

REQUEST FOR PROPOSALS



AND



IT-RFP-2016-01: INFORMATION TECHNOLOGY SERVICES

February 22, 2016

Proposals Due: April 4, 2016 at 2:00 PM EST

**REQUEST FOR PROPOSALS
(RFP)**

HAMPTON ROADS PLANNING DISTRICT COMMISSION
AND
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION
(Organization)

ISSUE DATE: February 22, 2016
TITLE: Information Technology Services

RFP No.: IT-RFP-2016-01
ELEMENT No.: 999000

ISSUED BY: Procurement Officer: 723 Woodlake Drive; Chesapeake, VA 23320

PURPOSE: The Organization is soliciting proposals from qualified firms and proprietors for the management of information technology services to sustain and enhance the operations and services of the Organization. The qualified vendor will enable the Organization to:

1. Significantly improve information technology (IT) effectiveness in all areas;
2. Evaluate the advantages, disadvantages and costs associated with migrating the Organization to a cloud-based environment;
3. Implement the recommendations of this evaluation;
4. Minimize downtime and technical support costs;
5. Ensure security of data and compliance with Virginia Records Retention requirements; and
6. Maximize return on investment in IT hardware and software.

Vendors are encouraged to provide as much detail as possible in this proposal regarding their capability and expertise, scope of services, and approach to protecting and securing the technology used by Organization users. This RFP requests specific information and in responding, vendors are encouraged to provide any additional information they believe is relevant.

Preliminary Timeline: The Organization shall make every effort to adhere to the following schedule leading to the award of a contract; however, this schedule is subject to change. Known Offerors will be notified of significant schedule changes. *Please monitor websites for updated information.* (www.hrpdcva.gov and www.hrtpo.org.)

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
Issuance of RFP	Procurement Officer/Staff	02/22/2016
**Pre-Proposal Conference	Procurement Officer/Staff	03/07/2016
Addenda/Questions Published	Staff	03/17/2016
Submission of Proposal	Offerors	2:00 PM on 04/04/2016
Selection Shortlist	Evaluation Committee	04/18/2016
Oral Presentations	Offerors	04/26-27/2016
Contract Negotiations	Procurement Officer/Staff	05/2-5/2016
Approval by Commission	Commission	05/19/2016
Award Contract	Procurement Officer/Staff	06/01/2016

****There WILL be a MANDATORY Pre-Proposal Conference. All vendors who plan on submitting a Proposal MUST attend this conference. The Pre-Proposal Conference will be held at 9:00 A.M. on Monday, March 7, 2016 in the Regional Building, 723 Woodlake Drive, Chesapeake, VA. Doors will close promptly at 10 minutes after the scheduled start time.**

All Inquiries for information should be directed to: Nancy K. Collins, CFO & Procurement Officer, Phone: 757 420-8300, Fax: 757 523-4881, Email: ncollins@hrpdcva.gov or to the address noted above. All questions must be submitted **in writing** to Ms. Collins by the date of the Pre-Proposal Conference. If necessary, an addendum will be posted after the Pre-Proposal Conference, on March 17, 2016 on the following websites at: www.hrpdcva.gov / www.hrtpo.org.

It shall be the responsibility of the prospective offeror to monitor the websites, or request a copy to be sent to them, for published addenda and to have all addenda signed by an authorized representative of the company. All fully executed addenda must be returned to the Organization along with the signed proposal. (Form 3)

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO THE PROCUREMENT OFFICER AT THE ADDRESS SHOWN BELOW. IF HAND-DELIVERED, DELIVER TO:

Receptionist, Front Lobby
c/o Procurement Officer
Regional Building
723 Woodlake Drive
Chesapeake, VA 23320

NOTE: PLEASE REFERENCE "SECTION III N: PROPOSAL PREPARATION AND INSTRUCTIONS" AS TO SEQUENCE OF SUBMITTAL DATA IN YOUR PROPOSAL.

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I. BACKGROUND:

The Hampton Roads Planning District Commission (HRPDC) is one of 21 Planning District Commissions in Virginia, and is a regional organization representing Hampton Roads' seventeen local governments and 1.7 million residents. The HRPDC serves as a resource of technical expertise to its member local governments, providing assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, Environmental Education, and Water Resources.

The Hampton Roads Transportation Planning Organization (HRTPO) serves as the Metropolitan Planning Organization (MPO) for the Hampton Roads region of Virginia, and is responsible for transportation planning and decision-making in the region. The HRPDC staff serves as the support staff for the HRTPO and is the fiscal agent for all HRTPO financial and grant activity. The HRPDC and HRTPO receive federal and state grant funding, as well as contributions from all member localities both for general dues and specific programs.

II. SCOPE OF WORK:

The Organization is accepting proposals from qualified firms to perform the following tasks:

1. Assess the Organization's current IT system
2. Evaluate the advantages, disadvantages and costs associated with migrating the Organization to a cloud-based environment and develop a strategic plan to advance this effort.
3. Implement the recommendations of this evaluation, with an emphasis on identifying the most cost effective approach which meets the technological needs of the Organization.
4. Provide IT managed services to the Organization before, during and after the development of the strategic plan.
5. The contract shall be awarded to the vendor that submits the proposal that offers the best trade-off between price and performance where quality is considered an integral performance factor. Fees, unit costs and subscription rates shall be submitted with the proposal.

Detailed Scope of Work is located in Attachment 2.

III. PROPOSAL PREPARATION AND INSTRUCTIONS:

In order to be considered for selection, Offerors must submit a complete response to this solicitation. One (1) original (**marked ORIGINAL**) and eight (8) copies of the proposal must be submitted to the Procurement Officer by 2:00 PM EST on April 4, 2016. Facsimile and/or electronic copies will not be accepted.

A. Proposals submitted shall not be subject to public inspection until a contract is awarded. Proposals will be received by the Organization at the time and place so stated in this document. At that point, the Organization will close the receipt of proposals and begin the evaluation process.

B. Trade Secrets or Proprietary Information: Any trade secret or proprietary information submitted by a Vendor in response to this RFP shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Vendor must invoke the protection

of this section upon submission of this proposal, and must identify the data or other materials to be protected and state the reasons why protection is necessary (§2.2-4342F of the *Code of Virginia*). **Please reference Form 9 when replying to this section.**

- C. All questions concerning this RFP are to be submitted either by email (ncollins@hrpdcva.gov) or in writing to the Procurement Officer by the date of the Mandatory Pre-Proposal Conference, March 7, 2016.
- D. The Organization reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law. The Organization reserves the right to request oral interviews or request additional written information from any or all vendors. The Organization also reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any presentation or discussion.
- E. This RFP and any contract resulting from shall be governed by and construed according to the laws of the Commonwealth of Virginia.
- F. Successful bidder must be prepared to begin providing service on or before June 1, 2016.
- G. Vendor warrants that the bid is genuine and not collusive nor sham and that the vendor has not conspired nor agreed in any manner to fix any bid or any element of such bid price, payment of agreement for commission percentage, brokerage, or any other compensation for the procurement of this contract.
- H. Either party may cancel this contract by providing the other party a ninety (90) day notice of cancellation. Any transitioning will be negotiated at the time of contract.
- I. All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contact person, telephone number, fax number, physical address, and email address shall be included.
- J. The Organization shall have the right to reject or accept any Proposal or offer, or any part thereof for any reason whatsoever, at its sole discretion.
- K. The RFP does not commit the Organization to award, nor does it commit the Organization to pay any cost incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.
- L. The Organization reserves the right to terminate this RFP at any time prior to contract execution.
- M. No prior, current, or post award verbal conversation or agreement(s) with any officer, agent, or employee of the Organization shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
- N. Please submit your proposal in the order indicated below:

1. All Required Forms (located in Appendix B of RFP). All forms shall be signed and/or completed as required.
2. The Offeror shall provide a concise description of its work experiences as they relate to the Scope of Work outlined herein including, but not limited to:
 - a. A brief history of the firm, including the number of years in business, the size of the firm, and the location of the office from which the work is to be done.
 - b. A statement of financial stability. Submit a copy of most recent annual audited financial statement if this is a public document.
 - c. Documentation showing a minimum of five (5) years demonstrated experience, preferably with public sector/government organizations, and any other specialized services.
 - d. Describe your firm's experience and expertise designing and maintaining a cloud environment. Specific information regarding experience with regional planning organizations, cities, or counties that utilize GIS technology and traffic modeling software should be noted.
 - e. A brief description of your organization structure.
 - f. Any Affirmative Action and DBE Participation: Vendor shall present documentation to describe its compliance with the Federal and State nondiscrimination laws and regulations and its Small/Woman and Minority (SWaM) owned and Disadvantaged Business Enterprise (DBE) activities.
 - g. Describe staff and other resources which will be assigned to this contract. Include resumes of those individuals to include years of experience with similar successful contracts comparable to the requirements contained in the solicitation, and years with the Offeror.
 - h. Exceptions: Please provide any exceptions to the terms of this RFP that you feel are necessary in order to fulfill this solicitation.
 - i. A copy of an existing contract with another public entity, preferably a Regional Planning Organization or Local Government.
 - j. Breakdown of costs, including, but not limited to: analysis of existing system, transition phase, and what is included in base pricing such as software, hardware, services – desktop and user assistance, laptops, software/license maintenance, etc.

IV. DISCLOSURE OF PROPOSAL CONTENTS:

Offerors should be aware that the terms of the contract awarded pursuant to the RFP are public information. During the RFP submission and evaluation process, all proposals will be held in confidence and will not be revealed to or discussed with competitors, unless disclosure is required to be made by law or by court ruling. The Organization may use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this provision.

V. LATE PROPOSALS:

To be considered for selection, proposals must be received in the Regional Building by the designated date and hour (see Timeline on page 2). Proposals received after the date and hour designated will be disqualified and will not be considered. The Organization is not responsible for delays in the delivery of mail by the U.S. Postal Service or private couriers. It is the sole responsibility of the Offeror to insure that its proposal reaches the Organization by the designated date and hour. Receipt of the proposals scheduled during a period of suspended business operations will be rescheduled for processing at the same time on the next business day.

VI. IRREGULAR PROPOSALS:

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

If there are unauthorized additions or conditional conditions, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.

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.

If the proposer fails to meet the proposal specifications or is unresponsive to proposal specifications, questions, and/or terms.

If the proposal fails to include an authorized proposer representative's signature on company letterhead.

VII. WITHDRAWAL OR REVISION OF PROPOSALS:

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.

Any proposer may modify his/her proposal by facsimile communication at any time, provided such communication is received by the Organization 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.

VIII. SELECTION PROCESS:

Evaluation:

An Evaluation Committee, composed of representatives of the Organization, will evaluate each proposal received and submit a recommendation to the Procurement Officer. The Evaluation Committee will evaluate each proposal pursuant to its standard procurement procedures consistent with the procurement of services through competitive negotiation. Selection will be made on the basis of the following factors. A contract may be awarded to the vendor that submits the best overall proposals.

The Organization reserves the right to request oral interviews from top ranking firms. If oral interviews are conducted, it will be in accordance to the anticipated schedule.

The Organization reserves the right to request additional written information or clarification of the proposal from top ranking firms.

Selection Criteria:

The evaluation of proposals and the determination of conformity and acceptability shall be the responsibility of Organization staff. Such determination shall be based on information furnished by the Proposer, as well as other information reasonably available to the Organization.

