

SUBMIT OFFER TO: PURCHASING DEPARTMENT UNIVERSITY OF CENTRAL FLORIDA 12479 RESEARCH PARKWAY, BLDG. 600 ORLANDO, FL 32826 Phone: (407) 823-2661 – Fax (407) 823-5551 www.purchasing.ucf.edu		University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form	
Page 1 of _65_ Pages	OFFERS WILL BE OPENED NOVEMBER 7, 2013 @ 2:00pm		ITN NO: 1302ZCSA
and may not be withdrawn within 120 days after such date and time.			
UNIVERSITY MAILING DATE: 8/30/2013	ITN TITLE: Staff Augmentation Services: Network Engineering		
FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER 59-1923316			
VENDOR NAME ADVANCED SYSTEMS DESIGN, INC		REASON FOR NO OFFER	
VENDOR MAILING ADDRESS 2915 KERRY FOREST PARKWAY STE 104			
CITY - STATE - ZIP CODE TALLAHASSEE, FL 32309		POSTING OF PROPOSAL TABULATIONS	
AREA CODE 813	TELEPHONE NO. 758-0754	Proposal tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department, our solicitation web page and the State of Florida's Vendor Bid System and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in UCF Regulation 7.130(5) at http://regulations.ucf.edu/chapter7/index.html shall constitute a waiver of proceedings under that regulation.	
	TOLL FREE NO.		
	FAX NO. 850-385-1934		

Government Classifications

Check all applicable

- | | |
|--|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> American Women |
| <input type="checkbox"/> Asian-Hawaiian | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> MBE Federal |
| <input checked="" type="checkbox"/> Native American | <input type="checkbox"/> Non-Minority |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Pride |
| <input checked="" type="checkbox"/> Small Business Federal | <input checked="" type="checkbox"/> Small Business State |

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the vendor and that the vendor is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting an offer to an agency for the State of Florida, the vendor offers and agrees that if the offer is accepted, the vendor will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.

GENERAL CONDITIONS

1. SEALED OFFERS: All offer sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE OFFER PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the solicitation opening and the solicitation number. Offer prices not submitted on any attached price sheets when required shall be rejected. All offers are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are either automatically rejected with respect to non-compliance with non-negotiable terms and conditions or may be rejected, at UCF's sole discretion, with respect to any other terms and conditions.

2. EXECUTION OF OFFERS: Offers must contain a manual signature of authorized representative in the space provided above. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed. The company name and F.E.I.D. or social security number must appear on each pricing page of the proposal as required.

3. NO OFFER SUBMITTED: If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the company's name from the solicitation mailing list. NOTE: To qualify as a respondent, vendor must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.


AUTHORIZED SIGNATURE (MANUAL)

Dan Carabelas, Sr. Account Manager

AUTHORIZED SIGNATURE (TYPED), TITLE

4. PRICES, TERMS AND PAYMENT: Firm prices shall be negotiated and include all services rendered to the purchaser.

(a) DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net cost for offer evaluation purposes.

(b) MISTAKES: Offerers are expected to examine the conditions, scope of work, offer prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the offerer's risk.

(c) INVOICING AND PAYMENT: All vendors must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Vendors shall submit properly certified original invoices to:

Finance & Accounting
12424 Research Parkway, Suite 300
Orlando, Florida 32726-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel Reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available on the web at <http://www.fa.ucf.edu/forms/forms.cfm#>.

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

Interest Penalties: Vendor interest penalty payment requests will be reviewed by the UCF ombudsman whose decision will be final.

Vendor Ombudsman: A vendor ombudsman position has been established within the Division of Finance & Accounting. It is the duty of this individual to act as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The Vendor Ombudsman can be contacted at (407) 882-1040; or by mail at the address in paragraph 4, (c) above.

The ombudsman shall review the circumstances surrounding non-payment to:

- determine if an interest payment amount is due;
- calculate the amount of the payment; and
- ensure timely processing and submission of the payment request in accordance with University policy.



UNIVERSITY OF CENTRAL FLORIDA

INVITATION TO NEGOTIATE (ITN) NUMBER 1302ZCSA

FOR

Staff Augmentation Services: Network Engineering

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1.0 INTRODUCTION

1.1. *Statement of Objective*

The objective of this Invitation to Negotiate (ITN) is to enable the University of Central Florida (UCF) to enter into an agreement with firms (service providers) to provide UCF with expert data and / or voice network engineering services including, but not limited to; Network Engineer - Senior, Network Architect, Voice Engineer – Senior, Network Engineer - Security, and Network Technician.

Even though this ITN does not seek hourly pricing from Proposers for each engineering level, each Proposer must respond with their capabilities in meeting the objectives of this ITN which includes reaching agreements on terms and conditions. Once Master Agreements are in place for each Proposer and a service need arises, UCF will select the engineering expert level(s) needed for a project and issue informal price quote requests to all service providers. The informal price quote requests will ask for service providers' hourly rate for each of the selected engineering levels needed. From the results of the price quotes, UCF will select the service provider for that particular service and situation. The reason for having multiple service providers on contract for engineering services is because UCF suspects a single firm cannot provide the engineers at a moment's notice due to a firm's prior commitments. The typical time given for Service Providers to respond to Price Quotes is five business days.

The acquired Engineers will perform under the direction of Telecommunications Network Operations personnel. Acquired Engineers will be given access to the network as needed to fulfill the assigned missions.

The first term of the resultant Master contract(s), if any, should begin on/about February, 2014 and end June 30, 2015. This is a 17- month term and aligns itself with UCF's fiscal years after the first term which ends June 30, 2015. There are five (5) additional one-year term extensions each renewable upon mutual consent of both parties. See Section 2.21 Term of Contract for additional details.

Proposers are invited to submit proposals in accordance with the requirements, terms, and conditions of this Invitation to Negotiate (ITN). This ITN sets forth the requirements for all services and solicits responses from vendors to include service descriptions in the specified format.

Successful Proposer(s), if any, should demonstrate proven success in providing network engineering services, service abilities, and capabilities. In addition, successful Proposer(s), if any, will enter into a contract with UCF that provides for the performance of all terms and conditions set forth in this ITN, unless UCF has agreed to accept or negotiate certain terms and conditions, as described in Section 2.3. Non-negotiable terms and conditions (as indicated on Appendix II) must always be performed by the Respondent.

1.2. *Contract Award*

- A. UCF intends to award a contract or contracts resulting from this solicitation to the responsible Respondent(s) whose offer represents the best value after evaluation in accordance with the criteria in this solicitation.
- B. UCF may reject any or all offers if such action is in UCF's best interest.
- C. UCF may waive informalities and minor irregularities in offers received.
- D. UCF reserves the right to evaluate an offer and award a contract without negotiations. Therefore, the offerer's initial offer should contain the offerer's best terms from a cost and technical standpoint.
- E. UCF reserves the right to conduct negotiations with the highest ranked offerer(s).
- F. UCF reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the respondent specifies otherwise in the offer.
- G. UCF reserves the right to make multiple awards if, after considering the additional administrative costs, it is in UCF's best interest to do so.
- H. A written notice of award will be sent to the successful respondent(s).

1.3. UCF Environment

The University of Central Florida (UCF), a member of the State University System of Florida, located in Orlando, Florida, is an urban, public, multi-campus institution granting bachelors, masters and doctoral degrees. There are nearly 60,000 students currently enrolled at UCF. The University employs approximately 10,000 faculty and staff members at the main campus, Regional Campuses and Regional Locations. The UCF remote locations are the following:

Regional Campuses:

- UCF Cocoa (in Partnership with Brevard Community College)
- UCF Daytona Beach (in Partnership with Daytona State College)
- UCF Leesburg (in Partnership with Lake-Sumter Community College)
- UCF Ocala (in Partnership with College of Central Florida)
- UCF Palm Bay (in Partnership with Brevard Community College)
- UCF Sanford/Lake Mary (in Partnership with Seminole State College)
- UCF South Lake (in Partnership with Lake-Sumter Community College)
- UCF Valencia Osceola (in Partnership with Valencia College)
- UCF Valencia West (in Partnership with Valencia College)

Regional Locations:

- UCF Health Sciences Campus at Lake Nona (College of Medicine and Burnett School of Biomedical Sciences)
- Rosen College of Hospitality Management
- Center for Emerging Media
- Executive Development Center
- Florida Solar Energy Center

UCF is heavily involved in Research and Development programs, including the UCF Business Incubation Program. The UCF Business Incubation Program has remote locations in Apopka, Central Florida Research Park, Daytona Beach International Airport, Kissimmee, Orlando, Sanford, St. Cloud and Winter Springs.

1.4 UCF's Current Communications Environment

The University relies heavily on the reliability and performance of its network. UCF is constantly evaluating the value of its network and its ability to support more services riding on the network. The university is growing rapidly and the workload along with the growth. UCF needs to be in the position to acquire additional help and assistance at a moment's notice to complete network projects.

The UCF network is divided into four (4) geographically-based nodes. In addition to the four distribution-layer switching nodes on campus, UCF also has a node serving the Central Florida Research Park. Each node serves the buildings within the geographical areas. These five nodes are meshed with directly connected fiber. Interconnected with the five nodes is the Network Core. UCF's Network Core provides routed access to the Florida LambdaRail (FLR), Internet, and Internet2 circuits, Regional/Remote campus circuits, and the Data Center core network. UCF also has a secondary connection to FLR, Internet, and Internet in the Research Park node.

UCF's network largely consists of Cisco hardware/software especially for the nodes and core routers. UCF has recently implemented Extreme Networks hardware, but only for the building-level access layer networks.

2.0 GENERAL CONDITIONS

2.1. Authorized UCF Representative/Public Notices/UCF Discretion

Respondent's response to this ITN and any communications and/or inquiries by Respondent during this ITN process must be submitted in writing to the individual and address stated below. **Inquiries are preferred via email.** UCF will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 2.2, "Calendar of Events." To the extent UCF determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing and mailed/mailed to all Respondents. UCF shall not accept or consider any written or other communications and/or inquiries (except an offer) made between the date of this deadline and the posting of an award, if any, under this ITN.

**Greg Robinson
12479 Research Parkway
Orlando, FL 32826-3248
Greg.robinson@ucf.edu
PH: 407-823-2661
Fax: 407-823-5551**

Advance notice of public meetings regarding this ITN, if UCF determines at its sole discretion whether any such meetings will be held, will be in writing and posted in UCF's Purchasing Department, 12479 Research Parkway. Additionally, any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation at which a vendor makes an oral presentation or at which a vendor answers questions is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution. This also includes any portion of a team meeting at which negotiation strategies are discussed. All such meetings shall be conducted in

accordance with Chapter 286 of the Florida Statutes. UCF also reserves the right and sole discretion to REJECT any offer at any time on grounds that include, without limitation, either that an offer is nonresponsive to the ITN or is incomplete or irregular in any way, or that a responsive offer is not in UCF's best interest.

2.2. Approximate Calendar of Events

Listed below are the dates and times by which stated actions should be taken or completed. If UCF determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this ITN. All listed times are local time in Orlando, Florida.

Date/Time	Action
08/30/13	Invitation To Negotiate advertised
08/30/13	Invitation To Negotiate released
9/18/13 @ 9:30 AM	Proposer conference and site visit
10/11/13 @ 5:00PM	Last Day to submit communications and/or inquiries in writing only; preferably by email to Greg Robinson (greg.robinson@ucf.edu)
10/18/13	Responses to inquiries and Addenda, if any, mailed to Respondents
11/7/13	Deadline for Offer submission at 2:00 p.m. (ITN opening)

2.3. Respondent Communications and/or Inquiries

- A. UCF is not liable for interpretations/misinterpretations or other errors or omissions made by the Respondent in responding to this ITN. The Respondent shall examine this ITN to determine if UCF's conditions and requirements are clearly stated. If, after examination of the various conditions and requirements of this ITN, the Respondent believes there are any conditions or requirements which remain unclear or which restrict competition, the Respondent may request, in writing, that UCF clarify or change condition(s) or requirement(s) specified by the Respondent. The Respondent must provide the Section(s), Subsection(s), and Paragraph(s), that identify the conditions or requirements questioned by the Respondent. The Respondent also must provide detailed justification for a change, and must recommend specific written changes to the specified condition(s) or requirement(s). Requests for changes to this ITN must be received by UCF not later than the date shown in Section 2.2., entitled "Calendar of Events," for the submittal of written communications and/or inquiries. UCF shall not make any changes to any of the non-negotiable terms and conditions. The non-negotiable terms and conditions are indicated on Appendix II. Requests for changes to the non-negotiable provisions of this ITN shall automatically be rejected. Requests for changes to anything other than the non-negotiable provisions of this ITN may or may not be accepted by UCF and may or may not be negotiated by UCF, all at UCF's sole discretion.
- B. Any Respondent disagreeing with any terms and conditions set forth in this ITN shall indicate on Appendix II, Terms and Conditions Supplemental Offer Sheet, the specific ITN section(s) the Respondent disagrees with and shall provide a clear and detailed reason for the disagreement and a solution to the disagreement, in his/her offer, all PRIOR TO the deadline stated in Section 2.2 "Calendar of Events." UCF may or may not accept or agree to negotiate any of the terms and conditions that Respondents indicated as disagreeing with, all at UCF's sole discretion. The indication of disagreement with any non-negotiable terms

and conditions shall be automatically rejected.

