

(Important: See next page for mailing and hand-delivery address)

PRICE INQUIRY



Date: 5/30/2008

Quotation Number: 201133-S

Quotation Will Close: May 05, 2006 5 PM Cincinnati time

PURCHASE ORDER PRICE INQUIRY

Please quote on the following goods and/or services in accordance with the attached pages.

Secure Email Software

TERMS OF 2%10DAYS, NET 30 (FROM RECEIPT OF GOODS, SERVICE OR INVOICE, WHICHEVER IS LATEST) AND FOB DELIVERED TO THE UNIVERSITY OF CINCINNATI WILL APPLY UNLESS BIDDER STATES ALTERNATE TERMS IN THE FOLLOWING SPACES: _____

THIS CERTIFICATE MUST BE EXECUTED BY BIDDER

In compliance with the above invitation for bids and subject to all the conditions thereof, the undersigned agrees, if this bid is accepted within a reasonable time from date of closing, to furnish any or all of the items upon which prices are quoted, in accordance with the specifications applying, at the price set opposite each item.

Delivery, to destination as shown above, of any or all of the items to be completed within _____ days from receipt of order.

FOR BUYER USE ONLY

- All items no bid
- No interpretive changes

<input type="checkbox"/>	Terms Code
<input type="checkbox"/>	FOB Code
<input type="checkbox"/>	Delivery Days

Misc.

Sign here: _____
(Name of Company)

Per _____ / _____
Signature Type Name of Individual who Signed

Title _____

Mail address:

Purchasing Department
University of Cincinnati
PO Box 210089
Cincinnati OH 45221-0089

**GENERAL CONDITIONS AND TERMS FOR ANY AGREEMENT
THAT RESULTS FROM THIS BID**

Hand delivery address:

Purchasing Department
Rm 320
University Hall
University of Cincinnati
51 Goodman Dr
Cincinnati OH 45221-0089

1. Proposals to be considered must be received prior to the date and time designated in this inquiry, and none will be accepted thereafter. If only a date is shown, bids will be received until the close of the business day. Be certain to sign and return this form.
 2. Instructions, manufacturer's catalog numbers, etc. where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design, and performance desired, and shall not be construed to exclude proposals based on furnishing other equivalent types of material or service. However, any substitution or departure proposed by bidder must be clearly noted and described, otherwise it will be understood the bid intends to meet exactly the specifications.
 3. Samples requested must be furnished free of expense, as instructed by the Buyer, and, if not destroyed or required in connection with the award or delivery, will, upon request, be returned at the bidder's expense. Right is reserved to mutilate or destroy any sample if considered necessary for testing purposes.
 4. Prices quoted, unless otherwise stated by bidder, are to include all charges for transportation, packing, crates, containers, etc. necessary to complete delivery as designated herein.
 5. Right is reserved to accept, or reject any, or all, bids, combination of items, or lot, and to waive formalities not inconsistent with law.
 6. In case of error in extending the total amount of bid, the unit price will govern.
 7. U.C. terms are 2% cash discount if paid within 10 days from receipt of invoice or from delivery and acceptance of goods, whichever is later, unless other terms are specifically stated by the bidder in their proposal.
 8. If you do not respond to three(3) bid inquiries, your firm may be removed from future bid lists.
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- A. In the event of an award, the contractor must agree to all of the conditions and terms specified therein, and on the Bid Inquiry that preceded the award. Direct all correspondence relative to the purchase to the Purchasing Department, University of Cincinnati, PO Box 210089, Cincinnati OH 45221-0089. Prices cannot be altered during the term unless that was a condition of the contractor's bid. Unless otherwise stated, unit prices are inclusive of all costs.
 - B. If any contract does not agree with your quotation, contact the Buyer before performance begins. Prior to performance, the University may require additional information from the Contractor in order to insure that the Contractor is qualified and that the product or service offered will meet the need for which it is intended.
 - C. Installment shipments are discouraged unless specified.
 - D. Notwithstanding any other provision in the purchase order, the University reserves the right to cancel any order at any time prior to delivery without penalty.
 - E. Goods not conforming with the purchase order will not be accepted. The Buyer must approve any substitution of non-conforming goods prior to shipment (in writing).
 - F. Terms of the purchase order cannot be modified, altered, or changed without the specific written approval of the Buyer. If the Contractor proposes any different or additional terms, they will constitute a counter offer to the University and no new contract will come into existence unless proposed in writing to the Buyer and specifically accepted by that person as evidenced by signature agreeing to those specific terms. The purchase order is expressly limited to its terms and cannot be varied unilaterally by Contractor.
 - G. In the event of default by the Contractor, including failure to deliver any item requested within a reasonable time after acceptance of the contract, or if the University rightfully rejects the goods or services or revokes acceptance, the University may without waiving any other remedy permitted by law, make covering purchases of goods or services and hold Contractor liable for all additional costs incurred. Further, in such event, the University, at its option, may be relieved of any duty to accept such items as are subsequently delivered.
 - H. Contractor may not assign or delegate duties under the purchase order without written approval of the Buyer, nor may Contractor change sources of supply or brands identified in the contract without written approval of the Buyer.
 - I. If the price for any item is reduced by the Contractor to a price below the price stated in the purchase order prior to delivery, the selling price applicable shall be reduced to give the University the benefit of such lowered price.
 - J. Contractor warrants that the goods covered by the purchase order are of merchantable quality and fit for any intended purpose disclosed by the University to the Contractor or as represented by Contractor to the University. Contractor agrees to reimburse the University for any losses or consequential damages which it incurs because of defective goods or services. Further, Contractor agrees to defend, indemnify and hold the University harmless from any claims made by third persons arising from injury caused by allegedly defective goods or personal services and any consequential damages claimed. Said warranties are in addition to any express or implied warranties of Contractor.
 - K. The University shall have a reasonable time after delivery to inspect the goods delivered or services rendered under the contract and to reject or revoke acceptance of any not conforming with the terms of the agreement. Rejected goods will be returned to Contractor at Contractor's expense. Rejected services will be reworked and all costs associated with the rework will be charged to Contractor.
 - L. In the event of any proceedings in bankruptcy or insolvency of Contractor, the University may, at its option, cancel any unfilled releases under the purchase order without liability, whatsoever.
 - M. Quantities delivered must equal exact amounts released unless otherwise agreed in writing by the Buyer.
 - N. The purchase order will set forth the entire agreement between the parties and shall be construed in conformance with the laws of the State of Ohio. All provisions of the Revised Code of the State of Ohio, and the Ohio Administrative Code, insofar as they apply to contracting by a state university, are made a part of the agreement.

