REQUEST FOR PROPOSALS

FOR

FURNISHING AND DELIVERY

OF

DENTAL LAB WORK SERVICES

FOR

THE CURATORS OF THE UNIVERSITY OF MISSOURI

FOR

THE UNIVERSITY OF MISSOURI-KANSAS CITY

RFP #16-6038-JS-K

RFP DUE DATE: AUGUST 4, 2016 AT 2:00 CENTRAL TIME

OPENING TIME: 2:05 PM, CENTRAL TIME

Prepared by:

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Dated: July 14, 2016
NOTICE TO RESPONDENTS

The University of Missouri requests proposals for Furnishing and Delivery of Dental Lab Work Services, RFP #16-6038-JS-K, which will be received by the undersigned at UM Supply Chain/Procurement Services, University of Missouri-Kansas City, 1011 E. 51st Street, GSB Room 015, Kansas City, Missouri  64110 until 2:00 p.m., Central Time, on August 4, 2016. Proposals will be opened and identified starting at 2:05 p.m., Central Time.

Specifications and the conditions of the proposal together with a printed form on which a portion of the submittal must be made may be downloaded at: http://www.umsystem.edu/apps/fa/procurement/bids/listview_Bids.php Bidders must check this website regularly for any addendums or notices posted in regard to this bid.

Questions and clarifications shall be directed to James E. Shatto by email at shattoj@umkc.edu.

The University reserves the right to waive any informalities in proposals and to reject any or all proposals.

FOR THE CURATORS OF THE UNIVERSITY OF MISSOURI
By: James E. Shatto – CPPB
UM Supply Chain/Procurement Svcs

THIS IS A SEALED BID AND MUST BE RETURNED IN A SEALED PACKAGE. NO ELECTRONIC EMAILS OR FACSIMILIES ALLOWED

Dated: July 14, 2016
GENERAL TERMS AND CONDITIONS

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.

2. **Governing Laws and Regulations:** Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.

3. **Taxes:** The contractor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.

4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.

5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose and can be obtained without additional cost. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.

6. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required
by the United States Government in such circumstances are incorporated herein by reference.

7. **Supplier Diversity Participation:**
   It is the policy of the University of Missouri System to ensure full and equitable economic opportunities to all persons and businesses that compete for business with the University. The University’s Supplier Diversity effort reflects that. Diverse suppliers must be at least 51% owned and controlled by someone in one of the recognized groups (see below). Diverse suppliers should be certified from a recognized certifying agency. These firms can be a sole proprietorship, partnership, joint venture or corporation. Attachment A provides a list of agencies that are recognized as certifying agencies. The definition of what counts as a diverse supplier for the University of Missouri System are: Minority (MBE: African-American, Hispanic, Native-American Asian Indian/Pacific), Women (WBE), Veterans (VBE-Includes Service Disabled) and Disadvantaged Business Enterprises (DBE/SDB). Again, these firms must be certified to be recognized by University of Missouri System Supply Chain (UMSSC).

Second Tier Diverse Supplier Spending and Reporting: The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. This may be as the primary supplier/contractor for the awarded business. Diverse suppliers can also be used as subcontractors by a majority-owned supplier to fulfill its contract with the University. This is called 2nd Tier spending. There are two ways this can be accomplished:

**Direct 2nd Tier spending:** This is diverse supplier spending by a first tier supplier of goods and/or services that directly fulfills a UMSSC contract. The principle to follow—if the diverse supplier spending by the first tier supplier can be traced and tracked specifically to the contract, this is direct 2nd tier spending.

Example: Company A is a prime supplier of office products to UMSSC. Ink pens supplied to UMSSC are provided by a minority-owned business. This would be direct 2nd Tier. Dollars that can be tracked and traced to fulfilling the contract.

**Indirect 2nd Tier spending:** Calculates the 2nd Tier spending by prorating the prime supplier’s company-wide diverse supplier spending with the percentage of its total business represented by the customer company’s business.

Example: Company B spends $100,000 with a Veteran-owned landscaping company. UMSSC comprises 20% of that company’s/subsidiary’s overall business revenue. Company B can report $20,000 to UMSSC as indirect 2nd Tier spending.