- C. Failure to submit Appendix II and clearly indicating which terms and conditions the Respondent agrees and disagrees with (i.e. failure to initial the designated sections set forth on Appendix II, indicating that the Respondent has either understood and agreed to or disagreed with each particular section listed on Appendix II) and/or clear and detailed reasons for the disagreement, with the offer, all prior to the deadline stated in Section 2.2. "Calendar of Events," shall be grounds for rejection of that offer, at UCF's sole discretion. UCF may or may not accept and/or negotiate any such terms and conditions that the Respondent disagreed with. If UCF decides not to accept any of the terms and conditions the Respondent disagreed with, UCF shall have the right, at UCF's sole discretion to exercise its right to reject the tentative awardee's offer and proceed to the next highest ranked respondent. As noted above, the disagreement with any non-negotiable terms and conditions by the Respondent shall be automatically rejected.
- D. UCF shall at its sole discretion determine what requested changes to this ITN and the resulting agreement are acceptable. Non-negotiable terms and conditions, as indicated on Appendix II will always stay as they are and any requested changes to such clauses shall automatically be rejected. UCF shall issue an Addendum reflecting the acceptable changes to this ITN, if any, which shall be sent to all Respondents as specified in Section 2.1.
- E. Any communications, questions and/or inquiries from the Respondent concerning this ITN in any way must be submitted in writing to the individual identified in Section 2.1 not later than **October 11, 2013 at 2:00 p.m.** Eastern Time as set forth in the Calendar of Events. Written inquiries must be legible and concise and must clearly identify the Respondent who is submitting the inquiry.

2.4. Respondents' Conference and Site Visit

Proposers are invited to attend a conference at UCF to allow Proposers to ask questions.

This conference is scheduled for 9:30AM on 09/18/2013 at 12443 Research Parkway, Suite 202, Orlando, FL 32826.

2.5. Written Addenda

Written Addenda to this ITN along with an Addenda Acknowledgment Form will be mailed to all Respondents. The Addenda Acknowledgment Form shall be signed by an authorized representative of the Respondent, dated and returned with the offer.

2.6. Offer/Proposal Opening Date

Respondent's response to this ITN shall be prepared in accordance with Section 3.0, "Required Offer Format". Offers are due at the time and date specified in Section 2.2, "Calendar of Events" and must be received by UCF's Authorized Representative in UCF's Purchasing Department, Orlando Tech Center, 12479 Research Parkway, Orlando, FL 32826, no later than **2:00 PM on Nov 7, 2013** according to the time clock in UCF's Purchasing Department. Offers or amendments to offer that arrive after 2:00 PM on Nov 7, 2013 will not be accepted/considered for any reason whatsoever. Telephone, including facsimile and electronic mail, and telegraphic negotiations and/or amendments to offers shall not be accepted at any

time. At 2:00 PM on Nov 7, 2013, all timely offers will be opened for the sole purpose of recording the names of the Respondents submitting written offers.

If Respondent elects to mail in his/her offer package, the Respondent must allow sufficient time to ensure UCF's proper receipt of the offer package by the time specified above. Regardless of the form of delivery, it is the responsibility of the Respondent to ensure that the offer package arrives at UCF's Purchasing Department no later than **2:00 PM on Nov 7, 2013**.

Offers will be accepted up to, and no offers may be withdrawn after, the deadline for offer submission time and date shown above. Offers must be delivered in sealed envelopes clearly marked: **ITN #1302ZCSA- Staff Augmentation Services: Network Engineering**. The offer must be submitted in **SIX (8) copies; 2 hard copies and SIX (6) electronic versions on either disc or thumb drive**.

2.7. Proposal Opening Date

Proposals will be opened in UCF's Purchasing Department on the date and at the time shown in Section 2.2., "Calendar of Events."

2.8. Evaluation Criteria and Selection Process

- A. UCF reserves the right to conduct negotiations if the decision maker (Vice President/Dean or his/her written designee(s) with the advice and consent of the Purchasing Director determines negotiations to be in the best interest of the university. Any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution. Discussions with vendors after receipt of an offer do not constitute a rejection, counteroffer or acceptance by UCF.
- B. UCF reserves the right to conduct negotiations with the highest ranked offerer(s). In the event the decision maker determines it to be in UCF's best interest to enter into negotiations, he/she after receiving the advice and consent of the Purchasing Director shall:
 - 1. Establish an evaluation committee tailored for the particular acquisition that includes appropriate expertise to ensure a comprehensive evaluation of offers. The committee will review all responsive offers and develop a ranked order of vendors based on the points given each evaluation criteria contained herein;
 - 2. Develop the acquisition plan (strategy to award with or without negotiations) after review of offers;
 - 3. Ensure consistency among the solicitation requirements, notices to respondents, offer preparation instructions, evaluation criteria, solicitation provisions or contract clauses, and data requirements;
 - 4. Ensure that offers are evaluated based solely on the evaluation criteria contained in the solicitation;
 - 5. Consider the recommendations of the evaluation committee in determining which offerer(s) to enter into negotiations; and
 - 6. Select the negotiation team. This can be the evaluation team or any other individual(s) the decision maker deems necessary for the acquisition. The negotiation team will invite the highest ranked offerer(s) falling within the desired competitive range to enter into negotiations.

- C. All offers shall be initially evaluated based on weighted criteria set forth in the table below by members of an evaluation committee. Such committee shall consist of three (3) or more individuals who have expertise regarding, or some experience with, the subject matter of the ITN or, if none, then individuals who could be characterized as recipients, beneficiaries, or users of the ITN's subject matter. The Vice President/Dean or his/her written designee(s) will appoint the evaluation committee members. Committee members, at the discretion of the Vice President/Dean or his/her written designee(s), shall have the option to meet as a group any time during formulation of the specifications and solicitation stage to discuss and correct any concerns and ambiguities of the solicitation and specifications. This privilege shall be rescinded upon opening of the offers. After offer opening, each evaluation committee member shall function independently of all other persons including, without limitations, the other committee members, and, throughout the entire evaluation process, each evaluation committee member is strictly prohibited from meeting with or otherwise discussing this ITN and any aspect thereof including, without limitation, the offers and their content with any other individual whatsoever. Each evaluation committee member shall conduct an independent evaluation of the offers in accordance with the weighted evaluation criteria set forth in the following Table A:

Table A – Evaluation of Responses

Evaluation Criteria	Max Points
1. EXPERIENCE AND QUALIFICATIONS OF PROPOSER a. Ability of Proposer's organization to meet UCF's needs – See Executive Summary, Corporate Profile, Background, and Financial (Sections 3.1.2 through 3.2.4) 20 points b. Experience in similar size universities (Section 3.2.5) 10 points	30
2. a. RESPONSES TO QUESTIONS AS IT PERTAINS TO THE SERVICE BEING EVALUATED (SECTION 3.2.7) b. RESPONSES TO NETWORK ENGINEERING ROLES (SECTION 3.2.6)	50
3. CONFORMANCE TO ITN's PREFERRED CONDITIONS AND REQUIREMENTS (FAILURE TO CONFORM TO ITN's MANDATORY CONDITIONS AND REQUIREMENTS MAY RESULT IN REJECTION OF PROPOSAL). (SECTIONS 2.0, AND 3.0)	20
Evaluation of Responses Point Total	100

Each evaluation committee member must independently score, in writing, each offer on the form depicted in **APPENDIX I**. Each evaluation committee member shall enter comments, if any, regarding the offer and then sign the completed score forms and deliver them, in a sealed envelope, to the Director of Purchasing, who will forward copies to the Vice Provost for Academic Affairs, or his/her designee. At the time of such delivery to the Director of Purchasing, the evaluation committee members shall cease to participate further in this ITN process unless expressly requested otherwise by Vice Provost for Academic Affairs.

The Vice Provost for Academic Affairs shall review, in the manner and to the extent he/she deems reasonable under the circumstances, the ITN, the offers, and committee members' scoring forms. While not bound to them, the Vice Provost for Academic Affairs may give deference to the scoring forms. Based on what the Vice Provost for Academic Affairs

determines is in the best interest of UCF, the Vice Provost for Academic Affairs will then make the final decision whether or not to recommend the award of a contract to a Respondent to this ITN, negotiate with the highest ranked respondent(s) or cancel the ITN.

The Vice Provost for Academic Affairs may, at any time during this ITN process, assign one (1) or more UCF staff member(s) to assist the Vice Provost for Academic Affairs review prior to his/her decision-making in this process. UCF is not obligated to make an award under or as a result of this ITN or to award such contract, if any, on the basis of lowest cost or highest commission offered. UCF reserves the right to award such contract, if any, to the Respondent(s) submitting an offer that UCF, at its sole discretion, determines is in UCF's best interest.

2.9. Posting of Recommended Selection

A recommendation to award will be posted at such time as the Purchasing Department provides notice of intended decision or until 30 days after a public opening of the offers, whichever is earlier. The recommendation to award a contract, if any, to a Respondent(s) to this ITN will be posted for review by interested parties in the Purchasing Department and will remain posted for a period of seventy-two (72) hours (three (3) business days).

- A. If the Respondent desires to protest the recommendation to award a contract, if any, the Respondent must file with UCF:
 - 1. A written notice of intent to protest within seventy-two (72) hours (three (3) business days) of the posting of the recommended award. UCF shall not extend or waive this time requirement for any reason whatsoever.
 - 2. A formal written protest by petition within ten (10) calendar days of the date on which the notice of intent to protest is filed. UCF shall not extend or waive this time requirement for any reason whatsoever.
- B. Failure to file in writing either a notice of intent to protest or a formal protest by petition within the time prescribed in UCF Regulation 7.130(5), shall constitute a waiver of proceedings under that regulation.
- C. A formal written protest by petition must be accompanied by a Protest Bond payable to UCF in the amount of \$10,000 or 10% of UCF's estimate of the total value of the offered contract, whichever is less. The form of the Protest Bond shall be a cashier's check or money order made payable to UCF.
- D. In addition to all other conditions and requirements of this ITN, UCF shall not be obligated to pay for information obtained from or through the Respondent.

2.10. Offer Validity Period

Any submitted offer, shall in its entirety, remain a valid offer for 120 days after the offer submission date.

2.11. Disposition of Offers; Florida Public Records Law Compliance

All offers become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any offer received in response to this solicitation. Any parts of the offer or any other material(s) submitted to UCF with the offer that are copyrighted or expressly marked as “confidential”, “proprietary”, or “trade secret”, will only be exempted from the “open records” disclosure requirements of Chapter 119, Florida Statutes, if Florida law specifically recognizes these materials as exempt from disclosure. Thus, the mere designation as “confidential”, “proprietary”, or “trade secret” by a vendor does not ensure that such materials will be exempt from disclosure. In the absence of a specific Florida statute exempting material from the public records law, UCF is legally obligated to produce any and all public records produced or received in the course of conducting university business, irrespective of any designation by the vendor of those same records as “confidential”, “proprietary”, or “trade secret.” The ultimate determination of whether a vendor’s claim of “confidential,” “proprietary” or “trade secret” will support an exemption from disclosure will be made by UCF or, potentially, a court. UCF’s selection or rejection of an offer will not affect this provision.

2.12. Economy of Presentation

Each offer shall be prepared simply and economically, providing a straightforward, concise description of the Respondent’s capabilities to satisfy the conditions and requirements of this ITN. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each offer must be on completeness and clarity of content. To expedite the evaluation of offers, it is **mandatory** that Respondents follow the format and instructions contained herein. UCF is not liable for any costs incurred by any Respondent in responding to this ITN including, without limitation, costs for oral presentations requested by UCF, if any.

2.13. Restricted Discussions/Submissions

From the date of issuance of the ITN until UCF announces its intent to negotiate, the Respondent shall not discuss the offer or any part thereof with any employee, agent, or representative of UCF except as expressly requested by UCF in writing. Violation of this restriction will result in REJECTION of the Respondent’s offer.

2.14. Verbal Instructions Procedure

No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any UCF employee. Only those communications that are in writing from the authorized UCF representative identified in Section 2.1. of this ITN that have been approved in writing by UCF’s President or the President’s designee shall be considered as a duly authorized expression on behalf of UCF. Only communications/inquiries from the Respondent that are signed in writing and delivered on a timely basis, i.e., not later than 5:00PM 10/11/13 (Inquiries) or 2:00 PM on 11/7/2013 (Proposal submittals), will be recognized by UCF as duly authorized expressions on behalf of the Respondent.

2.15. State Licensing Requirements

All corporations seeking to do business with the State of Florida shall, at the time of submitting an offer in response to this ITN, either be on file or have applied for registration with the

Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application must be furnished to UCF when submitting the offer. The successful Respondent, if any, shall be on file with the Florida Department of State at the time of execution of a contract resulting from this ITN, if any. Similarly partnerships seeking to do business with the State shall, at the time of submitting such an offer, have complied with the applicable provisions of Chapter 620, Florida Statutes. A statement shall be required indicating that the Respondent is a corporation or other legal entity. If subcontractors are used, a statement shall also be required indicating that all subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes, providing their corporate charter numbers. For additional information, the Respondent shall contact the Florida Secretary of State's Office at (904) 488-9000.

