San Francisco State University

Request for Information (RFI)

For

Topic: xxxxxxx

RFI #P170115

San Francisco State University is requesting information from qualified firms or individuals for xxxxxxx.

This is a Request for Information (RFI) only and does not constitute a commitment, implied or otherwise, that the San Francisco State University will take procurement action in this matter and will not be responsible for any cost incurred in furnishing this information.

This RFI is being used to gather market research for SF State to make decisions regarding the development of strategies and deploying a reliable and affordable xxxxxxxxxxxx on campus.

All responses to this RFI shall be addressed and delivered to:

>San Francisco State University
>Procurement and Contract Services
>1600 Holloway Avenue, Corp Yard 140
>San Francisco, CA 94132
>Attn:Megan Dobbyn, RFI #P170115

Responses shall be delivered no later than 2:00 p.m., on xxxxxxxxxxxxxxx, 2018.

Responses must be submitted sufficiently in advance of the specified due date and time. San Francisco State University assumes no responsibility for delay in delivery to the designated delivery location by the United States Postal Service, by University Mail Services, or by any other means. San Francisco State has the discretionary right to disregard any submittals that arrive late.

Request for Information (RFI)

Statement of Need: San Francisco State University desires

Background: Our campus has approximately

Qualifications:

Information Requested:

Questions:

INSTRUCTIONS TO RESPONSES

1. **Responses:**

   Responses to this RFI must contain the following information:

   (a) Capabilities, which include information described under Statement of Need and ability to integrate hardware and software into a seamless solution.

   (b) Answers to questions as stated above.

   (c) Experience with similar projects.

   (d) References from prior customers.

   (e) Overall project approach.

   (f) Estimated Pricing information for Phase 1.

2. **Selection of Experts:** Selection will be based on:

   1) Submission of responses that best meets the requirements of this Request for Information (RFI).

   2) Experience with projects of similar size and scope.

3) References from prior customers with similar projects.

4) Demonstrated ability to integrate different hardware and software into a seamless solution.

5) Demonstrated Open architecture solution.

6) Overall project approach.

Submissions will be evaluated according to the criteria above. The top responses based on the criteria may be invited at a later date to submit a response to a "Request for Proposal" (RFP) for Phase I of the xxxxxxx.

Planned Future
Phase I

Phase I should involve the installation of xxxxxxxxx

3.   **Submission of Responses**

Responses must be addressed and delivered to Procurement and Contracts Services, 1600 Holloway Avenue, San Francisco, CA 94132, on or before the time and date set for closing. Responses must be sealed and enclosed in an envelope marked:

Name of Proposer:
RFI Number:
RFI Description:

No telephone, electronic or facsimile information will be considered. Submittals received after the time and date for closing might considered non-responsive.

Responses should be submitted as an original hard copy and electronic copy on a memory stick.

Submitted format will include a cover letter, table of contents, and a tabbed section for each portion of the response.

4.   **Questions, Interpretations, or Clarifications**

Any questions, interpretations or clarifications, either administrative or technical regarding this RFI must be submitted in writing. Responses will be provided in writing.

Oral statements concerning the meaning or intent of the contents of this RFI by any person is unauthorized and invalid.

 All questions must be directed in writing to Megan Dobbyn, at mdobbyn@sfsu.edu

Written questions submitted through 4:00 p.m. on _____, 2018 are assured a response, questions received after that date will be answered at the discretion of the University.

5. **Withdrawal of Response**

A response may be withdrawn after its submission by written or email request signed by the proposer or authorized representative, prior to the time and date specified for RFI submission. Response may be withdrawn and resubmitted in the same manner if done so before the proposed submission deadline.

6. **Oral Presentations**

Responders to this RFI which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Scheduling of these oral presentations will be done by Procurement and Contract Services.

7. **Proprietary Information**

Any information being submitted that is considered to be proprietary, must be submitted in a separate envelope with the proposal and marked "Proprietary Information". A justification for not making such material public must be included.. Procurement and Contract Services is the final authority as to whether the material is considered proprietary or confidential. Any information which is not exempt or otherwise privileged under the California Public Records Act will be subject to disclosure.

8. **Cancellation of RFI**

This request does not obligate the University to conduct a solicitation process or enter into an agreement. The University retains the right to cancel this RFI at any time, should the project be cancelled or extensively delayed, the University loses the required funding, or it is deemed in the best interest of the University.

9. **Responses to this RFI Become Property of the University**

All Responses submitted for consideration become the property of the University and information contained herein shall become public documents subject to disclosure laws. The University reserves the right to make use of any information or idea contained in the Statement of Qualifications.

10. **Cost of Response to the RFI**

Costs for developing a response to this RFI are entirely the responsibility of the proposer. The University shall not reimburse any proposer the cost of responding to a RFI.