Proposals shall be evaluated based on, among additional factors, the following:

1. Technical Expertise/Qualification of Staff in Cloud Technology
2. Expertise in Migrating from a LAN to Cloud Technology
3. Experience working with Regional Planning Organizations
4. Experience working with Local Governmental Entities
5. Experience with Help Desk Support
6. Experience with Desktop Support
7. Service Approach and Methodology
8. Project Staffing/Experience
9. Satisfaction of clients/end users
10. Price
11. DBE/SWaM

The proposal selected by the Evaluation Committee as best suiting our needs will be recommended to the Executive Director. The Executive Director shall review and make a recommendation to the Board of Commissioners for award.

If the Organization is unable to negotiate a satisfactory Agreement with the first choice, negotiations with that Proposer shall be terminated and the Organization shall attempt to negotiate an Agreement with the next qualified proposer and so on. If no Agreement can be reached, the Organization may reject all proposals and may re-advertise for new proposals.

APPENDIX A

SECTION I

**REQUIRED GENERAL TERMS AND CONDITIONS
GOODS AND NON-PROFESSIONAL SERVICES**

- A. VENDORS' MANUAL
- B. APPLICABLE LAWS AND COURTS
- C. ANTI-DISCRIMINATION
- D. ETHICS IN PUBLIC CONTRACTING
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986
- F. DEBARMENT STATUS
- G. ANTITRUST
- H. MANDATORY USE OF ORGANIZATION FORMS AND TERMS AND CONDITIONS
- I. CLARIFICATION OF TERMS
- J. PAYMENT
- K. PRECEDENCE OF TERMS
- L. QUALIFICATIONS OF BIDDERS OR OFFERORS
- M. TESTING AND INSPECTION
- N. ASSIGNMENT OF CONTRACT
- O. CHANGES TO THE CONTRACT
- P. DEFAULT
- Q. TAXES
- R. USE OF BRAND NAMES
- S. TRANSPORTATION AND PACKAGING
- T. INSURANCE
- U. ANNOUNCEMENT OF AWARD
- V. DRUG-FREE WORKPLACE
- W. NONDISCRIMINATION OF CONTRACTORS
- X. AVAILABILITY OF FUNDS
- Y. TERMINATION OF CONTRACT
- Z. COOPERATIVE PROCUREMENT
- AA. LITIGATIONS WITH THE ORGANIZATION
- BB. PRIOR DEFAULTED CONTRACTS
- CC. CRIMINAL CONVICTIONS
- DD. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH

- A. **VENDORS' MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors' Manual* and any changes or 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 accessible on the Internet at: <http://eva.state.va.us/> under "Manuals."
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in an appropriate state court of jurisdiction in the City of Chesapeake, Virginia. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Organization that they will conform to the provisions of the *Federal Civil Rights Act of 1964*, as amended, as well as the *Americans With Disabilities Act* and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursement made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, § 2.2-4343.1E*)

In every contract over \$10,000.00, the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of these nondiscrimination clauses.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitation placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their proposals, Offerors certify that they do not, and will not during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the *Federal Immigration Reform and Control Act of 1986*.
- F. **DEBARMENT STATUS:** By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Organization all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Organization under said contract.
- H. **MANDATORY USE OF ORGANIZATION FORMS AND TERMS AND CONDITIONS FOR RFPs:** Failure to submit a proposal on the official form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Organization reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. **CLARIFICATION OF TERMS:** If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror must contact, in writing, the Procurement Officer whose name appears on the face of the solicitation by the date stated for questions. Any revisions to the solicitation will be made only by addendum issued by the Procurement Officer.
- J. **PAYMENT:**
1. **To Prime Contractor:**
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the Contract Number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days however.
- c. All goods or services provided under this contract or purchase order that are to be paid for with public funds, shall be billed by the contractor at the contract price.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of bank transfer.
- e. **Unreasonable Charges:** Under certain emergency procurements and for most time and material purchases final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Organization shall promptly notify the Contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve a department of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, SS 2.2-4363*).

2. To Subcontractors:

- a. A Contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Organization for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the department and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Organization, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Organization.

- K. **PRECEDENCE OF TERMS:** Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall take precedence.
- L. **QUALIFICATIONS OF OFFERORS:** The Organization may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to the Organization all such information and data for this purpose as may be requested. The Organization reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities.

The Organization further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Organization that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. **TESTING AND INSPECTION:** The Organization reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the advance written consent of the Organization.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
- a. The parties may agree, in writing, to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - b. The Procurement Officer may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as a result of such order and shall give the Procurement Officer a credit of any savings. Said compensation shall be determined by one of the following methods:
 1. By mutual agreement between the parties in writing; or
 2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Procurement Officer's right to audit the Contractor's records and/or to determine that correct number of units independently; or

3. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Procurement Officer with all vouchers and records of expenses incurred and savings realized. The Procurement Officer shall have the right to audit the records of the Contractor as deemed necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Procurement Officer within thirty (30) days from the date of receipt of the written order from the Procurement Officer. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving dispute provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors' Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Procurement Officer or with the performance of the contract generally.

P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Organization, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies with the Organization may have.

Q. **TAXES:** Sales to the Organization are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Organization's tax exemption registration number is: 54-1545555.

R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Offerors to the specific brand, make or manufacturer names, but conveys the general style, type, character, and quality of the article desired. Any article which the Organization, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature catalog cuts and technical detail to enable the Organization to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the Offeror clearly indicates in its proposal that the product offered is an equivalent product, such proposal will be considered to offer the brand name product referenced in the solicitation.

(N/A FOR SERVICE CONTRACTS)

S. **TRANSPORTATION AND PACKAGING:** By submitting their proposals, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
(N/A FOR SERVICE CONTRACTS)

T. **INSURANCE:** By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. The Offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Coverages afforded under the required policies listed below shall not be canceled by the Contractor or allowed to lapse or expire. However, in the event that any insurance coverage required under this Agreement is canceled by the insurance company or lapses due to no fault of the Contractor, Contractor shall (i) provide the Organization with not less than thirty (30) calendar days prior written notice that said insurance policy has lapsed or has been canceled due to no fault of Contractor and (ii) restore said insurance policy with the same insurance company or obtain a replacement insurance policy that satisfied the insurance obligations required in this Agreement within thirty (30) calendar days from the date of any notice to Contractor that its insurance policy has been canceled or has lapsed.

The Organization must be named as an additional insured on the insurance certificate reflecting Commercial General Liability and other insurance coverages.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- a. Workers' Compensation – Statutory requirements and benefits.
- b. Employer's Liability - \$1,000,000.
- c. Commercial General Liability: A minimum of \$1,000,000. Combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage *(to extend for 2 years past the work completion date)*.
- d. Automobile Liability - \$1,000,000 – Combined single limit. *(Only used if motor vehicle is to be used in the contract.)*
- e. Professional Liability Insurance: The Consultant shall maintain during the life of this contract such Professional Liability Insurance, *including Bodily Injury and Property Damage if excluded in Commercial General Liability coverage required above*, as to protect the Consultant, the Consultant staff, or by any subcontractor or anyone directly or indirectly employed by either of them against claims for damages, including protection of the

Organization. The minimum acceptable limits of liability to be provided by such Professional Liability Insurance shall be as follows:

- a. \$1,000,000 each incident
- b. \$2,000,000 aggregate

NOTE: If a Contractor for professional services states there is property damage and bodily injury coverage equivalent to above within the Professional Liability policy that shall be specifically stated on the Insurance Certificate form.

- U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$25,000, as a result of this solicitation, the Procurement Officer will publically post such notice on the Organization's websites (www.hrpdca.gov / www.hrtpo.org) for a minimum of 10 days.
- V. **DRUG-FREE WORKPLACE:** During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connections with a specific contract awarded to a Contractor, the employees of which are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, and possession or use of any controlled substance or marijuana during the performance of the contract.

- W. **NONDISCRIMINATION OF CONTRACTORS:** A Bidder, Offeror, or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability, or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the Organization shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the Organization shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

- Y. **TERMINATION OF CONTRACT:** The Organization may terminate the contract for cause or for convenience after giving thirty (90) days notice in writing to the Contractor. The written notice shall state whether the termination is for convenience or cause.

Termination for Cause: If the Contractor should breach the contract or fail to perform the services required by the contract, the Organization may terminate the contract for cause by giving written notice or may give the Contractor a stated period of time within which to remedy its breach of contract by delivering a written cure notice to the Contractor. If the Contractor shall fail to remedy the breach within the time allotted by the Organization, the contract may be terminated by the Organization at any time thereafter upon written notice to the Contractor or, in the alternative, the Organization may give such extension of time to remedy the breach as the Organization determines to be in its best interest. The Organization's forbearance by not terminating the contract for a breach of contract shall not constitute a waiver of the Organization's right to terminate nor acquiescence in future act or omissions by the Contractor of a like nature. If the contract is terminated for cause, breach of contract or failure to perform, the Contractor may be subject to a claim by the Organization for the costs and expenses incurred in securing a replacement contractor to fulfill the obligations of the contract. In the event a Cure Notice is required, the Organization will use the address provided to the Organization in bids or proposals. It shall be the Contractor's responsibility to notify the Organization in writing within 10 days of knowing a change of address. The written notice shall include the Organization's contract number and the effective date of the address change.

In the event the Contractor breaches the contract or fails to perform the services required by the contract, in addition to terminating this contract for cause, the Organization reserves the right, in its sole discretion, to terminate for cause any other open contract the Contractor has with the Organization.

Termination for Convenience: The contract may be terminated by the Organization in whole or in part for the convenience of the Organization without a breach of contract by delivering to the Contractor a written notice of termination specifying the extent to which performance under the contract is terminated and the effective date of the termination. Upon receipt of such a notice of termination, the Contractor must stop work, including but not limited to work performed by subcontractors and consultants, at such time as to the extent specified in the notice of termination.

If the contract is terminated in whole or in part for the convenience of the Organization, the Contractor shall be entitled to those fees earned for work done prior to the notice of termination and thereafter shall be entitled to any fees earned for work not terminated, but shall not be entitled to lost profits for the portions of the contract which were terminated. The Contractor will be compensated for reasonable costs or expenses arising out of the termination for the convenience of the Organization for delivery to the Organization of all products of the services for which the Contractor has or will receive compensation.

Delivery of Materials: Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver to the Organization all products or services for which the Contractor has been or will be compensated. Unless otherwise agreed to in writing, the Contractor shall deliver the materials to the Organization within thirty (30) days of the Notice of Termination of the Contract. Failure to do so may result in action for “breach of contract” or “failure to perform.”

Compensation Due the Contractor: Upon such termination, the Contractor shall be entitled to the compensation accrued to the date of termination. Payment of the balance of the accrued compensation shall be dependent on the Contractor providing the required project material to the Organization. Said fees which have been earned shall be billed to the Organization in accordance with the normal billing process, but in no case later the sixty (60) days after the last work is performed. Any termination by the Organization for default, found by a court of competent jurisdiction not to have been justified as a termination for default, shall be deemed a termination for the convenience of the Organization.

The Contractor shall submit invoices for all such amounts in accordance with the normal billing process, but in no event later than sixty (60) days after all services are performed. All amounts invoiced are subject to deductions for amounts previously paid. All payments due the Contractor under this contract are subject to appropriation by the granting agency.

