



FINAL – REVISED 5-17-18

REQUEST FOR PROPOSAL

Title: Stationery Store
RFP #: CH1-2018
Revision Issued: **Thursday, May 17, 2018**
Questions Due: **Wednesday, May 23, 2018**
RESPONSE DUE DATE: **Wednesday, May 30, 2018**
RFP Issued By: Cathy Heckman, Sr. Buyer, SMU – Purchasing

Documents provided with this RFP:

- RFP CH1-2018 document.pdf
- RFP Stationery Store_2018 PRICE SHEET.xlsx
- SMU General Terms & Conditions

1. General Information

a. Background

As a private, tax-exempt university enriched by its United Methodist heritage and partnership with the Dallas-Fort Worth area, SMU seeks to enhance the intellectual, cultural, technological, ethical, and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts and excellent graduate, professional, and continuing education programs. The SMU experience also includes accessible faculty in small classes and abundant opportunities for research experience, international study, leadership development, and service and internship opportunities beyond campus – all with the goal of preparing students to become contributing citizens and leaders for our state, nation and world.

SMU has approximately 11,000 students studying in seven degree-granting schools: Cox School of Business, Dedman College of Humanities and Sciences, Meadows School of the Arts, Bobby B. Lyle School of Engineering, Dedman School of Law, Annette Caldwell Simmons School of Education and Human Development, and Perkins School of Theology.

Founded in 1911 by what is now The United Methodist Church, SMU is nonsectarian in its teaching and committed to academic freedom and open inquiry. Owned by the South Central Jurisdiction of the United Methodist Church, SMU is managed by a Board of Trustees that includes civic, business, education, and religious leaders who represent various faiths and geographic areas.

b. Purpose

The purpose of this Request for Proposal (RFP) is to enter into an Exclusive Provider contract agreement between SMU and selected supplier for stationery store services to be utilized by SMU faculty, staff and students on the main campus and satellite sites. The selected firm will

provide and maintain for SMU and its authorized users at no additional charge an electronic ordering platform, also known as the SMU Stationery Store, hosted on Supplier's website for the purchase of items described in this agreement.

SMU cannot guarantee a specific number of orders annually however, the estimated annual volume is ***approximately*** 1200 to 2000 orders. Authorized individuals associated with the University will place orders via the on-line portal, email and fax. Phone orders are not accepted. Departments may request pricing and submit custom orders with logo approval as detailed in the Statement of Work, 2. SMU Brand Guidelines.

2. RFP Proposal Submission Guidelines and RFP Schedule

Suppliers interested in participating in the RFP should submit three (3) hard copies and one electronic PDF copy of your proposal to be received no later than close of business, 5:00 PM, on Closing Date indicated in Anticipated RFP Schedule below. Proposals received after that due date may be rejected. To the extent reasonably possible, the University shall keep all proposals confidential. The University reserves the right to reject any and all proposals.

Proposals are requested on the services as specified. If the description of an offer differs in any way, it should be noted as *an alternative* and a detailed explanation should be included in the appropriate section of your proposal. If an alternative is offered, the original request must be addressed as well, providing an answer to our specifications in addition to your proposed alternative.

Proposal deliver addresses:

Electronic PDF: checkman@smu.edu

US Mail: SMU - Purchasing
 Attn: Cathy Heckman
 P.O. Box 750416
 Dallas, Texas 75275-0416

Courier/Physical: SMU - Purchasing
 Attn: Cathy Heckman
 Expressway Tower
 6116 N. Central Expwy. Suite 205A
 Dallas, Texas 75206

Ground Shipping: SMU - Purchasing
 Attn: Cathy Heckman
 3140 Dyer Street, MS #416
 Dallas TX 75205

a. Anticipated RFP Schedule – REVISED DATES shown in red

Issue Request for Proposal	Thursday, May 10, 2018
REVISED DOCUMENTS SENT	Thursday, May 17, 2018
Last Day for Questions	Wednesday, May 23, 2018
Closing Date – 5 PM	Wednesday, May 30, 2018
Optional Site Visits	June 13-June 22, 2018
Evaluation & Notice to Award	Wednesday, June 27, 2018

b. Questions and Inquiries

All inquiries concerning the RFP should be directed to:

Cathy Heckman, Sr. Buyer
SMU – Purchasing
Email: heckman@smu.edu
Phone: 214-768-2174

Questions should be submitted in writing via email. Written questions should be directly tied to the RFP and should be asked in consecutive order, following the organization of the RFP reference the RFP section.

