



**THIS IS NOT  
AN ORDER**

**REQUEST FOR BIDS/PROPOSALS COVERSHEET**  
**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**  
**Procurement and Contract Services**  
**118 College Drive #5003, Hattiesburg, Mississippi 39406-0001**

**Date:** August 31, 2020

**Bid No. 21-11**

THE UNIVERSITY OF SOUTHERN MISSISSIPPI is considering the purchase of the following item(s). We ask that you submit your bid and retain one copy for your files. Right is reserved to accept or reject any part of your bid. Your quotation will be given consideration if received in Bond Hall, Room 214 on or before:

2:00 p.m. CT

September 22, 2020

**Buyer:** Jessica Whitten

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

TERMS - Bidder should state terms of sale. Our terms are 2% ten days, net 45 days.

These terms will apply per Mississippi law.

AWARDING CONTRACT - Cash terms will not be used as a basis for awarding contracts; however, the University will accept cash discounts when earned.

**NOTE: If you cannot quote on the exact material shown, please indicate any exception giving brand name and complete specifications of any alternate. If additional space is required, use a separate sheet or letter of transmittal.**

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<b>RFx #3160003876</b>  <b>DESCRIPTION</b>  <b>RFP 21-11 Wayfinding Kiosk</b>		
		<small>PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS. BID NUMBER AND DATE OF BID OPENING MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE IF USING THAT METHOD.</small>		

We quote you as above-F.O.B. The University of Southern Mississippi. Shipment can be made in \_\_\_\_\_ days from receipt of order. DATE \_\_\_\_\_ TERMS \_\_\_\_\_  
Return quotation to Procurement Services at above address.

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
PROCUREMENT SERVICES  
118 COLLEGE DRIVE #5003  
HATTIESBURG, MS 39406-0001**

**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS FOR BIDS/PROPOSALS**

- 1.) Failure to examine any drawings, specifications, and instructions will be at bidder' s risk.
- 2.) Samples of items when called for must be furnished free of expense and if not destroyed in testing, will, upon request, be returned at the bidder' s expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder' s name and manufacturer' s brand name and number.
- 3.) Bids must be signed and sealed with bidder' s name and address on the outside of the envelope, and the time and date of the bid opening and the bid file number shown in the lower-left corner of the packages; envelopes, express mailing labels, boxes, etc.
- 4.) In order for your bid to be considered, it must be received and time stamped in our office by 2:00 P.M. of the bid opening date. It is the responsibility of the vendor to ensure their bid is received within the appointed time. If your bid package is not received in Bond Hall, Room 214, by 2:00 P.M. of the bid opening date, it will not be considered.

If you are delivering your bid, you need to hand carry the bid package to:

The University of Southern Mississippi  
Procurement Services  
Bond Hall, Room 214  
Hattiesburg, Mississippi

If you are mailing your bid package via U.S. Postal Service, mail to:

The University of Southern Mississippi  
Procurement Services  
118 College Drive #5003  
Hattiesburg, MS 39406-0001

If you are express mailing your bid package via Federal Express or UPS, or any other delivery service which requires the use of a physical address, deliver to:

The University of Southern Mississippi  
Receiving Department  
2609 West 4<sup>th</sup> Street  
Hattiesburg, MS 39401

- 5.) Bids or proposals shall not be modified, corrected, altered, or amended after the specified closing time and the opening of such bids, unless otherwise noted in the request for bids or proposals.
- 6.) The University of Southern Mississippi reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified by the bidders, to accept any items on the bid. If the bidder fails to state the time within which bids must be accepted, it is understood and agreed that The University of Southern Mississippi shall have 60 days to accept. The University of Southern Mississippi reserves the right to make an award to this bid on an all or none basis, or on a line by line basis, whichever serves the best interest of The University of Southern Mississippi.
- 7.) Contracts and purchases will be made or entered into with the lowest, responsible bidder meeting specifications.
- 8.) A written purchase order or contract award mailed or otherwise furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall not be assignable by the vendor in whole or in part without the written consent of The University of Southern Mississippi.
- 9.) Bid files may be examined during normal working hours by bid participants. Non-participants will be prohibited from obtaining any information relative to the bid until the official award has been made.
- 10.) If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for price increase, that vendor shall be removed from our bidders' list for a period of 24 months.
- 11.) No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two-day period prior to the bid opening, the bid date will be reset giving bidders ample time to answer the addendum.
- 12.) Alternate bids, unless specifically requested or allowed, will not be considered.
- 13.) Bid openings will be conducted open to the public. However, they will serve only to open the bids. No discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. After the close of the bid opening meeting, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Proposal openings are not required to be open to the public; however, the resulting award is open for public inspection.
- 14.) Prices quoted shall be firm for the term of the contract or for the stated time of

acceptance.