2.16. Parking

Respondent/Vendor(s) shall ensure that all vehicles parked on campus for purposes relating to work resulting from an agreement shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University's Parking Services Department, and parking permits must be purchased by the Respondent/Vendor. Respondent's/Vendor's vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of University's parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of Respondent/Vendor or Respondent's/Vendor's employees. For additional parking information or information regarding parking fees/rates, contact University's Parking Services Department at (407) 823-5812 or online at <http://parking.ucf.edu>.

2.17. Definitions

UCF'S Contract Administrator - The University' designated liaison with the Respondent. In this matter UCF's Contract Administrator will be Greg Robinson.

Respondent/Offerer/Vendor/Contractor/Service Provider/Proposer - Anyone who submits a timely offer in response to this ITN.

Successful Respondent/Contractor - The firm or individual who is the recommended recipient of the award of a contract under this ITN (also synonymous with "Payee", "Offerer", and "Vendor").

Contract/Agreement - The formal bilateral agreement signed by a representative of the University and the Vendor which incorporates the requirements and conditions listed in this ITN and the Vendor's offer.

Acquired Engineer: Any engineer selected by UCF to work for UCF as the result of this ITN Agreement and

Project Manager - After contract award a liaison from the user department will oversee the Contractor's performance and report as needed to the contract administrator. The Project Manager is Andy Hulsey.

2.18. Procurement Rules

- A. UCF has established for purposes of this ITN that the words “shall”, “must”, or “will” are equivalent in this ITN and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by UCF. UCF will, at UCF’s sole discretion, determine whether a deviation is material. Any deviation found by UCF to be material shall result in the rejection of the offer.
- B. The words “should” or “may” are equivalent in this ITN and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a offer, but may result in the offer being considered as not in the best interest of UCF. UCF will, at UCF’s sole discretion, determine whether an offer is considered as not in the best interest of UCF and may or may not reject the offer, all at UCF’s sole discretion.
- C. The Respondent must comply with the instructions cited in Section 2.3. Also, the Respondent must initial the designated sections set forth on Appendix II, indicating that the Respondent has either understood and agreed to or disagreed with each particular section listed on Appendix II. Failure to submit Appendix II with each area marked as set forth above and initialed by the Respondent shall constitute grounds for rejection of the offer by UCF and shall give UCF the right to reject the offer, at UCF’s sole discretion.
- D. The Respondent is solely responsible for the accuracy and completeness of its offer. The Respondent’s errors or omissions, if any, are solely at the risk of the Respondent and may be grounds for rejection of the offer and shall give UCF the right to reject the offer, at UCF’s sole discretion.

2.19. Force Majeure

No default, delay or failure to perform on the part of UCF or the Respondent shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond UCF’s reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay, or failure to perform due to causes beyond UCF’s or the Respondent’s reasonable control, any date or times by which UCF or the Respondent is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of UCF or the Respondent.

2.20. Limitation of Remedies, Indemnification, and Insurance

- A. The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any offer by Respondent to limit the Respondent’s liabilities to the State or to limit the State’s remedies against the Respondent is unacceptable and will result in the REJECTION of the Respondent’s offer.
- B. As an agency of the State of Florida, UCF’s liability is regulated by Florida law. Except for its’ employees acting within the course and scope of their employment, UCF shall not indemnify any entity or person. The State of Florida is self-insured to the extent of its

liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, UCF's liability and indemnification obligations under this ITN and the resulting contract, if any, shall be effective only to the extent required by Florida law; and any provision requiring UCF to provide insurance coverage other than the State of Florida self-insurance shall not be effective.

- C. Respondent(s)/Vendor(s)/Payee(s)/Offerer(s) shall hold the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of Respondent(s)/Vendor(s)/Payee(s)/Offerer(s), its employees, its agents or of others under Respondent's/Vendor's/Payee's/Offerer's control and supervision. If any part of a delivery to the University pursuant to a contract resulting from this ITN is protected by any patent, copyright, trademark, other intellectual property right or other right, Respondent/Vendor/Payee/Offerer also shall indemnify and hold harmless the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whomsoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right.

For all purchases of \$10,000 or below, Respondent/Vendor/Payee/Offerer will have and maintain types and amounts of insurance that at a minimum cover the Respondent's/Vendor's/Payee's/Offerer's (or subcontractor's) exposure in performing a contract resulting from this ITN. For all purchases that exceed \$10,000 (i.e. \$10,000.01 and up) and/or all purchases that require a UCF Safe Form, Respondent/Vendor/Payee/Offerer will have and maintain general liability insurance of one (1) million dollars and Respondent/Vendor/Payee/Offerer shall send a copy of his/her insurance certificate (prior to commencement of his/her performance or delivery hereunder) to the following address by email, fax or mail:

E-mail: ehs@ucf.edu

Fax: 407-823-0146

Mail: University of Central Florida

PO Box 163500

Orlando FL 32816-3500

UCF has the right to deviate from any of the above insurance requirements, if UCF, at UCF's sole discretion decides to do so. If UCF decides to deviate from the above noted insurance requirements, UCF will inform the Respondent/Vendor/Payee/Offerer in writing in those particular circumstances. Unless UCF notifies a Respondent/Vendor/Payee/Offerer in writing that UCF is willing to deviate from the insurance requirements noted above, all of the above insurance requirements shall apply to the Respondent/Vendor/Payee/Offerer. The University and its Board of Trustees shall be listed as additional insured on any certificate issued and the Certificate Holder is to read the following:

University of Central Florida

Board of Trustees

4000 Central Florida Blvd.

- D. **WORKER'S COMPENSATION:** During the contract term, the contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the contract, which, as a minimum, shall be: workers' compensation and employer's liability insurance in accordance with Florida Statutes Chapter 440, with minimum employers' liability limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policy shall cover all employees engaged in any contract work.

Employers who have employees who are engaged in work in Florida must use Florida rates, rules, and classifications for those employees. In the construction industry, only corporate officers of a corporation or any group of affiliated corporations may elect to be exempt from workers' compensation coverage requirements. Such exemptions are limited to a maximum of three per corporation and each exemption holder must own at least 10% of the corporation. Independent contractors, sole proprietors and partners in the construction industry cannot elect to be exempt and must maintain workers' compensation insurance.

2.21. Term of Contract

The overall length of contract resulting from this ITN, if any, shall commence on or about February 2014, and shall end on June 30, 2015. The initial contract period will be 17 months (i.e. February 2014 to June 30, 2015) to align with the University fiscal budgeting cycle. The remaining contract will have five (5) renewal periods consisting of 12 months each running from July 1 through June 30. The University may renew/extend a resultant contract, as mutually agreed to by both parties. No renewal period will exceed the initial term.

2.22. Termination of Contract

UCF may terminate a contract resulting from this ITN without cause on thirty (30) days' advanced written notice to the Payee. The parties to a resultant contract may terminate the contract at any time by mutually consenting in writing. Either party may terminate a resultant contract immediately for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered/goods satisfactorily delivered and accepted from the date of commencement until the effective date of termination.

2.23. Assignment and Amendment of Contract

Neither the contract resulting from this ITN, if any, nor any duties or obligations under such contract shall be assignable by the Respondent without the prior written consent of UCF. Any contract resulting from this ITN may be amended only in writing signed by the Respondent and UCF with the same degree of formality evidenced in the contract resulting from this ITN.

2.24. Independent Parties

Except as expressly provided otherwise in the contract resulting from this ITN, if any, UCF and the Respondent shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with, the other.

2.25. Performance Investigations

As part of its evaluation process, UCF may make investigations to determine the ability of the Respondent to perform under this ITN. UCF reserves the right to REJECT any offer if the Respondent fails to satisfy UCF that it is properly qualified to carry out the obligations under this ITN.

2.26 Records

The Respondent/Vendor/Payee/Offerer agrees to keep and maintain, separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and activities pursuant to a contract resulting from this ITN. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under a resultant contract. University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of a resultant contract, upon reasonable notice to the Payee.

2.27 Public Records

Any contract resulting from this ITN may be canceled unilaterally by the University for refusal by the Respondent/Vendor/Payee/Offerer to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Respondent/Vendor/Payee/Offerer in conjunction with a resultant contract.

2.28. Severability

If any provision of the contract resulting from this ITN, if any, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

2.29. Notices

All notices and all other matters pertaining to the contract resulting from this ITN, if any, to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when actually received by the addressee at the address listed in section 2.1 of this ITN.

2.30. Governing Law and Venue

This ITN and resulting contract, if any, and any disputes thereunder will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered into in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. UCF and Respondent

hereby agree that this ITN and resulting contract, if any, shall be enforced in the courts of the State of Florida and that venue shall always be in Orange County, Florida.

2.31. *Liaison*

UCF's liaison with the successful Respondent, if any, shall be Lou Garcia.

2.32. *Subcontracts*

The Respondent is fully responsible for all work performed under the contract resulting from this ITN, if any. The Respondent may, with the prior written consent of UCF, enter into written subcontract(s) for performance of certain of its functions under such contract. The subcontractors and the amount of the subcontract(s) shall be identified in the Respondent's response to this ITN. No subcontract shall be implemented or effective until approved in writing by UCF. No subcontract(s), which the Respondent enters into under the contract resulting from this ITN, if any, shall in any way relieve the Respondent of any responsibility for performance of its duties under such contract. Respondent is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract. All payments to subcontractors shall be the sole responsibility of the Respondent.

2.33. *Employment of UCF Personnel*

The Respondent shall not, without UCF's prior written consent, knowingly recruit for engagement, on a full time, part time, or other basis during the period of this ITN and any resulting contract, any individuals who are or have been UCF employees at any time during such period, except for UCF's regularly retired employees, or any adversely affected State employees.

2.34. *Conflicts of Interest*

Acceptance of a contract resulting from this ITN shall certify that Payee is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. Payee certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by Payee shall be grounds for cancellation of a contract resulting from this ITN.

2.35. *Equal Opportunity Statement*

The State of Florida and UCF subscribe to equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination on the basis of race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability. Respondent commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that

are applicable to each order placed against the contract resulting from this ITN, if any, regardless of value.

- B. The Respondent, if any, awarded a contract under this ITN shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.
- C. If the Respondent anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, Respondent must complete a Certificate of Non-Segregated Facilities form and attach the form to the offer. A sample certificate is attached as **APPENDIX III**.
- D. If the Respondent anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, and employs more than 50 people, the Respondent must complete and file prior to March 1 of each year a standard form 100 (EEO-1).
- E. If the Respondent anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, and employs more than 50 people, the Respondent must maintain a written program for affirmative action compliance that is accessible for review upon request by UCF.
- F. Respondents shall identify their company's government classification at time of offer submittal (See UCF Form ITN/CS: ITN acknowledgement cover page). Respondent's identity will not foster special consideration during this ITN process; this is only for informational purposes for reporting.

2.36. Waiver of Rights and Breaches

No failure or delay by a party hereto to insist on the strict performance of any term of a contract resulting from this ITN, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of such a contract, but each and every term of such a contract shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in such a contract are cumulative and not exclusive of the remedies provided by law or in equity.

2.37. Headings Not Controlling

Headings used in any contract resulting from this ITN are for reference purposes only and shall not be considered to be a substantive part of such contract.

2.38. Employee Involvement/Covenant Against Contingent Fees

In accordance with Section 112.3185, Florida Statutes, the Respondent hereby certifies that, to the best of its knowledge and belief, no individual employed by the Respondent or subcontracted by the Respondent has an immediate relationship to any employee of UCF who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this ITN or goods or services thereunder. Violation of this section by Respondent shall be grounds for cancellation of such contract. The Respondent also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this ITN or any advantage hereunder upon an agreement or

understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Respondent's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the State to be maintained by the Respondent for the purpose of securing business for Respondent. In the event of the Respondent's breach or violation of this warranty, UCF shall, subject to Respondent's rights under Chapter 120, Florida Statutes, have the right, at its option, to annul any contract resulting from this ITN without liability, to deduct from the charges otherwise payable by UCF under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to UCF under such contract, at law or in equity.

2.39. *Employment of Aliens*

Payee's employment of unauthorized aliens, if any, shall be considered a violation of §§274(e) of the Immigration and Nationality Act. If the Payee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of a contract resulting from this ITN by the University.

2.40. *Site Rules and Regulations*

Respondent shall use its best efforts to assure that its employees and agents, while on UCF's premises, shall comply with the State's and UCF's site rules and regulations, if any.

2.41. *Travel Expense*

Respondent shall not under this ITN or any resulting contract charge UCF for any travel expenses, meals, and lodging without UCF's prior written approval. Upon obtaining UCF's prior written approval, Respondent may be authorized to incur travel expenses payable by UCF to the extent and means provided by Section 112.061, Florida Statutes and applicable UCF policies. Any expenses in excess of the prescribed amounts shall be borne by the Respondent.

2.42. *Annual Appropriations*

The University's performance and obligations under a contract resulting from this ITN are subject to and contingent upon annual appropriations by the Florida Legislature and other funding sources.

2.43. *Taxes*

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Respondent shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this ITN.

2.44. *Contractual Precedence*

The contract that results from this ITN, if any, and any attachments and/or addenda that are executed by University's duly authorized signatory constitutes the entire and exclusive agreement between the parties. Attachments and/or addenda may include, but are not limited to

UCF's Invitation To Negotiate ("ITN") including all the University's ITN specifications, and the Payee's ITN response. In the event of any conflict or inconsistency between before mentioned documents, the order of precedence is:

- A. The Agreement/Contract;
- B. University's ITN and ITN specifications;
- C. Respondent's ITN response; and
- D. Any other attached documents signed by the University's official signatory at the time the Agreement/Contract is executed.