Responses to questions raised will be either posted on the website, www.smu.edu/purchasing, Open Solicitations, RFP Stationery Store or emailed to every vendor.

Short procedural inquiries may be accepted by telephone or email however, oral explanations or instructions given over the telephone shall not be binding upon the University.

c. Bidder Responsibility

It is the responsibility of the bidder to carefully review this document and any supporting attachments. Bidders are furthermore responsible to question any discrepancies, errors, and/or omissions in the solicitation and totally familiarize themselves with the full intent of this Request for Proposal.

The bidder assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given because supplier's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the company represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

d. RFP Cost Liability

SMU assumes no responsibility and bears no liability for costs incurred by vendor in the preparation and submittal of proposals in response to this RFP.

e. Revisions to this RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by an Amendment. Any RFP Amendment will be emailed to all participants. Any amendment to this RFP shall become part of this RFP.

f. Proposal Acceptance/Rejection

SMU reserves the right to reject any or all proposals, to accept or reject any or all the items in the proposal and to award the Exclusive Agreement in whole or in part as deemed to be in the best interest of SMU. SMU reserves the right to negotiate with any vendor if such action is deemed to be in the best interest SMU.

3. Contract Terms

The contract contemplated is to be for a **two-year period commencing July 1, 2018** with options to renew for four additional one-year increments. Options may be exercised after a review of the current market conditions to ascertain if further competition is warranted or continuation with the incumbent is desired and acceptable negotiations are conducted. The contract may be cancelled if the bidder does not satisfactorily meet acceptable standards of performance or any other terms of this contract. In the event the contract is terminated, SMU will not be responsible for or incur costs or charges associated with the termination, for example, removal of the equipment, etc. SMU shall give the contractor written notice specifying the contractor's failure. If within fifteen (15) days after receipt of such notice, the contractor has not corrected such failure and thereafter proceeded diligently to complete such correction, the University may, at its option, place the contractor in default and the contract shall terminate on the date specified in such notice.

Assignment of the contract, or any payment under the contract, requires the advanced written approval of the University.

4. Proposal Response Requirements --- REVISED TEXT shown in blue

Vendor proposals must include, describe and/or address the following proposal requirements and in the same order as they are listed.

- a. The name and address of the operating company.
- b. The names of the owners of the corporation/business. Include basic financial information to detail worthiness of firm and description of the company organization.
- c. List of members to be assigned to SMU's account with a description of their duties and responsibilities. Provide their years of service and contact information.
- d. Detail your plan to establish, administer and serve the SMU account including, but not limited to, the process for updating the SMU Stationery Store, and how storefront edits are to be requested and addressed.

- e. Detail how the order process in the SMU Stationery Store will function and flow for requesters. Provide examples that show what the storefront and order pages will look like.
- f. Detail how the SMU Stationery Store will be maintained and how often maintenance or updates will be handled.
- g. Describe and state expected order turn-around time and how orders are tracked.
- h. Detail your process to maintain all paper stocks, including SMU custom watermark paper, SMU custom inks and printing processes needed to provide the listing of items detailed by Attachment 1.
- i. Acceptance of the SMU Terms & Conditions on the attached contract.
- j. Provide three (3) references, contact person's name, phone number and email address. Include dates of service for a similar effort with universities, government organizations or large businesses.
- k. State the graphic design program(s) that will be used to create all stationery items.**
- l. State the protocol that will be used to insure that SMU Brand Guidelines and stationery item guidelines are being meet.**
- m. State the protocol that will be used for Quality Control to insure that SMU ink colors and density will remain the same from order to order, month to month.**
- n. State your ability and the process that will be used for providing printed samples for all jobs on an as requested by Lisa Barnes in the Marketing and Communications Department.**
- o. State the STANDARD LEAD TIMES anticipated for the following:**
 - 1) The new SMU web site.**
 - 2) To create a new web page within the SMU web site for newly created Centers and Institutes. Items for Centers and Institutes may include but are not limited to business cards, letterhead, envelopes, note pads and other stationery items.**
 - **State how orders will be handled during the time the new site is being created.**
 - 3) To make maintenance updates to existing web pages that may include such changes as adding new items, changing layout and version options.**
- p. Price Proposal Requirements**