- 15.) The bidder understands that The University of Southern Mississippi is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other such discrimination; and the bidder, by signing this bid, agrees during the term of agreement that the bidder will strictly adhere to this policy in its employment practices and provision of products or services.
- 16.) Bidders must upon request of The University of Southern Mississippi furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The University of Southern Mississippi reserves the right to make the final determination as to the bidder's ability.
- 17.) Questions or problems arising from bid procedures should be directed to the Buyer listed on the solicitation at:

The University of Southern Mississippi  
118 College Drive #5003  
Hattiesburg, MS 39406-0001  
Phone: (601) 266-4131
- 18.) All items must equal or exceed the specifications listed. The absence of detail specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only first quality materials and workmanship are to be used.
- 19.) It is the intent of the specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Invitation to Bid packet and to notify The University of Southern Mississippi if the Specifications, Instructions, General, or Special Conditions are formulated in a manner which would unnecessarily restrict competition.
- 20.) It shall be incumbent upon the bidders to understand the specifications. Any requests for clarifications shall be in writing and shall be submitted to our Procurement Services office at least five (5) days prior to the time and date set for the bid opening, unless otherwise noted in the bid or proposal specifications.
- 21.) The minimum specifications are used to set a standard and in no case are used with the intention to discriminate against any manufacturer. Bidders should note the name and the manufacturer and model number of the product they propose to furnish and submit descriptive literature.
- 22.) Trade names, brand names, and/or manufacturer's information used in these specifications are for the purpose of establishing quality, unless otherwise noted. Bids on

products of other qualified manufacturers are acceptable, provided they are demonstrated as equal to those specified in construction, design and suitability. Each bidder shall submit with his bid a complete brochure with pictures on each item and shall point out specifically any deviations from the specified items. Failure to do so may disqualify any bid. Please bid as specified or an approved equal.

- 23.) A copy of the manufacturer's standard guarantee/warranty shall accompany and become a part of this bid.
- 24.) There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government contract price without any liability as The University of Southern Mississippi is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with bidders whereby a lower price to The University of Southern Mississippi must automatically be given to the U.S. Government.
- 25.) All invoices, unless noted otherwise, are to be billed to:
- The University of Southern Mississippi  
Accounts Payable  
118 College Drive #5104  
Hattiesburg, MS 39406-0001
- 26.) All equipment bid shall be of current production and of the latest design and construction.
- 27.) Where all, or part(s), of the bid is requested on a unit price basis, both the unit prices and the extension of the unit prices constitute a basis of determining the lowest responsible and responsive bidder. In cases of error in the extension of price, the unit price will govern.
- 28.) All bidders/respondents are on notice that USM is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act, Miss. Code Ann. § 25-6-1, *et seq.* If a public records request is made for any information provided to the USM pursuant to this solicitation, USM shall promptly notify the Disclosing Party of such request. The Disclosing Party shall promptly institute appropriate legal proceedings to protect its information. No party to this agreement shall be liable to the other party for disclosures of information required by court order or required by law. For clarity, documents are not considered public record unless and until an award is made from such solicitation.
- 29.) Should the University of Southern Mississippi close due to inclement weather conditions, or any other unforeseen events on the bid opening date, sealed bids will open the following business day at the same time and location.

- 30.) As an alternative to traditional sealed bids in envelopes, the University of Southern Mississippi is capable of receiving electronic bid responses. While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore the University highly encourages traditional sealed bids which are either mailed or submitted in person. Should a vendor choose to submit their response electronically, please follow the instructions below using the following website: [https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell). On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined (a one-time process). Once registered, they can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices.

With regard to construction bids, there is one additional step required during the bid submission process. Along with the bid response and other attachments, contractors will also need to attach their Certificate of Responsibility (COR), or a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$ 50,000.00). If their COR or such statement is not attached, the bid will be invalid and not considered.

**AA/EOE/ADAI**



THE UNIVERSITY OF  
**SOUTHERN**  
**MISSISSIPPI**®

**Union Plaza Wayfinding Kiosk**

REQUEST FOR  
PROPOSALS  
21-11

**August 31, 2020**

### **A. Instructions to Vendors**

The Request for Proposals coversheet must be included in all sealed proposals for this bid.