2.45. Use of Contract by Other Governmental Agencies:

At the option of the Vendor/Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities. Each governmental agency allowed by the vendor/contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this offer and subsequent contract award.

2.46. Public Entity Crimes

A person or affiliate who has been placed on Florida's convicted vendor list following a conviction for a public entity crime may not submit an offer on a contract to provide any goods or services to a public entity, may not submit an offer on a contract with a public entity for the construction or repair of a public building or public work, may not submit offers on leases of real property to a public entity, may not be awarded, or perform work as a contractor, supplier, subcontractor, or consultant under, a contract with any public entity, and may not transact business with any public entity in excess of the offer limit for that public entity, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

2.47. Work For Hire

Any work specifically created for the University under a contract resulting from this ITN by the Payee or anyone working on behalf of the Payee (the term Payee shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire," the Payee who created, produced, developed or fabricated the Materials hereunder assigns all of his/her right, title and interest in the Materials to the University.

The University shall own all right, title and interest in the Materials. The Payee agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University's satisfaction and are subject to the University's approval. The Payee bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at

the Payee's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Payee's services hereunder, the Payee must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials.

The Payee hereby represents and warrants that, (a) all applicable laws, rules and regulations have been complied with, (b) the Payee is free and has full right to enter into this P.O. and perform all of its obligations hereunder, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments.

The Payee agrees to indemnify and hold harmless the University and those acting for or on its behalf, the UCF Board of Trustees, the State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and attorneys' fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University's order by the Payee, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Payee's contracts or representations and warranties herein.

2.48. Export Control

The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC), in the performance of a contract resulting from this ITN. The parties agree that no technology, related data or information will be exchanged or disseminated under such a contract nor any collaboration conducted pursuant to such a contract, which are export controlled pursuant to the export control laws of the United States, including the EAR and the ITAR and any other applicable regulations.

The Parties agree that the Payee will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of a contract resulting from this ITN will be in the exclusive possession of the Payee and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of such a contract.

If the Payee wishes to disclose export controlled technology or technical data to the University, the Payee will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information, and (b) any task requiring receipt of such information. In the event the Payee sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the

right to immediately terminate a contract resulting from this ITN. The Payee understands and agrees that to the extent the Payee's personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U. S. government approval.

2.49 *Nonnegotiable Conditions and Requirements*

The University seeks to award a contract from this ITN that complies with applicable law and will be both fair and reasonable to all parties, protecting the best interest of the University, its Board of Trustees, faculty, staff and students. With that goal in mind, we have developed a list of terms and conditions that are either required by law and are thus non-negotiable or have been deemed to be important to the University's interests and are thus non-negotiable. Any discussions seeking to alter or remove such a term or condition from any contract resulting from this ITN shall not be granted to any Respondent. The non-negotiable terms and conditions are listed on Appendix II of this document, and identified with ****non-negotiable****. Respondents that disagree with any of those "non-negotiable" terms and conditions should forego submitting an offer because said offer shall be rejected as nonresponsive to this ITN. Failure to submit Appendix II with the offer constitutes grounds for rejection of the offer and UCF shall have the right to reject said offer, at UCF's sole discretion.

2.50 *Additional Quantities*

The University reserves the right to increase or decrease total quantities as necessary. The University may place additional orders for the same commodities/services solicited under this ITN within 180 days after expiration of the contract resulting from this ITN. Total additional quantities, if any, are unknown.

3.0 REQUIRED OFFER FORMAT

3.1. *Introduction*

The Respondent shall not alter the ITN in any way and shall not reproduce all or any part of the ITN in its offer document. The contract, if any, resulting from this ITN shall attach the entire ITN and incorporate the ITN by reference.

To facilitate analysis of its offer, the Respondent must prepare its offer in accordance with the instructions outlined in this section. If Respondent's offer deviates from these instructions, such offer may, at UCF's sole discretion, be REJECTED.

UCF EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT. **The Respondent must use sections and tabs that are clearly identified and also must number and label all parts, pages, figures, and tables in its negotiation. Additional tabs may be appended which contain any other pertinent matters that the Respondent wishes UCF to take into consideration in reviewing the offer. Respondent's response to this ITN must be sent to UCF's Authorized Representative at the address listed in Section 2.1 above.**

3.1.1 General Scope of Work and Process Expected

UCF is seeking to establish Master Agreements/contracts with several firms for Network Engineering / Staff Augmentation Services. Even though this ITN does not seek pricing from Proposers, this ITN does seek information Proposers' service capabilities. Proposer provided information will be used by evaluators to quantify Proposers' capabilities. This ITN is also to establish mutually agreeable terms and conditions; however, some terms and conditions are not negotiable and are denoted in this ITN. No additional Terms & Conditions will be allowed once agreements are in place.

Once Master Agreements are in place for each selected Proposer and a service need arises, UCF will issue Price Quote Requests (via email) to all service providers. Each provider must acknowledge the receipt of the Price Quote Requests by replying to the email. The Price Quote Requests will denote what type(s) of Network Engineering skills/class are needed (See Section 3.1.2) and a brief scope or description of work. The description of work may be general or specific, depending on the need. The scope may range from needing an engineer to perform "Tier 1" level work such as installing a network to needing an engineer with the appropriate skills to analyze and design a data center. An engineer may be needed for an indefinite period of time performing one or several projects. Thus, a Price Quote Request may or may not provide the length of the assignment. UCF will give each service provider five business days to respond to the Price Quote Requests by submitting their hourly rate for each class of engineer specified in the Price Quote Request. From the results of the returned Price Quote Requests, UCF will select the service provider for that particular service and situation. UCF cannot guarantee any level of service commitments as the result of establishing Master Agreements with service providers.

Acquired Engineers are to be supervised by UCF managerial personnel and given assignment(s). Acquired Engineers are to be treated as if he / she are a member of the UCF Network Team working alongside UCF engineers. They are to be provided access rights to any and all network devices as needed. Engineers are to be provided with physical access via programmed key-cards to Telecommunications' Research Park office Suite. Access to other UCF buildings on and off campus will be controlled and managed by Telecommunications. Acquired Engineers will be provided office and desk space. UCF will extend the use of state vehicles to acquired engineers as long as the engineers have valid Florida driver licenses. Acquired Engineers are to provide weekly time sheets / reports on hours expended on assigned tasks. UCF fully expects engineers to provide suggestions / recommendations on problem / issues resolution.

Some assignments may be considered "projects" requiring detailed planning, milestone creation, weekly updates, etc. In such cases, UCF may or may not provide such a plan and expects the Acquired Engineer to develop the plan. If UCF determines that a formal plan is needed due to the projects perceived complexity and scope, UCF will direct the Acquired Engineer to investigate the situation and formulate the work plan.

It will be obvious to UCF if an Acquired Engineer is not performing well. Immediate actions will be taken by UCF that may require UCF requesting the service provider to remove the engineer from the assignment. This decision to take action will be solely UCF's decision and will be final - not negotiable by the service provider. UCF may or may not request a replacement engineer from the same service provider.

Other situations that will require the removal of Acquired Engineers is inappropriate behavior. Such behavior includes, but not limited to: suicidal behavior, self-injury, threats to harm others, disruptive behavior, and intoxication by alcohol or other drugs, and stealing.

Service Provider invoicing shall be submitted to UCF within 30 days of completing a specific assignment / project. If the assignment or assignments are continuous in nature spanning weeks and / or months, service providers shall be able to invoice UCF on a monthly basis. Invoices are to denote the following at a minimum:

- Project or assignment name
- Engineer name
- Engineering Class (See Section 3.1.2)
- Number of hours worked

All invoices are to be delivered to the following address:

CS&T Telecommunications
ATTN: Vicki Vitale
12443 Research Parkway, Suite 202
Orlando, Florida 32826
407-823-4200

3.1.2 Contract Document Structure

Master Agreement: The Master Agreement is where all the terms and conditions (T&Cs) that are applicable to all services are contained. No other documents will contain any additional general provisions (T&Cs) that over-rule the T&Cs contained in the Master Agreement. **The Master Agreement sets the precedence and is the umbrella document.** UCF wants to avoid delays in acquiring services. UCF's network is continually growing. The current staff resources are not capable of keeping pace with the workload.

UCF should not issue a notice to proceed to any company prior to all applicable contracts/agreements being signed and approved. A company's acceptance of said notice to proceed and the furnishing of services prior to said contracts/agreements being signed and approved will be considered a gift to UCF and the affected company shall receive no payment for said provided services.

3.2 *Respondent/Offer Submittal Sections*

Proposers are to describe their experience, qualifications, and ability to meet UCF's needs in this Section 3.0.

3.2.1 Executive Summary

Describe the key elements of your proposal. Describe why your company believes it can provide and is qualified to provide the engineering services as described in this ITN. (See Section 3.1.2) Thus, you must clearly identify the engineering services that you are capable of providing. Highlight any major features, functions, value-adds, and areas of support that differentiate your service offering from your competitors' offerings.

Proposer Response:

ASD has been providing outstanding service to state and local government agencies for over 34 years, including solutions ranging from management consulting to complete network infrastructure redesign. Our success in government service is directly attributed to our dedication to understanding our clients' needs and providing solutions that meet those needs.

ASD currently has infrastructure projects supporting the Mississippi State Department of Health (MSDH) central data center, the Florida Department of Management Services (FDMS) network, and Citrus Connection (the Lakeland Transit Authority). ASD has held the MSDH data center management contract since 1998 with outstanding performance, and as a result MSDH has one of the most stable information infrastructures in the state health system. FDMS has enjoyed superior network support and performance for the past 13 years under ASD's leadership. Since taking over WAN management of the FDMS network, we have achieved a previously unmatched level of network availability and dependability. Additionally, at the Hillsborough Area Regional Transit authority (HART), we provided network design and support services for a complete change in network equipment (3Com to Cisco), a layer 2 redesign to implement a switch hierarchy, and change in routing protocol (OSPF to EIGRP).

In addition ASD provides senior level web service architectural support for the Department of Veterans Affairs (VA) Veterans' Benefits Network (VETS.net) and the Inter Program Office's (IPO) effort to provide a single portal for VA and DOD health records.

Our client-centric management team includes Cisco network specialists with backgrounds supporting Global Networks for AT&T and IBM, who will be directly involved in management in support of the network projects for UCF.

The combination of these factors shows ASD's history of supporting infrastructure for large state and federal agencies in addition to having the right management oversight and dedication to clients.

3.2.2 Corporate Profile

Provide an overview and history of your company. Describe the organization of your company that includes organizational structure.

Proposer Response:

ASD is a state certified Disadvantaged Business Enterprise (DBE) and Minority Business Enterprise (MBE), as well as a federally certified Service-Disabled Veteran-Owned Small Business (SDVOSB), and Small Disadvantaged Business (SDB) enrolled in 8(a) Business Development that opened its doors in 1979 as an Information Technology solution provider for the state of Florida in Tallahassee. We have served a number of Florida State and local government agencies during the last 34 years, providing outstanding service in project management, software development, and infrastructure support. Since our inception, we have expanded into several agencies in the states of Georgia, Mississippi, and Alabama in addition to several federal agencies.

ASD's staff has been assembled from the most senior ranks of the military services, civilian federal agencies, and the private sector. These recognized leaders have held responsible positions and have demonstrated accomplishments in managing complex projects that met or exceeded customer requirements and were completed on time or early and within or under budget. ASD projects have typically required integration with multiple federal agencies, and/or state and local agencies. The ASD staff is ready to provide UCF with a range of capabilities, from subject-matter-expert consultancy to day-to-day on-site operations. Specifically, to the needs of this ITN, many of our staff members have extensive experience in network support and operations.

ASD maintains its executive headquarters in Tallahassee, Florida with regional branches in Tampa Bay, Florida; Atlanta, Georgia; and Washington, DC. In order to better serve the diverse needs of our clients we have created the State and Local Government Division and the Federal Government Division, each tailored to the specific needs of its clients.

3.2.3 Company Background

Provide information on company size, industrial track record, financial stability, years in business, etc. What is your company's capacity in providing the resources in both management and technical to deliver the services to UCF?

Proposer Response:

ASD is a privately held corporation with 34 years of experience as an IT and Management Services contractor for state, local, and federal government agencies. ASD has capabilities and a core competency in all functional areas related to Information Technology and has provided solutions that improve outcomes, increase efficiencies, and reduce costs for both federal and state agencies.

In Florida, we have served Florida Department of Health, Florida Department of Corrections, Florida Department of Law Enforcement, Florida Department of Education, Florida Department of Management Services and Florida Department of Transportation. We have similar depth in past performance with the states of Alabama and Mississippi. Our local government experience includes work with county governments including Hillsborough County in Florida and Columbia County in Georgia, and work with city governments including Birmingham, Alabama; Louisville, Kentucky; and Miami, Florida. Additionally, we have worked with a number of universities including Auburn University and the University of Alabama. Our US Federal government experience includes projects for the VA, US Department of Defense (DoD), US Navy, National Aeronautics and Space Administration (NASA), and Federal Deposit Insurance Corporation (FDIC).

