

**REQUEST FOR INFORMATION**  
**To Provide Display Boards for the Senate Chamber**  
**Virtual Statehouse Project – Subproject 2**  
**For the Kansas Legislature**

**Issuance Date: December 1, 2020**

**Proposal Due Date: December 14, 2020**

**Prepared by:**  
**Kansas Legislative Office of Information Services**

**Objective:** The Kansas Virtual Statehouse project will allow the public to participate in the Kansas Legislative process from anywhere in the state using virtual technologies. The virtual technologies will create a secure environment that will allow legislators, staff, and the public to interact from any location using video, audio, and shared computer screens. The Statehouse Chambers and Committee rooms will be equipped with professional video conference systems that will enhance transparency and meet accessibility standards. This will allow remote testimony from anywhere connectivity and the technology is available. The video and audio of video conferences will be streamed to the public network for unlimited public viewing along with other legislative proceedings under existing or future streaming services utilized by the Legislature. This Request for Information (RFI) is for the display boards in the Senate Chamber.

**General Requirements:** These general requirements apply to all products obtained under this RFI.

At the request of the Kansas Legislative Office of Information Services (KLOIS), the Vendor will supply a sample model of the proposed equipment, including hardware and software. Each sample unit will be tested on the legislative network with integration to existing legislative standard software and systems. If a sample model is not feasible, the vendor will arrange an onsite visit and demonstration of a comparable model.

**Maintenance for all products under the RFI will be on-site, next business day throughout the maintenance period.** The staff of KLOIS desires privileges to swap parts as necessary to keep critical computers operational. State the terms and conditions for granting these privileges. A minimum 5-year maintenance period should be included.

The display boards should integrate with the KLISS Chamber system. The display boards should have the capability to display information on current chamber activities and actions, bill information, custom messages, and video. The display boards will have the capability to customize the display so the screen can be split between the current chamber actions information and a video or other presentation. This should be accomplished through the use of templates.

RFI responses must indicate clearly whether each and every specification is met or unmet. Explanations that assist in the clarification of responses are desired.

**Pricing/costs of the proposal shall be separated from the rest of the response. Digital responses should include the pricing/cost information in a separate file.**

**The Kansas Legislature will accept proposals until 5 PM CDST, December 14, 2020.**

## **Basic Information for Respondents**

### **A. Background.**

This Request for Information (RFI) solicits proposals to provide 75” displays in the Senate Chamber that will allow custom messages to be displayed when the Senate is not in session. During a legislative session information on the bill being considered and the current chamber actions will be displayed. The displays can also be used for video and other presentations. The displays should be customized through the use of templates to allow for a split screen display to show both the current chamber actions and text of bill information.

There are four displays included in this RFI. Two large 75” displays are in the Senate Chamber, and two smaller 55” displays are located in the corridors outside the Senate Chamber and Gallery.

### **B. Acronyms and Specialized Terms**

**LCC.** The *Legislative Coordinating Council* has general authority over all legislative services and comprises the President, Majority Leader, and Minority Leader of the Senate; and the Speaker, Speaker Pro Tem, Majority Leader, and Minority Leader of the House of Representatives.

**Procurement Negotiating Committee (PNC).** The *Procurement Negotiating Committee (PNC)* consists of the Executive Director of Legislative Administrative Services, Legislative Chief Information Technology Officer, Director of Technical Services, and an attorney from the Revisor’s Office. The PNC conducts negotiations and makes the final award based on the best interests of the State.

### **C. Communications Related To This RFI**

From the issuance date of this RFI until a vendor for the requested goods and services is selected and contract negotiations commenced, respondents are not allowed to communicate with any Legislative staff regarding this procurement except for the contact listed below. Violation of this provision may result in the rejection of respondent's proposal.

Questions about this solicitation should be addressed in writing to:

**Terri Clark, Director of Technical Services**  
**300 SW 10<sup>th</sup>, Room 63-W Statehouse**  
**Topeka KS 66612**  
**785-296-5433**  
**[terri.clark@las.ks.gov](mailto:terri.clark@las.ks.gov)**

We strongly recommend that written questions be transmitted by e-mail to assist in expedited responses. [All communications prior to a formal declaration of start of negotiation will be documented and given to all members of the PNC.](#)

The LCC reserves the right to amend or cancel this solicitation at any time. The LCC also reserves the right to refuse any and all proposals and portions of proposals submitted in response to this solicitation.