- Z. **COOPERATIVE PROCUREMENT:** Any resultant contract of this solicitation may be extended to any public agency or body in the Commonwealth of Virginia to permit those public agencies or bodies to purchase at contract prices, in accordance with the terms, conditions and specifications of this bid. The successful Vendor/Contractor shall deal directly with each public agency or body in regard to order placement, delivery, invoicing and payment.
- AA. **LITIGATION WITH THE ORGANIZATION:** The Organization, in its sole discretion, may choose not to make an award to an Offeror who is in litigation with the Organization at the time of proposal evaluation. This provision also applies if any parent company, principal, officer, or wholly owned subsidiary of the Offeror is in litigation with the Organization at the time of the proposal evaluation.
- BB. **PRIOR DEFAULTED CONTRACTS:** The Organization, in its sole discretion, may choose not to make an award to an Offeror who has previously defaulted on a contract with the Organization. This provision also applies any parent company, principal, officer, or wholly owned subsidiary of the Offeror has previously defaulted on a contract with the Organization.
- CC. **CRIMINAL CONVICTIONS:** The Organization, in its sole discretion, may choose not to make an award to an Offeror if any principal, officer, director, or staff member of the firm assigned to work under a contract awarded pursuant to this solicitation has been convicted of any felony or of a misdemeanor involving moral turpitude in the past ten (10) years.

DD. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

APPENDIX A

SECTION II

**SPECIAL TERMS AND CONDITIONS
GOODS AND NON-PROFESSIONAL SERVICES**

ADVERTISING

AUDIT

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION

CONTINUITY OF SERVICES

IDENTIFICATION OF BID/PROPOSAL ENVELOPE

INDEFINITE DELIVERY/INDEFINITE QUANTITY

INDEMNIFICATION

MINORITY/WOMEN-OWNED BUSINESSES

PROJECTED REQUIREMENT/ESTIMATED QUANTITIES

PROPOSAL ACCEPTANCE PERIOD

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER

ADVERTISING: In the event a contract is awarded for services resulting from this proposal, no indication of such contract or the provision of services to the Organization will be used in the contractor's literature or advertising. The Contractor shall not state in any of its advertising or product literature that the Organization or any department or agency of the Organization has purchased or uses its services.

AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Organization, whichever is sooner. The Organization auditors shall have full access to the right to examine any of said materials during said period.

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: Contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients shall be collected and held confidential, during and following the term of this agreement, and shall not be divulged without the individual's and the Organization's written consent and only in accordance with federal and state Code. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the Organization of any breach or suspected breach in the security of such information. Contractors shall allow the Organization to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

CONTINUITY OF SERVICES:

- a. The Contractor recognizes that the services under this contract are vital to the Organization and must be continued without interruption and that, upon contract expiration, a successor, either the Organization or another contractor, may continue them. The Contractor agrees:
 1. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.
 2. To make all Organization owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor.
 3. That the Procurement Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
- b. The Contractor shall, upon written notice from the Procurement Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with successor to execute the phase-in/phase-out services. This plan shall be subject to the Procurement Officer's approval.
- c. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in/phase-out operations) and a fee (profit) not to exceed a pro-rate portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Procurement Officer in writing prior to commencement of said work.

IDENTIFICATION OF PROPOSAL PACKAGE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From _____ Name of Offeror	_____ Due Date	_____ Time
_____ Street or Box Number	_____ RFP No.	
_____ City, State, Zip Code	_____ RFP Title	

Name of Procurement Officer: _____

The envelope/package should be addressed as directed on Page 2 of this solicitation.

If a proposal is mailed, the Offeror takes the risk that the package, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the package.

INDEFINITE DELIVERY/INDEFINITE QUANTITY: This is an indefinite delivery/indefinite quantity contract for the goods/services specified and effective for the period stated. The Organization shall order the goods/services specified in the price schedule and the Contractor shall furnish them when ordered.

The Contractor shall complete any order issued during the effective period of this contract and not completed within the contract period within the time specified in the order. The contract shall govern the Contractor's and Organization's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; that the Contractor shall not be required to make any delivery under this contract after thirty (30) days of the expiration of the contract.

INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Organization, its officers, agents, and employees for any and all damages arising out of the negligent acts, errors or omissions, recklessness or intentionally wrongful conduct of the Contractor in performance of the contract.

MINORITY/WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms are available through the Commonwealth's eVA procurement system. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the Procurement Officer, on a quarterly basis, the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

Disadvantaged Business Enterprises and Disadvantaged Minority Business Enterprises:

The recipient in accordance with *Title VI of the Civil Rights Act of 1964, 78 stat. 252 US C 2000d-2004d-4* and *Title 49 CFR Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation*, issued pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

It is the policy of the Organization that Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of DOT assisted contracts. The Commonwealth's Department of Small Business and Supplier Diversity (SBSD) has encompassed both SWaM (Small, Women-owned, and Minority-owned Business) and DBE (Disadvantaged Business Enterprise). This Department can be found at www.dmbv.virginia.gov. This department will coordinate certification for these types of vendors. Consultants are encouraged to take all necessary and reasonable steps to ensure that SWaM and DBEs have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider SWaM and DBEs as potential sub-consultants. The consultant is encouraged to contact SWaM and DBEs to solicit their interest, capability and qualifications. Any agreement between a consultant and a SWaM or DBE whereby the SWaM or DBE promises not to provide services to other consultants is prohibited. If a SWaM or DBE is not certified, they must become certified (with the Virginia Department of Minority Business Enterprise) prior to your response being submitted. If a SWaM or DBE is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by SWaM or DBE sub-consultants. SWaM or DBE prime consultants are encouraged to make the same outreach efforts as other consultants. SWaM or DBE credit will be awarded only for work actually being performed by the SWaM or DBE themselves. When a SWaM or DBE prime consultant, or sub-consultant, subcontracts work to another firm, the work counts toward SWaM or DBE goals only if the other firm is itself a SwaM or DBE. A SWaM or DBE must perform or exercise responsibility for at least 30% of the total cost of the contract with its own force.

The Organization actively solicits including Small, Women- and Minority-owned (SWaM) and DBE (Disadvantaged Business Enterprise)) businesses to respond to all Invitations for Bids and Requests for Proposals.

PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for ninety (90) days. At the end of the 90 days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to *Code of Virginia* §2.2-4311.2(b), an Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 **is required to include in its proposal the identification number issued to it by the State Corporation Commission (SCC)**. Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why the Offeror is not required to be so authorized. **(Form 8)**

APPENDIX B

REQUIRED FORMS

- Form 1: Cover Sheet
- Form 2: Signature Letter on Corporate Letterhead
- Form 3: Addenda - signed
- Form 4: Certification of Compliance with Immigration Laws and Regulations
- Form 5: Litigation Disclosure Form
- Form 6: Vendor Certification Verification Form
- Form 7: DBE Participation Statement
- Form 8: State Corporation Commission Identification Number
- Form 9: Proprietary Information
- Form 10: References
- Form 11: Lobbyist Disclosure Form

**FORM 1
COVER SHEET**

RFP#: _____ **RFP TITLE:** _____

In compliance with this Request for Proposal, and to all the conditions imposed therein and hereby incorporated by reference, the Undersigned offers, and agrees to furnish goods/services requested in this solicitation.

THIS SECTION TO BE COMPLETED BY OFFEROR:

NAME AND ADDRESS OF FIRM:

_____ Zip Code: _____

Date: _____

By: _____
(Sign in Ink)

Name: _____
(Please Print)

Title: _____

FEI/FINT No.: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

CONTACT INFORMATION *(if differs from above):*

Name: _____

Email: _____

Title: _____

Office Phone: _____

Address: _____

Mobile Phone: _____

Fax: _____

FORM 2
PROPOSAL SIGNATURE SHEET
(Must be submitted on your corporate letterhead)

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP. My signature also certifies that by submitting a proposal in response to this Request for Proposals, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or §59.109.1 through 59.1-9.17 or § 59.1-68.6 through 59.1-68.8 of the Code of Virginia. In addition, my signature certifies that the Offeror has been made aware of the initial Request for Proposals, as well as any and all addenda.

Certification of Eligibility: The firm is not ineligible to receive award of a contract due to the firm's inclusion on any Federal or Virginia State lists of debarred contractors, or otherwise ineligible to be awarded a contract using Federal or State funds.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF OFFEROR: _____

ADDRESS: _____

FED ID NO.: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

TELEPHONE: _____

E-MAIL: _____

FAX: _____

DATE: _____

FORM 3

ADDENDA RECEIVED AND ACKNOWLEDGED

By signing this form, Offeror acknowledges receipt of any and all Addenda published after initial RFP was issued. *(Attach copy of all such Addenda following this form.)*

Receipt of addenda acknowledged:

Signature

Date

FORM 4

**CERTIFICATION OF COMPLIANCE WITH IMMIGRATION
LAWS AND REGULATIONS**

The Organization requires that any person or entity doing business with the Organization, including its boards and commissions, shall include a sworn certification by the Contractor or Vendor of compliance with all federal immigration laws and regulations. These laws include the *Federal Immigration Reform and Control Act*, which makes it unlawful for a person or other entity to hire, recruit or refer for a fee for employment in the United States, an alien knowing the alien is unauthorized, and §40.1-11.1 of the *Code of Virginia*, which makes it unlawful for any employer to knowingly employ an alien who cannot provide documents indicating that he or she is legally eligible for employment in the United States. The state law, in particular, places an affirmative duty on employers to ensure that aliens have proof of eligibility for employment.

Accordingly, this certification shall be completed and attached to all contracts and agreements for goods and services made by the Organization or any of its boards and commissions. Failure to attach a completed certification shall render the contract or agreement void.

Type or print legibly when completing this form.

Legal Name of Contractor or Vendor:

(Note: This is your name as reported to the IRS. This should match your Social Security card or Federal ID number.)

Type of Business Entity:

_____ Sole Proprietorship (Provide full name and address of owner):

_____ Limited Partnership (Provide full name and address of all partners):

_____ General Partnership (Provide full name and address of all partners):

_____ Limited Liability Company (Provide full name and address of all managing members):

_____ Corporation (Provide full name and address of all officers): *(on separate sheet, attached)*

Doing Business As: (If Applicable):

(Note: This is the name that appears on your invoices but is not used as your reporting name.)

Name and Position of Person Completing this Certificate:

Physical Business Address:

Primary Correspondence Address (if different from physical address):

Number of Employees:

Are all Employees Who Work in the United States Eligible for Employment in the United States?

_____ Yes _____ No

Under penalties of perjury, I declare on behalf of the Contractor/Vendor listed above that to the best of my knowledge and based upon reasonable inquiry, each and every one of the Contractor's/Vendor's employees who work in the United States are eligible for employment in the United States as required by the *Federal Immigration Reform and Control Act of 1986* and §40.1-11.1 of the *Code of Virginia*. I further declare on behalf of the Contractor/Vendor that it shall use due care and diligence to ensure that all employees hired in the future who will work in the United States will be eligible for employment in the United States. I affirm that the information provided herein is true, correct, and complete.

Sworn this _____ day of _____, 20__ on behalf of _____ as evidenced by the following signature and seal:

Name of Contractor/Vendor: _____

Printed Name of Signatory: _____

Signature: _____

Date: _____

STATE OF _____:

CITY/COUNTY OF _____ to wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____.

