

Student Engagement Platform

The intent of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to provide a comprehensive Student Engagement Platform for our educational institution.

Open	6/12/2024 11:00 AM MST	Type	Request for Proposal
Close	7/17/2024 11:00 AM MST	Number	RFP-282404
		Currency	US Dollar

Sealed Until 7/17/2024 11:00 AM MST

Contacts

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Commodity Codes

Commodity Code	Description
43-02	Software

Description

The intent of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to provide a comprehensive Student Engagement Platform for our educational institution. We aim to implement a multi-faceted platform that enhances student interaction, streamlines communication, supports academic success, and fosters a collaborative learning environment. This platform should seamlessly integrate with existing systems, offer a user-friendly interface, and provide a wide range of key analytics to monitor and improve student engagement. In addition, the platform support should be able and willing to customize many different features within the platform to better align with the needs of our work. By selecting the right platform, we aspire to enrich the overall student experience, promote retention, and achieve our institutional goals while empowering students, fostering innovation, and advancing the university's strategic goals of access, excellence, and impact.

ASU desires to award one contract but reserves the right to **award** this contract to multiple providers if in the best interest of the university based on specific requirements or qualifications. It should be noted that ASU reserves the right not to award a contract if the respondents do not meet the needs of the university.

For the purposes of the RFP, the buyer is Mehdi Samie, email: mehdi.samie@asu.edu

Bid Open Date: 06/12/2024 11:00 AM (AZ Time)

Deadline for Inquiries: 06/21/2024 11:00 AM (AZ Time)

Bid Close Date: 07/17/2024 11:00 AM (AZ Time)

*Bid Opening Meeting URL: <https://asu.zoom.us/j/87464154317>

*Attendance in this meeting is not mandatory.

Prerequisites

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Buyer Attachments

There are no Buyer Attachments added to this event.

Group 1.1: Events

Instructions: Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.

- 1.1.1 How does your platform provide fully comprehensive event request/registration, review, and approval processes? ★
- 1.1.2 How does your platform support highly customizable event registration, including the involvement of multiple reviewers/approvers? ★
- 1.1.3 How does your platform track attendance at events using barcode scans (ASU IDs) and a smartphone app, including a user look-up feature by name, email, or username? ★
- 1.1.4 How can administrators amend event requests before approval, considering minor adjustments such as minimum location changes? ★
- 1.1.5 How does your platform facilitate note-keeping for event requests to correspond with event needs and updates? ★
- 1.1.6 What workflow does your platform offer for approvers to review registration, budgeting, and forms? ★
- 1.1.7 How does your platform handle pre-event RSVPs along with tracking attendance of those who attended? ★
- 1.1.8 Does your platform support co-hosting events between departments? Please explain. ★
- 1.1.9 How does your platform facilitate bulk upload of events, particularly for activities like athletics, while maintaining a consistent and chronological feed? ★
- 1.1.10 How does your platform highlight certain events on the main page, akin to a spotlight feature? ★
- 1.1.11 Does your platform allow integration with space/room management systems such as EMS, Mazevo, and Astra? ★
- 1.1.12 How does your platform enable push notifications for last-minute changes for events, such as room changes or weather updates? ★
- 1.1.13 Can forms be attached to events on your platform? Please explain. ★
- 1.1.14 How is the waiver process integrated into pre-event activities or available at the event entrance via mobile devices? ★
- 1.1.15 How flexible is your platform in terms of updating forms, turning them on and off as needed, and transferring forms or other features between instances, including skip-logic? ★
- 1.1.16 How can students generate individual codes to check in using your platform? ★
- 1.1.17 How does your platform offer an API connection to transfer data to a calendar system? ★
- 1.1.18 How does your platform display visible event host contact information for students to reach out regarding events? ★
- 1.1.19 How can event forms be customized on your platform to allow asking specific questions? ★
- 1.1.20 Does your platform allow ad-hoc scheduling of events within one event submission? Please explain. ★
- 1.1.21 How does your platform clearly distinguish hybrid event capabilities? ★
- 1.1.22 Can events be shown in chronological order on your platform? Please explain. ★
- 1.1.23 How can users filter through and search events, such as by campus, themes, categories, and perks? ★
- 1.1.24 How comprehensive and intuitive is the search and filtering system on your platform? (you are encouraged to attach a screen-shot of this capability, otherwise please explain) ★
- 1.1.25 How can users customize home pages from their standpoint on your platform? ★
- 1.1.26 How does your platform allow deletion/hiding of events, not just changes to events? ★
- 1.1.27 How does your platform indicate how many spots are left for RSVPs at events? ★
- 1.1.28 How does your platform create and collect post-event surveys? ★
- 1.1.29 How does your platform support submission of images with clear dimension requirements to include in event flyers? ★

