



REQUEST FOR PROPOSAL

for

***MULTI-REGION TARGET CAPABILITIES
ASSESSMENT***

**RFP NO.
EM-RFP-2009-01**

**HAMPTON ROADS PLANNING DISTRICT
COMMISSION**

May 15, 2009

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SECTION I GENERAL INFORMATION

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified businesses to establish an optional-use statewide term contract for a variety of non-technology disaster/emergency management services for use by Commonwealth of Virginia state agencies, local governments, institutions of higher education, and other public bodies on an as-needed basis. This RFP is for disaster and emergency management consulting services to be used by Commonwealth of Virginia state agencies, local governments, institutions of higher education and other public bodies on an as-needed basis.

The main objective of this request is to obtain proposals from qualified vendors and to select a vendor to provide the Hampton Roads Planning District Commission (HRPDC), on behalf of and in cooperation with the Hampton Roads (HR) and Central Virginia (CV) Urban Area Security Initiative (UASI) regions, a multi-region target capability assessment (TCA). Focusing on a minimum of 14 predefined target capabilities, the purpose of the TCA is to determine the most effective and efficient use of future grant investments.

The HRPDC represents over 1.6 million people and includes 16 jurisdictions: the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, Southampton, Surry, and York.

Proposal submission should not exceed thirty pages in length. The Proposal transmittal letter and letters of reference from recent clients will not count against the page limit. 1 original and **10 copies of the proposal and one electronic copy in either MS Word or PDF format on a CD** will be accepted until 3:00 P.M. Eastern Standard Time (EST) June 10, 2009 at the Hampton Roads Planning District Commission's Regional Building by the receptionist or by mail to:

Hampton Roads Planning District Commission
Attn: Richard Flannery, Emergency Management Administrator
EM-RFP-2009-01
Regional Office Building
723 Woodlake Drive
Chesapeake, Virginia 23320

A pre-proposal conference will be held May 27, 2009 from 10:00 A.M. to 12:00 P.M. in the second floor boardroom of the Executive Towers located at 2101 Executive Drive Hampton, VA 23666 to clarify and answer any questions regarding this proposal. Any changes determined necessary which may affect the responses to this proposal will be formally addressed by the HRPDC via addenda. Attendance at this pre-proposal conference is not mandatory, but is advisable. After this time, please direct all questions to Richard Flannery, Emergency Management Administrator at (757) 420-8300 ext. 377.

A. PROPOSAL SOURCE

If you receive a copy of this Request for Proposal from a source other than the HRPDC, contact the HRPDC and provide your name, address, telephone number, and the Proposal Item Number. You will be added to the vendors list and will receive any addenda to the proposal.

B. PROPRIETARY INFORMATION

Proposers are advised that Title 2.2 Subtitle II Part B Chapter 43 (specifically Section 2.2-4342) of the Code of Virginia, 1950, as amended, shall govern public inspection of all records submitted by Proposer. Furthermore, proprietary information shall be submitted with the RFP package and under separate cover. Information not submitted under separate cover and not labeled proprietary shall be Public Information in accordance with State Statutes.

C. AUTHORIZED CONTRACT USERS

Virginia Department of Emergency Management, State Agencies, Institutions of Higher Education, Public Bodies, Community Service Boards, Cities, Counties, and other entities are authorized to use this contract in accordance with the Code of Virginia.

**SECTION II
INSTRUCTIONS TO PROPOSERS**

A. RECEIPT OF PROPOSALS

Proposals will be delivered to the receptionist at the Hampton Roads Planning District Commission's Regional Office Building, 723 Woodlake Drive, Chesapeake, Virginia 23320 until 3:00 P.M. EST on June 10, 2009, in accordance with the specifications attached and the other terms and conditions set forth herein.

B. INTENT OF CONTRACT

It is the intent of this request for proposal to procure services as appropriate, for the needs of HRPDC in its administration for the Urban Area Security Initiative regions.

C. PROPOSER'S RESPONSIBILITY

Proposers shall examine this RFP, shall exercise their own judgment as to the nature of the whole of the work to be done, and must assume all risk or any computations or statements made in completing the proposal.

D. CONTRACT LENGTH

The project timeline shall be July 2009 through June 30, 2010.

E. SUBCONTRACTS

The proposer is specifically advised that any person, firm or other party to whom it proposes to award a subcontract must be approved by the HRPDC.