Pricing should be based on and include:

 - 1) Using SMU PMS ink colors as stated in the Statement of Work and RFP PRICE SHEET.**

- 2) Delivery charges for one consolidated shipment, twice per week to 6210 N. Central Expressway, Dallas, TX 75206.
- 3) Maximum turn-around time of seven business days for all items provided in Attachment 1.
- 4) Show pricing for rush charge orders in columns provided on RFP PRICE SHEET.
- 5) The **pricing proposal** must be typed in the RFP PRICE SHEET and include pricing for a basic two years term and a not-to-exceed percentage of increase for additional years for a potential maximum of five years.
- 6) The RFP PRICE SHEET represents multiple order quantities that may be placed. Pricing should be based on regular pricing (not sale or special pricing) for each item. It will be used for evaluation of price in selection of the Exclusive Provider.
- 7) The RFP PRICE SHEET is an Excel spread sheet set up so that you can tab through the form and enter the quoted prices in the yellow highlighted boxes.

q. Samples of Work:

- From the Stationery Store RFP PRICE SHEET, **select 3 to 4 item types and submit 1 to 2 printed samples of each of the item types.**
- Submit Samples of Work with the proposal to addresses previously provided.

***NOTE: SAMPLES WILL NOT BE SHIPPED OR MAILED BACK TO VENDORS. Email Cathy Heckman if you want to pick up your samples from the Purchasing department at the conclusion of the RFP evaluation process. Unclaimed samples WILL BE DISCARDED 30 days at the conclusion of the RFP process.

5. Basis of Selection

The intent of the University is to award a contract based on perceived best value including, but not limited, to the following factors, in descending order, will be used in the selection of a vendor:

- Pricing as provided in the Stationery Store RFP PRICE SHEET.
- The firm's plan to meet the requirements as outlined in the **Scope of Work and Proposal Response Requirements.**
- The quality of the proposal, responsiveness to requirements and adequacy of information provided.
- A review of electronic ordering and proofing services and process.
- A review of the proposed SMU storefront portal to include but not limited to the organization of the portal and user friendly interface.
- Demonstration of your ability to meet turn-around times and order tracking
- Ability to maintain all paper stocks and custom SMU watermark papers.

- Review of three references provided.
- Review of Samples of Work provided.
- Review of key personnel who will work this requirement along with basic financial information.
- Review of site visit as deemed necessary by the RFP Evaluation Committee.
- Acceptance of SMU terms and conditions
- Any other factors relevant to the firm's capacity and willingness to satisfy the University's printing needs.

6. RFP Evaluation Committee

Each proposal will be evaluated by the RFP Evaluation Committee comprised of print producers and managers within the University. The RFP Evaluation Committee will initially review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements will be eliminated from further consideration. Proposals that pass the completeness and compliance review will be evaluated against the Basis of Selection outlined below. The RFP Evaluation Committee is the sole judge of the best offers and reserves the right to accept or reject any or all proposals. The printer recognizes this by submitting a proposal.

Exhibit A

Statement of Work

REVISED TEXT shown in blue

A. Vendor Responsibilities

The vendor shall have sole responsibility for the complete effort specified in the Statement of Work.

The vendor is responsible for the professional quality, technical accuracy, timely completion and submission of all deliverables, services or commodities required to be provided. The vendor shall correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights that SMU may have arising out of the vendor's performance.

1. Stationery Artwork

Stationery artwork and templates will be provided in Adobe InDesign format by the SMU Marketing and Communications Department. Templates cannot to be manipulated or created without express approval from Lisa Barnes in SMU Marketing and Communications. New design layouts and artwork will be provided by SMU Marketing and Communications.

2. SMU Brand Guidelines

SMU's Department of Integrated Marketing maintains the University logo system and SMU Brand Guidelines. Logos of the University and its colleges are to be used by the SMU community only and may not be used or shared with any other organizations or firms without express permission. **Unauthorized or incorrect use of the SMU logos is strictly forbidden.**

The vendor is responsible for insuring that SMU logos are used properly and comply with the SMU Brand Guidelines on all printed items. SMU logos not previously approved must be approved by Lisa Barnes, lbarnes@smu.edu, in the Marketing and Communications department.

The vendor is responsible to establish and maintain a protocol that will insure that SMU Brand Guidelines and stationery item guidelines are being meet.