Group 1.2: Student Organizations & Club Registration

Instructions:	Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.	
1.2.1	How does your platform enable each student organization to customize their organization's page?	★
1.2.2	How can administrators manage and lock features that students cannot change on your platform?	★
1.2.3	How does your platform allow for organizations to edit registration forms without administrators having to deny them first?	★
1.2.4	How does your platform tie student organizations to each individual organization rather than an individual student?	★
1.2.5	How can your platform keep rosters updated based on current students and automatically remove students who have graduated?	★
1.2.6	How does your platform archive past organization rosters and historical information for each organization?	★
1.2.7	What is the workflow your platform provides for re-registration for organizations?	★
1.2.8	Does your platform have the ability to seamlessly transition from one academic year to the next (without interruption) once an organization completes their re-registration?	★
1.2.9	Following previous question, Can organizations register during the open registration period, and then the registration for the following year go into effect at a date selected by our office?	★
1.2.10	How does your platform maintain all registration and re-registration information for Registered Student Organizations, including over 900 groups when including university departments?	★
1.2.11	How can organization types be customized on your platform to categorize groups for searching, filtering, communicating, and officer templates?	★
1.2.12	Can advisors act as reviewers/approvers of the registration/re-registration process on your platform? Please explain.	★
1.2.13	What are the multiple ways of communicating within your platform, from campus to types of organization/officer and organization/department to students?	★
1.2.14	How are privacy settings adjustable for individuals and organizations on your platform?	★
1.2.15	How can students opt-in to text messages with granular settings for what they receive on your platform?	★
1.2.16	How does your platform maintain student organization rosters of current and past members, along with officer and advisor designations and history, including auto-unenrolling rosters for graduated students?	★
1.2.17	How can administrators upload a roster for a group on your platform?	★
1.2.18	How do students access their own record of involvements and experiences in an easily accessible, formatted way on your platform?	★
1.2.19	How does your platform maintain a central repository of officer types and templates as a foundation to officer types?	★
1.2.20	How can organizations customize officer templates on your platform?	★
1.2.21	How is document upload supported on your platform for items like constitutions and by-laws?	★
1.2.22	How does your platform track organization advising notes and documentation, such as risk management, liability, and organizational conduct?	★
1.2.23	How does your platform include a tool for students to determine a time and day to meet, like a Doodle Poll?	★
1.2.24	How can departments have a virtual space on your platform that serves as a hub for information, events, related student organizations, and communication?	★
1.2.25	What are the settings and setup differences for department sites on your platform, such as no re-registration, customizable job titles, and easily sending/directing news/events to the central news/featured events area?	★
1.2.26	How can officers send push notifications to members of organizations on your platform?	★
1.2.27	What are the different options for a public-facing side of the platform for community partners?	★

Group 1.3: Finance & Budgeting

Instructions:	Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.	
1.3.1	How does your platform allow for the return of a purchase request?	★
1.3.2	How can your platform prevent the submission of a purchase request without an approved budget request?	★
1.3.3	How does your platform enable the requester to edit a purchase request?	★
1.3.4	What features are there on your platform to clear out the club's financial account, particularly at the end of each Academic Year (AY) when funding doesn't rollover?	★
1.3.5	How can your platform prompt specific questions based on the payment method chosen by the requester?	★
1.3.6	Does your platform include an organization budgeting and accounting tool for student organization funding from multiple sources, including Student Government association funds? Please explain.	★
1.3.7	What is the funding request process included within your platform?	★
1.3.8	Can advisors and officers (up to 4) serve as reviewers/approvers of funding depending on organization type, with customizable messages for each review request?	★
1.3.9	Following previous questions, Can specific roles be added to the advisors/officers so they are not authorized to approve the purchase request, but rather review the PR?	★
1.3.10	What are the platform's filtration mechanisms to prompt the requester to attach necessary documents based on the request type?	★
1.3.11	How does your platform distinguish citizenship on forms, if needed?	★
1.3.12	What modes of communication are built into the platform?	★
1.3.13	Does your platform have a way to only allow the requester to request the amount they were approved for?	★
1.3.14	Is there a way to flag duplicate requests?	★