The Director of Supplier Diversity and Small Business Development can provide more detail. Respondents must indicate their Supplier Diversity participation levels committed to this contract on the Supplier Diversity Participation Form included in this RFP (see Attachment B). The Respondent must describe what suppliers and/or how the Respondent will achieve the Supplier Diversity goals. Evaluation of proposals
shall include the proposed level of Supplier Diversity participation. Proposals that do not meet the participation requirements for Supplier Diversity will not receive any of the points during proposal review.

Suppliers/contractors will be responsible for reporting diverse supplier participation on an agreed upon timing (e.g., quarterly, annually) when business is awarded.

The University will monitor the contractor/supplier’s compliance in meeting the Supplier Diversity participation levels committed to in the awarded proposal. If the contractor/supplier’s payments to participating diverse suppliers are less than the amount committed to in the contract, the University reserves the right to cancel the contract, suspend and/or debar the contractor/supplier from participating in future contracts. The University may retain payments to the contractor/supplier in an amount equal to the value of the Supplier Diversity participation commitment less actual payments made to diverse suppliers.

If a participating diverse supplier does not retain their certification and/or is unable to satisfactorily perform, the contractor/supplier must obtain other certified diverse suppliers, if available, to fulfill the Supplier Diversity participation requirements committed to in the awarded proposal. The contractor/supplier must obtain the written approval or the Chief Procurement Officer for any new diverse supplier. Additionally, if the Respondent cannot find another diverse supplier replacement, documentation must be submitted to the Chief Procurement Officer detailing all good faith efforts made to find a replacement. The Chief Procurement Officer shall have sole discretion in determining if the actions taken by the contractor/supplier constitute a good faith effort to secure diverse supplier participation and whether the contract will be amended to change the Supplier Diversity participation commitment.

8. **Applicable Laws and Regulations:** The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.

9. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days notice.
10. **Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Contractor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Contractor with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and the Health Care Financing Administration.

Respondents understand and agree that the Curators of the University of Missouri, in the operation of the University Hospitals and Clinics, is regulated under federal or state laws with regard to contracting with vendors. The Contractor represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Contractor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Bidders/Respondents have been excluded from participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any respondents who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

11. **Inventions, Patents, and Copyrights:** The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

12. **Insurance:** The Contractor shall purchase and maintain such insurance as will protect the Contractor and the University against any and all claims and demands arising from the execution of the contract. Further, when stated in the Detailed
Specifications and Special Conditions, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.

13. **Performance Bond/Irrevocable Letter of Credit:** If a performance bond or irrevocable letter of credit is required in the Detailed Specifications and Special Conditions, the Contractor shall furnish to the University, along with their signed contract, a performance bond or unconditional irrevocable letter of credit payable to the Curators of the University of Missouri in the face amount specified in the Detailed Specifications and Special Conditions as surety for faithful performance under the terms and conditions of the contract.

**INSTRUCTIONS FOR PROPOSAL RESPONSE:**

Respondents are required to fully respond with compliance statements to each of the mandatory/limiting specifications/criteria. Respondents are required to fully respond with description of ability to meet (and how) desirable specifications/criteria.

Respondents must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee that specifications are met. If “no response” or insufficient response to substantiate compliance is provided, the University reserves the sole right to reject vendor’s proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked. These are not valuable in the volume of information the various evaluating teams must review.

Multiple copies of Proposals must be submitted in the number and manner as specified below:

**Volume I – Functional Technical Section** is to be submitted with three (3) total hard copies, one original and two (2) copies, along with one (1) electronic copy via either jump drive or CD and must contain:

- Response to Information for Respondents and General Conditions, Mandatory Specifications and vendor responses, and Desirable Specifications and vendor responses. If there is any vendor related contract that must be signed as part of doing business, it should also be included in this section. *This section includes all response information, except pricing information.*

**Volume II - Financial Response Section** must be submitted in a separately sealed envelope in triplicate (one original, one copy and one electronic copy) and contain:


• Proposal Form with any supplemental pricing schedules, if applicable, and Financial Summary including additional costs, if any, for Desirable Specification Compliance, functional or technical. This section should also include the Supplier Diversity Participation Form, Business Associate Agreement, and Physician Self-Referral Law Questionnaire. Financial statements that may be required are also to be included in this section.