- O. Where the contractor is manufacturing goods incorporating or making use of any trade, service or identifying mark of the University, Contractor will be required to obtain authorization and be licensed through the University Licensing Program.
- P. No Contractor or Subcontractor or any person acting on their behalf shall, by reason of Race, Color, Sex, Age, Handicap, National Origin or Ancestry discriminate in employment in the performance of work under this contract.
- Q. Contractor shall comply with provision of Executive Order 11246 as amended by Executive Order 11375 as supplemented by Department of Labor Regulation 41 CFR Part 60, the Copeland Anti-Kickback Act (18 USC 874) as supplemented in Department of Labor Regulation 29 CFR Part 3, the Bacon-Davis Act (40 USC 276a et.seq.), Sections 103 and 107 of the Contract Work Hours and Safety Standard Act (40 USC 327-330) as supplemented by Department of Labor Regulation 29 CFR Part 5, and the Clean Air Act of 1970 (42 USC 1857 et.seq.) to the extent that they are applicable. Contractor shall comply with CERCLA, SARA, and all other federal, state, and local environmental laws and regulations in performing this contract.
- R. Contractor warrants that it is not subject to an unresolved finding for recovery under section 9.24 of the Ohio Revised Code. If the warranty is deemed to be false, the purchase order or term contract is void ab initio and the Contractor must immediately repay to the University any funds paid under this order or contract.
- S. Contractor must comply with Rules and Regulations of the University of Cincinnati relative to Affirmative Action and Contract Compliance.
- T. No Agreement, Purchase Order, policy, or contract of any nature is automatically renewable. All transactions terminate in accordance with the limitations of the specific period stated and/or in the event that no chronological limit is established by the expiration date of budget funds as set forth on this purchase order or term contract. In addition, when an agreement requires periodic payments by the University out of funds appropriated by the legislature of the State of Ohio extending beyond the expiration of a legislative funding period, the agreement shall be subject to cancellation by the University without penalty if funding is not provided by the State.
- U. Taxes: The University of Cincinnati is a state university of the State of Ohio. As such, it is exempt from most taxes, including State Sales and Use taxes, Real Estate taxes and Personal Property taxes. The University is without authority to pay such taxes if billed by Contractor. If any taxes must be paid by Contractor, they should have been reflected in the quotation. The University's federal taxpayer identification number is 31-6000989.
- V. Work for Hire: Contractor and University intend the Work and any and all documentation or other products and results of the services to be rendered by Contractor hereunder to be a work made for hire. Contractor acknowledges and agrees that the Work (and all rights therein) belongs to and shall be the sole and exclusive property of University. If for any reason the Work would not be considered a work-for-hire under applicable law, Contractor does hereby sell, assign, and transfer to University, its successors and assigns, the entire right, title and interest in and to the copyright in the Work and any registrations and copyright applications relating thereto and any renewals and extensions thereof, and in and to all works based upon, derived from, or incorporating the Work, and in and to all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing throughout the world.
- W. The Contractor agrees to protect, defend, and save the University harmless against any demand for payment for the use of any patented material, process, article or device that may enter in to the manufacture, construction, or form a part of the work covered by the agreement.
- X. Billings: Send two copies of your invoice stapled to a copy of the Purchase Order that authorized you to deliver merchandise or service to:
Invoices
University of Cincinnati
PO Box 212000
Cincinnati OH 45221-2000
Include your Federal Tax I.D. Number and our Purchase Order Number on your invoice. Payment will be made when the materials or services have been fully delivered and accepted to the full satisfaction of the University.
- Y. Statutory Conformity: Contractor warrants and represents that goods covered by the contract have been manufactured and transported in accordance with all requirements of the Fair Labor Standards Act and all other applicable federal, state, and municipal laws, rules and regulations.
- Z. Invoices exceeding the limits established by an award, or for materials not qualifying under its specifications are not subject to payment. Issue invoices that fully describe the product or service that you have rendered, together with our purchase order number. Do not issue statements. If you send your invoice to the wrong address, expect payment to be delayed. Discount period will begin on receipt of invoice or merchandise, whichever is later. Payment will be made by ordinary mail and date of postmark is date of payment, unless otherwise agreed to in writing. The University reserves the right to use cash payment terms and all other discounts in its evaluation of bids. It will not pay finance or other so called late charges.