## **Proposal Requirements**

### ***A. Proposal Acceptance Guidelines***

The following conditions are necessary for any proposal to be accepted for consideration:

#### ***Eligibility.***

Proposals submitted in response to this request may be submitted by any individual or entity with the ability to provide the requested goods and services. The person who signs the proposal must be an authorized representative of the entity submitting the proposal.

#### ***Content.***

Proposals must follow the outline described in the “Instructions to Respondents” section later in this solicitation. Adherence to a standard format will allow the PNC to quickly and easily identify elements for evaluation. Failure to follow the required format may result in rejection of the proposal. Proposals that simply restate the RFI's requirements or simply indicate that the specified goods or service will be provided will not be considered responsive and may be rejected. The LCC will reject conditional or incomplete proposals or proposals that contain irregularities in content or procedure. Proposals that, in the opinion of the PNC, are not specifically responsive will be rejected. Oral responses will not be accepted.

#### ***Deadline for Submission.***

**In order for proposals to be considered, 3 digital copies of the signed original must be received at the location specified below, on or before 5:00 p.m. (CDST), December 14, 2020.**

Proposals must be delivered to:  
Alan Weis, Legislative Chief Information Technology Officer  
Legislative Office of Information Services  
Kansas Statehouse, Room 63-W  
300 SW 10th Avenue  
Topeka, Kansas 66612

The Legislature reserves the right to postpone the deadline, in which case notification will be distributed in the same manner as the original RFI.

### ***B. Vendor/Contractor Guarantees***

#### ***Prices.***

The successful proposal may become part of the purchasing contract. All prices quoted in the proposal must be firm on the basis of services and products offered and must be valid for at least 60 days from the time of submission of the proposal.

#### ***Conflict of Interest.***

All proposals must include certification that any prices presented in the proposal were arrived at without any conflict of interest. For purposes of this certification, a conflict of interest would exist if prices were not arrived at independently and without collusion, consultation, communication or agreement with any other respondent, competitor, or public officer regarding any matter material to those prices. If a conflict of interest is detected at any time during the

period of the contract entered into as a result of this RFI, the contract will be declared null and void and the respondent must assume all costs of the project until such time as a new vendor is secured.

***Performance.***

Respondents must guarantee that all goods and services offered in response to this solicitation will perform according to the specifications and provisions of the solicitation. Respondents must identify whether any guarantees are conditional and clearly state such conditions.

***Payment tied to performance***

Respondent must self-finance Respondent's total cost of performance under any contract entered into as a result of this RFI. Any contract entered into as a result of this RFI will include provisions allowing the State of Kansas to withhold payments for Respondent's failure to provide products or services as required by the contract until such non-performance is rectified.

***C. Legal Requirements***

***Contractual Provisions Attachment.***

Any contract entered in to for provision of goods or services will include the Contractual Provisions Attachment (Attachment A).

***Open Records.***

All proposals and supporting documentation submitted by respondents become the property of the LCC and pursuant to state law will be open to public review after contract signing or rejection of all proposals. Any documentation accompanying the proposal that the respondent considers proprietary or confidential must be clearly marked as such. Cost data cannot be considered proprietary or trade secret information.

***D. Proposal Review and Contract Negotiation***

***Waiver of Requirements.***

The LCC may waive a proposal's deviation from the requirements of this RFI but any such waiver will not constitute a modification of the RFI requirements nor will such waiver excuse any respondent from full compliance with any contract entered into as a result of this RFI.

***Additional Information.***

The LCC may request additional information as needed from any respondent who submits a proposal. If additional information is requested from a respondent, the LCC is not required to request the same information from all respondents.

***Notice.***

If this RFI is amended or canceled, or if additional information is provided by the LCC (or the PNC on the LCC's behalf) to clarify the RFI, notification of how to obtain the information will be distributed in the same manner as the original notice. Verbal communication regarding the RFI will not override written communication. All respondents must acknowledge in the proposal receipt of any addenda to this RFI or any additional information from the LCC or the PNC. Failure to include such acknowledgment in the proposal may result in rejection of the proposal.

***Final decision.***

The final decision for securing goods and services described in this RFI will be made by the LCC. The LCC reserves the right to negotiate all elements of any proposal submitted in response to this request. Any such negotiations may include, but not be limited to, prices, scope of services, payment schedules, penalties, and means of providing the services. In particular, the LCC reserves the right to change the mix of equipment required, based on the cost, functionality, capacity, speed, and other factors described in the proposals, with the understanding that such changes may affect the total project cost. The contract resulting from these negotiations may include this RFI, the respondent's proposal, and all matters agreed to by the LCC and the respondent. Negotiated contract provisions will prevail in the event of conflicting provisions in the other documents.