F. INTERPRETATIONS AND REQUESTS FOR SUBSTITUTION

1. Any proposer in doubt as to the true meaning of any part of this request for proposal may submit a written request to the HRPDC for an interpretation. The proposer submitting a request will be responsible for its prompt and actual delivery. Any interpretation or approval will be made by addendum duly issued. A copy of such addendum will be delivered to each proposer receiving a copy of the request for proposal. HRPDC will not be responsible for any other explanations or interpretations of such documents which anyone presumes to make. Only questions answered by formal written addenda will be binding; oral and other interpretations or clarifications will be without legal effect.
2. Proposers must submit every request for interpretation or clarification regarding the services to be provided in writing; by email to rflannery@hrpdcva.gov or by facsimile transmission to (757) 523-4881, to the attention of Richard Flannery. To be given consideration, such requests must be received AT LEAST 24

HOURS PRIOR to the date fixed for the pre-proposal conference. Any and all such interpretations, clarifications, and any supplemental instructions will be issued in the form of written addenda prior to the date fixed for receiving proposals. Failure to receive such addenda shall not relieve proposers from any obligation under this proposal as submitted.

3. When inquiring, replying or forwarding, please list the RFP (i.e. EM-RFP-2009-01) number in the subject line. This is used to direct the email or fax to the appropriate person so the HRPDC may provide prompt service to your request when staff are away from their desk.

G. IRREGULAR PROPOSALS

Proposals shall be considered irregular and may be rejected for any of the following reasons unless otherwise provided by law:

- a. If there are unauthorized additions or conditional proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- b. If the proposer adds any provisions reserving the right to accept or reject any award, or to enter into a contract pursuant to an award.
- c. If the proposer fails to meet the proposal specifications or is unresponsive to proposal specifications, questions, and/or terms.
- d. If the proposal fails to include an authorized proposer representative's signature on company letterhead.

H. WITHDRAWAL OR REVISION OF PROPOSALS

1. A proposer may, without prejudice, withdraw a proposal submitted prior to the date and time specified for receipt of proposals by requesting such withdrawal in writing before the time set for receiving proposals. Telephonic communications for withdrawal shall not be accepted.
2. Any proposer may modify his proposal by facsimile communication at any time, provided such communication is received by HRPDC prior to the due date of proposals. The communication should not reveal the proposal price, but should provide the addition or subtraction or other modification. If written confirmation is not received within two days after the fax, no consideration will be given to the facsimile modification.

I. INSURANCE

1. Prior to starting work, proposers will furnish the HRPDC a certificate of insurance as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below:
 - a. Comprehensive General Liability: \$1,000,000 per occurrence.
 - b. Workmen's Compensation: As required by Federal and State Worker's Compensation and occupational statutes.
 - c. Professional Liability: \$1,000,000 per claim.
2. The Certificate of Insurance will provide for thirty days (30) written notice to the HRPDC by the Insurance Company prior to cancellation or material change in policy coverage.

J. PROPOSAL EVALUATION

1. The proposal will be evaluated using the following criteria:
 - a. Responsiveness to Scope of Work and Proposal Requirements.
 - b. Professional competence of the firm, including qualifications and competence of key personnel and joint venture or association participants related to the specific areas for which the firm is proposing.
 - c. Experience on projects involving multiple local jurisdictions and agencies.
 - d. Experience with similar projects and submission of previous work samples.
 - e. Record of the firm in accomplishing work on other projects with respect to such factors as the quality and adequacy of the work, resource allocation, ability to meet schedules, innovative approaches and cost control.
 - f. Accessibility of the firm and the ability of key personnel to visit the project area to meet the HRPDC staff and HR and CV UAWG members.
 - g. Knowledge of the Hampton Roads and Richmond urban areas and public safety organizations.
 - h. Proposed TCA methodology.
 - i. Ownership of firm by minority or participation of minority personnel, or subcontractors on the project.

After the panel's initial evaluation of the proposals, the panel may, if necessary, hold interviews with the top ranked proposers. Selected proposers will be contacted by July 1, 2009 regarding their proposal and if they will be asked to participate in an interview. Each interview will be no more than 60-minutes, with the consultant's presentation limited to not more than 20-minutes. Any area of specific concern will be identified before the interview. The HRPDC reserves the right to select a consultant based solely on written proposals and not convene oral interviews. If interviews are required, they will be held before July 31, 2009.

2. HRPDC reserves the right to reject any and all proposals and waive any and all informalities and the right to disregard all nonconforming or conditional proposals or counter proposals. HRPDC reserves the right to reject any proposal if investigation of such proposer fails to satisfy HRPDC that such proposer is properly qualified to carry out the obligations and to complete the work contemplated by the contract documents.

Any and all proposals will be rejected if there is reason to believe that collusion exists among the proposers. The signature on the face of this proposal certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person also submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the Virginia Governmental Frauds Act and federal law and can result in fines, prison sentences, and civil damage awards. Proposer's signatory agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign this proposal for the proposer.

