

<p align="center">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</p>		<p align="center">University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form</p>	
Page 1 of 38 Pages	OFFERS WILL BE OPENED May 14, 2015 @ 2:00 PM		ITN NO: 1430BCSA
and may not be withdrawn within 120 days after such date and time.			
UNIVERSITY MAILING DATE: April 14, 2015	ITN TITLE: UCF PRINT & DIGITAL COMMUNICATIONS		
FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER 20 3469943			
VENDOR NAME Central Florida Press		REASON FOR NO OFFER	
VENDOR MAILING ADDRESS 4560 L.B. McLeod Rd.			
CITY - STATE - ZIP CODE Orlando, FL 32811		POSTING OF PROPOSAL TABULATIONS	
AREA CODE 407	TELEPHONE NO. 843.5811	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 timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.	
800	TOLL FREE NO. 683.0693		
407	FAX NO. 648.9675		

Government Classifications
Check all applicable

- | | |
|--|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> American Women |
| <input checked="" type="checkbox"/> Asian-Hawaiian | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> MBE Federal |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Non-Minority |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Pride |
| <input type="checkbox"/> Small Business Federal | <input 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 should 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 the representative authorized to legally bind the Respondent to the provisions herein. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor are to be initialed.

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)

Stephanie Luther, Sr Account Executive
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.



**CENTRAL FLORIDA PRESS SUBMITTAL
TO
UNIVERSITY OF CENTRAL FLORIDA**

ITN#1430BCSA

**ITN Title:
UCF Print & Digital Communications**

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Appendix I – V12-21

1. ABOUT CFP

Central Florida Press
4560 L.B. McLeod Rd
Orlando, FL 32811
Printcfp.com

Central Florida Press, LLC, headquartered in Orlando, Florida, is recognized as one of the most progressive and best-managed web, sheet fed, and digital and fulfillment organizations in the region. As part of The MATLET Group, CFP provides personalized service with the advantage of being part of a national business enterprise comprised of three highly specialized companies in the production and distribution of printed communications.

The MATLET Group is made up of two manufacturing companies, Central Florida Press and Packaging Graphics; and a fulfillment/mailing company, NOVA Marketing Services.

A. EXPERIENCE AND QUALIFICATIONS

Central Florida Press has been a leader in new and innovative approaches to print media and is consistently first in region to offer press technology and manufacturing innovations.

This platform enables the company to exceed customer expectations and deliver on their most important print projects—whether it's the marketing materials that educate a company's newest product, a menu that entices a consumer at the point of sale, or a flawlessly executed product promotion. Some of the nation's largest companies and most well-known brands turn to Central Florida Press when it counts.

In addition, The MATLET Group's customer focused philosophy stresses a substantial level of interaction with customers, encouraging account managers to utilize a consultative approach. The account managers act as liaisons between customers and production supervisors, guiding the client through the process, from initiation to completion. Personalized attention and industry knowledge are two key components to the company's and its clients' success.

VISION

Central Florida Press has a culture of looking for better ways to execute a print project. When we add new equipment and technologies we don't seek to keep up with our competitors. We want to go beyond what they're doing today so that our customers can be ahead of their competition. Millions of dollars have been committed in new printing equipment with capabilities that very few in the US currently possess. Our new digital platform has reshaped the way our customers manage their print and production workflow.

We combine the strength of our technology and equipment with the development of creative solutions to serve our clients ultimate objectives.

PRODUCTS

Central Florida Press produces high-end commercial print products such as product brochures; marketing materials; annual reports; corporate collateral; magazines and publications; direct mail pieces; and specialty products such as restaurant menus.

SERVICE & KEY BENEFITS

- Web, Sheet fed & Digital
- Innovative Technologies
- Smart Products
- Mailing
- Data Management
- Automated Workflows & Production
- Consumer Insight Tools & Analysis
- Print on Demand
- Full-Service Fulfillment Center
- Real-time Inventory Management & Reporting

STEWARDS OF THE ENVIRONMENT

By making a commitment to environmentally sustainable business practices through FSC (Forest Stewardship Council), SFI (Sustainable Forestry Initiative) and PEFC (Programme for the Endorsement of Forest Certification Schemes) certifications, Central Florida Press can ensure that certain projects are produced only with paper that comes from forest products responsibly grown and harvested.