Providing high-caliber resources with the skill sets and experience needed to exceed UCF expectations is a responsibility we undertake with great care and investment. We recognize the importance of providing uninterrupted staffing and consulting services to UCF and our recruiting process is designed to meet staffing needs within a short period of time.

ASD maintains and expands our level of success with our ability to consistently attract and retain leaders in the Information Technology fields. With a low turnover, only 8% in the past three years, ASD has proved that our recruiting process provides the best possible match between candidates and career opportunities, creating a highly stable workforce. By utilizing personalized networking strategies and modern technology-driven methods, this process provides time and cost savings.

ASD has a generous employee referral program to encourage current employees to promote our company to individuals with superior skills and experience. We educate our employees regarding open and potential positions so they are able to properly market to potential referral prospects. Because of this proactive approach, qualified job-seekers are prescreened by existing well-informed employees, and the referred candidates are frequently the best match to our openings.

When vacancies cannot be filled from within, ASD recruits external candidates through a number of outlets including trade and professional organizations, networking events, government and university job boards, as well as staffing companies. Our corporate recruiters are responsible for the initial screening of applications to determine which candidates meet the qualifications for a given position and should move on to an interview with the hiring manager. Applicants who are qualified but not an ideal match for the available position are screened,

technically assessed, background checked, rated, and identified by the hiring manager for future opportunities following Equal Employment Opportunity (EEO) guidelines.

For positions that need to be filled immediately, we utilize a referral bank that notifies appropriate groups of employees or contacts from our database containing thousands of candidates in over 200 job classifications. In addition to referral banks, ASD uses corporate recruiters to create job bidding and postings, send alerts to previously screened candidates, and to create listings on the company website and appropriate Internet job boards. Our personal approach to contacting, tracking, and matching candidates with opportunities helps us build relationships with excellent candidates who join us when the right position arises.

We also capitalize on our reputation for drawing top talent to our website to apply directly to our openings. This is an effective way for qualified candidates to find out more information about our company, our current career opportunities, our history, and our values. ASD also utilizes online job boards, technology specific job boards, and government and university job boards to appeal to candidates familiar with UCF's needs. We also strive to stay current using social media marketing through LinkedIn and other appropriate outlets, such as Twitter.

Because of the structure utilized in our recruitment process - careful career matching, selection methodology, and competitive compensation and benefits - we are able to secure the most qualified employees for timely availability of personnel.

With core competencies in IT consulting, software development, management consulting, IT Infrastructure, and Cloud Solutions, ASD will deliver skilled employees and a dedicated and experienced management team committed to contract success. ASD offers comprehensive solutions with minimal risk and a maximum return on investment.

Provide financial information on your company (e.g., annual report, 10-K).

Proposer Response:

LOUIS A. JONES C.P.A., P.A.

6264 Old Water Oak Road
Tallahassee, FL 32312

Office Phone: 850-893-8811

Fax#: 850-893-9754

INDEPENDENT AUDITOR'S REPORT

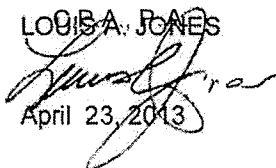
To: The Board of Directors of Advanced Systems Design, Inc.
2915 Kerry Forest Parkway-Suite 104
Tallahassee, FL 32309

We have audited the accompanying balance sheet of Advanced Systems Design, Inc. (an S- Corporation) as of December 31, 2012 and the related statements of income, retained earnings, and cash flows for the year then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with **U.S. Generally Accepted Auditing Standards**. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Advanced Systems Design, Inc. as of December 31, 2012 and the results of its operations and its cash flows for the year then ended in conformity with generally accepted accounting principles.

LOUIS A. JONES



April 23, 2013

Over 40 Years Public Accounting Experience
Providing Audit, Accounting, Tax and Management Services

ADVANCED SYSTEMS DESIGN, INC.
BALANCE SHEET
AT DECEMBER 31, 2012

ASSETS CURRENT ASSETS

Cash in Banks	\$	519,622	
Accounts Receivable		1,048,167	
Total Current Assets			1,567,789

FIXED ASSETS

Property and Equipment- Net of Depreciation			247,594
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OTHER ASSETS

Deposits		2,644	
Investments		207,100	
Total Other Assets			209,744

TOTAL ASSETS

\$ 2,025,127

LIABILITIES AND STOCKHOLDERS' EQUITY CURRENT

LIABILITIES

Accounts Payable and Other Current Liabilities	\$	118,911	
Current Portion of Long Term Debt		35,760	
Total Current Liabilities			154,671

LONG TERM DEBT

Notes Payable Banks			259,138
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TOTAL LIABILITIES

413,809

STOCKHOLDERS' EQUITY

Capital Stock-1000 shares noper authorized			
110 issued and outstanding		110	
Paid in Capital		345,000	
Retained Earnings		1,266,208	
Total Stockholders' Equity			1,611,318

TOTAL LIABILITIES AND
STOCKHOLDERS' EQUITY

\$ 2,025,127

See Accompanying Accountant's Report and Notes to the Financial Statements

ADVANCED SYSTEMS DESIGN, INC.
STATEMENT OF INCOME and RETAINED EARNINGS
FOR THE TWELVE MONTH PERIOD ENDED DECEMBER, 31 2012

INCOME		
Consulting Services - 8(A) Services	\$	621,186
- Non 8(A) Services		<u>9,885,426</u>
TOTAL SERVICES		10,506,612
COST OF SALES		
Direct Labor Cost	\$ 5,029,991	
Cost of Products	604,450	
Independent Contractors	945,793	
Other Direct Cost	<u>175,387</u>	
TOTAL COST OF SALES		<u>6,755,621</u>
		3,750,991
GROSS PROFIT		
EXPENSES		
Salaries and Wages	1,079,851	
Payroll Taxes	439,928	
Rent	46,094	
Depreciation	84,033	
Interest	30,650	
Insurance	46,094	
Other Taxes and Fees	6,107	
Management & Sales	92,088	
Marketing	67,854	
Recruiting	65,095	
Training	33,674	
Employee Benefits	851,113	
Building Maintenance	5,865	
Office	53,153	
Professional Services	37,717	
Communications	19,861	
Utilities	5,865	
Travel	44,824	
Other Expenses	44,685	
TOTAL EXPENSES	\$	<u>3,054,551</u>
NET INCOME OR (LOSS) FROM OPERATIONS	\$	<u>696,440</u>
OTHER INCOME		
Interest Income	42	
TOTAL OTHER INCOME		<u>42</u>
NET INCOME	\$	<u>696,482</u>
Retained Earnings Beginning of Year		769,726
Less: Stockholder's Distributions		<u>{200,000}</u>
RETAINED EARNINGS END OF YEAR	\$	<u>1,266,208</u>

See Accompanying Accountants' Report and Notes to the Financial Statements

ADVANCED SYSTEMS DESIGN, INC
STATEMENT OF CASH FLOWS
FOR THE TWELVE MONTHS PERIOD ENDED DECEMBER 31, 2012

CASH FLOWS FROM OPERATING ACTIVITIES

Net Income	\$	696,482
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Adjustments to reconcile net profit or (loss) to cash provided by operating activities:

Depreciation and Amortization		84,033
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Changes in operating assets and liabilities:

Accounts Receivable-Decrease	994,611
Accounts Payable and Accrued Expenses- Decrease	(1,087,255)
Decrease in Deposits	5,316

NET CASH FLOWS FROM OPERATIONS

693,187

INVESTING ACTIVITIES

Purchase of Fixed Assets	(84,764)
Purchase of Non-Current Investments	(207,000)

Net cash used in investing activities

(291,764)

FINANCING ACTIVITIES

Principle payments on long-term debt	(15,257)
Payment Short-Term Loans	(398,859)
Stockholder Distributions	(200,000)

Net cash used for financing activities

(614,116)

Net increase or (decrease) in cash and cash equivalents

(212,693)

Cash Beginning of Year

732,315

Cash End of Year

\$ **519,622**

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Interest Expense for 2012 \$30,650

See Accountant's Report and Notes to the Financial Statements

ADVANCED SYSTEMS DESIGN, INC NOTES TO FINANCIAL
STATEMENTS DECEMBER 31, 2012

NOTE A-SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of Advanced Systems Design, Inc (the Company) is presented to assist in understanding the Company's financial statements. The financial statements and notes are representations of the Company's management who is responsible for their integrity and objectivity

NATURE OF OPERATIONS-the Company provides employee support in the information technology industry.

BASIS OF PRESENTATION – The Accompanying financial statements have been prepared in conformity with generally accepted accounting principles using the accrual basis of accounting.

CASH - consists of a number of Company checking and money market accounts. These accounts have no restrictions other than signature authority.

PROPERTY and EQUIPMENT - Property and equipment are carried at cost. Depreciation of property and equipment is provided using the straight-line method for financial reporting purposes at rates based on estimated useful lives for assets with useful lives over 5 years.

For those assets with shorter useful lives, due to technology obsolescent, such as small computers and computer programs, are written off using the fastest write off method available under the IRS code.

INCOME TAXES - the Company is a Sub-Chapter S corporation, which passes the Company's net income through to its stockholders. Therefore, no income taxes are accrued on the Company's financial statements.

NOTE B - ACCOUNTS RECEIVABLES

Accounts receivables consist of amounts due from contracts, most of which are with government agencies. The company writes *off* annually those accounts which it believes to be uncollectible. A summary of the accounts receivable aging follows:

Current	\$ 996,108
0-31 days	49,059
TOTAL	<u>\$ 1,048,167</u>

NOTE C-PROPERTY and EQUIPMENT

Property and equipment are summarized by major classifications as follows:

Computer equipment and software	\$ 392,675
Aircraft	643,441
Vehicles'	68,419
 TOTAL	 \$ 1,104,535
Less accumulated depreciation	856,941
 Net property and Equipment	 \$ 247,594

NOTE D – CURRENT LIABILITIES

Current liabilities consist of the following:

Accounts payable	\$ 933,154
Payroll liabilities	273,012
 TOTAL	 \$ <u>1,206,166</u>

All payables are current.

NOTE E – OTHER ASSETS-INVESTMENTS

Investments consist of 19,850 shares of non-public closely held bank stock. There is no listing for the stock on any exchange but it is being offered privately at prices higher than the company paid. The investment is carried at cost.

NOTE F - LINE OF CREDIT

The Company acquired a \$ 400,000 line of credit from a local bank. The line bears interest at the rate 5.5%. There is no outstanding balance currently.

NOTE G-LONG TERM DEBT

Loan-term debt consists of the following:

Bank note payable \$ 2,980 per month including interest@ 6.65%, collateralized by a Columbia aircraft.	\$ 294,898
Less amount due in one year	(35,760)
	\$ 259,138

Maturities of loan-term debt are as follows:

Year ended
December 31, 2011

2013		35,760
2013-Maturity	238,635	
	\$ 310,155	

NOTE H-STOCKHOLDERS' EQUITY

As noted earlier, the Company is an S-corporation, which passes through its income to the Shareholders rather than being taxed directly to the Company.

The income is distributed to shareholders from time to time to cover the shareholders' taxes and as other items. The distribution of income comes out of retained earnings which will reduce the Company's equity by the distribution. Total distributions for 2012 were \$200,000.

NOTE I - LEASING ARRANGEMENTS

The Company conducts its operations from facilities that are leased under an operating lease for a term of two years, with an option to renew, for three one year periods.

The following is a schedule of future minimum rental payments required under the leases as of December 31, 2012

<u>Year Ending December 31</u>	<u>Amount</u>
2013	45,000

NOTE J - ECONOMIC DEPENDENCY

The Company obtains approximately 95% of its revenues from State and Federal agencies, which requires a certain amount of involvement with State legislatures and Federal agencies through direct contact or other representation.

If the political or economic environment should deteriorate, the Company's revenue stream could be materially affected.

NOTE K- PENSION PLAN

The Company provides employees with the opportunity to contribute to a 401K plan, where by the employees may contribute up to 20% of their gross income.

The Company matches their contributions up to 10% of 6% of the employee's gross pay, not to exceed statutory limits.

3.2.5 Reference Accounts

List three accounts with networks similar to UCF needs. University and/or College accounts would be a plus. Proposers must include:

- Company/University name and address
- Network services rendered and length of service

Proposer Response:

Mississippi State Department of Health (MSDH)

Reference Account #1	
Company Name	Mississippi State Department of Health
Company Address	570 East Woodrow Wilson Drive Jackson, MS 39216
Network Services Rendered	Assists with the agency datacenter in installing, monitoring and managing 100+ Microsoft 2000 through 2012 Server, both physical and virtual; approximately 3500 users; and application needed by various departments within. Environment consists of Microsoft mixed mode of 2003 and 2008 Active Directory with 2003 Exchange; Clustered SQL and HyperV hosts, misc DAS, NAS, and iSCSI storage to include Lefthand and Datacore; back up servers using BackUp Exec and Unitrends B2D.
Length of Service	1998 - Present

Florida Department of Management Services (FDMS)

Reference Account #2	
Company Name	Florida Department of Management Services
Company Address	Office of the Secretary 4050 Esplanade Way Tallahassee, Florida 32399-0950
Network Services Rendered	<ul style="list-style-type: none">• Provide WAN administration support to state-wide computer network.• Provide administrative and technical support for large data center and NAP (Network Access Point) move into new facility.• Create online information system (HTML, SQL DB, Graphical Representations) for a new data center to include equipment, network, and power distribution systems.