Vendor must complete and return the University Proposal Form with proposal response. Vendor quote sheets are not acceptable forms of bidding and could cause rejection of response.

1. Submission of Proposals: Proposers shall furnish information required by the solicitation in the form requested. The University reserves the right to reject Proposals with incomplete information or which are presented on a different form. All Proposals shall be signed, in the appropriate location, by a duly authorized representative of the Proposer's organization. Signature on the PROPOSAL certifies that the Proposer has read and fully understands all PROPOSAL specifications, plans, and terms and conditions.

By submitting a PROPOSAL, the Proposer agrees to provide the specified equipment, supplies and/or services in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the Proposer certifies that: (1) the PROPOSAL is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham PROPOSAL; (3) the Proposer has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the Proposer has not sought by collusion or otherwise to obtain any advantage over any other Proposer or over the University.

Modifications or erasures made before PROPOSAL submission must be initialed in ink by the person signing the PROPOSAL. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the PROPOSAL closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supercedes or modifies the prior PROPOSAL. The modification must be submitted in a sealed envelope marked "PROPOSAL Modification" and clearly identifying the RFP title, RFP number and closing time and date. Proposals may not be modified after the PROPOSAL closing time and date. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for PROPOSAL closing. Proposals may be withdrawn in person before the PROPOSAL closing upon presentation of proper identification.
Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of Proposals.

All Proposals, information, and materials received by the University in connection with an RFP response shall be deemed open records pursuant to 610.021 RSMo. If a Proposer believes any of the information contained in the Proposer's response is exempt from 610.021 RSMo, then the Proposer's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt.

2. **Evaluation and Award:** Proposals will be awarded based upon the pricing and functional/technical evaluation.

Respondents must meet the mandatory requirements to be “qualified” for scoring. If requirements are not met, the vendors are disqualified from further evaluation/award. Qualified remaining respondents will be scored on their ability to meet scored criteria/ desirable specifications, which includes qualitatively, how specifications are met. A team of UMHC individuals will evaluate and assign points to vendor’s responses to desirables. At the sole option of the University, the functional/technical review team may decide to go on a site visit, at their expense or request vendors to perform presentation to confirm specifications are met as provided in responses. The University could elect to not award to a potential respondent if site visits revealed compliance inconsistency.

The University reserves the right to accept or reject any or all Proposals and to waive any technicality or informality.

3. **Contract Award and Assignment:** The successful respondent shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract, in duplicate, prepared by the University. The Contract Documents shall include the Notice to Bidders, Specifications and Addenda, Exhibits, Proposal Form, Form of Contract, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

4. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages
resulting therefrom, as well as from such termination, shall not be affected by any such termination.

5. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

6. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

7. **Payment:** Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 15 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

8. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this
contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.

9. **Debarment and Suspension Certification** - The contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).

10. **Campus Contact:** UM Supply Chain is the issuing office for this RFP and all subsequent addenda relating to it. UM Supply Chain is the sole point of contact regarding all Procurement and contractual matters relating to the requirements described in this RFP. UM Supply Chain is the only office authorized to change, modify, clarify, etc., the specifications, terms, and conditions of this RFP and any contract(s) awarded as a result of this RFP. Questions prior to submission of Proposals shall be directed in writing to James E. Shatto of the UM Supply Chain Office. Questions are to be sent by e-mail to shattoj@umkc.edu. The cutoff date for questions is Monday, July 25, 2016 at 2:00 p.m. Central Time.
SUPPLIER DIVERSITY CERTIFYING AGENCIES

The list below provides a list of agencies that do certification for MBE, WBE, DBE, Veteran and Veteran Service Disabled businesses. Bidders are responsible for obtaining information regarding the certification status of a firm for the prospective sub-contractor being used. A list of certified firms may also be obtained from many of the agencies listed below, including the State of Missouri’s websites for M/WBE’s and Service-Disabled Veterans.