Notary Public

Registration No: _____ My Commission expires: _____

FORM 5

LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate line. Failure to fully and truthfully disclose the information required by this Litigation Disclosure Form may result in the disqualification of your bid or proposal from consideration or termination of the contract, once awarded. For purposes of this disclosure form, "you" means the individual or entity in whose name the bid or proposals were submitted.

Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant this solicitation, been convicted of a felony, or a misdemeanor involving moral turpitude, during the last ten (10) years?

Yes No

Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant this solicitation, been terminated (for cause or otherwise) from any work being performed for the Organization or any other governmental or private entity during the last ten (10) years?

Yes No

Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant this solicitation, been involved in any claim or litigation with the Organization or any other governmental or private entity during the last ten (10) years?

Yes No

Has any parent company or wholly owned subsidiary of your company been involved in any claim or litigation with the Organization or any other governmental or private entity during the last ten (10) years?

Yes No

If you answered "Yes" to any of the above questions, please state the name(s) of the person(s), the nature, and the status and/or outcome of the conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your bid or proposal.

FORM 6

**VENDOR CERTIFICATION
VERIFICATION FORM**

Vendor Name: _____

Vendor Address: _____

Contact Person: _____ Title: _____

E-mail Address: _____ Phone: _____

Vendor Fax: _____

CERTIFICATIONS

DBE CERTIFICATION CERTIFICATION #: _____
NAICS CODE: _____ CERTIFYING AGENCY: _____
DESCRIPTION: _____

SWaM CERTIFICATION CERTIFICATION #: _____ SWaM TYPE _____

SERVICE DISABLED VET CERTIFICATION #: _____ DATE _____
EXP DATE: _____ CERTIFYING AGENCY: _____

MINORITY INDICATOR

- | | | |
|---|--|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Asian Pacific |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American | |
| <input type="checkbox"/> Non-Minority Woman | | |

Submit to: Nancy Collins, CFO; Fax: (757) 523-4881; E-mail: ncollins@hrpdcva.gov

FORM 7

DBE PARTICIPATION STATEMENT

Offeror's Name: _____

Offeror (___ is) (___ is not) a certified Disadvantaged Business Enterprise (DBE)

Offeror (___ is) (___ is not) a Small/Women and/or Minority Business (SWaM)

SUB-CONTRACTING SECTION:

Expected percentage of contract fees to be sub-contracted to DBE(s)/SWaMs: _____%.

If the intention is to subcontract a portion of the contract fees to DBE(s)/SWaM(s), the proposed sub-consultants are as follows:

DBE/SWaM Sub-Consultant(s)	Type of Work/Commodity
_____	_____
_____	_____
_____	_____

OTHER Sub-Consultant(s) [Not DBEs/SWaMs]	Type of Work/Commodity
_____	_____
_____	_____
_____	_____

By: _____

Title: _____

Date: _____

FORM 8

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to *Code of Virginia* §2.2-4311.2(b), an Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is **required to include in its proposal the identification number issued to it by the State Corporation Commission (SCC)**. Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why the Offeror is not required to be so authorized.

SCC Identification Number: _____ **(REQUIRED)**

FORM 9

PROPRIETARY INFORMATION

Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and **must identify the data or other materials to be protected and state the reasons why protection is necessary** (§2.2-4342F of the *Code of Virginia*).

Please enclose all proprietary information in a sealed envelope and attach ONLY to the ORIGINAL proposal.

Below, please reference appropriate page numbers, Section numbers, paragraph numbers, etc. where this data should be inserted, along with an explanation as to why it is proprietary and protected by §2.2-4342F of the Code of Virginia.

FORM 10

REFERENCES

Name of Firm:

Address:

Contact:

Name:

Title:

Email:

Phone

Facsimile

Years in Relationship: _____

Name of Firm:

Address:

Contact:

Name:

Title:

Email:

Phone

Facsimile

Years in Relationship: _____

Name of Firm:

Address:

Contact:

Name:

Title:

Email:

Phone

Facsimile

Years in Relationship: _____

REFERENCES (cont.)

Name of Firm:

Address:

Contact:

Name:

Title:

Email:

Phone

Facsimile

Years in Relationship: _____

Name of Firm:

Address:

Contact:

Name:

Title:

Email:

Phone

Facsimile

Years in Relationship: _____

FORM 11
LOBBYIST DISCLOSURE FORM

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by §1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instruction. Submission of this statement is a prerequisite for making or entering into this accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by §1352, title 31, U.S. Code. Any person who fails to file the required statement shall subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization:

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

Printed name of authorized representation

Title of authorized representation

Signature Date

**ATTACHMENT 1
NONDISCRIMINATION
USDOT 1050.2**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *(Recipient)* or the *(Name of Appropriate Administration)* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *(Recipient)*, or the *(Name of Appropriate Administration)* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the *(Recipient)* shall impose such contract sanctions as it or the *(Name of Appropriate Administration)* may determine to be appropriate, including, but not limited to:
(a.) withholding of payments to the contractor under the contract until the contractor complies, and/or
(b.) cancellation, termination or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract, or procurement as the *(Recipient)* or the *(Name of Appropriate Administration)* may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the *(Recipient)* to enter into such litigation to protect the interests of the *(Recipient)*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ATTACHMENT 2

SCOPE OF WORK

BACKGROUND:

IT SPECIFIC INFORMATION:

The Organization had an IT Department with a staff of one, but lost its IT Manager, and is currently being managed on a part-time basis by a knowledgeable employee to keep it functioning.

Previously, the planning and implementation of technology-related projects was centralized, with the IT department responsible for determining the needs, the evaluation of potential solutions, and implementation of software and hardware.

The Organization is looking for a turn-key IT solution to manage all of its IT operations to include: On-Premise model, a Cloud-based solution, a Hybrid solution, or a combination of all three.

A. USERS

- a. Full-time employees: 44
- b. Part-time employees: 3
- c. Public: requires remote access to internet only while attending in-house meetings. Meetings may include up to 75 wireless users at a time.

B. CONNECTIVITY

- a. Network devices are commercial products. The Organization currently has an account with Virginia Information Technology Agency (VITA) for primary internet access, and Cox for wireless internet access.

C. DOMAINS

- a. The Organization currently has 1 domain. The domain and email addresses are hosted in house. There are approximately 82 email accounts, for both full-time and part-time employees. Some employees have multiple email account addresses.

D. SERVERS

- a. The Organization has 7 servers located in the Regional Building: a primary and secondary domain controller, a file server, a GIS server (GIS and ArcMap), an exchange server (Exchange 2010 Email), a NAS (CubeModel NAS Storage), and a backup server (Symantec 2010 backup tapes). In addition, the Organization has 4 servers located off-site that are separate from our primary network and are managed and monitored by a separate vendor.

E. WORKSTATIONS

- a. The Organization currently has 51 active workstations and approximately 12 laptops all within the Regional Building. Currently workstations and laptops are not centrally managed for software updates, etc.

F. PRINTERS

- a. The Organization has both desktop and shared printers throughout the building. These include laser printers, black & white, color, a plotter, and high-speed printers.
- b. All printers are supported by staff. Any breakdowns are supported by outside vendors.

G. SOFTWARE

- a. The software applications run/accessed by each employee vary significantly, but the major platforms include:
 - i. Microsoft Windows 2007
 - ii. Mac OS X Yosemite
 - iii. Microsoft Office Professional 2010
 - iv. GMS (limited access financial software package)
 - v. ArcView
 - vi. ArcGIS 10.1, and 10.2
 - vii. SQL server 2005, 2008, and 2012
 - viii. Adobe Acrobat X Pro 32
 - ix. Adobe Creative Cloud
 - x. Various data systems: e.g., REMI, GIS, etc.

H. TELEPHONE

- a. The organization uses AVAYA IP office. The equipment is leased and the network is monitored by an outside vendor.

SCOPE OF WORK REQUIRED:

The successful vendor will provide the Organization with all of the following services. The vendor shall not subcontract any portion of the services to be performed under the contract without the prior written agreement of the Organization.

Vendor shall perform the Scope of Work as outlined in the RFP, which will be integrated into the final contract. The Scope of Work shall not be deemed to be all-inclusive and may be changed from time to time to meet the needs of the Organization.

Assessment:

Compile/update inventory of all information technology related assets, assess system assets and make recommendations for improving the Organization-wide IT system performance, with the possibility of moving to a Cloud Environment.

- a. An IT Assessment needs to include a comprehensive inventory of assets.
- b. The Assessment needs to highlight deficiencies in the Organization's current IT infrastructure and management. Recommendations should be made as part of the assessment to include: hardware, software, on site assistance requirements, employee training and policy improvements.

Evaluation:

Evaluate the advantages, disadvantages and costs associated with migrating the Organization to a cloud-based environment and develop a strategic plan to advance this effort.

Implementation:

Implement the recommendations of this evaluation, with an emphasis on identifying the most cost effective approach which meets the technological needs of the Organization.

Provide IT managed services to the Organization before, during and after the development of the strategic plan.

Help Desk Support:

Manage, monitor and track all support related issues and provide monthly updates to the Organization of significant support patterns or issues. Online ticket submission, commenting, and tracking must be provided. Historical support data should be available by user or issue type. Remote support and on-site support must be provided during business hours as requested. 24x7x365 support must be available for significant issues.

Desktop Support:

Perform basic support functions including installing and maintaining the functionality of PCs, monitors, laptops, printers, and software; diagnosing and correcting desktop application problems, configuring laptops, tablets, and desktops (or equivalent) for standard applications and identifying and correcting hardware problems, performing advanced troubleshooting, and when requested by designated Organization personnel, provide assistance with software and hardware purchases.

Support, Management & Monitoring of Servers and Infrastructure:

Provide 24x7x365 monitoring and alerting, Software patching and updates (including Windows, GMS, etc.), remote and onsite remediation for all server/infrastructure related issues as necessary. Ensure scheduled preventative maintenance for equipment is promptly performed, develop and test back-up and disaster recovery plans and procedure documentation. Set up new users and edit or remove existing users when requested, thus managing the computer network and associated hardware, software, communications, and operating system necessary for the quality, security, performance, availability, recover-ability, and reliability of the system. Install new servers, software and hardware and transfer data when acquired.

Support Services Response:

Support personnel need to be available to meet all the needs associated with the parameters outlined in this request. In the event a problem needs to be escalated, a prescribed escalation process must be in place along with a time frame for resolving issues. Any service issue that needs to be escalated to the Organization must be started promptly and must be completed within a time discussed between the vendor and the Organization to the satisfaction and approval of the Organization. Statistical measures and approaches for performance evaluation should be included. The proposal must include a detailed response time for each type of service issue.

After Hours and Emergency Services:

Provide technical, communication, and IT support services in the event of emergency situations or outside of normal business hours, 24x7x365. The proposal should clearly outline how various levels of support are defined, and how the vendor handles a situation in which multiple customers are affected by the same emergency, whether it is geographic, technical, or something else.

Security:

Maintenance of virus detection programs on the Organization servers, email and all other Organization computers and laptops. Review and enhance the security of the Organization's network and wireless devices. Perform security audits as requested and notify Organization personnel immediately of suspected breaches of security or instruction detection. Reduce amount of spam received by Organization employees.

Develop and implement a method to track and identify IT assets by location or user, and the characteristics of each device. Devices should be physically tagged to match their electronic record. This should be updated whenever a new device is added or removed.