Each bid must be submitted in a sealed envelope bearing on the outside the name “**Union Plaza Wayfinding Kiosk**,” the name of the Vendor, the Vendor address, and the notification of opening on the specified date on the cover sheet.

### **B. Payment**

The currency used for payment of costs will be in United States dollars.

The University **must** be invoiced once at the time of the University’s acceptance of the completed solution.

State law requires that the University receive an **original invoice** from the Vendor and that payment of the invoice is processed **within 45 days of receipt** (Miss Code 31-7-305). The invoice should be on the Vendor’s letterhead and/or include an original Vendor representative signature.

### **C. Length of Agreement**

The University of Southern Mississippi is seeking a one (1) year service/support agreement with the possibility of a three (3) year agreement with the possibility of two 1-year renewals. Please include pricing in bid response.

**D. References:** Respondents **MUST** provide a minimum of three (3) customer references, including contact information, that have implemented the proposed solution and/or services in the last 12 months; preferably from higher education institutions.

**E. Legibility and Organization:** Proposals **MUST** be printed, written in English, legible, and appropriately structured as stated in Section 1.5 Instructions to Vendors. Each page needs be numbered sequentially. Proposals **MUST** be bound.

### **F. Right to Use Proposals in Future Projects**

The State reserves the right to evaluate the awarded proposal from this bid, including all products and services proposed therein, along with the resulting contractual terms, for possible use in future projects if (a) it is deemed to be in the best interest of the State to do so; and (b) the Vendor is willing to extend a cost less than or equal to that specified in the awarded proposal and resulting contract. A decision concerning the utilization of a Vendor’s proposal for future projects is solely at the discretion of the State and requires the agreement of the proposing Vendor. The State’s decision to reuse an awarded proposal will be based upon such criteria as: (1) the customer’s business requirements; (2) elapsed time since the award of the original project; and/or (3) research on changes in the Vendor, market, and technical environments since the initial award..”

### **G. Criteria for Award**

The Vendor selected for an award will be the Vendor whose proposal, as presented in



the response to this RFP, is the most advantageous. The university is not bound to accept the lowest priced proposal if that proposal is not in the best interest of the university as determined by the Evaluation Committee.

Consideration may also be given to any additional information and comments if they should increase the benefits to the university. Upon completion of the initial review and evaluation of the proposals submitted, selected Vendors may be invited to participate in oral presentations.

RFP responses will be evaluated with the following criteria:

Total Project Cost	30%
Project Timeline	30%
Proposal Completeness	30%
References	10%

**H. Bid Technical Specifications**

Vendor technical Specifications can be located in Appendix C.

**I. Bid Scope of Work**

The Scope of work for this RFP can be located in Appendix D.

**J. Price Proposal**

Vendors should submit their quotes for this RFP using the format outlined in The Price proposal template, which can be located in Appendix E.

**K. Questions**

Vendor questions must be submitted by 5:00pm CDT Thursday, September 10, 2020 to Jessica Whitten: [Jessica.L.Turner@usm.edu](mailto:Jessica.L.Turner@usm.edu)

**L. Copies**

At least one (1) signed original copy of the bid response MUST be provided, as well as a portable electronic virus/malware free copy (thumb drive) of the bid response from the responding Vendor to be included in the bid response package. If an electronic copy is not included, the University reserves the right to request an electronic copy of the exact bid response prior to review of the bid.

# THE UNIVERSITY OF SOUTHERN MISSISSIPPI SERVICES CONTRACT

This Agreement is between \_\_\_\_\_, hereinafter referred to as “Contractor”, a corporation organized and existing under the laws of the State of \_\_\_\_\_ with its corporate address being \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and the University of Southern Mississippi, a governmental entity of the State of Mississippi, hereinafter referred to as “USM”, with its address at P.O. Box \_\_\_\_\_, Hattiesburg, Mississippi 39406 for and on behalf of its \_\_\_\_\_ (hereinafter \_\_\_\_\_). Contractor and USM are collectively referred to as the “parties.”

WHEREAS, Contractor desires to provide certain, specific services to USM.

WHEREAS, USM is willing to pay for those services.

This agreement shall not be effective unless and until both parties have executed this agreement and the effective date of this agreement shall be the date this agreement is executed by whichever party executes the agreement last. The term of this agreement shall be for    (one year)    from the effective date of this agreement at which time this agreement shall automatically expire. However, upon mutual written agreement of both parties, if a renewal agreement is executed by both parties at least XX days prior to the termination of this agreement, then this agreement may be renewed under terms mutually agreeable to both parties at that time.