University of Cincinnati
Special Terms

Sealed Proposals

Sealed proposals will be received by the University of Cincinnati at the Department of Purchasing until 5:00 P.M. (Cincinnati time), May 5, 2006 for: Secure Email Software. Our hand-delivery/courier service address and location of formal bid opening is:

Department of Purchasing
Room 320 University Hall
University of Cincinnati
51 Goodman Drive
Cincinnati Ohio 45221-0089

Our federal mailing address is:

Department of Purchasing
University of Cincinnati
PO Box 210089
Cincinnati, Ohio 45221-0089

Note: Complete the cover page (all items) and submit with your complete proposal. Use enclosed blue envelope for your proposal or affix as a label.

IMPORTANT BID INSTRUCTIONS!

Take time to carefully read all instructions and specifications. This bid inquiry has been prepared so that your quoted price(s) can be entered by a Data Entry Clerk and, subsequently, analyzed by a computer. By following the instructions and specifications herein, vendors will minimize the possibility of error in bid submission

- A) Do not submit a proposal that requires interpretation. Each proposal should speak for itself.
- B) If the bid specifications request additional information, such as samples or questionnaire responses, then be sure to return such as part of your bid. Failure to comply may result in your proposal being non-responsive and disqualified on that basis. In the event addenda are issued, vendors shall be responsible for incorporating any and all supplemental specifications, terms and conditions into their proposal. Any submittal of alternate terms and conditions on the part of the vendor will be considered a counter-proposal and any such bids may be disqualified on that basis
- C) Some vendors may identify parts of their proposals as confidential, proprietary, private, or use similar terms that restrict disclosure. The University is only able to consider such request to the extent permitted by Ohio law. This policy shall take precedence over any contradictory language in the vendor's proposal.
- D) In addition to the Clifton Campus and Medical College areas, our suburban branches (Clermont College in Batavia, Raymond Walters in Blue Ash, and Health UC in Georgetown) may wish to participate in any resulting contract. Unless bidder indicates otherwise in their proposal, it will be assumed bids include delivery of goods and services to all University sites at the same prices, terms and conditions quoted herein.
- E) The University of Cincinnati Central Purchasing Department will not accept bid responses faxed directly to our office in response to this written price inquiry. Such bids will be considered non-responsive and disqualified on that basis