Group 1.4: Student Involvement Data Tracking

Instructions:	Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.	
1.4.1	How does your platform track data specific to each campus location, including ASU's 5 main campuses (including online)?	★
1.4.2	How does your platform find/track past events?	★
1.4.3	How does your platform track and monitor student involvement, including the ability to extrapolate data (CSV or Excel) for reporting and assessing student engagement and learning?	★
1.4.4	How does your platform track community service hours? Does your platform allow students to upload their own hours or automatically add hours from service-based events into their tracker?	★
1.4.5	How can students view a career summary on your platform to see all of their involvements and engagements?	★
1.4.6	Is there an outcomes-based tool on your platform to organize/identify events/experiences with each outcome, and allow students to track their progress? Please explain.	★
1.4.7	What is your platform's method to hold online elections, both campus-wide and for student organizations?	★
1.4.8	Does your platform support rank choice voting?	★
1.4.9	What opportunities are there for student reflection on engagement, events, or activities on your platform?	★
1.4.10	How can users create and publish news articles with privacy settings to display them on their main page?	★
1.4.11	What format options does your platform include (an existing smartphone app for events, organizations, news, and communications, along with a mobile-adaptive website)?	★
1.4.12	What ways can administrators create surveys on your platform to send out to students, ideally after events but also at other times?	★
1.4.13	How does your platform deactivate student access and check-in tools after graduation?	★

1.4.14 Please list all of the types of reports we can pull from your platform. ★

Group 1.5: Compatibility

Instructions: Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.

1.5.1 Does your platform integrate with Salesforce? please explain ★

1.5.2 What ways can your platform connect to interactive campus maps? ★

1.5.3 What features from Handshake can your platform connect to? ★

1.5.4 How can your platform integrate with Slack to add students to a group Slack page? ★

1.5.5 How does your platform use an Application Program Interface (API) that consumes student data from Workday/Peoplesoft? ★

1.5.6 How does your platform work with Workday & Peoplesoft, the University's student data system for items like ASURITE IDs and email? ★

1.5.7 How easily can system data (involvement, attendance, etc.) be extracted for department use on your platform? ★

1.5.8 What capabilities does your platform have to work with Canvas (or other Learning Management Systems), including connecting to the Calendar, allowing faculty to bring in assignments as experiences, and displaying student profile information in Canvas profiles (e.g., organization officer)? ★

1.5.9 What options does your platform have to register students to vote? ★

1.5.10 What is the workflow your platform includes for purchase requests, requiring an approved budget request before submitting a purchase request? ★

1.5.11 What abilities does your platform have to integrate with ASU systems such as asu online, MyASU, and the ASU app? ★

1.5.12 Will you be able to comply with ASU Enterprise Brand and Marketing Guide (please visit <https://brandguide.asu.edu/>)? Please explain in detail if you cannot comply and why. Comprehensive branding must fully conform to ASU brand standards. ★

Group 1.6: Customer Service

Instructions:

1.6.1 What type of customer service is available when needed (assigned agent, ability to reach any available agent)? ★

1.6.2 How quickly does customer service respond to inquiries? ★

1.6.3 What type of technical support does your platform offer for errors occurring within the platform? ★

1.6.4 How does your company work to resolve issues or user questions? Are there multiple avenues such as documentation, online and phone support teams, and an organized system to manage support issues on the vendor end? ★

1.6.5 What options does your platform provide to have a dedicated consultant who does regular outreach to each campus? ★

1.6.6 What options are there to attend an annual meeting and present training topics, discussion items, and feedback on your platform? ★

1.6.7 What communication can we expect from your platform to notify us before enhancements are deployed? ★

1.6.8 In what ways does your platform integrate enhancements/upgrades during non-peak use periods? Is there any type of publicized schedule? ★

1.6.9 What can your platform offer to provide additional on-site support during implementation? ★

1.6.10 What existing and robust User Support systems are available through an online knowledge base? ★

1.6.11 What additional support documentation is available for administrators, separate from an area for students? ★

1.6.12 What pre-produced tutorials are accessible to student organizations and are they easily understandable outside of the brand context? ★

Group 1.7: Communication tools

Instructions: Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.