The vendor is responsible to establish and maintain a Quality Control protocol that will insure SMU ink colors and ink density will remain the same from order to order, month to month.

The vendor is responsible for providing printed samples for all jobs to Lisa Barnes in the Marketing and Communications department.

3. SMU Stationery Store

Contractor shall maintain at no additional charge an electronic ordering platform hosted on Supplier's website.

The on-line order portal shall provide a virtual proof to the SMU requester. Any set-up fees or maintenance fees must be included in the prices submitted in Attachment 1 and not charged separately as add-ons.

Contractor will accept orders placed through the on-line order portal, written order documents sent via fax or mail.

All paper stocks, printing inks and printing processes must be maintained to provide the documents listed in Attachment 1. Printer shall purchase and maintain any necessary stock for printing including SMU custom watermark paper.

The SMU web page must include instructions and specific guidelines required for stationery products as provided by SMU Marketing and Communications.

Contractor is required to assign someone within their company that has a thorough understanding of the Stationery instructions and specific guidelines set forth for all SMU stationery items and be able to recognize requests that do not fit the guidelines and be able to communicate the instructions and guidelines clearly to SMU personnel.

The SMU Stationery Store must be set up in a manner that meets SMU Marketing and Communications and Copy Central requirements. SMU Marketing and Communications and Copy Central will work with the contractor in the development of the SMU Stationery Store.

The SMU Stationer Store shall include a price list for stationery items that is easily accessible and visible so requesters can see pricing prior to placing an order.

4. Paper, Ink and Proof Requirements

PAPER – paper as specified in RFP PRICE SHEET. Custom watermark paper is **24# Capital Bond text, Bright White, Light Cockle** with the SMU icon seal watermarked in the paper. ***Samples can be picked up upon request.***

*** At the end of contract period, all usable custom watermark paper will be bought back by SMU should the contract not be continued.

INK - Ink colors are typically solid but some orders may have screens or screen mixes depending on what product is being purchased. **INK COLOR MATCHING – Printer is expected to insure that the final printed ink color matches the PMS color chip number as indicated in the order.**

SMU INK COLORS

PMS Colors

PMS 186 Red

PMS 286 Blue

CMYK Custom Color Formulas

Red: c0 m100 y85 k3

Blue: c100 m65 y0 k3

PROOFS - Pricing should include the supplier providing virtual on-line proofs at the time of order in the appropriate layout template for item(s) ordered and for emailing **electronic PDF or JPG proofs up requested.** SMU will not be responsible for jobs produced without final approval of the proof by the end requestor.

PROOFS FOR NEW DESIGNS - Physical print proofs are required for new designs. Selected vendor will be responsible for reviewing proofs for accuracy before sending to SMU and delivering physical print proofs to SMU Integrated Marketing for final approval. Once the new design proofs have been approved, no additional physical print proofs are required.

5. **Customer Service**

The vendor is responsible to provide the University with the highest possible level of customer service and is expected to have dedicated sales representatives, dedicated inside sales and/or customer service representatives available to handle all aspects of orders.

6. **Turn-Around Time**

A maximum turn-around time of seven business days is required for all items provided in Attachment 1.

7. **Shipping/Deliver - F.O.B. Destination**

Shipping/deliver charges should be quoted as F.O.B. Destination, Southern Methodist University.

All deliveries shall be made to 6210 N. Central Expressway, Dallas, TX 75206. Include delivery charges within the pricing provided). Shipping options should be available to other locations (i.e. SMU in Plano, SMU in Taos, or student home location) and should be charged shipping to the customer.

8. **Taxes**

Southern Methodist University is exempt from paying Texas sales tax and federal excise taxes. Do not include state sales tax or federal excise taxes in your quotation. Texas Sales Tax Exemption Certificates will be supplied to selected Exclusive Providers as requested.

9. **Billing**

Invoices must be issued with NET30 terms and submitted electronically in one single, monthly invoice accompanied with an order details report spread sheet that is listed by order number with order specs and corresponding budget/department org #s. The order details report format will be finalized after the contract award is made. Invoice processing is the responsibility of Mail Central.

Department orders will be included in the monthly NET30 invoice. Student orders may be paid for with a credit card.

Orders over \$5000 require a purchase order to be issued prior to work beginning and referenced on the invoice.

Payment will be made through Accounts Payable Department by ACH via PaymodeX or by check mailed via an outside service provider.