Special Terms (Continued)

Set-Aside

For the efficient use of resources and to expedite the award process, this inquiry is being promulgated simultaneously as both a set-aside and an open market bid. In accordance with Ohio Revised Code 125.081B, first consideration will be given to any qualified set-aside response that is competitive before any consideration is given to the open market offers.

Ohio Minority Business Enterprise

Is your firm an Ohio Minority Business Enterprise*? Yes No

**An Ohio Minority Business Enterprise is defined as an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by United States citizens, residents of Ohio, who are members of one of the following economically disadvantaged groups: Blacks, American Indians, Hispanics, Orientals.*

Conformity With Bid Documents

Bidders are encouraged to accept all University of Cincinnati terms and conditions identified in this bid. The submittal of exceptions or deviations by a bidder in their proposal may be cause for disqualification.

Bidders should complete the following “Yes” / “No” conformity question.

Does your proposal comply with all terms and conditions identified in this bid?

Yes, our proposal complies with all terms and conditions identified in this bid.

No, our proposal does not comply with all terms and conditions identified in this bid.

Important! If “No” is checked, then the bidder should attach to their proposal a separate sheet titled “Exceptions” that is formatted as follows:

- Bidder is expected to identify SPECIFIC exceptions to University of Cincinnati terms and conditions. Bidder’s printed terms and conditions are NOT considered specific exceptions and may not be accepted.
- Any University of Cincinnati term and condition to which the bidder is taking specific exception should be clearly identified by page number and paragraph title.
- Following each specific exception entry, bidder should clearly state proposed, alternate language for consideration. (Please note that the University of Cincinnati lacks authority to, and will not, agree to any proposal for the vendor’s unconditional indemnification, for compulsory arbitration, for jurisdiction or venue in any courts other than a court of competent jurisdiction in the State of Ohio, or for governing law other than the law of Ohio and the United States of America.)

Restricted Disclosure Requests

Some vendors may identify parts of their proposals as confidential, proprietary, private, or use similar terms that are intended to restrict disclosure. The University of Cincinnati is only able to consider such requests to the extent permitted by Ohio law.

Bidders should complete the following “Yes” / “No” restricted disclosure question.

Does your proposal contain any language that is intended to restrict disclosure?

Yes, our proposal does contain such language.

Important! If “Yes” is checked, then bidder should attach to their proposal a separate sheet titled “Restricted Disclosure” that identifies the SPECIFIC narrative in their proposal (e.g., page number, paragraph title, and sentence) that they request to remain confidential. Entire proposals that are identified by the bidder as confidential or proprietary, or similar preprinted designations, are NOT considered specific requests and may not be accepted. (Please note that the University of Cincinnati lacks authority to, and will not, agree to restrict disclosure of any pricing information.)

No, our proposal does not contain language that is intended to restrict disclosure.

Special Terms (Continued)

Ohio Bidder

Was this product mined or produced in the United States?

Yes _____ No _____

Is your firm an Ohio bidder or from a border state?

Yes _____ No _____

An "Ohio Bidder" describes one who offers Ohio products (defined to mean products which are mined, excavated, produced, manufactured, raised, or grown in the state by a person where the input of Ohio products, labor, skill, or other services constitutes no less than 25 percent of the manufactured cost) or a bidder who demonstrates significant Ohio economic presence (defined to mean business organizations that: 1) Have sales offices, divisions, sales outlets of manufacturing facilities in Ohio or facilities demonstrates a significant capital investment in Ohio; 2) Pay required taxes to the State of Ohio; and 3) are registered and licensed to do business in the State of Ohio with the office of secretary of state).

Verbal Contact Not Permitted

Absolutely no verbal contact by vendor is permissible while this bid is pending. Questions (if any) must be submitted in writing and must be received in the University of Cincinnati Department of Purchasing no later than 4/24/06 and must reference price inquiry # 201133-S.