SECTION III SCOPE OF WORK

A. BACKGROUND

The [Urban Area Security Initiative] UASI Program provides financial assistance to address the unique multi-disciplinary planning, operations, equipment, training, and exercise needs of high-threat, high-density urban areas, and to assist them in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats or acts of terrorism.¹ The Commonwealth of Virginia hosts three UASI regions, two of which are requesting the joint target capability assessment (TCA). The Hampton Roads (HR) UASI region is composed of the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg and the Counties of Gloucester, Isle of Wight, James City, Southampton, Surry, and York. The Central Virginia (CV) UASI region is composed of the Cities of Hopewell, Petersburg, Richmond, Colonial Heights and the Counties of Amelia, Caroline, Charles City, Chesterfield, Cumberland, Dinwiddie, Goochland, Hanover, Henrico, King and Queen, King William, Louisa, New Kent, Powhatan, Prince George, and Sussex.

B. OBJECTIVE

The Hampton Roads Planning District Commission (HRPDC), on behalf of and in cooperation with the HR and CV UASI regions, is soliciting proposals for a TCA in an effort to use future grant funding in the most effective and efficient manner. The overall objective of this project is to produce a comprehensive report including a risk verification of the individual UASI region's identified capabilities, the identification of any gaps in ability to prevent, respond to and recover from a disaster, an assessment of the needs to fill the identified gaps, and a three to five year spending plan to address identified needs.

The final report shall fully explain the methodology used to acquire the information as well as the measurement process for establishing the current level of emergency preparedness. The TCA will involve agencies throughout both the CV and HR UASI regions including but not limited to emergency management, law enforcement, public safety, and emergency response organizations, non-profit and private sector organizations, Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and the Greater Richmond Transit Company (GRTC).

C. PRIMARY SCOPE OF WORK

The TCA will be based on a minimum of 14 pre-identified TCLs with consideration for both man-made and natural disasters and terrorism. The TCLs in order of priority are as follows:

- 1) Planning
- 2) Communication

¹ Office of Grants and Training. (2006). United States Department of Homeland Security. Retrieved from http://www.ojp.usdoj.gov/odp/docs/UASI_factsheet_2006.pdf

- 3) Citizen Evacuation and Shelter-in-place
- 4) Community Preparedness and Participation
- 5) Emergency Operations Center and Management
- 6) Onsite Incident Management
- 7) Intelligence and Information Sharing and Dissemination
- 8) Emergency Public Information
- 9) Critical Resource Logistics
- 10) Critical Infrastructure
- 11) Economic and Community Recovery
- 12) Public Safety
- 13) Response Safety and Health
- 14) Mass Transportation

Both regions seek the same following tasks, with region specific considerations provided later. In addition, joint tasks 5-7 should address each region as well as each jurisdiction.

1. Tasks

Task 1: Provide draft methodology to the HR and CV UASI points of contact for review, feedback, and approval

- Send final description of the methodology to be used
- Finalize survey tool methodology

Task Performance Period: July – August, 2009 (proposed)

Task 2: Provide project initiation briefing and distribute capability assessment survey materials.

- Coordinate logistics and provide handouts necessary to conduct a project briefing in both HR and CV
 - o Brief the goals and objectives of the project
 - o Present project and staffing plans

Task Performance Period: August 2009(proposed)

Task 3: Field-deploy assessment teams and the TCA Tool

- Monthly progress reports will be sent to the HR and CV points of contact by close of business (4:30pm EST) on the 5th of each month

Task Performance Period: August 2009 – April 2010 (proposed)

Task 4: Preliminary summary of survey results

Task Performance Period: March 2010 (proposed)

Task 5: Determine progress in realizing the minimum 14 pre-identified TCLs.

Task Performance Period: March– May 2010 (proposed)

Task 6: Identify projects and initiatives that must be continued to sustain existing capabilities.

Task Performance Period: March– May 2010 (proposed)

Task 7: Identify funding, resource priorities, and program focuses.

Task Performance Period: March– May 2010 (proposed)

2. HR Specific

HR Task 1: Assess the HR Homeland Security Strategic Plan and previously submitted investments.

Task Performance Period: March– May 2010 (proposed)

HR Task 2: Deliver final TCA findings and present the information to HR stakeholders.

- Final assessment findings should be provided in both print and electronic formats

Task Performance Period: June 2010 (proposed)

3. CV Specific

CV Task 1: Provide the data collected through the TCA in a usable format with specific methodology of how the data was achieved for the CV region to conduct their own analysis.