Software/Third-Party Applications Services:

Includes oversight, management and support of the Organization's software; oversight, management and supervision of third party desktop, server, and web-based applications and act as the Organization's representative when dealing with third party application support, as directed. Vendor will review invoices as requested for verification of services.

Communications (Desk Phones and Voicemail) Support:

Prepare recommendations and provide management and coordination of the Organization's communications' system including but not limited to: desk phones, communications devices, voice mail systems, and authorized VOIP devices.

- a. The Organization currently utilizes a third-party vendor for support of the telephone servers and handsets.
- b. The Organization currently utilizes an outside vendor for the digital telephone service.

Strategic Planning and Budgeting:

Provide technical and organizational leadership for technology issues. Make recommendations for future purchasing and technology needs for the Organization and specific departments as needed and during the annual budget preparation process. Provide recommendations for potential savings in IT related matters. Coordinate all IT and Communication related support.

Organization's IT Liaison/Representative:

The vendor should provide a primary point of contact within the company, recognizing that other vendor employees may work on specific issues or projects. The primary point of contact will act as the Organization's liaison/representative for all IT related matters with other vendors and Organization departments under the scope of the Agreement. The vendor will be available for any meetings as directed by the Executive Director.

Pricing evaluation would include analysis of responses regarding:

Hosted Desk Top Model (Cloud):

Which would lower the Organization's upfront investment through vendor hosted licenses/renewals, maintenance/support services, software, and hardware with redundancy, provided by the vendor; this is to reduce infrastructure and ownership costs for the Organization.

On-Premise Model:

Which would allow the Organization to maintain control over all its systems and data; information is stored and handled internally; maintenance and support assistance is provided by vendor; this recognizes initial investment will be high, but may be lower cost over the cycle replacement horizon.

Hybrid Model:

Hosted Desk Top and On-Premises solution: the vendor offers solution that maximizes the benefits of both environmental models. The vendor identifies the mix of applications, services and hardware configurations as a basis for determining the model mix that best meets the Organization's varied needs and is adaptable as the Organization continues to evolve in the future.

Additional information:

Network Infrastructure:

The Organization has a working infrastructure. Our interest is for the vendor to address our existing network environment and make recommendations that would allow for tomorrow's IT-Today, connecting anyone, anywhere, anytime, and on any device - securely, reliably, and seamlessly. The network should provide a platform for collaboration, allowing existing and proposed voice, video, and web conferencing; messaging and mobile applications that will maintain connectivity and increase productivity. The network infrastructure should provide optimization, scale, and security for collaboration and virtualization and encompass: Routing and Switching, Wireless LAN and WAN, and RFID possibilities.

Assessment Summary

Domain	
Domain Controllers	2
Number of Organizational Units	4
Users	
# Enabled	82
Last Login within 30 days	49
Last Login older than 30 days	33
# Disabled	8
Last Login within 30 days	0
Last Login older than 30 days	8
Security Group	
Groups with Users	52
# Total Groups	101
Computers in Domain	
Total Computers	121
Last Login within 30 days	55
Last Login older than 30 days	66
Active Computers by OS	
Windows 7 Professional	48
Windows Server 2008 R2 Standard	6
Windows Storage Server 2008 R2 Standard	1
Miscellaneous	
Non-A/D Systems	31
MX Records	0
MS SQL Servers	8
Web Servers	41
Printers	53
Exchange Servers	1
Network Shares	261
Installed Applications	775
Potential or Severe Security Risks	0
Potential Insecure Listening Ports	36

Major Applications

This section contains a listing of major applications with corresponding version numbers and number of computers the application was detected on. Applications that appear on more than 3 computers are **highlighted** for easy recognition.

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Windows Applications

Application Name	Version	# Computers
3ivx MPEG-4 5.0.3 (remove only)	5.0	1
7-Zip 9.15 (x64 edition)	9.15	1
7-Zip 9.20		4
7-Zip 9.20 (x64 edition)	9.20	24
7-Zip 9.38 (x64 edition)	9.38	1
ABBYY FineReader for ScanSnap (TM) 5.0	11.0	1
Adobe Acrobat DC	15.010	1
Adobe Acrobat Reader DC	15.010	2
Adobe Acrobat X Pro	10.1	32
Adobe Acrobat X Pro - English, Français, Deutsch	10.1	1
Adobe Acrobat XI Pro	11.0	2
Adobe AIR	14.0	1
Adobe AIR	15.0	1
Adobe AIR	16.0	13
Adobe AIR	17.0	2
Adobe AIR	18.0	1
Adobe AIR	3.3	1
Adobe AIR	3.8	1
Adobe Bridge CC (64 Bit)	6.0	1
Adobe Community Help	3.0	2
Adobe Community Help	3.4	2
Adobe Community Help	3.5	1
Adobe Content Viewer	1.4	2
Adobe Creative Cloud	2.2	1
Adobe Creative Cloud	2.4	1
Adobe Creative Cloud	2.8	1
Adobe Creative Cloud	3.4	1
Adobe Creative Suite 5 Design Premium	5.0	2
Adobe Creative Suite 5 Master Collection	5.0	4
Adobe Creative Suite 5.5 Design Standard	5.5	3
Adobe CS6 Design and Web Premium	6	1
Adobe Download Assistant	1.2	1
Adobe Dreamweaver CC 2015	16.1	1
Adobe Fireworks CS6	12.0	1
Adobe Flash Player 14 ActiveX	14.0	1
Adobe Flash Player 16 ActiveX	16.0	1
Adobe Flash Player 16 NPAPI	16.0	1
Adobe Flash Player 17 ActiveX	17.0	3
Adobe Flash Player 17 NPAPI	17.0	3
Adobe Flash Player 20 ActiveX	20.0	32
Adobe Flash Player 20 NPAPI	20.0	32
Adobe Flash Player 20 PPAPI	20.0	1

Application Name	Version	# Computers
Adobe FormsCentral	1.0	1
Adobe Help Manager	4.0	2
Adobe Illustrator CC	17.0	1
Adobe Illustrator CC 2014	18.1	1
Adobe Illustrator CC 2015	19.2	1
Adobe InDesign CC	9.0	2
Adobe InDesign CC 2014	10.1	1
Adobe InDesign CC 2015	11.2	1
Adobe Media Encoder CC 2015	9.1	1
Adobe Media Player	1.8	6
Adobe Photoshop CC	14.0	1
Adobe Photoshop CC 2014	15.2	1
Adobe Photoshop CC 2015	16.1	1
Adobe Photoshop Elements 11	11.0	1
Adobe Photoshop Elements 13	13.0	1
Adobe Premiere Elements 11	11.0	1
Adobe Premiere Elements 13	13.1	1
Adobe Premiere Pro CC 2015	9.1	1
Adobe Reader 9.4.4	9.4	1
Adobe Reader X (10.1.10)	10.1	1
Adobe Reader X (10.1.8)	10.1	1
Adobe Reader XI MUI	11.0	3
Adobe Reader XI (11.0.11)	11.0	2
Adobe Reader XI (11.0.13)	11.0	2
Adobe Shockwave Player 11.6	11.6	4
Adobe Shockwave Player 12.0	12.0	3
Adobe Shockwave Player 12.1	12.1	7
Adobe Widget Browser	2.0 Build 348	1
Adobe Content Viewer	3.3	1
Adobe Content Viewer	3.4	2
AHGW 3.3 Arc10.1	3.3	1
AICP 2.3.3.1		2
Amazon Kindle		2
Amazon MP3 Downloader 1.0.17	1.0	1
AMD Catalyst Install Manager	3.0	1
AnswerWorks 5.0 English Runtime	5.0	1
Apple Application Support	2.1	1
Apple Application Support	2.3	4
Apple Application Support	3.1	14
Apple Application Support (32-bit)	3.1	3
Apple Application Support (32-bit)	4.0	2
Apple Application Support (32-bit)	4.1	1
Apple Application Support (64-bit)	3.1	3
Apple Application Support (64-bit)	4.0	2
Apple Application Support (64-bit)	4.1	1
Apple Mobile Device Support	6.1	1
Apple Mobile Device Support	8.0	13
Apple Mobile Device Support	8.1	3
Apple Mobile Device Support	9.0	2
Apple Mobile Device Support	9.1	1
Apple Software Update	2.1	25
ArcGIS 10.1 Engine	10.1	1
ArcGIS 10.1 for Desktop	10.1	4
ArcGIS 10.1 SP1 Engine		1
ArcGIS 10.1 SP1 for Desktop		1

Application Name	Version	# Computers
ArcGIS 10.2 Desktop Tutorial Data	10.2	1
ArcGIS 10.2 for Desktop	10.2	9
ArcGIS 10.2 for Desktop Landsat 8 Patch		2
ArcGIS 10.2.2 for Desktop	10.2	2
ArcGIS 10.2.2 for Desktop Background Geoprocessing (64-bit)	10.2	1
ArcGIS 10.2.2 for Desktop Set Shapefile Default Code Page Patch		1
ArcGIS 10.3.1 License Manager	10.3	1
ArcGIS Desktop 10	10.0	3
ArcGIS Desktop 10 Service Pack 3		1
ArcGIS Desktop 10 Service Pack 4		1
ArcGIS Engine Runtime 10	10.0	1
ArcGIS Engine Runtime 10 Service Pack 1		1
ArcGIS Explorer Desktop	10.0	2
ArcGIS Pro	1.1	1
ArcGIS Pro 1.1 Patch (1.1.1)	ArcGIS Pro 1.1 Patch (1	1
ArcGIS Pro Help	1.1	1
ArcGIS Server for the Microsoft .NET Framework 10 - GIS Services	10.0	1
ArcGIS Server for the Microsoft .NET Framework 10 - GIS Services Service Pack 3		1
ArcGIS Server for the Microsoft .NET Framework 10 - GIS Services Service Pack 4		1
Ask Toolbar	12.38	2
AT&T Connect Participant Application v8.9.35	8.9	2
ATI Display Driver	8.24	1
Audacity 2.0.2	2.0	1
Autodesk MapGuide(R) Viewer ActiveX Control Release 6.5	6.5	2
Avery Design & Print	1.0	1
BASINS	4.1	1
BeyondTrust PowerBroker Desktops Client	5.1	15
BeyondTrust PowerBroker Desktops Snap-In	5.1	2
Bing Bar	7.3	3
Bing Desktop	1.3	1
Bing Maps 3D	4.0	1
BlackBerry App World Browser Plugin	2.1	1
BlackBerry Desktop Software 6.1	6.1	1
BlackBerry Device Communication Components	1.2	1
BlackBerry Enterprise Server for Microsoft Exchange	5.0	1
Blackboard Collaborate Launcher	1.2	1
Bonjour	3.0	20
Bonjour	3.1	3
Bonjour Print Services	2.0	1
Box Tools	3.1	1
Broadcom Drivers and Management Applications	15.4	1
Broadcom NetXtreme-I Netlink Driver and Management Installer	14.0	6
Broadcom NetXtreme-I Netlink Driver and Management Installer	14.4	1
Broadcom NetXtreme-I Netlink Driver and Management Installer	15.4	2
BUFFALO NAS Navigator2	2.78	1
Bulk Download Application 1.0.4	1.0	1