	<ul style="list-style-type: none"> • Provide in-house training in network troubleshooting and concepts, and PERL programming. • Manage NAP and advice with policy-making for operational aspects of production network.
Length of Service	2000 - Present

Hillsborough Area Regional Transit (HART)

Reference Account #3	
Company Name	Hillsborough Area Regional Transit (HART))
Company Address	1201 E. Seventh Ave. Tampa, FL 33605
Network Services Rendered	<p>Complete redesign and implementation.</p> <ul style="list-style-type: none"> • Change infrastructure to create a switching hierarchy. • Migration from a 3Com based Network to a Cisco based network including replacement of routers, switches, and firewalls. • Support the installation of a complete Cisco VoIP phone system. • Migrate from OSPF to EIGRP for LAN and inter-campus routing. • Optimize external route advertising with BGP. • Increase security by adding dynamic access lists. • Increase availability of interconnectivity by adding conditional route map statements. • Create complete and accurate Network documentation to include layer 2 and layer 3 network diagrams. • Create a dedicated Storage Area Network (SAN) to increase reliability and performance of access to network storage.
Length of Service	2010-2012

3.2.6 Network Engineering Roles

UCF has outlined some network engineering roles that are to be used by Proposers in responding to this ITN. However, UCF realizes that these roles are not an exhaustive list of skill sets that may be required to meet business needs. Updates and exceptions will be allowed as UCF gains experience in managing a Network Engineering Service Contract. All selected firms will be continuously updated as new

engineering classes are defined.

Network Engineer Class	Responsibilities, Skill Sets, and Certifications	Describe your ability to provide.
Network Architect – the planner and standard initiator	A Network Architect focuses on high-level design, planning, and standard development and solutions using current and emerging technologies. Develops and publishes network standards, Data Center standards, DMZ designs, and strategic plan(s) to be followed by the Network Engineers. Translates business requirements into network or process designs. Plans and recommends network hardware, systems management software and architecture. Approves and modifies network design and architecture to ensure compliance. Evaluates and recommends new products, maintains knowledge of emerging technologies for application to the enterprise. Monitors network performance, ensures capacity planning is performed, and is proactive in assessing and making recommendations for improvement. Performs troubleshooting procedures and designs resolution scripts. Have appropriate levels of nationally recognized network and IT certifications. Some examples of Certs may include: Cisco Certified Network Professional (CCNP), Cisco Certified Internetworking Expert (CCIE), Extreme Networks Specialist – Data Center (ENS-DC), Cisco Certified Design expert & Cisco Certified Design Architect (CCAr)	ASD is currently charged with management oversight of the Mississippi State Department of Health central data center. We provide Architectural support as well as daily network management. For short term UCF Architecture projects, we will call on these resources for immediate support. For longer term projects, ASD will leverage its 34 years of staffing and solution experience in addition to partnering with a leading staffing firm to provide the correct resource to support a long term project. Candidates for this position would be local to UCF and possess the proper certifications based on project requirements, no fewer than 12 years of experience in an enterprise level network environment, and no fewer than 5 years of specific network architecture experience in an enterprise level network.
Network Engineer	A Network Engineer designs and implements computer networks resulting in reliable and high-performing networks integrating LAN, WAN, Internet, Wireless, Voice, and	ASD has supported several agencies with Network Engineering services. This support has ranged from providing structured wiring implementation, to lightweight wireless trouble shooting, to

Network Engineer Class	Responsibilities, Skill Sets, and Certifications	Describe your ability to provide.
	<p>intranet components. Configures and maintains routers, switches, and hubs for the network systems (including wireless and VoIP). Follows standard practices and procedures in the design of networks and analyzing situations involving readily identifiable problems. Assists in the planning of large scale systems projects through vendor comparison and cost studies. Have appropriate levels of nationally recognized network and IT certifications. Some examples of Certs may include: Extreme Networks Specialist (ENS), CCNA & Extreme Networks Associate (ENA), CCENT & CompTIA Network</p>	<p>Cisco VoIP deployment support. Candidates for this position would be local to UCF and possess no fewer than 5 years of experience in an enterprise level network environment and no fewer than 2 years of specific experience relating to the specific project they would be supporting. ASD will maintain a roster of vetted candidates with various levels of experience and certification for this category.</p>
Network Engineer-Senior	<p>A Network Engineer Senior designs and implements computer networks resulting in reliable and high-performing networks integrating LAN, WAN, Internet, Wireless, Voice, Data Centers, and intranet components. Configures and maintains routers, switches, and hubs for the network systems (including wireless and VoIP). Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large scale systems projects through vendor comparison and cost studies. Requires expert knowledge of LAN/WAN systems, networks, and applications. Have appropriate levels of nationally recognized network and IT certifications. Examples Certs as follows: Cisco Certified Network Professional (CCNP) & CCIE, Extreme Networks Specialist (ENS), CCNA & Extreme Networks Associate (ENA)</p>	<p>ASD is currently charged with Senior Network Engineering for the Florida Department of Management Services (FDMS) network. We provide Senior Network Engineering support as well as daily management network engineering staff. For short term UCF Engineering projects, we will call on these resources for immediate support. For longer term projects, ASD will leverage its experience to provide the correct resource to support a long term project. Candidates for this position would be local to UCF, possess the proper level of certification according to project requirements, and possess no fewer than 9 years of experience in an enterprise level network environment and no fewer than 5 years of Senior Network Engineering experience in an enterprise level network.</p>

Network Engineer Class	Responsibilities, Skill Sets, and Certifications	Describe your ability to provide.
Network Technician - Senior	<p>Responsible for the operational support and maintenance of existing network systems (including wireless and VoIP). Performs network upgrades using previously established designs. Performs network performance analyses. Proactively monitors networks to provide stable, dependable network services across multiple platforms. Configures and troubleshoots computer networks. Maintains LAN/WAN/wireless/VoIP operations by working with network facility and hardware/software vendors to ensure timely problem resolution. Maintains and utilizes network management applications to identify network faults, to ensure the provision of data or other telecommunications access to customers, and the movement of information from one location to the other. Have appropriate levels of nationally recognized network and IT certifications. Examples Certs as follows: Extreme Networks Specialist (ENS), CCNA & Extreme Networks Associate (ENA), CCENT & CompTIA Network</p>	<p>ASD has supported several agencies with Network Technical Services. This support has ranged from providing wiring trouble shooting to Cisco VoIP support. Candidates for this position would be local to UCF, possess the proper level of certification depending on the project requirements, possess no fewer than 3 years of experience in an enterprise level network environment and no fewer than 2 years of specific experience relating to the specific project they would be supporting. ASD will maintain a pool of pre-cleared, available resources for this labor category. These resources will be segregated into short term and long term availability. We will maintain regular contact with these resources to ensure they are available when needed.</p>
Network Engineer – Senior - Wireless	<p>A Network Engineer – Senior with experience, training, and skills with Wireless LANs. Designs and implements computer networks resulting in reliable and high-performing wireless networks. Troubleshoot and evaluate existing wireless configurations and systems and present solutions. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large scale systems projects through vendor</p>	<p>ASD has supported both 3com and Cisco lightweight wireless Networks on single site and multiple site implementations. We have helped solution and trouble shoot wireless networks with a wide variety of configurations. For short term projects, ASD will draw from internal resources as needed to satisfy the requirements for a given project. For long term projects, ASD will maintain a pool of vetted, available resources for this labor category. We will maintain regular contact with these resources to ensure</p>

Network Engineer Class	Responsibilities, Skill Sets, and Certifications	Describe your ability to provide.
	comparison and cost studies. Requires expert knowledge of LAN/WAN and wireless systems, networks, and applications. Have appropriate levels of nationally recognized network and IT certifications. Example Certs as follows: CCNP & CCIE Wireless, Extreme Networks Specialist Wireless (ENS-W), CCNA-wireless	they are available when needed. Candidates for this position would be local to UCF, possess the proper level of certification depending on the project requirements, possess no fewer than 7 years of experience in an enterprise level wireless network environment, and no fewer than 3 years of specific experience relating to the design and support of wireless networks.
Network Engineer – Senior - Voice	A Network Engineer – Senior with experience, training, and skills with IP Telephony. Designs and implements computer networks resulting in reliable and high-performing IP Telephony service with or without unified communications applications. Troubleshoot and evaluate existing IP Telephony configurations and systems and present solutions. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large scale systems projects through vendor comparison and cost studies. Requires expert knowledge of LAN/WAN and IP Telephony systems, networks, and applications. Have appropriate levels of nationally recognized network and IT certifications. Example Certs as follows: Cisco Certified Voice Professional (CCVP) & CCIE – Voice, CCNP-Voice	ASD has supported the implementation of complete Cisco VoIP phone system for the Hillsborough Area Regional Transit authority. We also have relationships with Presidio and CDW, two of the nation's leading Cisco VoIP solution providers. We will leverage these relationships and our experience to maintain a roster of available resources for this labor category. Candidates for this position would be local to UCF, possess the proper level of certification depending on the project requirements, no fewer than 10 years of experience in an enterprise level network environment and no fewer than 4 years of experience designing and supporting Cisco VoIP solutions.
Network Engineer – Senior - Security	Assists in the development and implementation of security policies, procedures and measures in a networking environment. Responsible for firewall configuration, maintenance, monitoring and other various network security measures. Performs security assessments and reviews networking initiatives for	ASD is has supported Network Security for several state agencies, providing solutions for network firewalls, remote access, monitoring, and policy. We have also provided security evaluations and forensic examinations. ASD maintains a roster of security experts, who are regularly available for both long and short term projects. Candidates for this position

Network Engineer Class	Responsibilities, Skill Sets, and Certifications	Describe your ability to provide.
	<p>security compliance. Evaluates and recommends security products for various platforms in the networking environment. Have appropriate levels of nationally recognized network and IT certifications. Example Certs as follows: CCNP & CCIE Security & GCFW: GIAC Certified Firewall Analyst, GCIA: GIAC Certified Intrusion Analyst, GCIH: GIAC Certified Incident Handler, GCUX: GIAC Certified UNIX Security Administrator, GCWN: GIAC Certified Windows Security Administrator, GCED: GIAC Certified Enterprise Defender, GPEN: GIAC Certified Penetration Tester, GWAPT: GIAC Web Application Penetration Tester, GSLC: GIAC Security Leadership Certification, GCPM: GIAC Certified Project Manager Certification, GSSP-NET: GIAC Secure Software Programmer - .NET, GSSP-JAVA: GIAC Secure Software Programmer – Java, GSNA: GIAC Systems and Network Auditor, GCFA: GIAC Certified Forensic Analyst, GLEG: GIAC Legal Issues & GAWN: GIAC, various Cisco Security Certs. Assessing Wireless Networks, GXPN: GIAC Exploit Researcher and Advanced Penetration Tester, GREM: GIAC Reverse Engineering Malware, GSE: GIAC Security Expert</p>	<p>will possess the proper level of certification depending on the project requirements, no fewer than 15 years of experience in an enterprise level network environment and have no fewer than 7 years of Senior Network Security experience in an enterprise level network.</p>
Video Network or Video Conferencing Engineer/Specialist	<p>A Network Engineer (see requirements for a Network Engineer) with additional hands-on experience and training with video conferencing. This person designs, deploys, and supports analog audio-visual and Video and IP systems. Troubleshoots video issues involving interconnections, video</p>	<p>ASD will apply 34 years of staffing experience including a management team that has hands-on networking knowledge to provide the correct resource to support a Video Network or Video Conferencing project. ASD will leverage our relationship with Rapid Staffing to provide a vetted, available candidate pool</p>

Network Engineer Class	Responsibilities, Skill Sets, and Certifications	Describe your ability to provide.
	bridges, etc. UCF primarily employ Cisco/Tandberg and PolyCom systems. We do have one (1) LifeSize unit. This engineer may have, but not required to have video centric Certs as follows: Implementing Cisco Video Devices, Part 1 and / or Part 2 (VIVND1, VIVND2), Rich Media Communications Specialist, Cisco Telepresence Solutions Specialist, Cisco Video Network Specialist, or other industry recognized training and Certs.	available for long and short term projects for this labor category. Candidates for this position would be local to UCF, possess the proper level of certification depending on the project requirements, no fewer than 10 years of experience in an enterprise level network environment, and no fewer than 4 years of experience designing and supporting Cisco Video solutions.