- 1.7.1 What are the different ways your platform sends alerts/push notifications for broad communication? ★
- 1.7.2 What options does your platform have for a live chat feature for users to ask questions in real-time? ★
- 1.7.3 What types of contact pages are available on your platform for students to connect with professional staff members? ★
- 1.7.4 How can students use your platform to connect with other students, such as adding friends or networking? ★
- 1.7.5 How many languages does your student engagement platform support? ★
- 1.7.6 Can you provide details on how your student engagement platform supports accessibility and accommodations in compliance with ADA laws for higher education? ★

Group 1.8: Reports

Instructions: Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.

- 1.8.1 In what ways can your platform provide data reporting capabilities for attendance, outcomes tracking, and other relevant metrics? ★
- 1.8.2 What summary features are available on your platform to track student feature usage? ★
- 1.8.3 How can your platform generate a report indicating when a student activated their profile? ★
- 1.8.4 How does your platform allow administrators to customize or create reports according to their needs? ★
- 1.8.5 What types of separated individual student reports and organization reports are available on your platform? ★
- 1.8.6 What assessment tools, (such as Baseline with Campus Labs), are built into the platform? ★
- 1.8.7 What types of sub-reports can be generated for each of the different plugins to customize data pulled from reports? Please list all different types of reports. ★
- 1.8.8 What types of features are on your platform to auto-generate or schedule reports based on custom data fields? ★

Group 1.9: Users

Instructions: Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.

- 1.9.1 How does your platform support at least three levels of administrative users: super user, campus admin, and departmental admin, with varying levels of access and permissions? ★
- 1.9.2 How can the super user grant admin access and view all features and settings for all tools, reporting, and API approval? ★
- 1.9.3 What access does the departmental admin (different from system admin) have to view features and settings for their unit/organization? What granular admin rights do they have to certain features? ★
- 1.9.4 How can you customize admin roles according to organizational needs? ★
- 1.9.5 How can your platform communicate with student accounts who are inactive in the system to encourage activation? ★
- 1.9.6 How can faculty and staff accounts be set up to allow for significant advisor involvement from the beginning? ★
- 1.9.7 How can community agencies (non-ASU, outside partners) review and approve/deny service hours or involvement on your platform? ★
- 1.9.8 What options does your platform have to create community partner accounts to access the system, similar to employer/contact profiles within a career services platform? ★
- 1.9.9 How can external entities register for events on your platform? ★

Group 1.10: Forms

Instructions: Please go through each question carefully, and make sure you answer the question with as much as details possible. If your solution does not have the requested functionality you can type N/A or explain with details. You have a chance to upload screen-shots or other visual aids under last section.

- 1.10.1 How does your platform create electronic forms with logic capabilities, and is there an option for the ability to embed them in an external website? ★

- 1.10.2 How does your platform prevent form submission after they have been closed? ★
- 1.10.3 What abilities does your platform have to copy/duplicate forms on your platform? ★
- 1.10.4 How can forms be branded and customized individually on your platform? ★
- 1.10.5 In what ways does your platform offer a simplified workflow for accessing and using forms? ★
- 1.10.6 How intuitive and simple is it to create forms on your platform? (you are encouraged to attach a screen-shot of this capability, otherwise please explain) ★
- 1.10.7 How can forms be edited after they have been created on your platform? ★

Group 1.11: Training

Instructions:

- 1.11.1 How can your platform provide a well-developed and seamless migration process from OrgSync to the new platform? ★
- 1.11.2 What options does your platform have to integrate with Canvas for student organization and advisor training? ★
- 1.11.3 What type of training will be provided for each of the plugins, including front-end user training and backend user training? ★
- 1.11.4 What types of smaller, concise training are available for specific functions of the platform? ★

Group 1.12: File Upload

Instructions:

- 1.12.1 If you wish to provide screenshots of any features described in the answers above, please submit one document with all screenshots and explanations. Please make sure to reference which question the screenshot relates to in the explanation of each screenshot.
- 1.12.2 If there is any other feature you would like to highlight that we did not ask about, please upload your screenshot here.