In addition to our certifications, Central Florida Press manages its printing facility in a responsible manner which minimizes, as much as possible, the negative impact of our manufacturing activities on the environment. To this end we encourage the use of alternative materials and processes, such as Recycled papers, alternative inks and coatings, soft proofing and optimizing efficiencies so that our customers only print what they'll use.

i. UCF's CONDITIONS CHART

REQUIRED	PREFERRED	RESPONDENT RESPONSE
a. True 4-color (4 Tower) Press or greater with in-line coating capabilities.	True 5-color (or more) Press w/inline coating capabilities.	Yes to required and Yes to Preferred See page 6
b. Computer to Plate System using metal plate material, Laser Imaging.		Yes
c. Estimating/Quotes within 24-hours.		Yes
d. Fully automated booklet making capabilities.	In-house perfect binding.	Yes Stitched Binding. Perfect binding is outside purchase

e. Must be compatible with the latest versions of both Mac & PC Adobe Creative Suite or comparable software. Respondent must be able to receive and work with files from Adobe Creative Suite.		Yes
f. Turn times on projects to be 5-7 business days or sooner from final proof signoff; unless mutually agreed upon on a project-by-project basis.		Yes
g. Output TruColor proofs.		Yes
h. Proofing turnaround time of 24 – 48 hours from time file is submitted.		Yes
i. Upon request a copy of the final ripped file to be returned to UCF Print & Digital Communications at no cost.		Yes
j. Press size needs to be larger than 13" x 19".		Yes. See page 6
k. Invoicing must be detailed with identifying information pertaining to the corresponding job.		Yes
l.	Mailing capabilities.	Yes through outside vendor Mail Unlimited
m.	Digital printing presses with in-house variable data and variable imaging.	Yes. See page 6
n.	In-house wide format flat-bed printing capabilities.	No however we do have approved outside vendors

ii. SUBCONTRACTORS

CFP has partnered together with Mail Unlimited which is a mail house 12 miles from our facility to handle our data variable imaging and mailing services. Our workflow was set up this way for business reasons after 2003 has been efficient. This third party relationship basically is transparent to our clients.

Mail Unlimited LLC- Postal Data processing, imaging and fulfillment services
Contact: Rick Bronnle
Phone: 407.657.9333
rick@mailunlimited.com

Clear Choice Laminating of Orlando- Commercial Laminating and Finishing
Contact: Jay Sookdok
Phone: 407.830.6968

Clark Finishing Company - Finishing and Binding Services
Contact: Bob Clark
Phone: 407.299.4620
bobbyclark@aol.com

iii. REFERENCES

UCF, Orlando, FL

Higher Education & Research
Sandy Pouliot, UCF Marketing/Production Manager, 407-823-2621
sandy.pouliot@ucf.edu
View books, Postcards, brochures, magazines, etc.

Rosen Resorts

Hotels/Resorts
Marleen Medina, Central Purchasing, 407.996.3983
mmedina@rosenresorts.com
Brochures, Folders, Sales kits, Postcards, gift card holders, etc.

Hallmark Cards, Kansas City, MO

Retail Gifts, Communications, Television
Laura McGranahan, Senior Strategic Buyer, Direct 816-545-0662
Laura.McGranahan@hallmark.com
Direct mail projects medium to large qtys. Catalogs, Postcards, envelope insertions, EDDM saturation, Fulfillment, online ordering and shipping, large project workflow solution Special projects, digital Printing, Variable printing for Datebooks and Calendars, reporting, as well as being one of 10 Hallmark certified supplies in the country, quarterly audits etc.

VS Media Group, Orlando FL

Market – Publishing company
Mary Perry, Vice President of Business Operations, 407-649-3040 x 104
mperry@vsmediagroup.com
Direct mail projects: Medium quantity. Magazines, Brochures

v. TECHNOLOGICAL CAPABILITIES

Prepress - Onsite

MAC DEPARTMENT

- (3) iMac 27 inch, 2.8GHz, Intel Core i5
- (3) G5 Macintosh Power PCs – Dual Processor drives, 21" monitors

SOFTWARE

- Adobe Creative Suite 5
- Quark Express
- Preps (page imposition)