Therefore, the parties hereby agree as follows:

- A. Both parties agree to all terms and conditions set forth in Standard Terms and Conditions, with the exception of any exceptions, additions, alterations, or revisions set forth in Exceptions to the University of Southern Mississippi Standard Terms and Conditions.
- B. Contractor shall:  
Provide the following services:
  - 1. *(the scope of services should be clearly defined)*
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  - 4. \_\_\_\_\_
  - 5. \_\_\_\_\_
  - 6. Refrain from using USM’s name, work mark, or other university identifier.
  - 7. Refrain from using the name or title of any USM official.
  - 8. Refrain from projecting their product, or the work entailed therewith, as being approved by or otherwise endorsed by USM, its entities or officials.
- C. For the services set forth herein, USM will pay Contractor as follows:

1. (the amount of payment should be clearly defined) The timing of payment is set forth in Standard Terms and Conditions, Section A.

D. Notices

All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by electronic means provided that the original of such notice is sent by certified U.S. Mail, postage prepaid, return receipt requested, to the persons at the address shown below. The parties agree to notify the other in writing of any change of address.

For Contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For USM:

\_\_\_\_\_  
\_\_\_\_\_  
P.O. Box \_\_\_\_\_  
Hattiesburg, MS 39406

## STANDARD TERMS AND CONDITIONS

A. Payment

USM shall pay Contractor within 45 days of receipt of each invoice received from Contractor upon review and confirmation by USM that such payments and all portions thereof are due, justified and warranted based on services received by USM in accordance with §31-7-305(2), Mississippi Code of 1972.

B. Availability of Funds

It is expressly understood and agreed that the obligation of USM to proceed under this agreement is conditioned upon the availability and receipt of funds by USM to specifically perform the obligations set forth for USM under this agreement.

C. Representation Regarding Contingent Fees and Gratuities

Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. Further, Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in state law.

D. Equal Employment Opportunity

Contractor represents and understands that USM is an equal opportunity employer and therefore maintains a policy that prohibits unlawful discrimination. Contractor agrees that during the term of this agreement that Contractor will strictly adhere to this policy in its employment practices and the provisions of its services.

E. Assignment Prohibition

Contractor agrees that it shall not attempt to nor shall it assign this agreement to any party and that any attempt to do so shall be void.

F. Authority to Contract

Contractor warrants (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and is in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (d) notwithstanding any other provisions of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

G. Failure to Enforce

The failure by USM at any time to enforce the provisions of this agreement shall not be construed as a waiver of any such provision. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right for USM to enforce the provisions at any time in accordance with the terms.

H. Contractor-Independent Contractor

Contractor shall at all times be regarded as and shall be legally considered an independent contractor and neither Contractor nor its employees shall, under any circumstances, be considered servants, agents or employees of USM, and USM shall at no time be legally responsible for any negligence or other wrongdoing by Contractor, its partners, principals, officers, agents, employees or representatives. USM shall not be responsible for any federal and state unemployment tax, federal or state income taxes, Social Security taxes, or any other amounts for the benefit of Contractor or any of its partners, principals, officers, agents, employees or representatives. USM shall not provide to Contractor, its partners, principals, officers, agents, employees or representatives any insurance coverage or other benefits, including, but not limited to, Worker's Compensation, which are normally provided by USM to its employees. Contractor's personnel shall not be deemed in any way, directly, indirectly, expressly or by implication, to be employees of USM. Nothing contained in this agreement or otherwise shall be deemed or construed as creating the relationship of principal and agent, partners, joint venturers, or any similar relationship between USM and the Contractor. At no time shall Contractor be authorized to do so and at no time shall Contractor act as an agent for or of USM.

I. Indemnification and Insurance

Contractor and its officers shall indemnify, defend, save and hold harmless, protect, and exonerate the State of Mississippi, the Board of Trustees of State Institutions of Higher Learning, USM, and each of their officers, agents, employees, and representatives, both in their official and in their individual capacities, from and against all claims, demands, liabilities, suits, actions, damages, losses and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses and attorney's fees, arising out of or caused by Contractor and its' partners, principals, officers, agents, employees or representatives related to actions or inactions of Contractor, its partners, principals, officers, agents, employees and

representatives. In USM's sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc., but in such event, Contractor shall use legal counsel acceptable to USM. Contractor shall be solely responsible for all costs and/or expenses associated with such defense and USM shall be entitled to participate in said defense. Contractor shall not settle any claim, suits, etc., without USM's written concurrence, which concurrence USM shall not unreasonably withhold.