Group 2.1: Value-Added Services

Instructions:

- 2.1.1 Proposer should provide a brief summary of any other value-added services or programs which may contribute to the overall value of your proposal, including but not limited to: Training, Industry Partnerships, Support of ASU's Charter and Goals, Support of sustainable development, veterans' affairs, initiatives in support of women, wellness, and our changing regional demographics, Support and enhancement of ASU's reputation as an innovative foundational model for the New American University, Comment to provide significant financial and non-financial support for the University and its signature program. If providing Value Add, please choose "yes". Otherwise choose "No". ★
- 2.1.2 Please upload your response for Value Add in this section. ★

Group 3.1: Proposer Qualifications

Instructions:

- 3.1.1 The University is soliciting Proposals from Persons which are in the business of providing services as listed in this RFP. Failure to include any requested information may be grounds for rejection of the Proposal. ★
- 3.1.2 Provide documentation of your defined and repeatable process for analysis, design, implementation, validation and ongoing support of your solution. ★
- 3.1.3 Can you provide documentation of your defined and repeatable process for analysis, design, implementation, validation and ongoing support of your solutions. ★
- 3.1.4 The proposer must provide a minimum of three (3) references, a description of recent projects and/or experience in providing similar services as described in this RFP, including institution size and scope. References should be verifiable and able to comment on the firm's experience, with a preference for references receiving services similar to those described in this Proposal. Include the name, title, telephone number, and email address of the individual at the organization most familiar with the Proposer. (References in the Higher Education sector are preferred. Other educational or public-sector references are also helpful) ★
- 3.1.5 Disputes/Litigation. Describe the material issues of any current patent or copyright lawsuits or any other legal actions against Proposer including, but not limited to, parties of dispute, description of technology involved, equipment affected, jurisdiction, and date of legal complaint. Describe litigation disputes for the past 5 years related to similar projects or Proposer's ability to perform. ★
- 3.1.6 Project Resources. Proposals shall include a list of proposed personnel with resumes specifying qualifications and relevant experience. Describe assignment of account representatives and/or key personnel. ★

- 3.1.7 How do you stay updated with the latest trends and technologies in this field? ★
- 3.1.8 How do you assess and manage the risks associated with Student Engagement Platform projects? ★
- 3.1.9 What is your roadmap for future development and innovation? 2-5 years time frame ★
- 3.1.10 Describe what distinguishes the ability of your firm from that of your competitors to perform the services described in this Request for Proposal and provide insights into why it stands out as the optimal choice for our particular requirements and objectives? ★

Financial Statements:

- 3.1.11 Option A. Proposers who have audited financial statements are to provide the following: Audited financial statements for the two (2) most recent available years. Option B. Proposers who might not have audited financial statements are to provide the following: It is preferred that audited financial statements for the two (2) most recent available years be submitted. However, if not available, provide a copy of the firm's two (2) most recent tax returns or compiled financial statements by an independent CPA. ★

Group 4.1: Pricing Schedule

Instructions:

- 4.1.1 Proposer shall submit a detailed itemized cost proposal to include all aspects of providing the scope of work associated with this Request for Proposal. NOTE: All costs must be identified in your response as the University will not pay for any hidden costs. Please fill-in the attached file provided under this section. ★

- 4.1.2 If ASU agrees to reimburse vendor for any travel expenses, all reimbursable travel expenses must be authorized in writing by ASU in advance of the planned travel and must be consistent with ASU Financial Services Policy FIN 421-01, www.asu.edu/aad/manuals/fin/fin421-01.html. If ASU agrees to reimburse vendor for any expenses, vendor will submit all receipts and any required backup documentation to ASU within 60 days after the applicable expenses were incurred. ASU will not be required to reimburse Licensor for any expenses, invoices, or receipts for expenses received after that time. Proposer must acknowledge and accept this provision. ★

- 4.1.3 Any pricing and/or revenue offerings in a Proposal may be considered a final offer by the University, whether stated as amounts or percentages, and/or whether or not offered on an all-or-none basis, unless otherwise specified in the Proposal. The University may accept or reject in part or entirely a Proposal's pricing and/or revenue offerings, unless otherwise specified in the Proposal. A Proposal's pricing and/or revenue offering may not be modified after Opening unless the University, at its sole discretion, permits such modification. The University may reject any Proposal in which the pricing and/or revenue offering does not conform to the prescribed manner and method in this RFP. Proposer must acknowledge and accept this requirement. ★