State of Missouri Office of Equal Opportunity
P.O. Box 809, Harry S. Truman office Building
Room 630, 301 W. High Street
Jefferson City, MO. 65102
573-751-8130
www.oeo.mo.gov
Missouri M/WBE Certification and database

State of Missouri Office of Administration
Division of Purchasing & Materials Management
P.O. Box 809
Jefferson City, MO 65102
573-751-3273
www.oa.mo.gov/purchasing-materials-management
Missouri Service Disabled Veterans Website

State of Kansas Department of Commerce
M/WBE and DBE Department
1000 S.W. Jackson St. Suite 100
Topeka, KS. 60612
785-296-3425
www.kansascommerce.com
Kansas M/WBE and DBE database and certification

Missouri Department of Transportation
External Civil Rights
1017 Missouri Blvd
Jefferson City, MO. 65102
573-526-2978
www.modot.org/ecr
Missouri DBE database and certification

Lambert St. Louis International Airport
4610 N. Lindbergh, Suite 240
Bridgeton, MO 63044
314-551-5000
www.mwdbce.org
St. Louis M/WBE and DBE database and certification
City of Kansas City Missouri
MBE/WBE Division
414 E. 12th St
Kansas City, MO. 64106
816-513-1313
Kansas City M/W/DBE database and certification
www.kcmo.gov/humanrelations/resources

St. Louis Development Corporation
1520 Market St. Suite 2000
St. Louis, MO. 63103
314-657-3700
www.stlouis-mo.gov/sldc
Certification help for M/WBE suppliers in St. Louis area.

Mid-States Minority Supplier Development Council
317 N. 11th St. Suite 502
St. Louis, MO. 63101
314-436-8877
www.midstatesmsdc.org
MBE certification for St. Louis based corporations/database available for a fee

Mountain Plains Minority Supplier Council
777 Admiral Blvd.
Kansas City, MO. 64106
816-221-4200
www.mpmsdc.org
MBE certification for Kansas City based corporations/database available for a fee

U.S. Small Business Administration-Kansas City
1000 Walnut Suite 500
Kansas City, MO. 66106
816-426-4900
http://www.sba.gov/about-offices-content/2/3123
Kansas City SBA Office. Info for Federal Gov. Certification

U.S. Small Business Administration-St. Louis
1222 Spruce St. Suite 10.103
St. Louis, MO. 63103
314-539-6600
http://www.sba.gov/about-offices-content/2/3124
U.S. Veterans Business Administration
Veteran and Service Disabled Veteran Database and verification
www.vetbiz.gov
U.S. database of Veteran and Service Disabled Veteran Businesses

St. Louis Minority Business Council
308 N. 21st St, 7th floor
St. Louis, MO. 63101
314-241-1143
www.slmbc.org
St. Louis MBE certifying agency/database access for a fee

Women’s Business Development Center (WBENC)-Chicago
8 S. Michigan Ave Suite 400
Chicago, Illinois 60603
312-853-3477
www.wbdc.org
Certification for WBE’s in the Missouri area
Detailed Specifications

1. INTRODUCTION
The University of Missouri-Kansas City (UMKC) is issuing this Proposal with the intent to contract with a qualified supplier (or suppliers) with a lab that must be located in the immediate Kansas City area for removable prosthodontics lab services on a quick turnaround/emergency basis for patients of student and faculty Doctors working in the School. By no means will all needs of the UMKC Dental School for removable prosthodontics lab services be serviced by this RFP. This RFP is intended as a supplement to contracts already in place. The company or companies would partner with the School in its mission to educate top health care professionals in Missouri.

2. BACKGROUND
The School of Dentistry is situated a few miles north of the UMKC campus, atop Hospital Hill --a historic area of Kansas City, so-named because it is a nexus of health care and educational institutions. Students profit from the opportunity of learning, working, and interacting with scholars, researchers, and professionals in many related areas of health care.

The UMKC School of Dentistry originated in 1881 as the Kansas City Dental College. The name has changed and the school has grown and evolved into a multi-faceted institution, but it has maintained a tradition of excellence in education for over a century. The School offers a varied and complete range of educational experiences for students of dentistry and dental hygiene and for graduate and continuing education students. The first-rate faculty is comprised of scholars, scientists, and specialists, all dedicated to providing a quality and comprehensive education, individualized to each student’s needs and goals. The School is also a model for technologically advanced administrative offices, instructional settings, and clinical facilities.