Submit such questions (if any) to:

Department of Purchasing
Attn: David Key, C.P.M. Personal & Confidential
University of Cincinnati
P O Box 210089
Cincinnati, Ohio 45221-0089

Vendors may fax questions (but not completed bid responses) in accordance with above instructions. The University of Cincinnati Purchasing Department's fax number is (513) 556-5262. The appropriate price inquiry number and buyer's name should be referenced. It is noted that the University assumes no responsibility for problems in facsimile transmissions, including, but not limited to, changes in fax number, failure in the telephone lines, or problems with the facsimile equipment. Any fax transmissions are strictly at the vendor's risk..

Questions worthy of response will be answered via addendum. U.C. reserves the right not to respond to questions received after the cutoff date just indicated above.

Caution: The University of Cincinnati's Central Purchasing Department will not accept completed bid responses that are faxed directly to our office. The above fax number should be only be used to fax questions.

Special Terms (Continued)

Post-Bid Interviews And Negotiations

The University of Cincinnati (U.C.) reserves the right to negotiate with one or more of the respondents in order to arrive at a final selection.

The University may select bidder semi-finalists for detailed evaluation and post-bid interviews. Vendor semi-finalists may be asked to conduct on-site product demonstrations. The objective of any post-bid interview and/or product demonstration will be to permit key departmental personnel an opportunity to seek clarification and to validate the vendor proposals.

This process may also include the negotiation of finer points of the bid. Excluded from any negotiation shall be, 1) major items that were not previously specified or quoted in the RFP, 2) increases in the prices for items quoted in the vendor's bid, 3) new charges for items that were quoted at no charge. If negotiations are pursued, then they will occur only with the vendor under prime consideration. Should it be determined that a particular vendor's proposal is not in the best interests of the University, then negotiations would occur with the next best bidder, and so on.

All vendors are cautioned to be carefully detailed, specific and accurate in their written bid responses as each bid should speak for itself. Vendors should complete their quote with the understanding that post-bid interviews or negotiations are an option that may, or may not, be exercised by the University. Written bids that are vague or difficult to interpret due to incompleteness may be considered non-responsive and ineligible for award consideration.

Lastly, the University may request a respondent to furnish such supplemental information as is sufficient to assure the respondent's resources, system functionality, business organization and financial resources are adequate to successfully execute this project.

Important Notice For Vendors To Complete Application Form

If a vendor registration application is included with the price inquiry sent to you, you should complete and return the application form with your bid. This is necessary for your quotation to be considered eligible during the award evaluation process. Be sure to provide in the appropriate spaces your company's federal tax I.D. #.

Special Terms (Continued)

1. Purpose of RFP

The University of Cincinnati (U.C.) is a state university in the State of Ohio. It is made up of 17 colleges, including a College of Medicine. University of Cincinnati Information Technologies (UCit) supports the technical needs of the University, including centralized Email services. The University of Cincinnati's Central Purchasing Department is issuing this RFP on behalf of the UCit Email Support Services Department for secure Email services in order to provide to the University community improved encryption options when Emailing protected information.

1.1. RFP Objectives

- To gather information in order to choose the best vendor product for providing secure Email capabilities for an Exchange Email processing environment.
- To gain a better understanding of what features are available in the secure Email product marketplace and choose a vendor product that best meets the University's needs.
- To provide an easy to use end-user interface for encrypting Email with protected information.
- To provide a solution that will integrate with ZixCorp's ZixVPM, the product that is most often used by our medical user community.

1.2. Operating Environment

- Network infrastructure: The University has a Cisco Gigabit network, with 6500's in the Core and Distribution layers, with 3500's, 2950's and 3750's in the Access layer. We are fully redundant within the Distribution and Core layers. We use Cisco firewall modules and an IPS at the front door of the network. We also have deployed VPN concentrators for access from off campus.
- Estimated number of users: UCit Email Support Services supports two Email products, Exchange and Mirapoint. The Exchange environment is provided for administrative staff use, including some faculty. There are 7,500 users of this system. The Mirapoint system is provided for academic use, students and faculty. There are 68,000 accounts on the Mirapoint system. We expect between 2,000 and 3,500 users would be actively using this solution.
- Email infrastructure: The University has four Mirapoint relays that front-end both of our major Email environments. Virus and spam scanning is done by all of these relays.