Application Name	Version	# Computers
CardMinder	V5.2L20	1
CDBurnerXP	4.4	1
CDBurnerXP	4.5	5
Cisco EAP-FAST Module	2.2	1
Cisco LEAP Module	1.0	1
Cisco PEAP Module	1.1	1
Cisco WebEx Meeting Center for Firefox or Chrome	8.23	2
Cisco WebEx Meeting Center for Firefox or Chrome	8.29	1
Cisco WebEx Meeting Center for Firefox or Chrome	8.5	1
Cisco WebEx Meeting Center for Internet Explorer	8.5	1
Cisco WebEx Meetings		22
Citilabs Licensing	6.1	6
Citilabs Services	6.1	6
Citilabs Text Editor	6.1	3
Citrix Online Launcher	1.0	26
Citrix Presentation Server Client - Web Only	10.100	1
Citrix Receiver	13.1	1
ColorPic	4.1	1
CommunityViz 4.2 for ArcGIS	4.2	1
CommunityViz 4.3 for ArcGIS	4.3	1
CommunityViz License Server	4.3	1
Compatibility Pack for the 2007 Office system	12.0	1
Configuration Tool v3.18	3.18	1
Conqu	1.2	1
Constant Contact QuickImport v2 for Outlook	2.7	1
Core FTP LE		11
Core FTP LE (x64)		10
Corel Graphics - Windows Shell Extension	16.4	1
CorelDRAW Graphics Suite X6 (64-Bit)	16.4	1
CorelDRAW Graphics Suite X6 - Content	16.0	1
Coupon Printer for Windows	5.0	2
Crystal Reports Basic Runtime for Visual Studio 2008 (x64)	10.5	1
Crystal Reports XI for ESRI	11.0	1
Cube Base	6.1	6
Cube Cargo	6.1	3
Cube Cloud	6.1	6
Cube Editing Tools	6.1	3
Cube Land	6.1	3
Cube Voyager	6.1	6
Cubetown Data	5.0	1
Cubetown Data	6.1	1
CV XE GIS		1
CyberLink Power2Go 8	8.0	1
CyberLink PowerDVD 12	12.0	1
CyberLink PowerDVD 9.5	9.5	19
CyberLink YouCam	4.2	1
DCAgent 3.0		2
Dell Backup and Recovery	1.5	2
Dell Backup and Recovery - Support Software	1.5	2
Dell Client System Update	1.2	6
Dell Client System Update	1.3	10
Dell Command Update	2.0	2
Dell Data Protection Access	2.3	1
Dell Data Protection Client Security Framework	8.3	1
Dell Data Protection Security Tools	1.3	1

Application Name	Version	# Computers
Dell Data Protection Security Tools Authentication	1.3	1
Dell Digital Delivery	2.8	2
Dell Edoc Viewer	1.0	20
Dell Foundation Services	3.1	1
Dell Online Diagnostics 2.16.0	2.16	1
Dell Online Diagnostics 2.18.0	2.18	1
Dell OpenManage Server Administrator	6.5	5
Dell OpenManage Server Administrator	7.0	1
Dell PowerVault Extensibility Installer	1.0	1
Dell PowerVault Firewall Installer	1.0	1
Dell Precision Optimizer	02.00	2
Dell Precision Performance Optimizer	01.07	3
Dell Precision Performance Optimizer	01.08	3
Dell Protected Workspace	2.3	1
Dell System Manager	1.5	8
DESI Labeling System	3.1	1
Desktop System Information	1.0	1
Diskeeper 12 Professional	16.0	14
Diskeeper 12 Server	16.0	2
Diskeeper 15	18.0	24
Diskeeper Administrator	18.0	1
DK2 Network Server v7.27.0.48	7.27	2
DK2 Network Server v7.34.0.57	7.34	4
Document Express DjVu Plug-in	6.1	1
DraftDominator Version 14.0h		1
DraftSight x64	11.0	1
EndNote X6	16.0	1
Energy Star	1.0	1
Entity Framework Designer for Visual Studio 2012 - enu	11.1	1
EPA Metadata Editor	3.2	1
Esri Business Analyst 10	10	1
Esri Business Analyst 10.2	10.2	2
Esri Business Analyst 2012 US Data Update	10.1	1
Esri Business Analyst 2014 US Data Update	10.2	1
Esri Business Analyst US 2011 Data	10.0	1
ESRI Course Data for Developing Web Apps with ArcGIS API for JavaScript	1.00	1
ESRI Course Data for Introduction to ArcGIS Business Analyst	1.00	1
Esri Maps for Office 3.1	3.1	1
EViews 6		2
EViews 8 Student Version	8.00	1
Express Cartridge Manager	1.0	1
Express Scribe Transcription Software	5.69	1
F19131BB-1B2F-46D8-840B-9A619DBAF5B5		2
FATS 6	6.2	4
Fiery Color Profiler Suite 3.1.2.01	3.1	1
Fiery User Software-5.3.1.07	5.0	2
FileZilla Client 3.14.0	3.14	1
FileZilla Client 3.6.0.2	3.6	1
Flickr Uploadr 3.2.1		1
FlipShare	5.12	2
Folder Size 2.9.0.0	2.9	1
Folder Size 3.4.0.0	3.4	1
Font Viewer 2.0		1
FotoAlbum 7	7	1

Application Name	Version	# Computers
Fotosizer 1.35	1.35	1
Free PDF to Word Doc Converter v1.1	1.1	1
Free Studio version 2013	6.2	1
Free YouTube Download version 3.2.1.320	3.2	1
FreeMind	0.9	1
Garmin Express	3.2	1
Geospatial Modelling Environment	0.7	1
Gephi 0.8.2		1
Ghostscript GPL 8.64 (Msi Setup)	8.64	1
GIMP 2.8.4	2.8	1
Git version 1.9.0-preview20140217	1.9	1
GMS Accounting and Financial Management System	1.0	4
Google Apps Migration For Microsoft Outlook 3.4.27.52	3.4	1
Google Apps Sync for Microsoft Outlook 3.7.410.1100	3.7	1
Google Chrome	47.0	2
Google Chrome	66.77	33
Google Drive	1.22	2
Google Earth	7.1	24
Google Earth Plug-in	7.1	3
Google Earth Pro	6.1	1
Google Earth Pro	7.1	3
Google SketchUp 8	3.0	1
Google Talk Plugin	5.4	1
Google Talk Plugin	5.41	4
Google Toolbar for Internet Explorer	1.0	19
Google Updater	2.4	1
Google Web Designer	1.1	1
Google+ Auto Backup	1.0	3
GoToMyPC	8.4	16
GPL Ghostscript	9.09	1
GRASS 7.0	7.0	1
GSview 5.0	5.0	1
gSyncit	4.1	1
HandBrake 0.9.9.1	0.9	1
Hazus-MH 2.1	12.0	1
HCS 2010	6.10	3
Headless Server Registry Update	1.0	1
HP 3D DriveGuard	6.0	1
HP Array Configuration Utility	8.50	1
HP Array Configuration Utility CLI	8.50	1
HP Array Diagnostic Utility	8.26	1
HP Array Diagnostics Utility CLI	8.50	1
HP Client Management Interface Utilities	1.6	1
HP Client Security Manager	8.2	1
HP Connection Manager	4.6	1
HP Device Access Manager	8.2	1
HP Documentation	1.1	1
HP ESU for Microsoft Windows 7	2.3	1
HP File Sanitizer	8.4	1
HP HD Webcam Driver	3.4	1
HP Hotkey Support	5.0	1
HP ICC Profiles_x64	2.0	1
HP Insight Diagnostics Online Edition for Windows	8.5	1
HP Insight Management Agents	8.50	1
HP Insight Management WBEM Providers for Windows Server 2003/2008 x64 Editions	2.6	1

Application Name	Version	# Computers
HP Lights-Out Online Configuration Utility	3.1	1
HP PageLift	1.0	1
HP ProLiant Integrated Management Log Viewer	5.24	1
HP ProLiant PCI-express Power Management Update for Windows	1.3	1
HP ProLiant Remote Monitor Service	5.21	1
HP Setup	9.1	1
HP Smart Array SAS/SATA Event Notification Service	6.20	1
HP SoftPaq Download Manager	3.4	1
HP Softpaq SP46137		1
HP Software Setup	8.7	1
HP Support Assistant	7.3	1
HP Support Information	13.00	1
HP System Default Settings	2.6	1
HP System Management Homepage	6.1	1
HP Theft Recovery	8.2	1
HP Version Control Agent	6.1	1
i-Tree 2014	6.0	1
ICCHelp	17.00	1
iCloud	1.1	1
iCloud	4.1	1
iCloud	5.1	1
IDT Audio	1.0	1
IHSDM 2012 Release v8.0.0 (remove only)	8.0	1
IIS 8.0 Express	8.0	1
IIS Express Application Compatibility Database for x64		1
IIS Express Application Compatibility Database for x86		1
Imaging for Windows 2.8		1
Intel(R) Control Center	1.2	5
Intel(R) Identity Protection Technology 1.2.27.0	1.2	4
Intel(R) Management Engine Components	7.1	4
Intel(R) Management Engine Components	8.1	1
Intel(R) Management Engine Components	9.5	10
Intel(R) Management Engine Interface		2
Intel(R) MPI Library Runtime Environment 4.1 for Windows* OS	4.1	6
Intel(R) Network Connections 16.8.45.00	16.8	4
Intel(R) Network Connections 17.2.154.0	17.2	1
Intel(R) Network Connections 18.1.59.00	18.1	8
Intel(R) Network Connections Drivers	16.8	1
Intel(R) Processor Graphics	9.18	1
Intel(R) Rapid Storage Technology	10.1	7
Intel(R) Rapid Storage Technology	11.2	1
Intel(R) Rapid Storage Technology	12.7	1
Intel(R) Rapid Storage Technology	12.8	1
Intel(R) Rapid Storage Technology enterprise	3.7	8
Intel(R) SDK for OpenCL - CPU Only Runtime Package	3.0	1
Intel(R) USB 3.0 eXtensible Host Controller Driver	1.0	2
Intel(R) USB 3.0 eXtensible Host Controller Driver	2.5	1
Intel Active Management Technology		1
Intel Matrix Storage Manager		4
IrfanView (remove only)	4.40	1
iSEEK AnswerWorks English Runtime	010.000	1
iTunes	12.0	12
iTunes	12.1	3