Group 5.1: Sustainability Questionnaire Acknowledgement

Instructions:

- 5.1.1 Arizona State University integrates sustainability into procurement practices to advance our commitment to sustainability. Please review the attached practices and acknowledge you have reviewed the options. ★

Group 5.2: Supplier Sustainability Questions

Instructions:

- 5.2.1 Sustainability is embedded in our organization's overall purpose, vision, mission and strategic goals. ★
- 5.2.2 Our organization uses annual metrics to determine sustainability goals and projects. ★
- 5.2.3 Annually measures: Water Usage ★
- 5.2.4 Annually measures: Energy ★
- 5.2.5 Annually measures: Greenhouse gas emissions (GHG) ★
- 5.2.6 Annually measures: Waste ★
- 5.2.7 Annually measures: Sustainable Purchasing ★
- 5.2.8 Based on metrics, we have a staged plan to expand upon sustainability programs within our operations. ★
- 5.2.9 We can show how we have publicly advocated for sustainability as a market force for progress in our industry, in the past year. ★
- 5.2.10 Provide a summary on programs related to diversity, inclusion or social equity? ★
- 5.2.11 Please provide a summary of any value added sustainability programs, including but not limited to: (A) Support of ASU's Sustainability Goals (<https://cfo.asu.edu/sustainability-goals-and-vision>); (B) Sustainability focused position(s); (C) Sustainability product and service reporting capabilities ★

Group 5.3: Sourcing Sustainability

Instructions:	Current sustainability scope for products and services: We actively address these product and service sustainability issues in the sourcing and supplying of our services/products. (Check all that apply.)	
5.3.1	Environmental impact issues	★
5.3.2	Employee impact issues	★
5.3.3	Community/ethical issues	★
Group 5.4:	Leadership in Sustainability	
Instructions:		
5.4.1	An executive is responsible for sponsoring and overseeing the integration of sustainability into all organization processes.	★
5.4.2	Sustainability goals are championed by roles dedicated to sustainability.	★
5.4.3	Sustainability goals are championed and supported by staff through sustainability engagement teams, training, courses, and organization events.	★
5.4.4	We share our best practices, guidance, tools, etc. with others in the sustainability focused community.	★
Group 6.1:	ASU's Terms and Conditions	
Instructions:		
6.1.1	I have read and agree to ASU's Terms and Conditions located at https://www.asu.edu/purchasing/pdf/Stand_TsCs_Provisions.pdf . If "NO", you will be required to submit exceptions with justification and alternate language. Proposals that are contingent upon any changes to these mandatory terms and conditions may be deemed non-responsive and may be rejected.	★
6.1.2	All exceptions must be submitted with justification and alternate language, and MUST be submitted with the submittal. In no event is a proposer to submit its own standard contract terms and conditions as a response to this Request for Proposal.	★
Group 6.2:	Insurance Requirements	
Instructions:		
6.2.1	I have read the attached ASU insurance requirements and all requirements will be met.	★
6.2.2	All exceptions to insurance must be submitted with justification and alternate language, and MUST be submitted with the proposal.	★
Group 7.1:	Proprietary/Confidential Statement	
Instructions:		
7.1.1	Per pre-requisite instructions, If you are submitting any information you consider to be proprietary or confidential, you must create a password protected zip file and upload the document along with a justification in the appropriate area within this RFP. In an email outside of the RFP, send the password directly to the Buyer referencing the RFP number (mehdi.samie@asu.edu). If the Deputy CPO concurs, this information will not be considered public information. The Deputy CPO of Procurement is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary or confidential. Proprietary or confidential information must be submitted per the Instructions to Proposers, item 7. Any watermarks, footnotes, copyright or reference to proprietary or confidential throughout the submitted proposal will be disregarded as boilerplate markings. I have read and understand. If you have proprietary or confidential information, upload the password protected zip file here and email the Buyer with the password.	★
7.1.2	For each individual document you've included in your zip file, with the exception of Financial Statements properly submitted via the instructions provided (if applicable), you MUST provide a justification explaining for why this is considered proprietary and confidential to your business. Please provide this information via the file attached. If no justification supporting your submitted Proprietary and Confidential information is enclosed, the request will be disregarded.	

Product Line Items

★ Product Line Items

There are no Items added to this event.

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