Special Terms (Continued)

2. Proposal Content

IMPORTANT! Vendors proposals should cross-reference and provide point-by-point narrative responses to each numbered item in Section 2 “Proposal Content”. Proposals should be organized and numbered in the order presented in Section 2. Bidders should repeat each question or request as it is numbered and worded in Section 2 followed immediately by the vendor’s narrative response. Vendors should affix their Section 2 response pages to this bid packet by using a secure fastener (e.g. binder clip). Bidders should provide generous narratives on each Section 2 item so that we may assess your systems capability to perform. Proposals not organized or completed in the prescribed manner may be eliminated from consideration. Likewise, bids that are vague or difficult to interpret due to incompleteness may be considered non-responsive and ineligible for award consideration.

2.1. User Impact

- 2.1.1. Does your solution require that all internal users pre-register to your security server?
- 2.1.2. Does your solution require that external users pre-register to your security server?
- 2.1.3. Describe the interoperability capacity of your solution. Does your solution require two separate companies to cross register existing users in order to communicate securely, (i.e. share a key server)?
- 2.1.4. The chosen solution must work with ZixCorp’s ZixVPM with minimal user intervention. Does your solution integrate with this application?
- 2.1.5. Describe the process for an external recipient to retrieve a message via Web delivery? Is the end user required to register or pre-register? Is there any administrator intervention or approval required?
- 2.1.6. What hardware/software is required for the internal users’ computers, (desktop software, plug-ins, or certificates)?
- 2.1.7. Does your solution encrypt at the corporate level via a gateway? If so, please describe how encryption is triggered, (e.g. user selection or automated).
- 2.1.8. Does a recipient through *Send-to-Anyone* encryption need to register separately for E-mail received from different companies using your solution? Is separate registration required to communicate with each company?
- 2.1.9. Does your solution permit users to read secure messages offline without performing any additional steps, e.g. key leases?

2.2. Flexibility/Choice

- 2.2.1. Does the solution offer secure person-to-person, server-to-server, person-to- server, server-to-person, and Webmail communications?
- 2.2.2. Describe your solution’s ability to interoperate with others in the healthcare market (payers, associations, patients, medical staff, etc.), regardless of their messaging systems. What other Greater Cincinnati area (healthcare providers/payers) organizations do you have as clients? What would be required for seamless encrypted communication between your clients?
- 2.2.3. Assuming your solution has options for delivery to either a desktop client, a gateway, or Webmail - how is the appropriate delivery method chosen? Are there any pre-configurations required to enable interoperability with other clients?

2.3. Ease of Deployment & Adoption of System

- 2.3.1. Is your solution in-house or is it an outsourced, service-based solution? Are there additional costs involved in provision of a service?
- 2.3.2. What is the average time involved to deploy your solution in our environment? For our 8000 # of users?
- 2.3.3. Understanding our environment to have 8,000 accounts spread over 4 Exchange servers, and an estimated 10,000 messages sent outbound per day and 100,000 messages received per day - what are the hardware requirements for a primary solution with redundancy and disaster recovery setup?
- 2.3.4. Does the solution require the replacement and/or addition of any existing Email infrastructure components?
- 2.3.5. Describe the components that your solution requires for:

Special Terms (Continued)