Task Performance Period: March - April 2010 (proposed)

CV Task 2: Deliver final TCA data collected and methodology and present the information to CV stakeholders.

- Final assessment findings should be provided in both print and electronic formats

Task Performance Period: April 2010 (proposed)

D. TCA REQUIREMENTS

The final TCA assessment product will rely on no more than 15% in online and/or paper surveys and no more than 10% in a review of documents and materials. Therefore, the majority of the final TCA should be based on face-to-face interactions within the field deployment.

Secondly, effort should be taken to define the scale being used in the assessment. Rather, than arbitrary rating scales, scales used should be based on region and jurisdiction defined end goals and scaled accordingly.

E. MATERIAL HANDLING

The required services will involve the handling of Sensitive Security Information (SSI) according to 49 CFR 1520.7.

1. Firm(s) handling SSI material will be required to sign non-disclosure agreements. Individuals with the firm(s) that handle SSI material will be required to sign non-disclosure agreements.
2. Individual jurisdiction results and assessments are to remain private to the jurisdiction and are not to be included as part of the regional assessment.

SECTION IV REQUIRED SUBMITTALS

A. PROPOSAL FORMAT

The proposal shall be prepared in accordance with the format listed below, noting that the total response submitted should not exceed 30 pages, exclusive of resumes, proof of financial stability, references, information describing the proposer's organization and copies of previous relevant work. Legibility, clarity, and completeness are essential. Please be comprehensive, but brief.

1. Transmittal Letter

A transmittal letter signed by an official authorized to solicit business and enter into agreements for the firm. The transmittal letter should include the name, address, telephone and fax of a contact person. You may use your own format.

2. Title Page

A title page should show the RFP title, number, proposer's firm, name of contact person, address, telephone number and the date.

3. Overview and Summary

This section should clearly convey that the proposer understands the nature of the work and the general approach to be taken. It should include, but not be limited to the following:

- a. A description of the work required.
- b. A discussion of the purpose of the project
- c. A summary of proposed approach
- d. The assumptions made in selecting the approach

4. Detailed Work Plan

- a. A discussion of how you will conduct each task of the project, identification of deliverables and a preliminary schedule. The description of the proposed approach to performing the project should fully discuss the tasks in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks, subtasks, and important milestones.
- b. A detailed staffing plan for each task and subtask of work. Identify all staff by name and the specific tasks for which the individual will be

responsible. Include a roster of key personnel and a description of consultant's approach to managing resources and ensuring quality results. Also include a description of subcontractors, if any and their role and specific tasks.

- c. Indicate who will act as project manager and approach to managing the project to ensure completion within budget and schedule. Also indicate proposers expected role of HRPDC staff including time requirements of staff to aid in the completion of the project.

B. QUALIFICATION, EXPERIENCE AND REFERENCES

1. Resumes

This section should include one-page resumes for each staff person assigned to the project, summarizing the individual's training and experience relevant to the work. Resumes should also be provided for principals and key personnel of subcontractors proposed to provide work on this project. This section may be included as an appendix.

Qualified personnel should have experience in the following areas:

- a. UASI Grant Program
- b. State Homeland Security Grant Program
- c. Target Capability List
- d. National Preparedness Guidance
- e. National Planning Scenarios
- f. Universal Task List
- g. National Preparedness Goals, as defined by Homeland Security Presidential Directives 5 and 8
- h. DHS Pilot Capability Assessment
- i. National Preparedness System
- j. Capability Assessment for Readiness

2. Office Location

Include office location where work would be performed.

3. **Sample Documentation**

Provide a one page description of any previous projects similar to the services requested, indicating the project title, timing, budget, sponsoring agency, agency project manager and roles of individuals used in those projects. Include the name of the contact person, agency for whom the work was performed, telephone and fax numbers and the year in which the work was completed. Sample documentation must be provided of similar work performed.

List any present activities and job commitments, including an indication of availability to pursue completion of the work tasks as described in the scope of work.

4. **References**

Please provide a list of organizations that may be contacted for reference, including name, title, and phone number of contact person for each. Also note types of services provided to each organization listed. This section may be included as an appendix. References may be checked for one or more of the short-list candidates.

5. **Licenses Requirements**

Proposers need to provide proof of a valid Virginia business licenses.

6. **Financial Stability**

Please provide a copy of your most recent audit report or financial statements as proof of financial stability.