***Withdrawal of Proposals.***

Any proposal may be withdrawn in its entirety by the respondent. Any such request for withdrawal must be made in writing and signed by the person or persons who signed the proposal. No portion of a withdrawn proposal will be considered for any aspect of the project described in this RFI.

***Costs Related to Preparing Proposal.***

Costs directly or indirectly related to preparation of a response to this request, including any required demonstration, are entirely the responsibility of the respondent and are not chargeable, in any manner, to the State of Kansas.

## **Instructions to Respondents**

### ***A. Proposal Format and Contents.***

#### ***Cover Sheet***

The cover sheet for vendor proposals must be in the following format and contain the following information:

#### **Cover Sheet**

Proposal to Provide Display Boards for the Senate Chamber

Submitted to:

Kansas Legislative Office of Information Services

300 SW 10th, Rm. 63-W

Topeka, KS 66612

ATTN: Mr. Alan Weis

Date Mailed or Delivered: \_\_\_\_\_

Submission deadline: 5:00 PM CDST, December 14, 2020

Respondent's name (if an individual) or firm's name:

\_\_\_\_\_

#### **Signature of Respondent's Contact Person with authorization to enter into contract:**

Signature: \_\_\_\_\_

Name (printed/typed) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

#### ***Table of Contents***

All proposals shall have a table of contents to assist reviewers in their evaluations.

#### ***Proposal Introduction***

This section must contain an introduction to the proposal and a statement of the project as the vendor understands it. While the section should be brief, vendors should provide sufficient information to demonstrate they have read the RFI and related document and understand the intent, scope, and importance of the project.

#### ***Corporate Background and Experience***

This section should state the background and experience of the individual or corporation submitting the bid in providing displays, installation, support, and maintenance. This section must include a copy of the company or individual's most recent independent financial audit and a list of customers who have obtained substantially similar goods and services from the respondent. The list of customers must include contact information for a person familiar with the goods and services provided by the respondent. The LCC may contact any or all of the customers listed in the proposal or other customers the LCC becomes aware of through its



own efforts.

***Responses to all Specifications***

This section must contain the vendor’s specific response to each and every item listed in the “Specifications” section. The format for each response should be (1) a restatement of the requirement, (2) a definitive statement of whether the vendor's proposed hardware or services meet the requirements and specifications, and (3) a narrative description of how the vendor's proposed hardware or services meet the requirements and specifications. In any case where the requirement as written cannot be met, the bidder may propose an alternative, but such responses must state that the response does not meet the requirement as written. The responses must take the format of the following **example**:

<b>Function</b>	<b>Example 1</b>	<b>Example 2</b>
Maintenance	<p>2 business day on-site response</p> <p><b>YES, the solution in this proposal meets this requirement.</b> Our technicians are stationed in Kansas City and can be on site within 8 hours.</p>	<p>4 hour on-site response</p> <p><b>NO, the solution in this proposal does not meet this requirement.</b> Our ABC technicians are stationed in Kansas City and can be on site within 8 hours, but not always within 4 hours. 4-hour response time can be negotiated at a higher price (with our maintenance staff) or you may contract independently with a local ABC-approved service firm. A list of approved service providers is included in this proposal as Attachment X.</p>

***Proposed Project Staff and Project Organization***

This section should state in detail the qualifications of the persons whom the vendor proposes to assign to work on the Legislature's computer implementation project. In particular, it will be important to provide detailed information on the persons with whom we anticipate having the greatest contact during the implementation project:

- The Project Manager or Contact Person
- The Contract Negotiator
- The Technical Support team, etc.

***Proposed Detailed Implementation Schedule***

The proposed project schedule for the acquisition, negotiation and implementation of computers is:

- December 1, 2020 - Legislature issues RFI
- December 14, 2020 - Vendor responses due
- December 23, 2020 - Preliminary vendor identified
- February 26, 2021 – Contract negotiations complete, contract signed
- July 16, 2021 – Initial hardware and software delivered to the State Capitol
- July 19, 2021 – Begin installation of display boards in Senate Chamber
- August 16, 2021 - Legislature completes testing, accepts or rejects system
- August 27, 2021 – User training complete

Vendors must state in their response whether or not this implementation schedule can be met. Deviations from this schedule must be identified and a vendor-proposed schedule submitted.

***Proposed Cost for Good and Services***

Costs shall be presented in the format below. This cost information shall be placed in a sealed envelope and included with the response.

