, title, email, and current phone number.
 - Identify firm's role; completion date; and contract name(s). List of whether firm was prime or subcontractor.
 - Provide documented experience in providing the types of services described herein especially related to tier 1-research institutions of higher education or similarly complex university system like The University of Texas System.
- 6.5.4 Demonstrate the capability and successful past performance of the Respondent firm with respect to producing high quality services, maintaining good working relations for services of the required in this solicitation.
- 6.5.5 Provide a list of any work that Respondent may have completed for the University of Texas at Austin during the past 3 years, including a detailed description of the work effort, performance and define if the work was completed as a contractor directly with university or as a subcontractor under an engagement.
- 6.5.6 Demonstrated Qualifications and Experience of the Assigned Team & Key Personnel. Identify Key personnel that would be assigned to university and that will provide the services described in this solicitation.

6.6 Respondent's Quality of Proposed Services

- 6.6.1 Respondents must provide a detailed and comprehensive approach and methodology overview describing how they will deliver the services requested in this solicitation. This section should clearly explain the Respondent's proposed methods for providing the type and level of services required in the Request for Proposal. The University must be able to gain a clear understanding of the services to be provided, and the methods proposed to deliver them. A detailed explanation must be included demonstrating how the proposed services comply with all requirements of this solicitation.
- 6.6.2 Respondent shall respond to all requirements and questions noted in Section 4 of the Request for Proposal Project Overview and Scope of Services.
- 6.6.3 Quality: Identify the key metrics you propose to use to measure your performance in delivering services of the type and kind required in this solicitation to University.
- 6.6.4 Customer Satisfaction: How do you measure and monitor customer satisfaction; describe the method used, frequency, and how results are reported.
- 6.6.5 Capabilities and Capacity: Respondent shall clearly define its in-house capability and capacity to perform the work identified in the Scope of Work of this solicitation. Respondent's response must describe the various technologies, tools, methods, and technical expertise that will provide to University and/or that will be used in the delivery of the services and how that will be of benefit in the delivery of services to University.

6.7 Respondent's Responsiveness of Response

- 6.7.1 Respondent shall describe the extent to which the services and/or deliverables meet the University's needs.

6.8 Respondent's Pricing and Delivery Schedule Proposal

- 6.8.1 Respondent must respond to all requirements noted in Section 5- **Pricing and Delivery Schedule Proposal**
- 6.8.2 If Respondent indicated a discount the respondent must provide a description of any discounts offered to the University.
- 6.8.3 Respondent must confirm if the proposed award may be offered under a UT System approved GPO, see Section 1.4 of the solicitation.

6.9 Respondents' Staffing Resources and Past Business Relationship Strength with the University

- 6.9.1 Please describe your vision for a mutually successful engagement and relationship with the University.
- 6.9.2 University prefers a vendor who has previous experience providing the same or similar services successfully at the University, or other similar campus locations. Has Proposer provided similar services specifically to The University in the past 3 years? If yes, please state department name, department contact and describe services performed.
- 6.9.3 Respondent will provide a list of any additional services or benefits not otherwise identified in this Request for Proposal that Respondent would propose to provide to University. Additionally, services or benefits must be directly related to the goods and services solicited under this solicitation.