C. ADDITIONAL REQUIREMENTS

1. All information requested in this Request for Proposal should be submitted. Failure to submit all information requested could result in the rejection of the proposal.
2. All proposals submitted under this RFP will become the property of HRPDC and will not be returned. However, if any portion of the proposal is marked “proprietary” or “confidential” and is clearly noted, this portion may be returned to the proposer after award of contract upon request.
3. HRPDC may make such investigations as it deems necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to HRPDC all such information and data for this purpose, as HRPDC may request. HRPDC reserves the right to reject any proposal if the evidence submitted by, or investigated of, such proposer fails to satisfy HRPDC that such proposer

understands the full scope of work and is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

D. AFFIRMATIVE ACTION AND DBE PARTICIPATION

Consultant shall present documentation to describe its compliance with the Federal and State nondiscrimination laws and regulations and its Disadvantaged Business Enterprise (DBE) activities and proposed DBE commitment for this project.

A description of (1) consultant's activities undertaken to comply with the provisions of the RFP concerning DBE participation, and (2) consultant's proposed DBE Commitments.

E. BASIS FOR SELECTION

An evaluation team may identify two or more offerors for interview, based on the evaluation criteria stated in Section II, Paragraph J. At the conclusion of the interviews, the evaluation team will select, in order of preference, those offerors whose proposals are deemed most meritorious. Negotiations will be conducted with the offeror ranked first. If a satisfactory contract can be negotiated at a price considered fair and reasonable, the award will be made to that offeror. If a contract with the offeror ranked first cannot be negotiated, negotiations may be conducted with the offeror ranked second, and so on until a contract has been negotiated or all proposals are rejected. Final award of the contract will be made by the Executive Director of HRPDC at his discretion.

E. STATEMENT OF COMPLIANCE

Please note any deviation in compliance with this Request for Proposal, as requested by HRPDC.

F. VENDOR SUBMITTAL

Vendor _____ Federal ID# (Please include W-9) _____

Address _____ Remittance Address: _____

City, State, Zip Code _____

Email Address _____ Payment Terms _____

Typed Name, Title, _____

Signature _____ Date _____

Telephone # _____ Fax # _____

Check block below for applicable minority indicator:

- Asian Indian
- Black
- Asian Pacific
- Hispanic
- Native American
- Small Business
- Women Owned
- Small Disadvantage Business
- Service Disabled Veteran-Owned Business

**SECTION V
TERMS AND CONDITIONS**

A. COMMONWEALTH OF VIRGINIA PUBLIC PROCUREMENT ACT

This request for proposal is subject to the provisions of the Commonwealth of Virginia Public Procurement Act, and any revisions thereto in effect at the time of this Request for Proposal.

B. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

In the solicitation or awarding of contracts, HRPDC shall not discriminate on the basis of race, religion, age, disability, color, sex, or ethnicity of the bidder or offeror. Every contract in excess of ten thousand dollars, (\$10,000) shall include the following provision:

All proposers shall abide by applicable state and federal laws including, but not limited to, all provisions of the Americans with Disabilities Act. Each proposer agrees to hold HRPDC harmless regarding all claims in connection with the proposer's failure to comply with applicable laws and regulations.

C. PURCHASE ORDER/CONTRACT

This proposal and any resulting purchase order/contract shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise by the laws of the Commonwealth of Virginia.

D. KICKBACK

By signing proposal, the proposer's representative certifies that he/she has not offered or received any kickback from any other proposer, supplier, manufacturer, or subcontractor in connection with this proposal. A kickback is defined as an inducement for the award of the contract, subcontract, or order through any payment, loan, subscription, advance, deposit of money, services, or anything of value in return for an agreement not to compete on a public contract.

E. PROPOSAL TERMS

Proposals submitted must be firm for a period of ninety days from proposal submission date, unless otherwise specified, and no proposal may be withdrawn during that period.

The following terms and conditions only apply to the Richmond UASI on a condition of its fiduciary agency the Virginia Department of Emergency Management.

F. VENDER MANUAL

This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at <http://www.dgs.virginia.gov/DivisionofPurchasesandSupply/tabid/418/Default.aspx> under "Manuals".

G. eVA BUSINESS-TO-GOVERNMENT VENDER REGISTRATION

The eVA Internet electronic procurement solution, web site portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All offerors must register in eVA; failure to register will result in the proposal being rejected.

1. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
2. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments of solicitations and amendments.
3. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
4. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - a. DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - b. Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

H. ADDITIONAL USERS

This procurement is being conducted on behalf of state agencies, institutions and other public bodies who may be added or deleted at anytime during the period of the contract. The addition or deletion of authorized users not specifically named in the solicitation shall be made only by written contract modification issued by this agency or institution and upon mutual agreement of the Contractor. Such modification shall name the specific agency added or deleted and the effective date. The Contractor shall not honor an order citing the resulting contract unless the ordering entity has been added by written contract modification.