3. SCOPE OF WORK
UMKC School of Dentistry is seeking proposals for Removable Prosthodontics Lab Procedures including but not limited to the following:

A. Removable Prosthodontics:
   - Full denture set-up (teeth provided by school)**
   - Full denture process and finish
   - Immediate denture set-up (teeth provided by school)**
   - Immediate denture process and finish
   - RPD cast partial framework
• RPD cast partial framework with Valplast clasps
• RPD set up (teeth provided by school)**
• RPD process and finish
• Transitional partial denture process and finish
• Full denture and RPD repair
• Reline full denture/RPD
• Rebase full denture
• Surgical stent
• Nightguard
• ID (name in denture)
• Other possible miscellaneous services as determined

NOTE: Not all set-ups will be done by the successful lab

4. REQUIREMENTS FOR RFP RESPONSES:

MANDATORY -
Proposals must meet the following minimum service requirement:

a. Demonstrated and proven success in providing services of similar nature and scope for a period of no less than five (5) years.
b. The successful lab must be located in the immediate Kansas City area for removable prosthodontics lab services on a quick turnaround/emergency basis.

DESIRABLES -
• The service firm or individual should include, at minimum, the following items in the response:
  c. A statement of qualifications that describe the firm’s or individual’s capabilities of providing Dental Lab Services along with location of their service facility and a detailed description of the same.
d. Provide a list of at least three (3) current clients of similar size and scope as the UMKC Dental School.
e. Provide a list of non-profit clients with a contact name, address and phone.
f. Propose a cost estimate in providing the scope of service and price list per unit for each item in the scope of work.
g. Service Level Proposal that will include detailed logistics plan of lab work pick-up and delivery, turnaround time, and remake/return policy and guarantee, and electronic case submission capability.
h. Samples of work. (Note: Samples will be returned at the request and expense of the vendor.)
In order to be considered for selection, contractors must submit a complete response to all sections of this Request for Proposal.

5. PROPOSAL EVALUATION CRITERIA:

From the total information requested below, determination shall be made as to the most advantageous proposal to the University.

In order to be considered for selection, respondents must submit a complete response to this Request for Proposals that complies with all the mandatory requirements and which follows the outline provided in Form of Proposal.

Since respondent must comply with ALL mandatory requirements, proposals WHICH DO NOT MEET THE MANDATORY REQUIREMENTS, WILL BE ELIMINATED.

Proposals shall remain open and subject to acceptance for 90 days from the date of proposal opening. During this period, respondents may not make material modifications, corrections, or changes (including pricing) to their proposal.

When the item asks for information, provide a detailed response. Do not refer solely to attached sales literature as a response. The University reserves the right to declare the proposal as non-responsive if the respondent fails to respond fully to any part of the RFP.

The University reserves the right to shortlist the respondents on all of the stated criteria. However, the University may determine that shortlisting is not necessary.

The University reserves the right to conduct interviews with some or all of the respondents at any point during the evaluation process. However, the University may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria. The University shall not reimburse the offeror for the costs associated with the interview process.

The University reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any respondent submitting a proposal. Experiences with the University and entities that evaluation committee members represent and that are not specifically mentioned in the solicitation response may be taken into consideration when evaluating proposals.

**Price**

Respondents shall submit pricing in accordance with the Proposal Forms, herein, as well as your own form for any additional pricing you submit.
Evaluation of each proposal submitted shall be made, at minimum, based on the following criteria:

A. Price proposal
B. Quality (Once the bidders are known, samples are to be submitted using Same casts and prescriptions provided by UMKC: lower RPD framework with one Valplast clasp, and full upper denture.)
C. Service Level Proposal (...logistics plan of lab work pick-up and delivery, turnaround time, remake/return policy and guarantee, and electronic case submission capability.
D. Preferences/requirements for submitting cases (specific lab requirements if there are any).
E. Statement of Qualifications
F. References
G. M/WBE Participation

The University will evaluate proposals in four steps:

Step 1: Mandatory Requirements - The first step is a determination of whether a Respondent meets the mandatory requirements. Mandatory requirements will be evaluated on a pass-fail basis. Only those Vendors that meet all mandatory requirements will be considered further.

