



## REQUEST FOR PROPOSAL

Procurement  
8600 University Blvd  
Evansville, IN 47712-3597

### USI Ticketing System

<b>Proposal No:</b>  26-4-30005-06000  <b>Due Date / Time:</b> 9-8-25 / 2PM / Local Time	<b>Instructions:</b>  See attached for specifications.	<b>Return to:</b>  Jeff Sponn, Director of Procurement University of Southern Indiana Procurement Services (Support Services Building) 8600 University Blvd Evansville, IN 47712 <a href="mailto:jsponn@usi.edu">jsponn@usi.edu</a> @usi.edu
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#### GENERAL INSTRUCTIONS TO PROPOSERS

USI Proposal form must be returned to:  
 JEFF SPONN, DIRECTOR OF PROCUREMENT  
[jsponn@usi.edu](mailto:jsponn@usi.edu),  
 Late submissions will NOT be considered in bid analysis.

#### RFP Schedule:

August 8	RFP Issued to Vendors
August 22      2PM/Local Time	RFP Questions Due to Jeff Sponn, Director of Procurement ( <a href="mailto:jsponn@usi.edu">jsponn@usi.edu</a> )
August 29	RFP Question Response Distribution via emailed addendum
September 8      2PM/Local Time	Deadline for Vendors to Submit Proposals to Bid to Jeff Sponn, Director of Procurement ( <a href="mailto:jsponn@usi.edu">jsponn@usi.edu</a> )

For proposal results please view our website at  
<https://www.usi.edu/procurement/purchasing/suppliersvendors/competitive-bids-and-results>

**A. General Terms and Conditions**

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

**B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Prices are firm for \_\_\_\_\_ days
2. Expected terms are Net 30, if not, please indicate here: \_\_\_\_\_
3. Shipment to be made from \_\_\_\_\_ within \_\_\_\_\_ days

**C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Is your business a certified minority?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, how certified: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized company signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

For questions arising from this proposal request, please complete:

Contact Person Name: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246, and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations, and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature

  
Jeff Spohn, Director of Procurement

Date: 8-8-25