**TOTAL PROPOSAL (all machine classes combined)**

**Vendor Name:** \_\_\_\_\_

Cost of hardware (include all boards, drivers, accessories, controllers, or other extras required to meet specifications): ..... \$ \_\_\_\_\_

Cost of software (include all licensing, integration, or other extras required to meet specifications): ..... \$ \_\_\_\_\_

Cost of integration with existing KLISS Chamber systems, other systems: \$ \_\_\_\_\_

Cost of consulting and professional services: \$ \_\_\_\_\_

Other up front costs (specify) ..... \$ \_\_\_\_\_

**Total initial costs** \$ \_\_\_\_\_

Annual maintenance cost ..... \$ \_\_\_\_\_

Other annual costs (specify) ..... \$ \_\_\_\_\_

**Total annual payment** \$ \_\_\_\_\_

***Vendors are reminded that the State of Kansas does not pay sales or property taxes and is not required to purchase insurance. Vendors should remember that these expenses will be their responsibility and factor such into their monthly cost calculations.***

***Explanatory Notes to Cost Items***

Additionally, vendors shall provide a copy of the proposed sample contract with the response. Negotiation of contract terms will begin with the sample contract. The sample contract shall contain all of the terms and conditions of the hardware, software, and installation purchases including termination provisions, provisions to prepay maintenance or other costs and any discounts offered if such prepayments are made.

***Proposal for Additional or Enhanced Goods and Services***

Vendors may submit detailed proposals for additional or enhanced products and services. In particular, proposals for additional or enhanced technology solutions or for “value-added” services are encouraged. These submissions should be limited to those products and services that relate to the operations and business requirements of the Kansas Legislature. They should relate to the products and services requested in this RFI, and should integrate into and enhance the functionality of the solution proposed by the vendor. Enhanced goods and services are those that exceed the minimum requirements stated in this RFI. Proposed additional or enhanced goods and services must be described in completely separate operational, technical, and cost sections from

those required by this RFI.

Respondents may wish to use the checklist in Attachment B to help ensure that their proposals are complete.

## ***B. Evaluation Criteria***

### ***Experience.***

Persons or entities with previous, verifiable experience and acceptable performance records as providers of customizable displays and related services will be given preference in the selection process.

### ***Required Elements.***

For purposes of evaluating proposals, each specification identified in this RFI is considered a strongly preferred, but not mandatory, requirement for vendor proposals. Preference will be given to those units that most closely match the specification, or that provide the most critical functions.

### ***Scoring of Proposals.***

The Technical Evaluation Advisory Team will be selected from KLOIS staff. Members of the Technical Evaluation Advisory Team will assess each proposal and assign a "0" (meaning the specification requirement does not appear to be met) or a "1" (meaning the specification requirement appears to be met) or a "2" (meaning the requirement appears to have been exceeded). The reviewer is required to explain the reasons for the score. A composite score will be developed for each proposal by each reviewer. Once all proposals are evaluated individually, the Technical Evaluation Advisory Team will develop a final composite score for each proposal. These evaluations will be considered by the PNC in making a determination of the "best interest of the State". The costs of the proposal in the sealed envelope will not be evaluated until after the scoring of the requirements has been completed.

### ***Demonstration.***

The process of evaluating respondent responses may include a test of the hardware and software proposed. If requested, the respondent must supply a test unit of the hardware and software proposed. The respondent will configure the unit(s) with all the necessary components and software installed. Each operational test unit will be delivered to the PNC within 10 business days of being notified. The delivery will be made to Legislative Office of Information Services at 300 SW 10<sup>th</sup> Street, Room 63-W, State Capitol Building, Topeka, Kansas, 66612. The respondent will bear all the cost of this initial setup and delivery and the eventual return of the evaluation units. If supplying a test unit is not feasible the vendor will arrange a site visit to test a comparable system.

The PNC Team, with assistance from the Technical Evaluation Advisory Team, will then test the specified capabilities of the proposed unit using the features, functions and specifications found in this RFI. Testing will be completed within 5 business days of receipt of the test system. Potential vendors will be provided an opportunity to demonstrate features of their hardware not specifically addressed in the RFI specification section. However, those features need not be considered by the PNC Team during its evaluations.

An overall evaluation of each proposal will be prepared by the PNC after the testing and those evaluations will be submitted to the LCC with recommendation for the "best value" to be derived for the State of Kansas. The LCC is not bound to follow the recommendations of the PNC. Selection of a specific proposal for award of a contract does not mean the other proposals lacked merit. Selection of a specific proposal indicates only that the PNC recommends that proposal as offering the best value to the State of Kansas. The final choice of vendor will be made by the LCC, which will negotiate the goods and services contract.