10. Terms and Conditions

Acceptance of SMU General Terms & Conditions is required. A copy is included with this RFP.

11. Overruns and Underruns

SMU is to be charged only for work requested. Overruns are not to be included in pricing without prior notification by the requesting department and written acceptance by the department.

Overruns should fall within industry standards and not exceed 10% of the order quantity or as indicated for each order.

Underruns are not acceptable unless authorized by requesting department.

12. Customer Service

The vendor is responsible to provide the University with the highest possible level of customer service and is expected to have dedicated sales representatives, dedicated inside sales and/or customer service representatives available to handle all aspects of orders.

13. Packaging

The vendor is responsible to deliver the merchandise in good condition and should be packaged in such a manner that will avoid the merchandise for getting damage during shipment. Special packaging may be required and will be indicated at the time the order is placed.

B. Ownership of Material

All data, technical information, materials gathered, oriented, developed, prepared, used or obtained for the production of each project, including, but not limited to, all pictures, drawings, logos files, artwork files, vector art files, digitized logos, graphics, photographs, digital files, etc. and accompanying documentation and print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion, which are prepared for or are a result of the services required shall be and remain the property of SMU and must be returned to SMU Purchasing or the requesting department upon request in the manner they have specified.

C. Data Confidentiality

All financial, statistical, personnel and/or technical data supplied by SMU to the vendor are confidential. The vendor is required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the vendor, or any individual or entity in the vendor's charge or employ, will be considered a violation of the Exclusive Provider Agreement and may result in termination from that agreement.

D. Advertising

The vendor shall not use SMU's name, logos, images, or any data or results arising from this agreement as a part of any commercial advertising without first obtaining the prior written consent of the Department of Integrated Marketing.

E. Order Cancellations

SMU reserves the right to cancel orders if the vendor fails to make delivery as promised or deliver product as ordered.

Unsatisfactory Performance may include but is not limited to:

- Failure to meet established production schedules.
- Failure to maintain quality control over work produced.
- Inability or unwillingness to resolve problems.

Exhibit B

INSURANCE REQUIREMENTS OF THE CONTRACT

**Southern Methodist University Office of Risk Management
Certificate of Insurance Requirements
(Third Party Doing Business with SMU)**

A valid Certificate of Insurance must be provided to SMU's Office of Risk Management by any person or entity who is (i) providing goods or services to, or for SMU; (ii) using SMU property for events, programs or other purposes; or (iii) otherwise doing business with SMU (each a "Contractor"). Insurance must be in place prior to commencement of provision of goods or services or the use of property or other business engagement and must be maintained throughout the term of the contract or other engagement between SMU and the Contractor (the "Contract"), and thereafter, as required below:

1. These requirements apply to Contractor, and to Contractor's contractors, subcontractors, sub-subcontractors, consultants, suppliers and others fulfilling Contractor's obligations under the Contract, whether persons or entities, and including international providers ("Subcontractors"). Contractor must require all Subcontractors to comply with the insurance requirements applicable to Contractor.
2. The Contractor must be licensed or otherwise authorized to do business in the State of Texas.
3. Insurance must be written on an ISO form CG 00 01 form or equivalent and must be issued by insurance companies with not less than an AM Best A-III rating.
4. Contractor must waive subrogation against SMU, its trustees, officers, employees, students, volunteers and agents for claims or any other loss arising out of Contractor's negligence or willful misconduct or omission.
5. Contractor shall provide coverage for broad-form indemnification if such indemnification is required by the Contract.
6. Contractor shall maintain all required insurance throughout the duration of the Contract. For any "claims-made" coverage such as insurance for any professional liability or directors and officers coverage, each policy must have a retroactive date prior to the date of project or Contract commencement and must be maintained by the Contractor until completion and for at least three (3) years thereafter either through policies in force or through "tail coverage."
7. Additional insured status will be written as noted for commercial general liability, automobile liability and excess liability or as noted on the P.2 of this form using ISO additional insured endorsements for ongoing and completed operations. For purposes of this additional insured requirement, "equivalent coverage" means coverage for liability arising out of Contractor's actions and omissions in connection with the Contract, including coverage for the negligence or fault of Contractor and/or SMU or other parties indemnified under the Contract as to bodily injury or death of an employee or agent of the Contractor or of Subcontractors, including products-completed operations.
8. Contractor agrees to allow SMU to review all applicable insurance policies upon request.
9. Contractor is responsible for maintaining its own insurance coverage on its personal property.