Contractor, at its expense, agrees to procure and maintain insurance during the term as follows:

Worker's Compensation and Employer's Liability: Standard limits as required by applicable Worker's Compensation Laws.

Comprehensive General Liability:

- General Aggregate - \$3,000,000
- Personal & Adv Injury - \$3,000,000
- Each Occurrence - \$1,000,000
- Fire Damage (any one fire) - \$1,000,000
- Medical Expense (any one person) - \$5,000
- Automobile Bodily Injury and Property Damage Liability - \$1,000,000  
Combined Single Limit

Errors and Omissions Liability: If required, Contractor shall maintain Errors and Omissions Liability Insurance in an amount of not less than \$1,000,000 per claim covering claims or damages because of injury or damages arising out of any act, error, or omission of Contractor in the rendering of professional services.

The Contractor shall provide a Certificate of Coverage to the Board of Trustees of State Institutions of Higher Learning, Office of Insurance & Risk Management, 3825 Ridgewood Road, Suite 429, Jackson, MS, 39211 and USM, Steve Ballew, 118 College Dr., #5003, Hattiesburg, MS 39406 prior to the start of services. The Certificate of Coverage should, at a minimum, contain the name of the carrier, effective and expiration dates of coverage, a description of the covered perils, amount of coverage by peril, the name and mailing address of the insurance company, and the name and mailing address of the insurance agent. **The Certificate of Coverage must name the Board of Trustees of State Institutions of Higher Learning and USM as an additional insureds.**

J. Attorney's Fees and Expenses

Contractor agrees that in the event Contractor defaults in any obligations under this agreement that Contractor shall pay to USM all costs and expenses, including but not limited to, attorney's fees incurred by USM in enforcing this agreement.

K. Patents and Copyrights

Contractor covenants to save, defend, keep harmless, and indemnify the State of Mississippi, the Board of Trustees of State Institutions of Higher Learning, USM, and each of their officers, agents, employees, and representatives, both in their official and in their individual capacities, from and against all claims, losses, damages, injury, fines, penalties, and costs, including court costs and attorney's fees, charges, and other liability and exposure however caused for or on account of any copyright or patent infringement that may result from activities related to this agreement and the actions/inactions hereunder by the parties. This indemnification is not separate from that set forth elsewhere in this agreement and is not a limitation thereon, but instead is in conjunction therewith and is recited to ensure that the full breadth of the indemnification provisions contained elsewhere in this agreement are understood by the parties.

L. Disputes

Contractor agrees that any and all disputes between the parties to this agreement must be submitted to the USM Vice President for Finance and Administration for consideration and a final decision. If Contractor is dissatisfied with that final decision, the dispute may, at the option of USM, be subjected to resolution by mediation prior to any action being taken by Contractor toward litigation.

M. Modifications to Agreement

This Agreement represents the entire understanding between the parties with respect to the subject matter hereof, and this Agreement supersedes all previous representations, understandings or agreements, oral or written, between the parties with respect to the subject matter and cannot be modified except by a written instrument signed by the parties. All attached schedules and exhibits are hereby incorporated by reference to this Agreement.

N. Ownership of Documents and Work Papers

USM shall own all documents, files, reports, work papers and working documents, electronic or otherwise, created by Contractor in connection with this agreement.

O. Severability

If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement, and to that end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.

P. Termination for Convenience

USM may, when the interests of USM so require, terminate this agreement in whole or in part for convenience of USM. Written notice of the same is required to be provided by USM and shall allow no less than ten (10) days' notice prior to the effective date of termination.

Q. Termination for Cause

Either party may terminate this agreement immediately upon issuance of written notice if the other party fails to perform the obligations to the other

party under this agreement. The party issuing such a termination notice may allow 30 days within which the other party may attempt to cure the failure to fulfill its obligations, but such 30 day cure time is not required.

R. Inspection of Books and Records

USM shall have the right to inspect and audit the books and records of Contractor at reasonable times and places. Such books and records shall be retained and maintained by Contractor for a minimum of three years following the termination or the expiration of this agreement.

S. Applicable Law

This contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law provisions, and any litigation with respect thereto shall be brought in the courts of this state. Contractor shall comply with applicable federal, state, and local laws and regulations. If a court determines that any provision of this contract is not enforceable against USM, the Contractor agrees that the individual signing this agreement on behalf of USM is not personally responsible or liable for any of the obligations and duties contained herein.