HARDWARE

- (2) Fuji Javelin 800 digital plate-setter (30 plates per hour, each)
- (2) Fuji Final Proofing Devices
- □(16 4-color pages per hour, each)
- (2) Kodak Evo devices
- 2 Sided Canon Impo Proofer
- Impress blue-line devices (16 page 2- sided)

vi. Pre Flight Procedures - see attached Exhibit A

vii. CENTRAL FLORIDA PRESS EQUIPMENT LIST

Press- Onsite

- 1- 6-unit Heat Set Web Heidelberg M600: max. 38", 23 9/16" cutoff, high speed VITS sheeter, combination folder.
- 1- 6-unit Heat Set Web Heidelberg Web –8: max. 20", 24 3/4" cutoff, high-speed VITS sheeter, combination folder with perfing unit and pattern gluer.
- 1- 10-unit, 28"x40" Man Roland direct drive perfecting sheet-fed press, aqueous coating tower.
- 2- 6-unit Man-Roland R-706 sheet fed, 28" x 40", aqueous coating tower.
- 1- 6-unit Heidelberg 102SP + L Speed master Perfector sheet-fed: CPTronic, aqueous coating tower, 28" x 40", perfecting 2 over 4.
- HP Indigo 10000 Digital Press: B2 format, 29.5 x 20.9 inches, prints up to 18 point heavy board paper, Inline Die-cutting/Foil, duplex coating options: UV or Aqueous, inline folding gluing.
- Bobst Novacut 106 die-cutter
- IIJIMA die-cutter

Bindery-Onsite

- 4 - Polar-Mohr EMC cutters with 3 transomatic off-loaders
- 2 - Mueller Martini stitcher's 335 & C130: 10/7 pocket cover with card feeder 5 knife trimmer, automatic counter stacker
- 1 - Stahl folder: 31"
- 2- Stahl folders: 32" with Speedmaster automatic banders
- 3 - MBO: (1) 23" (2) 30" folder with counter stacker
- 2 Z-28 MBO knife folding unit
- 2 Lawson 6-head semi-automatic drill
- 1 - Shanklin shrink wrap, 3 pockets
- 2 - Automatic Weldetron shrink wrap machines
- 1 - B-26 MBO folders: 8, 16 pages, 2 gatefolds

SUB CONTRACTOR EQUIPMENT

MAIL UNLIMITED

- 2 Kodak 5240 Inkjet Printing Systems
- 2 Kodak 5120 Inkjet Printing Systems
- 3 Kirk Rudy Inkjet Bases with Ink Dryers
- 1 Kirk Rudy Netjet Printing System with Double Ink Dryer
- 4 Kirk Rudy 535 Tabbng Systems
- 1 Kirk Rudy 545D Tabbng System
- 2 Kirk Rudy 527 Tabbng Systems
- 1 MBO 20/24 Folder with right angle
- 1 Baum Folder
- 2 Bell & Howell Mail star 400 6 station Inserters (#10/6X9)
- 1 Mail crafter Stretch 6 station Inserter (Up to #11)
- 2 Mail crafter Jumbo Stretch Inserters (Up to 10X13)
- 2 Neopost Meters
- 1 Shrink wrap machine with heat tunnel
- 1 Burster
- 2 Canon Image Runner 110
- 1 Kodak Digi master EX 150
- 1 Challenge Programmable Cutter
- Satori Postal soft Professional
- Monticello Mail.dat
- Lorton Aqua Mailer
- Print Shop Mail VDP Software

CLEAR CHOICE LAMINATING

- 2 D&K Double kote high speed NT 2 sided press
- 1 D&K JR NT 2 sided
- 1 D&K JR 2 sided
- 1 D&K 3210 1 sided

B. Staffing

Central Florida Press has been providing top notch commercial print solutions for over 20 years. We rely on our 190+ work force deployed across a 24/7 plant operation.

i. Primary Officers:

President - Greg Orlando

SVP Business Development- John Glick

Controller - Lynn Colleton

Manager, Manufacturing - Bob Zimmons

Manager, Client Services- Dilber Philpena

Manager, Maintenance & Engineering - Scott Mikrut

Manager, Human Resources - Emily Gay

i., ii. Production Staff:

Manager Estimator, April Rodak

Estimators for UCF, Aldo Martinez & Lynn Sproul

Primary Client Service Representative, Katrina Haughee

Primary Account Executive, Stephanie Luther

Stephanie was a former customer of CFP for 10 years, buying and negotiating print for her then publishing media group. As President and Publisher of her former company and 20+ years in publishing, advertising, print buying, customer service and management she is a versatile problem- solver with a knack for getting the job done for her customers.

Stephanie understands that when you come to us with a project, you are looking to achieve a specific strategic goal, a marketing campaign launch, a special product promotion or meaningful communication to your market. Whatever your objectives are, she will find the most optimal way to get it done.