### **General Specifications:**

**A. Network environment.** The legislative network is a 1 GB fiber Ethernet switched backbone. Cabling to the desktop is all Cat-6 compliant. Network traffic is managed through intelligent switches and runs at 1 GB. A secure wireless network segment is also in operation. It is an 802.11 a/b/g/n compliant network.

**B. New and first-quality components.** Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

**C. Identical components.** All components used to construct each unit in each group must be identical in version, size, speed, capacity, manufactured lot, manufacturer, model number, part number drivers, and other technical characteristics. The objective is that each unit within the system be identically constructed.

**D. Upgrades.** Bidders shall indicate the upgrade price and policy for any software, firmware, or hardware upgrades anticipated for initial 5-year maintenance period. If the upgrades are provided without cost, this should be indicated.

## Detailed Specifications

The following table shows technical requirements and summarizes the major functional requirements for the systems we are seeking. The table intentionally does not address some technical specifications that might be unnecessarily restrictive or vendor-specific.

**Objective:** Obtain four Display Boards for the Senate Chamber that meet or exceed the specifications below. Proposals must include a minimum 5 years maintenance with next business day response for all hardware and software. Systems should integrate with existing KLISS Chamber systems. The specification includes functional, security, accessibility, and management requirements.

### Specifications for Display Boards for Senate Chamber Project

No	Requirement
	Display
1	Boards must be able to display both the member and chamber action information, and pictures and video
2	Must be able to replicate current information on Order of Business and Bill number at the top of the boards
3	Must be able to replicate data and text in columnar display
4	Ability to show still photos or documents
5	Displays should be full color and high resolution
6	Videos should display from a file or live feed
7	Ability to integrate the display boards and existing Biamp Tesira audio system to play video with sound
8	Ability to push display to chamber staff computers and specific legislative offices
	Hardware
9	North display board will fit within the dimensions of the identified location, 75" monitor
10	South display board will fit within the dimensions of the identified location, 75" monitor
11	3 <sup>rd</sup> Floor Corridor display board will fit within the dimensions of the identified location, 55" monitor
12	4 <sup>th</sup> Floor Corridor display board will fit within the dimensions of the identified location, 55" monitor
13	Operation of the display boards can be done either locally or remotely

	System Administration
14	Administration of the boards should be centralized in an administrative console
15	The system must allow staff to easily switch between member/chamber action information and picture/video modes
16	The administration console will have a simple user interface
17	Training is available for users and administrators
	Installation
18	Vendor will install four display boards
19	Vendor will install and configure administrator console
20	Vendor will install and configure all software required to manage and operate the displays
21	Describe additional installation requirements and considerations
	Security
22	Allow for secure communications between the KLISS Chamber system and display boards
23	System access is controlled
24	Systems will meet the Kansas ITEC Policy 7230 security policy standards Reference: <a href="https://ebit.ks.gov/itec/resources/policies/itec-policy-7230">https://ebit.ks.gov/itec/resources/policies/itec-policy-7230</a>
25	Systems will log critical information for security and troubleshooting
	RFI Management
26	Vendors may respond to parts of the RFI without responding to all parts. Preference will be given to complete system solutions. Clearly identify project components being proposed.
27	Vendor will install and configure all hardware and software
28	The proposal will include 5-year maintenance with next business day response for all hardware and software
29	The vendor must state the schedule included in the RFI can be met
30	All software is licensed to the Kansas Legislature

**Senate Chamber North Display Location**



**Senate Chamber South Display Location**



# ATTACHMENT A

State of Kansas  
Department of Administration DA-146a  
(Rev. 07-19)

## CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the  
\_\_\_ day of \_\_\_\_\_, 20\_\_.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.



4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
  
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.
  
6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
  
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
  - a. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

## ATTACHMENT B

### Proposal Checklist

1. Is the response signed by proper authority?
2. Will it be submitted on time?
3. Have any addendums to the RFI been received? Are they acknowledged in the response?
4. Does the response have a Table of Contents?
5. Has the conflict of interest certification been included?
6. Has the performance guarantee been included?
7. Has any proprietary or confidential information been marked?
8. Is the completed cover sheet included?
9. Are you prepared to submit test units for each system?
10. Are you prepared to meet the implementation schedule?
11. Is the response prepared in the prescribed manner?
12. Does the response address each specification in the specification table?
13. Is the cost for goods and services page completed?