3.2.7 Questions

Table 1

Question	Proposer's response
Provide an outline of your technical expertise and experience in network engineering	<p>ASD has supported networks and data centers for state agencies for over 15 years. Currently, we support the Florida Department of Management Services (FDMS) network and the Mississippi State Department of Health (MSDH) central data center.</p> <p>For the FDMS project, we are responsible for the state wide WAN including security, monitoring, trouble shooting, and design. In addition to the WAN, we support the LAN of the central data center providing security, monitoring, trouble shooting, and design. For the MSDH we support the central data center.</p> <p>For the MSDH project, we are responsible for virtual environment using Hyper-v and network storage facilities including DAS, NAS, and SAN.</p> <p>In addition to these projects ASD has supported agencies with the following network technologies:</p> <ul style="list-style-type: none"> • Server OS – 2k8, 2k3, 2k, NT, SQL, Oracle, Exchange, Linux • Routers – Cisco and 3Com • Switches – Cisco, 3com, and SMC • Firewalls – Cisco Pix and ASA • Virtualization – VMware workstation, VMware ESX, and Hyper-V • Network Storage – SAN (FC, FCoE, & iSCSI) and NAS (NFS & SMB/CIFS) • LAN protocols – 802.11 a/b/g/n, Ethernet, Token Ring, and PPPoE

	<ul style="list-style-type: none"> • Network Layer protocols - IP 4/6, Apple Talk, NetBIOS, and Banyan VINES • Routing protocols - RIP, OSPF, IGRP, EIGRP, and BGP • Network protocols – QoS, CDP, VTP, 802.1q, VLAN, ICMP, DHCP, DNS, SNMP, SSH, NTP, VRRP, HSRP, VoIP • VPN protocols - IPSec, SSL, GRE, MPLS • Authentication protocols –LDAP, Radius, and Kerberos
Are your personnel employed directly by your firm? Or, do you contract with individuals or other firms for personnel?	Typically, ASD directly employees personnel; however, on occasions when we need a skill set not possessed by in house staff, we are experienced and comfortable with subcontracting. We maintain the same standards and expectations for all for consultants regardless of internal or external status.
Once an engineer(s) are on-board (at UCF working), UCF fully expects engineers to be on task until the work or project is finished. UCF does not expect or accept service providers arbitrarily pulling engineers away for reassignment to other customers.	It is a standard practice for ASD to assign resources to a project for the duration of that project. Replacement of a resource on a project will only occur at the request of UCF or in the case of a prolonged personal emergency, such as a family or medial leave, which would cause the UCF project to be delayed.
UCF expects the service provider to provide UCF with a single-point of contact for the administration of the resultant agreement. UCF will want to be provided an escalation process to rectify situations, to improve timely acquisitions of engineers, etc.	Senior Account manager Dan Carabelas dcarabelas@asd-web.com will be the single-point of contact for all projects/work generated from this contract. The escalation process will be to e-mail the Director of State and Local Government Projects, Tray Williams at tray.williams@asd-web.com .
Explain your knowledge transfer strategy – even though UCF engineers will/may be working alongside contracted engineers on the same project, what is your plan or method of ensuring that adequate knowledge transfer has	Our contractors continually log and document their activities as a standard part of the performance of their work. Periodically, throughout a project (depending on duration), employees review this documentation with their client contact/supervisor. At the end of the project, there is always a final review and turnover of this documentation to the client. In situations where more extensive documentation is required, such as training or user manuals, documents are created as part of the project and presented for periodic progress review and final acceptance.

<p>occurred?</p> <p>Provide a brief biography of a few potential engineers to be provided as a result of being selected as a service provider.</p>	<p>Engineer 1 - CCIE Voice Accomplishments</p> <ul style="list-style-type: none"> • Successful Unified Communications 8.5 implementation including UCM, Unity Integrated Messaging and IPCC for a major pharmaceutical company in the North East. • Meeting Place Type II integration with Webex • Lead Voice Architect on 25,000 Cisco IP phone network being rebuilt new Cisco LAN, WAN and Wireless infrastructure, University Hospital and Health systems (Cleveland OH) • Successful installation of international multi-site Call Manager and Unity unified messaging and IPCC system in Australia and New Zealand for a multinational shipping and freight company "CP Ships." • Member of Cisco Major Unified (Active Directory) implementation team at Hughes Supply (Owner of Home Depot and one of the largest construction distributors in the US). • Installed over 40,000 Cisco IP phones in the last 9 years over the course of my career working everywhere from public university to small business clients in the health care industry. • Managed and installed 4400 phone, 27,000 node, 80+ site Multi-cluster Cisco AVVID network using EIGRP w/QoS -- VOIP network w/ SRST for a large Central Florida school system (Volusia County Schools). • Provided leadership responsibilities, including logistics, project management and resource management over the course of my career. • Unified messaging (Active Directory) integration of IPCC, Personal Asst, 3rd party integrations i.e... (Berbee applications), CER and Recording servers, this was part of the comprehensive unified communications solutions for Hughes Supply. • Provided extensive training to both users and customer engineers over the course of my career. • Provided long term support of existing VoIP networks including upgrades and optimization as the close of the VoIP project closed in the Volusia County Schools project wrapped (Daytona Beach). • Traditional Voice background in PBX environment. Strong with PSTN standards (ISDN, T1 CAS, SIP trunks, MGCP, H323); this experience comes from a traditional voice background working at The University of Central Florida as a Sr. Telecom Specialist. • Provided Call Manager Express and Unity Express solutions for small customers (SOHO). As part of my experience as a SMB experience as both an engineer and consultant for Gabriel Technology Group. <p>Engineer 2: CCNP Advanced Systems Design, Sr. Network Consultant Responsibilities:</p> <ul style="list-style-type: none"> • Provide Sr. Network Support for Hillsborough Area Transit Authority (HART). • Create network documentation. • Provide interface between Agency and Contractor during the deployment of a Cisco VoIP phone system. • Provide benchmarks for network performance.
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	<ul style="list-style-type: none"> • Train staff on new network technologies. <p>Accomplishments:</p> <ul style="list-style-type: none"> • Designed connectivity for new ESX servers. • Created Physical and logical migration plan for Infrastructure during site renovation. • Migrated from a 3Com based network to a Cisco based network. • Created a 12 step action plan to stabilize the systems and network • Designed campus switch hierarchy and implement new design. • Migrated from OSPF to EIGRP. • Resolved wireless network issues for a lightweight multisite installation. • Resolved ASA VPN authentication issues with Microsoft Active Directory. <p><i>AT&T, Global Network Services, Sr. Network</i></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Work with international project teams to create project plans that met deployment dates, address the concerns of each participating group, and track progress throughout the project life cycle. • Review hardware and software project requirements for customer requested custom network services and provide solution recommendations. • Review hardware and software project requirements for new services or enhancements to existing AT&T Global Network Services, including private network, Internet, and VPN network services. • Create and execute test plans for project function testing, service integration testing, network integration testing, and performance testing to ensure no impact on other features or services. • Create the necessary hardware configurations, server installations, and network environments to complete testing of assigned projects. • Produce configuration and test result documentation for use in provisioning, deployment, support, and training. • Network infrastructure for Tampa Remote Access Development, Support, Pilot and Production, including design, deployment, maintenance, and security. • Provide technical support to sales teams for presales negotiations of standard and custom services. • Provide development level customer support remote access services. • Represent the Remote Access division to AT&T Network Architecture, Security, and Management groups to enhance integration with other corporate networks and manage service offerings. <p>Accomplishments:</p> <ul style="list-style-type: none"> • Pioneered the development of Remote Access Services for Branch Office locations. • Architected custom remote access solution for a global hotel group with 4600+ locations • Designed and deployed custom security solution for a reporting service that spanned the internet, two global carrier class networks and hundreds of client networks. (Still in use today) • Signed 100% of Clients for which I provided presales solutioning support • Consolidated 12 computer labs totaling 15500sq/ft from 3 buildings into a single
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5500 sq/ft lab while maintaining required services.

Projects:

- **Netgate**
IPSec Hardware client for remote-site connections built on and embedded Linux based small form factor router. Initial features included DNS, DHCP, basic routing, PPPoE, a browser management interface, NAT for access to managed network services – Internet, SecureIP, Dual access and Fixed IP.
- **Branch office**
Added branch office functionality to the FixedIP service and rebrand as AVTS (AT&T vpn tunneling service), added support for non-NATed connections to the various Tunnel terminators. Added support for IPSec connections from Nortel and Cisco routers. Added route redistribution of tunneled networks to the customer network from the various endpoints using RIP, OSPF, and BGP.
- **High availability branch office**
Added HSRP (later changed to VRRP) to Netgates and Cisco routers. Also added Dial Backup and RIP to the Netgate to expand usability as a primary CPE.
- **Branch office VOIP**
Added integrated switch, voice ports, VLAN, sub-interface and CoS tagging to the Netgate.
- **AT&T Network Integration**
Integration of IBM legacy Networks, Network Services and Network Security with AT&T. Coordinated and negotiated with several groups to establish connectivity/ interoperability were possible. Initiated escalations when conflicting policies or technologies required changes in corporate policy.
- **Tampa Lab consolidation**
Consolidated 10k sqft of lab space from 9 labs belonging to 7 divisions to one shared 3000 sqft lab. Coordinated with the involved groups to gather requirements, Designed network facilities and approval. Supervised redesign of lab space. Scheduled physical moves. Coordinated systems testing for individual systems upon move and overall integration testing after all moves were completed.
- **Focus Migration**
Transition management of the Global Remote Access reporting system from development to production network management groups. Redesign of the infrastructure to comply with accepted security policy and continue to correlate global remote access usage date. Collect connectivity requirements from Development, support, Sales and various regional groups. Design a new topology including redundant routers firewalls and storage to accommodate 5 million daily transactions from all global regions.

IBM Global Network Services, Sr. Technical Staff –

Responsibilities:

- Review hardware and software project requirements for new services or enhancements to existing IBM Global Network Services including Private network, Internet and tunneled network services.
- Create and execute test plans for project function testing, service integration testing, network integration testing and performance testing to ensure no impact on other features or services.

- Work with international project teams to create project plans that met deployment dates, address the concerns of each participating group, and track progress throughout the project life cycle.
- Create the necessary hardware configurations, server installations, and network environments to complete testing of assigned projects.
- Produce configuration and test result documentation for use in provisioning, deployment, support and training.

Accomplishments:

- Created configurations for adding ISDN as the first broadband connectivity to the IBM remote access service portfolio.
- Created environments for cable modem testing for remote access services.
- Automated testing of installation media for custom client software.

Projects:

- **ISDN**
Support the use of consumer ISDN on the remote access global infrastructure. This project required the provisioning of ISDN and PRI circuits and hardware for both client dial testing and Local Interface Gateway (LIG) testing. As well as International dial testing to accommodate dialing requirements for various geographies.
- **Fixed IP**
Support the use of Cisco routers as CPE L2F tunnel endpoints for global dial users. Private addressing for the client was statically assigned to the user ID, assigned from a pool on the Cisco router, or retrieved from a radius server by the router and passed back to the client. Dial and tunnel authentication were provisioned per customer from either IBM's Service Manager, Radius, SecureID, or Safe Word. L2F tunneling was provided by the LIG and transparent to the client.
- **PPTP**
Support the use of Windows servers as CPE PPTP tunnel endpoints for global dial Fixed IP users. PPTP tunneling initiated from the LIG.
- **Multi-protocol Tunneling**
New service that used PPTP tunnels from the Dial Client. Since the PPP was tunneled from the client to CPE we could add support for IPX and Apple Talk to Global Dial service.
- **L2TP**
Added support to the Fixed IP and Multi-protocol tunneling services for this protocol on both the Cisco routers and the windows servers.
- **Multiuser FixedIP**
Added support for remote dial networks to the Fixed IP service. Small Cisco routers (700 & 1600) were used as dial clients. Supported route injection/redistribution to the customer site for dial clients.
- **IPSec**
Added support for single user dial client IPSec and several new IPSec CPE devices (Cisco Routers, Cisco VPN 3000 Switches, Cisco PIX, Nortel Concentrators and the AIX based IBM IPSec terminator) to the Fixed IP service.
- **Broadband**
Added support for broadband connected clients to all of IBM's remote Access services (Internet, SecureIP, Dual Access, Fixed IP, Multi-protocol tunneling,

and 3D) via client IPSec tunnels to a new broadband enable General Interface Gateway.

University of South Florida, Academic Computing, Network Administrator- August '95 – January '97

Responsibilities:

- IT support for the Office of the Provost, Vice President and executive staff of the university.
- Administer SUN Sparc and Windows NT Servers.
- Immediate resolution of all software, hardware and network issues.
- Plan the office IT budget for the following year.
- Review hardware and software requested by the executive staff for use on the network.
- Weekly and monthly executive reports on the status of the office network.
- Train office personnel both in groups and individually.

Engineer 3 – CCNP

Technical Knowledge:

Certifications:	CCNP R&S, CCNP Security, CCNA Wireless, Cisco Firewall/ASA/VPN/IPS/IOS Security Specialist , ITILv3, Microsoft Certified Systems Administrator (MCSA 2000), CompTIA A+ /Network+ /Security+
Operating Systems:	Microsoft Windows 7/2008 Server R2, Linux Fedora Core, Cisco IOS/CatOS
Network Management and Application Software:	CiscoWorks NCM, Cisco Access Control Server v4.0 (ACS), Cisco Wireless Control System (WCS), Cisco Unified Communication Manager 8, SolarWinds Engineers Tool Set, Altiris, Remedy, Clarify, Alterpoint, Microsoft Active Directory, Microsoft Office 2010 Suite, Microsoft Visio 2007
Protocols:	802.1x, TACACS+, RADIUS, TCP/IP, VLAN, GRE, VPN, DHCP, DNS, NAT/PAT, OSPFv2, RIPv2, RIPng, EIGRP, BGPv4, HSRP, VRRP, SNMP, STP, VTP, SSH, IPsec
Hardware:	Cisco routers 2600, 2800. Cisco Catalyst switches 3560, 3750, 4500. Cisco Wireless LAN Controllers 2106, 4404. Cisco Unified Communications Manager 5000 Appliance. Cisco Firewalls PIX501/ASA 5505. Cisco Content Engine WAE 600. Nimble SAN Storage CS 220, Checkpoint firewalls IP350 NGX R65
Virtualization Platforms:	VMware vSphere, ESXi 4.1, vCenter 4.1
Network Monitoring /Security Tools :	SolarWinds ORION, NetCool, EHealth , NetQOS, Wireshark, Retina

EXPERIENCE

ATOS Orlando, Florida

Network Engineer III

Provided LAN/WAN engineering support for Siemens Cross Sector and Financial Services.