Stephanie resides in Orlando, Florida with her husband and beloved Boston Terrier Wyatt.

C. SAMPLES

See enclosed printed samples of CFP's work.

2. UCF's ITN'S PREFERRED CONDITIONS & REQUIREMENTS - See attached

3. INNOVATIVE SOLUTIONS AND TECHNOLOGIES

We believe that this is an exciting time to introduce emerging technologies that will truly have a positive impact on how our customers reach their end users, generate new revenue and effectively get to market faster.

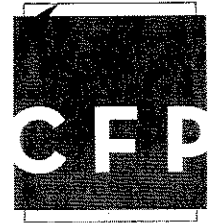
Digital Innovations

CFP is forging a new supply chain solution with our new Digital Business Unit. Offering cross platform solutions for the packaging and commercial print. Our digital platform leverages the latest in digital technology and allows you to create tailored solutions.

Our Digital Insight Group (DIG) specializes in providing consumer insights and helps you gain a better understanding of your marketplace and consumer behavior. DIG is uniquely qualified to provide you with the ability to measure the effectiveness of your marketing materials and consumer response. DIG combines behavior patterns, emerging technologies, detailed market analysis and unparalleled expertise in the production of your marketing materials. We are able to help you better predict and quantify your efforts to influence end user. Our suite of tools helps you design and develop products that will create an impact for consumers. IN addition, we provide position research and on demand surveys to measure results with greater speed and accuracy.

Exhibit A

Digital File Specifications



CENTRALFLORIDAPRESS

Preferred Format: MACINTOSH

Page Layout:

Adobe CS Family, InDesign, Illustrator, Photoshop, Quark, etc.

Illustrations (Vector) & Images (Raster)

Adobe Illustrator CS Family and Photoshop

Locked File Formats:

Adobe X1A Compliant PDF's

Preferred Media:

CD, DVD, Mac Formatted HD. (Call us about other file formats and media)

File Transfer:

Files can be sent via RUMPUS - Your CSR will provide login information.

General:

All supporting art and images must be supplied. Include all fonts used in job - screen and printer fonts.

Lasers should accompany all jobs to verify proofs against. Indicate varnish and dielines. Indicate PMS Colors on lasers.

If no hard copy is supplied, please provide a lo-res PDF to verify against.

Layout Files:

Document should be set-up as single pages or in readers spread.

Document size should be the desired final trim size of page. Bleeds should be extended 1/8" (.125 inch) outside of final trim.

No type should split across 2 pages.

Trapping should be left for CFP to apply.

Solid black areas should be built as rich black: 60c, 40m, 40y, 100k

All varnish, dielines, perfs should be built as separate spot colors in the file. Name accordingly ie; DIELINE, PERF, VARNISH, etc.

Images:

All RGB should be converted to CMYK. Images should be 300 DPI

Images should be saved as .EPS or .TIFF formats.

JPEG is smaller but image can deteriorate some.

Bitmaps should be above 1200 pixel per inch

Enlargement over or under 25% may alter the image quality and detail.

If there are expected alterations please provide image as a layered .PSD format

Proofs/Approvals

Proofs are used throughout the entire print production workflow to communicate between the client and the printer. We provide an impress proof that represents an overall simulation of the final product that includes content, size and overall appearance. We also provide a FUJI FinalProof to represent accurate color, sharpness and tone for the press. A proof tag will be submitted to the client with all proofs generated by the printer.

IT IS VERY IMPORTANT THAT THE PROOF IS CHECKED CAREFULLY, for content, appearance and overall functionality of the finish product. After careful inspection, check the appropriate box, mark any changes and or corrections on the proof, and sign off on the required tag.

We CANNOT be held responsible for errors appearing in the final product which may not have been clearly marked on the proofs.

**APPENDIX I
EVALUATION SCORING SHEET**

NAME OF RESPONDENT COMPANY: Central Florida Press

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	Points Awarded
1. Experience and Qualifications Of Respondent.		
A. Ability of respondent to meet UCF's needs.	30	
B. Staffing levels and years of experience as a commercial printer.	20	
C. Quality of submitted samples and information.	15	
2. Conformance to ITN's preferred conditions and requirements (Failure to conform to ITN's mandatory conditions and requirements will result in rejection of proposal).	10	
3. Innovative solutions and technologies.	25	
Evaluation of Responses Point Total	100	
Comments, if any...		