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iTunes	12.3	3
JabRef 2.8.1	2.8	1
Java 7 Update 60	7.0	2
Java 7 Update 60 (64-bit)	7.0	14
Java 7 Update 67	7.0	4
Java 7 Update 71	7.0	15
Java 8 Update 25	8.0	2
Java 8 Update 31	8.0	3
Java 8 Update 40	8.0	2
Java 8 Update 45	8.0	4
Java 8 Update 45 (64-bit)	8.0	1
Java 8 Update 51	8.0	3
Java 8 Update 60	8.0	1
Java 8 Update 65	8.0	2
Java 8 Update 66	8.0	1
Java(TM) 6 Update 15	6.0	1
Java(TM) 6 Update 31	6.0	1
Java(TM) 7 (64-bit)	7.0	13
Java(TM) SE Development Kit 6 Update 15	1.6	1
JavaFX 2.1.1	2.1	1
Jawbone Updater	0.1	1
Jing	2.9	1
K-Lite Codec Pack 10.4.5 Basic	10.4	1
KeePass Password Safe 1.30	1.30	1
Kml Builder	1.1	1
KML Editor	1.6	1
LastPass (uninstall only)		1
LG VZW United Drivers	2.22	2
LG VZW United Drivers	2.23	1
LightScribe System Software	1.18	1
LiveUpdate 3.3 (Symantec Corporation)	3.3	1
Lizardtech DjVu Control		1
Lizardtech GeoExpress 7.0.3	7.0	1
Logitech Scroll App 2.0	2.00	1
Logitech SetPoint 6.30	6.30	1
Logitech SetPoint 6.32	6.32	1
Logitech SetPoint 6.65	6.65	2
Logitech Vid HD	7.2 (7259)	1
Logitech Webcam Software	2.30	1
Logitech Webcam Software	2.51	1
LOSPLAN 2012	9.0	2
MAF/TIGER Partnership Software 5.9	5.9	2
MapWindow GIS	4.8	1
MATLAB R2011a Student Version	7.12	1
Matrox Graphics Software (remove only)		1
MegaRAID Storage Manager v12.05.03.0000	12.05	4
Messaging API and Collaboration Data Objects 1.2.1	6.5	1
Microsoft .NET Framework 4 Client Profile	4.0	2
Microsoft .NET Framework 4.5 Multi-Targeting Pack	4.5	1
Microsoft .NET Framework 4.5 SDK	4.5	1
Microsoft .NET Framework 4.5.1	4.5	2
Microsoft .NET Framework 4.5.2	4.5	40
Microsoft Access database engine 2010 (English)	14.0	2
Microsoft ASP.NET 2.0 AJAX Extensions 1.0	1.0	1
Microsoft ASP.NET MVC 2	2.0	2
Microsoft ASP.NET MVC 2 - VWD Express 2010 Tools	2.0	1

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Microsoft ASP.NET MVC 3	3.0	1
Microsoft ASP.NET MVC 4 Runtime	4.0	1
Microsoft ASP.NET Web Pages	1.0	1
Microsoft Data Access Components 2.8 SDK	1.00	3
Microsoft Easy Assist v2	8.1	1
Microsoft Exchange Server 2010	14.0	1
Microsoft Exchange Server 2010	14.2	1
Microsoft Exchange User Monitor	14.2	1
Microsoft Filter Pack 2.0	14.0	1
Microsoft Help Viewer 1.1	1.1	1
Microsoft Help Viewer 2.0	2.0	1
Microsoft IntelliPoint 8.2	8.20	1
Microsoft IntelliType Pro 8.2	8.20	1
Microsoft iSCSI Software Target	3.3	1
Microsoft Lync Web App Plug-in	15.8	4
Microsoft Mouse and Keyboard Center	2.3	5
Microsoft Network Monitor 3.4	3.4	1
Microsoft Network Monitor: NetworkMonitor Parsers 3.4	3.4	3
Microsoft Office	15.0	2
Microsoft Office 2003 Web Components	11.0	1
Microsoft Office 2003 Web Components	12.0	1
Microsoft Office 2010 Primary Interop Assemblies	14.0	3
Microsoft Office 2010 Service Pack 1 (SP1)		2
Microsoft Office Access database engine 2007 (English)	12.0	3
Microsoft Office File Validation Add-In	14.0	3
Microsoft Office Live Meeting 2007	8.0	7
Microsoft Office Outlook Connector	14.0	3
Microsoft Office Professional Plus 2010	14.0	38
Microsoft Office Project 2007 Service Pack 3 (SP3)		1
Microsoft Office Project Standard 2007	12.0	1
Microsoft Office Visio Professional 2003	11.0	1
Microsoft OneNote 2013 - en-us	15.0	1
Microsoft Outlook Social Connector Provider for Windows Live Messenger 32-bit	14.0	3
Microsoft Project Standard 2010	14.0	3
Microsoft Report Viewer Redistributable 2005		2
Microsoft Report Viewer Redistributable 2008 SP1		1
Microsoft ReportViewer 2010 SP1 Redistributable	10.0	1
Microsoft SharePoint Designer 2013	15.0	1
Microsoft Silverlight	5.1	33
Microsoft Silverlight 3 SDK	3.0	1
Microsoft Silverlight 4 SDK	4.0	1
Microsoft SOAP Toolkit 3.0	3.0	1
Microsoft SQL Server 2005		4
Microsoft SQL Server 2005 Backward compatibility	8.05	2
Microsoft SQL Server 2005 Compact Edition [ENU]	3.1	15
Microsoft SQL Server 2008 (64-bit)		2
Microsoft SQL Server 2008 Browser	10.0	1
Microsoft SQL Server 2008 Browser	10.3	1
Microsoft SQL Server 2008 Native Client	10.1	7
Microsoft SQL Server 2008 Native Client	10.3	1
Microsoft SQL Server 2008 R2		2
Microsoft SQL Server 2008 R2 (64-bit)		3
Microsoft SQL Server 2008 R2 Books Online	10.50	1

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Microsoft SQL Server 2008 R2 Management Objects	10.50	1
Microsoft SQL Server 2008 R2 Management Objects	10.51	1
Microsoft SQL Server 2008 R2 Native Client	10.50	1
Microsoft SQL Server 2008 R2 Native Client	10.51	1
Microsoft SQL Server 2008 R2 Native Client	10.52	1
Microsoft SQL Server 2008 R2 Policies	10.50	2
Microsoft SQL Server 2008 R2 Setup (English)	10.50	1
Microsoft SQL Server 2008 R2 Setup (English)	10.51	1
Microsoft SQL Server 2008 R2 Setup (English)	10.52	1
Microsoft SQL Server 2008 Setup Support Files	10.1	4
Microsoft SQL Server 2008 Setup Support Files	10.3	1
Microsoft SQL Server 2008 Setup Support Files (English)	10.0	1
Microsoft SQL Server 2012 (64-bit)		2
Microsoft SQL Server 2012 Command Line Utilities	11.0	2
Microsoft SQL Server 2012 Express LocalDB	11.0	2
Microsoft SQL Server 2012 Native Client	11.0	4
Microsoft SQL Server 2012 Setup (English)	11.0	1
Microsoft SQL Server 2012 Setup (English)	11.1	1
Microsoft SQL Server 2012 Transact-SQL ScriptDom	11.0	2
Microsoft SQL Server Browser	10.51	1
Microsoft SQL Server Browser	10.52	1
Microsoft SQL Server Compact 3.5 SP2 ENU	3.5	2
Microsoft SQL Server Compact 3.5 SP2 Query Tools ENU	3.5	1
Microsoft SQL Server Compact 3.5 SP2 x64 ENU	3.5	1
Microsoft SQL Server Compact 4.0 SP1 x64 ENU	4.0	1
Microsoft SQL Server Data Tools - enu (11.1.20627.00)	11.1	1
Microsoft SQL Server Data Tools Build Utilities - enu (11.1.20627.00)	11.1	1
Microsoft SQL Server Database Publishing Wizard 1.4	10.1	1
Microsoft SQL Server Management Studio Express	9.00	1
Microsoft SQL Server Native Client	9.00	4
Microsoft SQL Server Setup Support Files (English)	9.00	4
Microsoft SQL Server System CLR Types	10.50	1
Microsoft SQL Server System CLR Types	10.51	1
Microsoft SQL Server System CLR Types (x64)	10.50	1
Microsoft SQL Server System CLR Types (x64)	10.51	1
Microsoft SQL Server VSS Writer	10.1	1
Microsoft SQL Server VSS Writer	10.3	1
Microsoft SQL Server VSS Writer	10.51	1
Microsoft SQL Server VSS Writer	10.52	1
Microsoft SQL Server VSS Writer	9.00	2
Microsoft Sync Framework 2.0 Core Components (x64) ENU	2.0	1
Microsoft Sync Framework 2.0 Core Components (x86) ENU	2.0	1
Microsoft Sync Framework 2.0 Provider Services (x64) ENU	2.0	1
Microsoft Sync Framework Runtime Native v1.0 (x86)	1.0	1
Microsoft Sync Framework Runtime v1.0 (x64)	1.0	1
Microsoft Sync Framework Services Native v1.0 (x86)	1.0	1
Microsoft Visio Viewer 2010	14.0	1
Microsoft Visual C++ 2005 Redistributable	8.0	34
Microsoft Visual C++ 2005 Redistributable (x64)	8.0	21
Microsoft Visual C++ 2008 Redistributable - x64 9.0.21022	9.0	7
Microsoft Visual C++ 2008 Redistributable - x64	9.0	19

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9.0.30729.17		
Microsoft Visual C++ 2008 Redistributable - x64 9.0.30729.4148	9.0	4
Microsoft Visual C++ 2008 Redistributable - x64 9.0.30729.6161	9.0	31
Microsoft Visual C++ 2008 Redistributable - x86 9.0.21022	9.0	8
Microsoft Visual C++ 2008 Redistributable - x86 9.0.30729.17	9.0	22
Microsoft Visual C++ 2008 Redistributable - x86 9.0.30729.4148	9.0	6
Microsoft Visual C++ 2008 Redistributable - x86 9.0.30729.6161	9.0	30
Microsoft Visual C++ 2010 x64 Redistributable - 10.0.40219	10.0	38
Microsoft Visual C++ 2010 x64 Runtime - 10.0.40219	10.0	1
Microsoft Visual C++ 2010 x86 Redistributable - 10.0.40219	10.0	38
Microsoft Visual C++ 2010 x86 Runtime - 10.0.40219	10.0	1
Microsoft Visual C++ 2012 Redistributable (x64) - 11.0.60610	11.0	4
Microsoft Visual C++ 2012 Redistributable (x64) - 11.0.61030	11.0	10
Microsoft Visual C++ 2012 Redistributable (x86) - 11.0.61030	11.0	8
Microsoft Visual C++ 2013 Redistributable (x64) - 12.0.30501	12.0	1
Microsoft Visual C++ 2013 Redistributable (x86) - 12.0.30501	12.0	1
Microsoft Visual J# 2.0 Redistributable Package		1
Microsoft Visual Studio 2008 Shell (integrated mode) - ENU	9.0	1
Microsoft Visual Studio 2010 ADO.NET Entity Framework Tools	10.0	1
Microsoft Visual Studio 2010 Express Prerequisites x64 - ENU	10.0	1
Microsoft Visual Studio 2010 Service Pack 1	10.0	1
Microsoft Visual Studio 2010 Tools for Office Runtime (x64)	10.0	34
Microsoft Visual Studio Express 2012 for Web - ENU	11.0	1
Microsoft Visual Studio Tools for Applications 2.0 - ENU	9.0	4
Microsoft Visual Studio Tools for Applications 2.0 Runtime	9.0	2
Microsoft Visual Studio Tools for Applications 2012	11.0	1
Microsoft Visual Web Developer 2010 Express - ENU	10.0	1
Microsoft VSS Writer for SQL Server 2012	11.0	2
Microsoft Web Deploy 3.0	3.1236	1
Microsoft Web Deploy dbSqlPackage Provider - enu	10.3	1
Microsoft Web Platform Installer 4.6	4.0	1
MiKTeX 2.9	2.9	1
Mozilla Firefox 20.0.1 (x86 en-US)	20.0	1
Mozilla Firefox 27.0.1 (x86 en-US)	27.0	1
Mozilla Firefox 29.0.1 (x86 en-US)	29.0	1
Mozilla Firefox 30.0 (x86 en-US)	30.0	1
Mozilla Firefox 37.0.2 (x86 en-US)	37.0	2
Mozilla Firefox 38.0.1 (x86 en-US)	38.0	1