- Troubleshoot LAN/Wireless Network issues
- Configured firewall rules for Cisco ASA and Checkpoint firewalls
- Troubleshoot 802.1x network security issues.
- Manage DHCP servers
- Participated in Siemens Energy main campus hardware refresh project, to include wireless access points and access layer switches

IT BROADCASTING ORLANDO, FLORIDA

Network Engineer I / Jr. Systems Administrator

Provided Network Engineer support to the Veterans Hospital Administration Content Distribution Network (CDN).

- Monitored and troubleshoot VA hospital Cisco Content Engines and LAN/WAN multicast issues.
- Build, deploy, maintain and administrate Windows 2008 Servers R2 that comprised test beds in test network used for design verification testing of the company's server side LAN infrastructure
- Assisted with the administration and troubleshooting of VMware datacenter virtual infrastructure, Windows 2008 Server R2 productions servers, and Storage Area Network(SAN)
- Created Gold Master template process for Virtual Machines (VM's).
- Assisted with administration of a Cisco Unified Communications 5K (UC5K) video phone system for multiple offices and remote employees.

CONNEXION SYSTEMS & ENGINEERING, Orlando, Florida

Network Engineer I

Contracted to provide LAN/WAN engineering support for Siemens Energy domestic and international customers within a datacenter campus network environment

- Respond to emergency network outages in accordance with business continuity and disaster recovery plans.
- Monitored and prioritized network alerts, ensuring minimal disruption to daily operations.
- Setup remote VPN sites, installed, configured, and upgraded Cisco network devices.
- Actively participated in 24-hour on-call rotation; provided after hours support for network operations center (NOC), server and helpdesk team, and remote sites customers.

TEKSYSTEMS STAFFING COMPANY, Orlando, Florida

Network Operations Technician II

	<p>Provided network support for both domestic and international Sprint Managed Network Service customers. During this short-term contracted assignment, monitored analyzed and troubleshoot managed Cisco network devices within a Network Operations Center (NOC) environment.</p> <ul style="list-style-type: none"> • Troubleshoot and resolved technical issues with WAN; conducted comprehensive testing on DS1 and DS3 circuits. • Monitored alarm notifications in order to minimize network disruptions. <p>COMCAST, Orlando, Florida</p> <p>IP Technical Support Specialist</p> <p>Integral member of technical support team providing support for various key areas, including broadband connectivity, account provisioning, and email setup. Communicated with customers to determine technical problems; troubleshoot and resolved malfunctions.</p>
<p>Provide a listing of all certifications (Cisco, Extreme Networks, and others) specific to the engineering classes identified in Section 3.1.2</p>	<p>From section 3.1.2 the following certifications are identified.</p> <p>Cisco Certifications</p> <p>Entry</p> <p>CCENT</p> <p>CCT</p> <p>Associate</p> <p>CCNA Routing and Switching</p> <p>CCDA</p> <p>CCNA Data Center</p> <p>CCNA Security</p> <p>CCNA Video</p> <p>CCNA Voice</p> <p>CCNA Wireless</p> <p>Professional</p> <p>CCDP</p> <p>CCNP</p> <p>CCNP Data Center</p> <p>CCNP Security</p> <p>CCNP Voice</p> <p>CCNP Wireless</p> <p>Expert</p> <p>CCDE</p> <p>CCIE Data Center</p> <p>CCIE Routing & Switching</p> <p>CCIE Security</p> <p>CCIE Voice</p> <p>CCIE Wireless</p> <p>Cisco Certified Architect</p>

	CCAr Extreme Network Certifications ENA ENS ENS-W ENS-A ENS-DC
UCF will typically have the need to acquire engineers in a very short time frame (less than two weeks). See section 3.1.1. second paragraph. Explain your capability in meeting that need?	ASD has over 30 years of experience working in the State and Local Government market. In this environment, it is typical to have a short lead time to respond to requests, and ASD has developed a streamlined response process that enables us to quickly respond to requests and meet the needs of our clients.
In an emergency, UCF may have the need to acquire an engineer in less than what was explained in Section 3.1.1. second paragraph. In other words, UCF may need to shorten the stated one-week response time for a Request for Price Quote to 1-3 days. Explain your capability in meeting that need?	In order to meet the demand of rapid staffing requests for project that have a short lead time ASD has created a list of resources for UCF projects and engaged the services of Rapid Staffing, one of the nation's leading suppliers of technical consultants. ASD has created a pool of pre-screened and vetted applicants- a ready source of quickly available talent. This allows us to meet any immediate surge (24 to 72 hours) when immediate resources are needed.
Is your company currently involved in any unsettled litigation?	Yes ____ No <input checked="" type="checkbox"/> ____ If yes, explain
Has your company ever been issued a warning or violation by a regulatory agency for noncompliance with Federal or state regulation?	Yes ____ No <input checked="" type="checkbox"/> ____ If yes, explain
Is your Firm capable of the following employee pre-screening requirements: Drug screening? Driver's Licenses Verification? Criminal History Review?	ASD's primary client base, federal, state, and local government agencies, requires extensive pre-screening. To meet these requirements, it is ASD standard policy to perform drug screening, driver's license verifications, and criminal history reviews on all of our employees and subcontractors. ASD also maintains a drug free work place policy.
Provide any additional information you feel will assist UCF in determining your firms qualifications	In addition to the 34 years of experience in state government service, 15 years of network support for multiple state agencies and expertise in several disciplines, ASD is a certified disadvantaged business enterprise (DBE) in Florida's unified

	certification program (UCP) and a state certified Minority Business Enterprise (MBE). ASD provides the benefits of being a registered and certified MBE in the state of Florida. ASD prides it's self in its ability to attract and retain top talent in all Information Technology fields. We are able to do this due to our focus on reducing overhead costs while still providing superior service to our clients and employees. For example, ASD bills rates between \$75- \$130/hr compared to rates from a company with higher overhead that bills \$125 - \$250/hr.
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4.0. OTHER REQUIREMENTS

A sample copy of UCF's standard contractual agreement, which is the instrument used to bind the parties, can be viewed at <http://www.purchasing.ucf.edu/>. Any concerns with the provisions and clauses of the offered agreement should be addressed during the question and answer period sited in section 2.2.

APPENDIX I - EVALUATION SCORING SHEET

NAME OF RESPONDENT COMPANY ADVANCED SYSTEMS DESIGN, INC

INSTRUCTIONS TO EVALUATION COMMITTEE MEMBER:

1. Evaluate each offer on a separate form.
2. Work independently and do not discuss the Offers or your evaluation with anyone.
3. When the forms are completed, sign, date and deliver them in a **sealed envelope** to the **Purchasing Representative** named in section 2.1.

Evaluation Criteria	Max Points
1. EXPERIENCE AND QUALIFICATIONS OF PROPOSER a. Ability of Proposer's organization to meet UCF's needs – See Executive Summary, Corporate Profile, Background, and Financial (Sections 3.1.2 through 3.2.4) - 20 points b. Experience in similar size universities (Section 3.2.5) – 10 points	30
2. RESPONSES TO QUESTIONS AS IT PERTAINS TO THE SERVICE BEING EVALUATED (SECTION 3.2.6)	50
3. CONFORMANCE TO ITN's PREFERRED CONDITIONS AND REQUIREMENTS (FAILURE TO CONFORM TO ITN's MANDATORY CONDITIONS AND REQUIREMENTS MAY RESULT IN REJECTION OF PROPOSAL). (SECTIONS 2.0, AND 3.0)	20
Evaluation of Responses Point Total	100

EVALUATOR'S NAME _____

EVALUATOR'S SIGNATURE _____

DATE _____

APPENDIX II -SUPPLEMENTAL OFFER SHEET

TERMS AND CONDITIONS

The sections set forth below must each be initialed, as YES for "understood and agreed upon" or NO for "not agreed to." Failure to complete and return this document with your offer could result in rejection of your offer, at UCF's sole discretion. Respondents shall not check sections as "understood and agreed upon" with the intent to negotiate a change to those sections/terms and conditions after tentative award of a contract resulting from this ITN. Respondents disagreeing with any term or condition of this ITN shall act to resolve the difference prior to the deadline for inquiries, as noted in this ITN. A Respondent's disagreement with any non-negotiable section of this ITN shall be automatically rejected. Failure of the university and the tentative awardee to come to an agreement with respect to terms and conditions within a time frame UCF determines to be reasonable constitutes grounds for rejection of that offer and the University shall have the right, at its sole discretion, to award the contract to the next favorable respondent.

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.1 **Non-negotiable**	<u>X</u>	_____	<u>DC</u>
2.2 **Non-negotiable**	<u>X</u>	_____	<u>DC</u>
2.3 **Non-negotiable**	<u>X</u>	_____	<u>DC</u>
2.4	<u>X</u>	_____	<u>DC</u>
2.5	<u>X</u>	_____	<u>DC</u>
2.6 **Non-negotiable**	<u>X</u>	_____	<u>DC</u>
2.7 Section Not Used			
2.8 **Non-negotiable**	<u>X</u>	_____	<u>DC</u>
2.9	<u>X</u>	_____	<u>DC</u>
2.10	<u>X</u>	_____	<u>DC</u>
2.11 **Non-negotiable**	<u>X</u>	_____	<u>DC</u>
2.12	<u>X</u>	_____	<u>DC</u>
2.13 **Non-negotiable**	<u>X</u>	_____	<u>DC</u>
2.14 **Non-negotiable**	<u>X</u>	_____	<u>DC</u>
2.15	<u>X</u>	_____	<u>DC</u>

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.16	<u>X</u>	<u> </u>	<u>DC</u>
2.17	<u>X</u>	<u> </u>	<u>DC</u>
2.18 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.19	<u>X</u>	<u> </u>	<u>DC</u>
2.20 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.21	<u>X</u>	<u> </u>	<u>DC</u>
2.22	<u>X</u>	<u> </u>	<u>DC</u>
2.23	<u>X</u>	<u> </u>	<u>DC</u>
2.24	<u>X</u>	<u> </u>	<u>DC</u>
2.25	<u>X</u>	<u> </u>	<u>DC</u>
2.26	<u>X</u>	<u> </u>	<u>DC</u>
2.27**Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.28	<u>X</u>	<u> </u>	<u>DC</u>
2.29	<u>X</u>	<u> </u>	<u>DC</u>
2.30**Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.31**Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.32	<u>X</u>	<u> </u>	<u>DC</u>
2.33	<u>X</u>	<u> </u>	<u>DC</u>
2.34	<u>X</u>	<u> </u>	<u>DC</u>
2.35**Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.36	<u>X</u>	<u> </u>	<u>DC</u>
2.37	<u>X</u>	<u> </u>	<u>DC</u>
2.38	<u>X</u>	<u> </u>	<u>DC</u>

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.39**Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.40	<u>X</u>	<u> </u>	<u>DC</u>
2.41	<u>X</u>	<u> </u>	<u>DC</u>
2.42**Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.43	<u>X</u>	<u> </u>	<u>DC</u>
2.44	<u>X</u>	<u> </u>	<u>DC</u>
2.45	<u>X</u>	<u> </u>	<u>DC</u>
2.46	<u>X</u>	<u> </u>	<u>DC</u>
2.47	<u>X</u>	<u> </u>	<u>DC</u>
2.48	<u>X</u>	<u> </u>	<u>DC</u>
2.49 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DC</u>
2.50	<u>X</u>	<u> </u>	<u>DC</u>
3.0	<u>X</u>	<u> </u>	<u>DC</u>

RESPONDENT COMPANY NAME ADVANCED SYSTEMS DESIGN, INC

AUTHORIZED SIGNATURE 

TITLE Sr. Account Manager

DATE 11/06/2013

APPENDIX III - CERTIFICATE OF NON-SEGREGATED FACILITIES

We, ADVANCED SYSTEMS DESIGN, INC. certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX III

CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting

agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

RESPONDENT COMPANY NAME ADVANCED SYSTEMS DESIGN, INC.

AUTHORIZED SIGNATURE 

TITLE Sr Account Manager

DATE 11/06/2013

APPENDIX IV - COMPLIANCE AND CERTIFICATION OF GOOD STANDINGS

The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

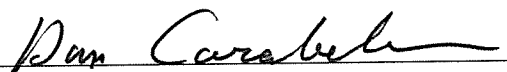
Vendors shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing.** The certifications must be submitted to the UCF Purchasing Department prior to providing any goods or services required under the resulting contract. Noncompliance with this provision may constitute rejection of proposal or termination of a contract at UCF's sole discretion.

CERTIFICATION

I certify that the company submitting an offer under this solicitation in is compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

Company: ADVANCED SYSTEMS DESIGN, INC.

Authorized Representative's Name: Dan Carabelas

Authorized Representative's Signature: 

Date: 11/06/2013