T. Venue

Each of the parties hereto hereby irrevocably and unconditionally consent to submit to the exclusive jurisdiction of the state courts of Forrest County, Mississippi, with respect to any litigation arising out of, or related to, this agreement and the transactions contemplated hereby (and agrees not to commence any litigation relating thereto except in such courts). Each of the parties hereto irrevocably and unconditionally waives any objection to the laying of venue of any litigation arising out of this agreement of the transactions contemplated hereby, in the state courts of Forrest County, Mississippi, and hereby further irrevocably and unconditionally waives and agrees not to plead or claim in any such court that any such litigation brought in any such court has been brought in an inconvenient forum.

U. E-Verify

Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, *et seq* of the Mississippi Code Annotated, and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. Contractor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor understands and agrees that any

breach of these warranties may subject Contractor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Contractor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of License or Permit.

V. Force Majeure

Neither Party shall be deemed in default or otherwise liable hereunder due to its inability to perform by reason of any fire, earthquake, flood, epidemic, accident, explosion, casualty, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, or similar causes beyond the party's control. Any delay in performance shall be no greater than the event of force majeure causing the delay. If an event of force majeure continues uninterrupted for a period exceeding six (6) calendar months, either party may elect to terminate this Agreement upon notice to the other, but such right of termination, if not exercised, shall expire immediately upon the discontinuance of the event of force majeure.

**Exceptions to University of Southern Mississippi Standard Terms and Conditions**

Any exceptions, additions, alterations or revisions to the University of Southern Mississippi Standard Terms and Conditions shall be listed herein and shall become a binding part of the contract upon approval and signature by both parties. If there are no exceptions, "NO EXCEPTIONS" should be typed after "A." Failure to add "NO EXCEPTIONS" will render it not applicable and the entire University of Southern Mississippi Standard Terms and Conditions will be considered to be in force.

- A.
- B.
- C.
- D.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE DATES SHOWN BELOW.

VENDOR NAME

UNIVERSITY OF SOUTHERN MISSISSIPPI



---

Vendor Rep Name / Date  
Vendor Rep Title

---

USM Rep Name / Date  
USM Rep Title



# THE UNIVERSITY OF SOUTHERN MISSISSIPPI

## Independent Contractor Status Determination and Documentation Form

### Section 1: Payment

A. Name of individual or organization: \_\_\_\_\_

B.  YES  NO Limited Liability Company (LLC). **MUST select the federal entity type (Individual, Partnership, S-Corporation, or Corporation)**

C. Entity Type:

Individual and or Sole Proprietor  Partnership  S-Corporation  Corporation  Government  Tax-exempt Organization

Private Foundation  Disregarded Entity  Simple Trust  Grantor Trust  Complex Trust  Estate Central Bank of Issue  International

YES  NO D. Will payment be made to an Individual, Sole Proprietor, a Partnership, or a Disregarded Entity?

➤ If Yes – Go to section 2

➤ If No – STOP and complete a Personal Services Agreement accompanied with a W9 (or W-8BEN if foreign) and original invoice

### Section 2: Individual Current Relationship with The University of Southern Mississippi

I. Name of Individual or Business Owner \_\_\_\_\_

II. Is this Individual / Business Owner related to a current USM employee?  YES  NO

II (a). If "Yes", to whom? \_\_\_\_\_ What relationship? \_\_\_\_\_

III. Other

YES  NO

A. Is this individual currently an employee with The University of Southern Mississippi?

YES  NO

B. Has this individual been an employee of USM within the past 12 months?

YES  NO

C. Does the department plan on hiring this individual as an employee within the next 12 months?

YES  NO

D. Is this individual a state retiree or member of PERS?

If the answer is "No" to all questions, proceed to question in Section 3, Exemptions from Completing.

If the answer is "Yes" to A, B, or C above, the individual **must** be classified as an employee and paid through USM payroll. Complete a Personnel Action Form. If the answer is "Yes" to D above, Independent Contractor status must be approved by PERS.

### Section 3: Classification Guidelines (Complete only **one** section, A, B, or C, depending on the services to be performed by the individual.)

A. Lecturer/Instructor

YES  NO

1. Is the individual a "guest lecturer", e.g., an individual who lectures at only one or two class sessions?

YES  NO

2. Is the individual the primary instructor in a department course being offered for academic credit toward a University degree?