The Certificate of Insurance must be completed using the following Description and Certificate Holder language:

1. **DESCRIPTION:** SMU must be named as additional insured unless noted otherwise on the attached form and must include the following language:

Southern Methodist University, its trustees, officers, employees, students, volunteers and agents are named as primary additional insured (as the interest of each insured may appear) as to all insurance coverage required.

2. **CERTIFICATE HOLDER:** listed as follows and address to send Certificate of Insurance to:

*Ellen Shew Holland, ARM
Associate Vice President & Chief Risk Officer
Southern Methodist University
Office of Risk Management
P.O. Box 750231
Dallas, Texas 75275-0231
[by courier: 3050 Dyer Ct., Dallas, TX 75205]*

3. **CONTACT FOR QUESTIONS:** Assistant Director of Risk Management
Your prompt attention in this matter is greatly appreciated. If you have any questions, **please contact (214) 768-2083 or riskmanagement@smu.edu; Fax: (214) 768-4138**

SOUTHERN METHODIST UNIVERSITY
Standard Limits of Liability and Certificate of Insurance
Requirements

The following limits apply to contractors and Contractors doing business with/at Southern Methodist University. The Standard limits are the minimum acceptable for any Contractor, but there are specific requirements for Contractors of high-risk services that supersede the Standard Limits. Please refer to this document before specifying Contractor coverage requirements. If commodity purchase requires installation of heavy equipment, contact Risk Management at 214.768.2083. **Coverages required for this Contract are marked with an “X” in the second column titled “Description of Coverage”. Coverages without an “X” are not required.**

Southern Methodist University Certificate of Insurance Requirements	Initiator Name _____ Phone _____ Email _____	Contract Provider Name _____ Contract # _____	Request Due _____ Completed ORM: _____
Line of Coverage (Required if checked)	Description of Coverage	Limits of Liability (Minimum or as noted)	Additional Insured Language
General Liability CG 00 01	Premises Liability <u> X </u> Personal Injury <u> X </u> Products Liability <u> X </u> Medical Payments <u> X </u> Host Liquor Liability _____ Sexual Molestation/Assault _____ General Aggregate <u> X </u> Contractual Liability <u> X </u>	\$1,000,000 per occurrence \$1,000,000 \$1,000,000 \$10,000 \$1,000,000 \$50,000 minimum SA \$2,000,000 \$1,000,000	Yes-ALWAYS Required
Automobile Liability CG 00 01 CA 00 05, ..12, ..20	Combined Single Limit <u> </u> Charter Bus Garagekeepers’ Legal	\$1,000,000 (autos) \$5,000,000 \$1,000,000 (valet)	Yes-ALWAYS if applicable
Excess Liability (GL)	Over General Liability, auto, employer’s liability (WC) _____ or other as noted: _____	\$5,000,000 or as noted: \$ _____	Yes
Director’s & Officer’s Liability	Wrongful Acts _____ Errors & Omissions _____	\$1,000,000 or as noted: \$ _____	Yes
Professional Liability	Architects & Engineers _____ Lawyer’s Malpractice _____ Medical Malpractice _____	\$1,000,000 per occurrence \$1,000,000 \$1,000,000	Yes
Cyber Liability	Breach, Privacy, Virus, Security _____	\$1,000,000 per occurrence \$2,000,000 aggregate all types of coverage	Yes
Crime/Fidelity	Embezzlement, Fraud, Theft _____	\$1,000,000 per occurrence \$2,000,000 aggregate	Yes
Workers’ Compensation	Injury/Illness <u> X </u> Employer’s Liability <u> X </u>	Statutory <u> X </u> \$1,000,000 _____	No-ALWAYS
Pollution Liability	Hazardous Transfer, Storage, Disposal, Spills _____	\$1,000,000 per occurrence \$2,000,000 aggregate	Yes
Accident insurance (to be purchased from SMU)	For events, camp and conference attendees or as otherwise required by SMU _____	\$1.50 per Attendee, times actual number of days Attendee is on campus	Yes
Tenant and Users Liability Insurance Policy (TULIP)	For events and catering or as otherwise required by SMU	Obtain password from SMU’s Office of Risk Management and apply and pay online	Yes
Others as listed			