EVALUATOR'S NAME: _____

EVALUATOR'S SIGNATURE: _____

DATE: _____

**APPENDIX II
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS**

The sections set forth below are to 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 are to act to resolve the difference prior to the deadline for inquires, 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**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.2 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.3 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.6 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.7 Section Not Used			
2.8 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.11 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.13 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.14 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL

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

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.39**Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.41	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.42**Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.43	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.45	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.46	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.48	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.49 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.51	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
2.52 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
3.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL
4.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SL

RESPONDENT COMPANY NAME: Central Florida Press

AUTHORIZED SIGNATURE: *Stephany G. Galt*

TITLE: Sr. Account Executive

DATE: 5/14/2015

APPENDIX III

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Central Florida Press 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, amended.

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).

The Contractor and subcontractors shall abide by the requirements of 41 CFR, Section 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

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: Central Florida Press
AUTHORIZED SIGNATURE: *Stephanie [Signature]*
TITLE: Sr. Account Executive
DATE: 5/14/2015

APPENDIX IV

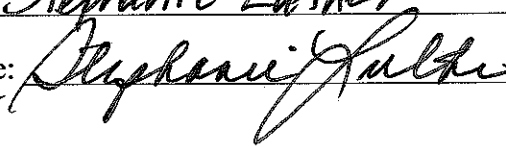
COMPLIANCE AND
CERTIFICATION OF GOOD STANDINGS

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: Central Florida Press
Authorized Representative's Name: Stephanie Luther
Authorized Representative's Signature: 
Date: 5/14/2015

APPENDIX V

Secure Handling of UCF Data

Secure protection and handling of data by vendors and third parties

1. Network Security. Vendor agrees at all times to maintain network security that – at a minimum – includes: network firewall provisioning, intrusion detection, and regular third party penetration testing. Likewise Vendor agrees to maintain network security that conforms to one of the following:
 - a. Those standards that UCF applies to its own network, as found at <http://www.cst.ucf.edu/about/information-security-office/iso-policies-standards/>
 - b. Current standards set forth and maintained by the National Institute of Standards and Technology, including those at:

<http://web.nvd.nist.gov/view/ncp/repository>
 - c. Any generally recognized comparable standard (e.g., ISO/IEC 27001, etc.) that Vendor then applies to its own network.
2. Data Security. Vendor agrees to protect and maintain the security of UCF data based on the latest industry security standards and best practices. These security measures include, but are not limited to, maintaining secure segmented networks, maintaining systems that are up-to-date, and environments free of malware.
3. Data Transmission. Vendor agrees that any and all transmission or exchange of system application data with UCF and/or any other parties expressly designated by UCF – solely in accordance with Section 6 below – shall take place via secure means, e.g. HTTPS or FTPS with 128 bit key AES encryption or better.
4. Data Storage. Vendor agrees that any and all UCF data will be stored, processed, and maintained solely on designated target servers and that no UCF data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the Vendor's designated backup and recovery processes.
5. Data Encryption. Vendor agrees to store all UCF backup data as part of the its designated backup and recovery processes in encrypted form using 128 bit key AES encryption or better.
6. Data Re-Use. Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Current Agreement. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of Vendor.

Vendor further agrees that no UCF data of any kind shall be transmitted, exchanged or otherwise passed to other vendors or interested parties except on a case-by-case basis as specifically agreed to in writing by an agent of UCF.

7. End of Agreement Data Handling. Vendor agrees that upon termination of this Agreement it shall erase, destroy, and render unreadable all UCF data according to the standards enumerated in DOD 5220.22 or NIST 800-88 and certify in writing that these actions have been completed at a mutually predetermined date.

8. Data Breach. Vendor agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally-identifiable information or other event requiring notification. In the event of a breach of any of Vendor's security obligations or other event requiring notification under applicable law ("Notification Event"), Vendor agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend UCF and its trustees, officers, and employees from and against any claims, damages, or other harm related to such Notification Event.

Related Documents:

- Third-Party Outsourcing (Cloud Computing) of University Data
- UCF Third Party Assurance Questionnaire
- 4-008 Data Classification and Protection

9. FERPA

If Vendor is provided access to any student personally identifiable information (as defined under FERPA), Vendor acknowledges that it will comply with the privacy regulations outlined in the Family Educational Rights and Privacy Act ("FERPA"), for the handling of such information, to the extent such regulations apply to Vendor. Vendor will not disclose or use any student information except to the extent necessary to carry out its obligations under its agreement with UCF and as permitted by FERPA.