- Internal messaging
 - Partner messaging
 - *Send to Anyone* Internet users
- 2.3.6. Does your solution permit recipients to reply securely without additional software or license costs?
- 2.3.7. What are the personnel requirements for the administration of operations? Will our Help Desk need to be involved if a user has trouble with password resets, registrations, approvals, and other user problems?
- 2.3.8. Does your solution require the deployment of infrastructure components to our partners in order to communicate securely? Who will pay for this?
- 2.3.9. Do you provide an enterprise communication program to assist with enterprise-wide acceptance of your solution and relevant university policies?
- 2.4. Scalability**
- 2.4.1. Describe your solution's performance specifications and network latency expectation.
- 2.4.2. Provide details regarding the deployments of your two largest message volume encryption customers.
- 2.5. Security**
- 2.5.1. Does your solution deliver Symmetric algorithm encryption, Asymmetric algorithm encryption or a blend of both algorithm types?
- 2.5.2. Does your solution store the symmetric keys used to encrypt message data? What additional infrastructure is required to protect this key server from attack? What additional infrastructure must be put in place to protect this single point of failure?
- 2.5.3. Does your solution provide digital signatures on messages to ensure the integrity of the information?
- 2.5.4. Does your solution conform to industry standard encryption including S/MIME and TLS?
- 2.5.5. Does your solution have any certifications?
- 2.6. Feature/Functionality**
- 2.6.1. Do you provide an Email risk assessment or Email analysis service?
- 2.6.2. Does your solution allow for receipts of pickup and expiration of messages? Is this automatic or manual? Are these receipts time-stamped? What clock is used for the time stamp?
- 2.6.3. Does your solution provide policy driven encryption capabilities only or does it have the ability to enable individual senders to encrypt? Does the policy driven encryption include content-based policies?
- 2.6.4. Does your solution provide any industry specific lexicons to address regulations such as GLBA, HIPAA, etc? Does your solution have the ability to automatically encrypt a message based on positive identification of sensitive information from your lexicons? Explain.
- 2.6.5. Describe any reporting/tracking capabilities that are provided with your solution for monitoring purposes.
- 2.6.6. Can reports be generated automatically and Emailed to administrators and management for verification/review?
- 2.6.7. Is the solution transparent to the end users so no action is required on the part of the user in order to encrypt Email with sensitive information?
- 2.6.8. Can users force encryption of messages they designate as sensitive by use of a subject keyword? Please describe how that functions.
- 2.6.9. Is encryption a class of service that can be disabled/enabled on an individual user basis? Can we exclude users who do not wish to participate in the encryption solution?
- 2.6.10. Does your solution provide the capability of notifying users when they are sending sensitive information without encryption?
- 2.6.11. Does your solution provide additional security scripts that can be used other than HIPAA? Please describe such scripts and how messages are scored for action.
- 2.6.12. Are there any specific ports that must be enabled for your servers to communicate to the Exchange server taking into account that we have a firewall/DMZ enabled for security purposes?
- 2.6.13. Elaborate on any other features in your solution that should be highlighted.
- 2.7. Accessibility – Example**
- 2.7.1. Please supply a current (version 1.3) and independently verified Voluntary Product Accessibility Template (VPAT) for each proposed product and service, including subsystems of components included with and/or necessary for the proper operation of the proposed product/service/system/software, even if those components are developed by third parties.

Special Terms (Continued)

- 2.7.2. Please provide detailed documentation how the proposed product/service/software meets the accessibility standards set forth in sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act 1990 (ADA) and the ADA Amendments Act of 2008 (ADAA).
- 2.7.3. Please describe in detail to what degree (level A, AA, AAA) each proposed product and service, including subsystems or components included with and/or necessary for the proper operation of the proposed the product/service/system/ software meets the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines 2.0 (ISO/IEC 40500:2012).
- 2.7.4. If the proposed product/service/system/software supports the uploading of video, please indicated how uncaptioned videos uploaded by students, faculty, and staff may be captioned. Please provide detailed documentation about any partner integrations for captioning, including costs, turnaround time, overview of the process, etc.
- 2.7.5. Please provide detailed information about the responsiveness of the interface design, including what functionality, if any, is lost when browsing from a mobile device. Please also include information regarding progressive enhancement, specifically the semantic structure and the graceful degradation of the pages of the proposed product/service/system/software.
- 2.7.6. Please identify what specific browsers and screen readers/AT are certified to work with the proposed product service/system/software.

2.8. Company Information

- 2.8.1. How many users or current clients could we communicate with immediately and seamlessly once our solution is in place? Provide a list of 10 of those clients with a minimum of 2,000 users (will not be used as references).
- 2.8.2. Describe the background of your company with respect to total number of employees dedicated to secure Email and breakdown by area of the business (# in tech support, # in R&D, # in sales, etc.)
- 2.8.3. Please outline your company's focus market including top 3 verticals and percentage of customers in this space.
- 2.8.4. Please provide an overview of your organizational leadership with regards to experience in information security.
- 2.8.5. Do you have any programs specifically designed to assist the healthcare industry in adopting a common solution for securing Email? Describe.
- 2.8.6. Does your solution facilitate the new federally mandated healthcare regulations? How?

2.9. Pricing

Complete the price grid immediately following this section 2.