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Mozilla Firefox 38.0.5 (x86 en-US)	38.0	2
Mozilla Firefox 39.0 (x86 en-US)	39.0	2
Mozilla Firefox 41.0.1 (x86 en-US)	41.0	3
Mozilla Firefox 42.0 (x86 en-US)	42.0	3
Mozilla Firefox 43.0.4 (x86 en-US)	43.0	19
Mozilla Firefox 9.0.1 (x86 en-US)	9.0	1
Mozilla Maintenance Service	20.0	1
Mozilla Maintenance Service	27.0	1
Mozilla Maintenance Service	29.0	5
Mozilla Maintenance Service	30.0	2
Mozilla Maintenance Service	35.0	1
Mozilla Maintenance Service	38.0	1
Mozilla Maintenance Service	41.0	3
Mozilla Maintenance Service	42.0	3
Mozilla Maintenance Service	43.0	18
MSU Alumni Directory		1
MSXML 4.0 SP2 Parser and SDK	4.20	1
muvee Plugin 1.0	1.01	1
MySQL Connector Net 6.5.4	6.5	1
NEF Codec	1.00	1
Network Recording Player	2.3	1
NHDUtilities Install Version 2.0.1.1	2.0	1
Nitro Reader 3	3.5	1
Notepad++	6.2	1
Notepad++	6.5	1
Notepad++	6.6	3
Notepad++ version 6.1.2	6.1	1
NVIDIA 3D Vision Controller Driver 305.93	305.93	1
NVIDIA 3D Vision Controller Driver 331.82	331.82	1
NVIDIA 3D Vision Driver 306.97	306.97	4
NVIDIA 3D Vision Driver 311.06	311.06	1
NVIDIA 3D Vision Driver 340.52	340.52	1
NVIDIA 3D Vision Driver 347.52	347.52	1
NVIDIA Drivers	1.10	4
NVIDIA Drivers	1.4	8
NVIDIA Graphics Driver 306.97	306.97	4
NVIDIA Graphics Driver 310.90	310.90	3
NVIDIA Graphics Driver 311.06	311.06	1
NVIDIA Graphics Driver 320.09	320.09	1
NVIDIA Graphics Driver 331.82	331.82	8
NVIDIA Graphics Driver 334.95	334.95	1
NVIDIA Graphics Driver 340.52	340.52	1
NVIDIA Graphics Driver 347.52	347.52	1
NVIDIA HD Audio Driver 1.3.18.0	1.3	3
NVIDIA HD Audio Driver 1.3.24.2	1.3	1
NVIDIA HD Audio Driver 1.3.26.4	1.3	9
NVIDIA HD Audio Driver 1.3.30.1	1.3	1
NVIDIA nView 136.53	136.53	6
NVIDIA nView 140.54	140.54	1
NVIDIA nView 140.75	140.75	1
NVIDIA nView 140.84	140.84	8
NVIDIA nView 141.24	141.24	1
NVIDIA nView Desktop Manager	125.14	8
NVIDIA nView Desktop Manager	6.14	4
NVIDIA Performance Drivers	2.0	12
NVIDIA PhysX System Software 9.12.1031	9.12	1

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NVIDIA PhysX System Software 9.13.0927	9.13	1
NVIDIA Update 10.4.0	10.4	1
NVIDIA WMI 2.15.0	2.15	8
NVIDIA WMI 2.16.1	2.16	1
NVIDIA WMI 2.18.0	2.18	1
Oracle Web Conferencing Console		1
Paint Shop Pro 7	7.0	3
Paint.NET v3.5.10	3.60	1
PFA Server Registry Update	1.0	1
Picasa 3	3.9	6
Picture Control Utility	1.4	1
Picture Control Utility x64	1.4	1
Planar ContentSmart	4.6	1
Plantronics MyHeadset Updater	3.1	2
PowerDVD DX	8.3	7
PowerVault NAS Initial Configuration Wizard	1.0	1
Prerequisites for SSDT	11.0	1
PrimoPDF -- brought to you by Nitro PDF Software	5	1
Projections Dominator Version 8.0h		1
PSPad editor		1
Python 2.5 numpy-1.0.3		4
Python 2.5 pywin32-218		1
Python 2.5.1		4
Python 3.4.1 for ArcGIS Pro (64-bit)	3.4	1
QlikView Desktop Documentation and Tutorial English	11.20	2
QlikView x64	11.20	2
Qualcomm Atheros Bluetooth Suite (64)	8.0	1
Qualcomm Atheros Driver Installation Program	10.0	1
QuickBooks Pro 2013	23.0	3
QuickBooks Pro 2015	25.0	2
QuickBooks Runtime Redistributable	1.00	2
QuickBooks Server 2013	23.0	1
Quicken 2010	19.1	1
Quicken 2013	22.1	1
QuickTime 7	7.76	26
QuickTime 7	7.78	3
QuickTime 7	7.79	1
R for Windows 3.2.2	3.2	1
RealPlayer	16.0	1
Realtek Card Reader	1.1	1
Realtek Ethernet Controller Driver	7.73	1
Realtek High Definition Audio Driver	6.0	14
RealTimes (RealPlayer)	18.0	1
REIS 1969-2008 Download		1
REMI PI+ Virginia Beach Area v1.5.2 (Build 3218)	1.5	1
REMI PI+ Virginia Beach Area v1.5.3 (Build 3226)	1.5	1
REMI PI+ Virginia Beach Area v1.6.6 (Build 3684)	1.6	1
REMI PI+ Virginia Beach Area v1.6.7 (Build 3738)	1.6	1
REMI PI+ Virginia Beach Area v1.7.2 (Build 3920)	1.7	2
REMI PI+ Virginia Beach Area v1.7.2 (Build 3929)	1.7	2
Remote Display Control		1
Renesas Electronics USB 3.0 Host Controller Driver	2.0	4
Renesas Electronics USB 3.0 Host Controller Driver	3.0	8
ResearchSoft Direct Export Helper		1
Roxio Creator DE 10.3	10.3	11

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Roxio Creator Starter	12.1	16
Safari	5.34	5
SAMSUNG USB Driver for Mobile Phones	1.5	1
ScanSnap Manager	6.2	1
ScanSnap Organizer	5.1	1
Scenario 360	4.2	1
Scenario 360	4.3	1
Scenario 3D	1.2	1
Scenario 3D	1.3	1
Sentinel System Driver(64-bit) 7.2.2	7.2	1
ShadowProtect Granular Recovery for Exchange 6.1	6.1	1
ShadowProtect ImageManager	4.1	3
ShadowProtect Server	4.15	3
ShareSync	2.16	1
SketchUp 8	3.0	1
Skype Click to Call	8.0	1
Skype for Business Web App Plug-in	16.0	1
Skype 7.0	7.0	1
Skype 7.12	7.12	1
SLAMM 6.0.1		1
SLOSH Display 1.67		1
SmartDraw 2012		1
softOSD Client (Build 1445)		1
Software Version Updater	1.1	1
Soil Data Viewer 6.0	6.0	1
Soil Data Viewer 6.1	6.1	2
SPSS 15.0 for Windows	15.0	1
SQL Server Browser for SQL Server 2012	11.0	2
Stata 13	13.0	1
Sublime Text 2.0.2		1
SUPER © v2014.build.60+Recorder (2014/02/18) version v2014.buil	v2014.build	1
SUPERAntiSpyware	5.0	1
Symantec Backup Exec (Service Pack 4)		1
Symantec Backup Exec (TM) 2010 R3	13.0	1
Symantec Backup Exec DLO Maintenance Service	3.01	4
Symantec Backup Exec Remote Agent for Windows	14.0	1
Symantec Backup Exec Remote Agent for Windows Systems	13.0	4
Symantec.cloud		40
Synaptics Pointing Device Driver	17.0	1
Synchro Studio 7.1 with Warrants		1
Synchro Studio 8 with Warrants	8	1
Synchro Studio 8 with Warrants and TripGen	8	2
SyncToy 2.1 (x64)	2.1	1
System Requirements Lab	6.1	1
System.Data.SQLite v1.0.92.0	1.0	1
Tableau Public 8.2 (8200.14.1015.1955)	8.2	1
TextPad 5	5.4	1
TextPad 6	6.1	1
TextPad 6	6.2	1
The Weather Channel App	1.00	1
TP+	4.2	2
TRAFVU Viewer by McTrans	6.3	1
Trusteer Endpoint Protection	3.5	2

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TSIS		1
TSIS 6		1
TurningPoint	5.3	2
UPS WorldShip	17.0	1
Validity WBF DDK 495	4.5	1
VC12X64Redist	1.00	2
VC12X86Redist	1.00	2
Verizon Wireless Software Upgrade Assistant - Samsung(ar)	2.14	1
Verizon Wireless Software Utility Application for Android - Samsung	2.13	1
Verizon Wireless Software Utility Application for Android - Samsung	2.14	1
ViewNX 2	2.3	1
Visual Studio Tools for the Office system 3.0 Runtime		5
VLC Config Update 2009.10	2009.10	1
VLC Foot Pedal 2009.10	2009.10	1
VLC media player	2.1	1
VLC media player	2.2	3
VLC media player 1.0.1	1.0	1
VLC media player 1.1.10	1.1	3
VLC media player 1.1.11	1.1	6
VLC media player 2.0.0	2.0	1
VLC media player 2.0.3	2.0	1
VLC media player 2.0.7	2.0	1
VLC media player 2.0.8	2.0	2
VLC media player 2.1.2	2.1	2
VLC media player 2.1.3	2.1	7
WCF RIA Services V1.0 SP1	4.1	1
WD Drive Manager (x64)	2.115	1
WeatherBug	10.0	1
Web Deployment Tool	1.1	1
WebEx		3
WebHelp	1.00	1
WebViewer Plugin	2.0	1
Windows Driver Package - Cambridge Silicon Radio (CSRBC) USB (10/26/2012 2.4.0.0)	10/26/2012 2.4	2
Windows Driver Package - Dynastream Innovations, Inc. ANT LibUSB Drivers (04/11/2012 1.2.40.201)	04/11/2012 1.2	1
Windows Driver Package - Silicon Labs Software (DSI_SiUSBXp_3_1) USB (02/06/2007 3.1)	02/06/2007 3.1	1
Windows Live Essentials	14.0	1
Windows Live Essentials	15.4	9
Windows Live Essentials	16.4	6
Windows Live Mesh ActiveX Control for Remote Connections	15.4	8
Windows Live Sign-in Assistant	5.000	1
Windows Live Sync	14.0	1
Windows Live Upload Tool	14.0	1
Windows Media Player Firefox Plugin	1.0	1
Windows Mobile Device Center	6.1	1
Windows Phone app for desktop	1.0	1
Windows Resource Kit Tools - LockoutStatus.exe	1.0	1
Winmail Opener 1.4	1.4	1
WinRAR 4.11 (64-bit)	4.11	1
WinSCP 5.5.4	5.5	1

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Xerox Device Agent	5.1	1
Yahoo Search Set		1
Yahoo! Toolbar		1
Youtube Downloader HD v. 2.9.9.21		1
YTD Toolbar v10.5	10.5	1