YES  NO

3. Is the individual responsible for the content of the lecture/presentation versus presenting materials that have been prepared/dictated by USM?

B. Researcher

NOTE - Researchers hired to perform services for a University department are initially presumed to be employees of the University.

Please complete the following questions:

YES  NO

1. Will the individual perform research for a University faculty member or director under an arrangement whereby the University faculty member or director serves in a supervisory capacity (i.e., the individual will be working under the *direction* of the University faculty member or director)?

YES  NO

2. Will the individual serve in an advisory or consulting capacity with a University faculty member or director, in a "collaboration between equals" type arrangement?

C. Individuals **Not Covered Under Section 3A or 3B.**

YES  NO

1. Does the individual routinely provide the same or similar services outside USM to the general public as part of a continuing trade or business?

YES  NO

2. Will the University set the number of hours and/or days of the week that the individual is required to work, **as opposed to** allowing the individual to set own work schedule and/or pay the individual an hourly rate similar to what other employees are paid on campus for similar work?

YES  NO

3. Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise and/or provide significant supplies and equipment for the worker?

YES  NO

4. Does the individual engage in entrepreneurial activities in an established business at risk for loss?

YES  NO

5. Does the individual have his/her own insurance for work-related injuries?

Why should this individual be treated as an Independent Contractor and not an employee? \_\_\_\_\_

Individual/Business owner: \_\_\_\_\_, date: \_\_\_\_\_

Sign Name

Print Name

Third Party Completion: \_\_\_\_\_, date: \_\_\_\_\_

For determination of Independent Contractor classification before department completes additional paperwork, please email [cheri.waldrup@usm.edu](mailto:cheri.waldrup@usm.edu).

University of Southern Mississippi  
iTech  
Statement of Confidentiality

By working for the University of Southern Mississippi and iTech, you may be privy to certain confidential information in regards to university students, staff, and faculty members.

Any information regarding a person's account (such as status, SSN, or USM ID number) or items discussed by these persons regarding their information technology equipment (such as passwords) or objects discovered by you that reside within the memory of said information technology equipment or recorded on a person's movable storage media (such as software, pictures, and documents) is strictly confidential and disclosure of any of these except to authorized University and iTech personnel is prohibited.

By signing this document, I acknowledge that I have read the above statement and that I understand that I am responsible for maintaining the confidentiality of all University students, staff and faculty and for making no further disclosure of information obtained as an employee of or contractor with iTech, except as proscribed as above. I understand that failure to maintain this confidentiality could result in my being terminated as a contractor and even in criminal prosecution of the circumstances warrant such.

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Employee / Contractor Name (print)

Signature

Date

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Witness Name (print)

Signature

Date

## **Appendix C**

### **Technical Requirements:**

The below items are minimum requirements for the above scope of work:

1. One Media Player per interactive display with
  - 1.1. The most up-to-date version of player software at the time this scope of work is written
  - 1.2. USB or serial connection to each display to support touch interaction.
  - 1.3. Appropriate video Codec(s)
  - 1.4. Appropriate video cards
2. Single or multi-touch display hardware, calibrated with appropriate device drivers
3. Appropriate audio support, including but not limited to speakers with volume control and codecs
4. If the project directory data is to be extracted from an end user specified programmable data source, the winning company will be given access to the directory data source while the project is in development
  - 4.1. The data source may be an XML, SOAP or JSON web service and must be adequately described, including all credentials required and available web service methods with their parameters and return values.
  - 4.2. The data source must be exposed via public IP address, a VPN connection or an Oracle VirtualBox virtual appliance that precisely mimics the real data source, including all credentials
5. The winning vendor's support resources must have the ability to reach the Media Player remotely via RDP or equivalent access

## Appendix D

### Union Plaza Interactive Wayfinding Kiosk Scope of Work

#### 1. Objectives

- a. Project is for a single digital wayfinding kiosk in the Union Plaza area. This unit needs to be a double-sided, multi-touch display housed within an outdoor enclosure.
- b. Purpose will be to direct students, faculty, staff and visitors to various campus locations, provide information and host advertisements.
- c. Mapping for this project needs to include multiple buildings and outdoor spaces campus wide as well as the interior of the Union Complex.