2.10. References

Provide a list of 3 customers currently using your encryption solution that would be used as references. Focus should be on customers in the Greater Cincinnati area and/or any Universities with Medical Colleges. Include contact name and telephone number. Be sure your information is current.

Special Terms (Continued)

Price grid (reference section 2.9)

Description	Price per Each	Total Price	Optional? (Y/N)
Software License Fees (per user)			
Additional Hardware Required (if applicable-list each component)			
Implementation Costs			
Training (per day) List for administrator and end user			
Annual Software Maintenance costs			
Other			
Total Costs:		Initial: Ongoing:	

Special Terms (Continued)

3. Method of Evaluation

Bid responses will be evaluated on the following criteria (not necessarily in order of preference) as identified in the Proposal Content sections.

- 2.1. User Impact
- 2.2. Flexibility/Choice
- 2.3. Ease of Deployment & Adoption of System
- 2.4. Scalability
- 2.5. Security
- 2.6. Feature Functionality
- 2.7. Company Information
- 2.8. Pricing
- 2.9. References

4. Proposal Submission

- 4.1. Bidders should propose services that meet or exceed the specifications in this RFP. All bidders who provide a bid proposal in response to this RFP are responsible for all costs associated with preparing that proposal, answering all questions, providing U.C. with requested information, and making a bidder presentation to U.C. (if such a presentation is requested). Unless bidder clearly indicates otherwise in their proposal, bid submittals shall remain valid for one hundred and eighty (180) days from the closing date.
- 4.2. Bidders should sign the cover page (original signature) and properly execute, in its entirety, this original RFP document.
- 4.3. **IMPORTANT! Vendors proposals should cross-reference and provide point-by-point narrative responses to each numbered item in Section 2 “Proposal Content”. Proposals should be organized and numbered in the order presented in Section 2. Bidders should repeat each question or request as it is numbered and worded in Section 2 followed immediately by the vendor’s narrative response. Vendors should affix their Section 2 response pages to this bid packet by using a secure fastener (e.g., binder clip). Bidders should provide generous narratives on each Section 2 item so that we may assess your systems capability to perform. Proposals not organized or completed in the prescribed manner may be eliminated from consideration. Likewise, bids that are vague or difficult to interpret due to incompleteness may be considered non-responsive and ineligible for award consideration.**
- 4.4. Supplemental technical information, product literature and other supporting materials that further explain or demonstrate the proposed system capabilities may also be included with your proposal package. Bidders are also requested to provide details on the features, functions, or other considerations exclusive of the specified requirements the proposed software affords the customer that may provide a distinct value to the University. In the event that such features, functions, or other considerations do provide a distinct benefit, U.C. reserves the right to give the bidder additional consideration.
- 4.5. Bidders **final bid packages** should consist of:
 - 4.5.1. One original package, clearly marked and labeled, that includes all documents as described in above 4.2, 4.3 and 4.4
 - 4.5.2. Four (4) duplicate packages that are exact copies of 4.5.1., clearly marked and labeled.

4.6. Packaging of proposals

4.6.1. Submittals should be packed in cartons or sturdy, well-constructed mailing envelopes.

4.6.2. Identify the package containing the original submittal (described in 4.5.1.) by using permanent black marker and writing "Original Submittal Enclosed" on all sides of the package.

4.7. Submission and Packaging Checklist

4.7.1. Bidders may use this checklist to double-check compliance with preceding Section 4 instructions. This list is not intended to be comprehensive and bidders are responsible for following all instructions in this RFP regarding the completion and submittal of their proposals.

- Sign the cover page (original signature) and properly execute, in its entirety, this original RFP document.
- Cross-reference and provide point-by-point narrative responses to each numbered item in Section 2 "Proposal Content".
- Submittals should consist of documents described in 4.2, 4.3, and 4.4.
- If your RFP packet contained a vendor registration application form, then be sure to complete it and include it with your original submittal.
- Clearly label your original submittal. Example: If your submittals will be inserted in notebooks, then the cover of the particular notebook containing the original should be clearly labeled "Original".
- Clearly identify the package containing your original submittal. Four (4) duplicates that are exact copies of the original should also be submitted. The deadline for proposals is 5 PM (Cincinnati time), May 5, 2006

The delivery address is:

**Purchasing Department
Room 320 University Hall
University of Cincinnati
51 Goodman Drive
Cincinnati, OH 45221-0089**

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