Step 2: Desirable Specifications / References - The second step consists of the review committee’s evaluation of the Respondent’s ability to meet the desirable specifications and technical requirements. The Vendor should provide a complete response to each desirable specification as part of their proposals using the same numbering scheme used in the RFP. Additionally, Vendor should fully comply with the specification regarding references.

Step 3: Price – Vendors shall indicate on the Proposal Form what their billing prices will be for prescribed services.

Step 4: Final Evaluation – The points awarded from Step 2 and 3 will be totaled for all responsive proposals. The University may decide to interview 1 to 3 firms receiving the most points. After the interviews, if any, the University will reevaluate the proposals the proposal(s) receiving the most points will be declared the best. The University may then negotiate final terms with the Vendor(s) receiving the most points. The University reserves the right to clarify and negotiate issues with each Vendor if necessary to determine the best proposal.
6. DELIVERY

Delivery is essential to the performance of the contract to be awarded hereunder. Bidders shall set forth in their bid the lead-time and manner in which their product will be fully completed and delivered in strict accordance with the specification. If bidder does not set forth their lead-time for delivery their bid may be rejected. All deliveries shall be as proposed and accepted.

All Items must be delivered F.O.B University of Missouri-Kansas City, School of Dentistry, MO, Freight Prepaid and Fully Allowed.

The quantity of each item to be delivered shall be specified by the University of Missouri Procurement Services Department and their authorized representative. The University will be responsible only for those items the successful bidder has been requested to deliver by the University of Missouri Procurement Service Department.

The University reserves the right to return at the bidder’s expense, shipments failing to meet Dental specifications.

Special Conditions

A. Exceptions to the Terms and Conditions

Any proposed modification by the Respondent to any language provided herein must be clearly marked. Respondent must provide proposed substitute language and a statement as to why the Respondent is requesting the modification. All modifications must be accepted, in writing, by Procurement Services. For those proposed modifications which are not accepted, the original wording of the RFP shall prevail.

B. Payment

Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 15 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. Some Departments may prefer to pay for their Services by Credit Card. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

Payment will be made within thirty (30) days after receipt of invoice. Acceptance will be certified by the UM Department of Procurement Services (or their Authorized Representatives), University of Missouri - Kansas City. The Contractor will make application for payment by furnishing the University with an original invoice setting forth the quantity and total value of each job.
Invoices properly prepared and executed by the Contractor are to be sent to the School of Dentistry, University of Missouri-Kansas City, 650 East 25th Street, Kansas City, Missouri 64108, Attn: Linda Wells

C. **Price Adjustment**

The University will review fully documented requests for price adjustment after any Contract has been in effect for the initial three (3) year term and then at subsequent one-year renewal times. Any price adjustment will only be made at the time of Contract renewal and/or extension and will be a factor in the renewal/extension review process. The University will determine whether the requested price adjustment or an alternate option, is in the best interest of the University. Any price adjustment will be effective upon the effective date of the Contract renewal/extension. These will not be automatic price adjustments. The contracted vendor is required to request price adjustments, within the above stated range, in writing no less than 120 days prior to the end of the contract or renewal period.

D. **Term and Renewal**

The term of the contract shall commence upon award and shall remain in effect for a period of three (3) years, unless terminated, canceled or extended as otherwise provided herein. The contractor agrees that the University shall have the right, at its sole option, to renew the contract for five (5) additional one-year periods or portions thereof. In the event that the University exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period with the possible exception of price and minor scope additions and/or deletions.
REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
DENTAL LAB WORK SERVICES
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
FOR
THE UNIVERSITY OF MISSOURI-KANSAS CITY
RFP #16-6038-JS-CK
OPENING DATE: AUGUST 4, 2016
TIME: 2:00 PM, Central Time

Insert your pricing sheet in dollars here.

1. Contractor should state a maximum percentage of pricing increase for each potential annual renewal period of the contract. It will be assumed that a blank response represents no increase in pricing.
   a. Maximum percentage of pricing increase for year 4:__________%
   b. Maximum percentage of pricing increase for year 5:__________%
   c. Maximum percentage of pricing increase for year 6:__________%
   d. Maximum percentage of pricing increase for year 7:__________%
   e. Maximum percentage of pricing increase for year 8:__________%

These will not be automatic price adjustments. The contracted vendor is required to request price adjustments, within the above stated range, in writing no less than 120 days prior to the end of the contract or renewal period.
SUPPLIER REGISTRATION INFORMATION
Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: _____Yes _____No

The term “small business concern” shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a “small business concern”.