#### 2. Deliverables

- a. Vendor will be responsible to either in-house or outsource the build of the concrete mounting pad for the submitted Kiosk solution.
- b. This Kiosk will be located in an outdoor area. It is the Vendor's responsibility to ensure that the submitted Kiosk solution is vandal resistant, High visibility, high backlighting, UL tested to be waterproof and safe in wet weather conditions, as well as South Mississippi weather resistant.
- c. The Vendor must present a detailed description of all projects and services proposed in the response to this Bid. It is the vendor's responsibility to make sure all products proposed are adequately described.
- d. The contractor will be responsible for delivering and installing the kiosk to the Union Plaza on the USM campus in Hattiesburg, MS.
- e. Cost Proposal. The "Price Proposal Form", Appendix F, must be completed with the proposed price for completing the proposed work.
- f. Kiosk screen designs that incorporates USM logos and colors throughout project.
- g. On screen options to meet ADA accessibility standards. Options to lower navigation buttons and content when activated.
- h. Basic navigation functions within all sections, with the ability to go back and return to home screen.
- i. Timeout features to track inactivity and return to default screen. This screen should have a menu for directories, campus mapping, events and/or ads.
- j. Union Complex Floor Map Information:
  - i. Up to eight flat floor maps with destinations indicated by name and/or number.
  - ii. The floor maps should be three colors; common areas and corridors will be one color, destination rooms a second and back of house or private room's a third.
  - iii. "You Are Here" indicators, entrances, exits, stairs, elevators, escalators. ATM's and eateries are considered landmarks and will be indicated on the maps with icons. A legend will appear on the screen for the icons.

#### 3. University Campus Map Information

- a. One flat campus map with buildings and outdoor spaces indicated by name.
- b. The campus map should be four colors; all university buildings one color, parking lots and roads a second, parks and athletic fields a third, any water features a fourth.
- c. A QR code and URL for a mobile campus website will also appear on the screen.

- d. The map can be increased or decreased in size with a “pinch to zoom” feature.

**4. Destinations Directory Information**

- a. One full screen directory sorted in alphabetical order by destination name.
- b. Columns of information are TBD, but should include destination name, phone number and/or email address for building contact or liaison, room name or number and floor number.
- c. The letters of the alphabet should be present on screen. Once a letter is selected, only destinations that begin with the selected letter should appear.
- d. Each entry in the directory should include a “map it” or “find” button. Once selected, the screen should change to the destination floor map with an animated icon on the destination room.
- e. The directory data should be populated via a website, or from PeopleSoft or another database, with a web frontend. The end user should be able to edit directory data by using the web frontend or should be able to pull updated data from PeopleSoft or another database.

**5. Faculty and Staff Directory Information**

- a. One full screen directory sorted in alphabetical order by last name.
- b. Columns of information are TBD, but should include name, title or department, phone number/email address, room name or number and floor number.
- c. The letter of the alphabet should be present on screen. Once a letter is selected, only last names that begin with the selected letter should appear.
- d. Each entry in the directory should include a “map it” or “find” button. Once selected, the screen should change to the destination room.
- e. The directory data should be populated via a website, or from PeopleSoft or another database, with a web frontend. The end user should be able to edit directory data by using the web frontend or should be able to pull updated data from PeopleSoft or another database.

**6. Event Directory Information**

- a. One full screen directory of current day events sorted in chronological order by start time should appear.
- b. Columns of information are TBD, but should include start time, end time, event name, room name or number and floor number.
- c. Each entry in the directory should include a “map it” or “find” button. Once selected, the screen will change to the destination floor map with an animated icon on the destination room.
- d. The directory data will be populated via the end user’s EMS, Mazevo, or any other event database. The end user can edit the directory data by making changes within EMS, Mazevo, or any other event.

**7. Final Project and Hosting information**

- a. When complete, vendor should deliver the original artwork/media and uncompiled source code file(s) with the final project.
- b. The final version of the project may be HTML5 (or equivalent) and should be played back in vendor’s software using the medium vendor determines best dependent upon the project design and functionality.

- c. All files from this project could be hosted by vendor or could be hosted onsite. Physical or virtual servers are an option as well as cloud-based technology. This may include (but may not be limited to) IIS, PHP and MySQL. These services and files may be necessary to support the project files that could include PHP, CSS, JavaScript, JQuery or other files. If the project cannot be hosted on an end user's own server, details of hosting by vendor can be determined during the bid and contract process.

**8. Warranty and Support**

- a. The Vendor must provide a minimum 1-year on-site maintenance/warranty contract after installation and acceptance by USM. The warranty shall cover all service, parts, labor, and travel. The vendor must respond within 24 hours.
- b. The vendor must be able to provide telephone technical support.
- c. Option to extend maintenance/warranty to 3 years with 2 one-year renewals.