WOMAN OWNED BUSINESS (WBE): ______Yes _____No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): _____Yes _____No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh _______ (A)

2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas. _______ (P)

3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa. _______ (B)

4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only. _______ (H)

5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. _______ (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE _____Yes ______No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE _____Yes _____No

Please include what organization your firm has secured certification from with a certification number and date it expires. ____________________________________________
MISSOURI FIRM: _____Yes _____No

A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

BUSINESS TYPE:

Manufacturer _____ (M)
Distributor/Wholesaler _____ (D)
Manufacturer’s Representative _____ (F)
Service _____ (S)
Retail _____ (R)
Contractor _____ (C)
Other _____ (O)

SOLE PROPRIETORSHIP: _____Yes _____No

SUPPLIER’S CERTIFICATION:

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes. The supplier also acknowledges that repeated failure to respond to Invitation to Bids may result in removal from the bid lists.

Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: ________________________________ Date: __________________

SUPPLIER DIVERSITY PARTICIPATION FORM

The contractor/supplier must indicate below the percentage of diverse supplier participation committed to in relation to the total dollar value of the contract. Please provide this information whether the contractor/supplier is awarded one, some, or all of the categories being proposed. Overall the diverse supplier participation must not be contingent upon award of a specific category. The contractor/supplier, if awarded a contract, must be able to achieve the stated participation for the resulting contract regardless of the categories awarded or not awarded. The contractor/supplier must be able to achieve participation stated below for the total value of the awarded contract(s). If the contractor/supplier is a certified diverse supplier, the contractor/supplier may indicate 100% participation below. We also ask that a diverse supplier we contract with directly provide us with any supplier diversity participation your firm does that helps to fulfill the contract. Listed below are definitions of direct versus indirect 2nd Tier spending:

- **Direct 2nd Tier spending:** This is diverse supplier spending by a first tier supplier of goods and/ or services that directly fulfills a UMSSC contract. The principle to follow— if the diverse supplier
spending by the first tier supplier can be traced and tracked specifically to the contract, this is direct 2\textsuperscript{nd} tier spending.

a. Example: Company A is a prime supplier that sells UMSSC Health System medical supplies. Masks that are supplied to fulfill the contract come from a woman-owned business. This would be called direct 2\textsuperscript{nd} tier as the purchase is directly fulfilling the contractual obligation.

b. Example: Company B is a prime supplier of office products to UMSSC. Ink pens that are supplied are provided by a minority-owned business. This would also be direct 2\textsuperscript{nd} Tier. Dollars can be tracked and traced to fulfilling the contract.

- **Indirect 2\textsuperscript{nd} Tier spending:** Calculates the 2\textsuperscript{nd} Tier spending by prorating the prime supplier’s company-wide diverse supplier spending with the percentage of its total business represented by the customer company’s business.

  a. Example: Company A spends $100,000 with a Veteran-owned landscaping company. UMSSC comprises 20% of that company’s/subsidiary’s business revenue. Company A can report $20,000 of the amount spent for landscaping as part of its reporting to UMSSC.

  b. Example: Company B spends $150 million dollars in diverse supplier spending for its enterprise. UMSSC comprises 1% of Company B’s overall revenue. Company B can the report 1% ($1.5 million) as supplier diversity spending to UMSSC.

The contractor/supplier is committing to the following diverse supplier participation on this proposal:

Complete the following table indicating the suppliers that will be used as direct subcontractors to meet the participation levels indicated. If you are committing to indirect 2\textsuperscript{nd} tier spending, please list as “indirect” under supplier name and indicate what percentage you will target. If your company will not have a supplier diversity component, please indicate that below as well.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>% of Contract</th>
<th>Specify 1\textsuperscript{st} or 2\textsuperscript{nd} Tier</th>
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----------THIS FORM MUST BE SUBMITTED WITH THE RESPONSE----------