Request for Proposal

I. Introduction

A. Purpose/Intent

The purpose of this Request for Proposal (RFP), issued by The Office of Student Life and Jacksonville State University, is to invite all interested student organizations to submit a proposal for their student organization to reside in the vacant house currently situated in Paul Carpenter Village.

Such effort is an intentional first step toward filling the vacancy in the house currently located in Paul Carpenter Village.

B. Background

Jacksonville State University strives to offer an opportunity for groups to enhance their collegiate experience through group housing. JSU owns several properties located within Paul Carpenter Village. Some houses are available for occupancy by recognized student organizations that meet certain requirements.

C. Timetable

The goal of this Request for Proposal is to establish residency within the vacant house beginning in Fall 2016.

With this in mind, the following timeline is proposed...

<table>
<thead>
<tr>
<th>Item/Element</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issuance of RFP</td>
<td>November 20, 2015</td>
</tr>
<tr>
<td>Proposals to be submitted</td>
<td>March 1, 2016</td>
</tr>
<tr>
<td>Notification of proposal recipient</td>
<td>April 4, 2016</td>
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<tr>
<td>Vacant House to be filled</td>
<td>August 2016</td>
</tr>
</tbody>
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II. Service/Work Requirements

A. Responsibilities of Jacksonville State University

   a. The University will be responsible for the general maintenance needed in the house as well as on the premises.
   b. Any damage done to the property will be the responsibility of the organization residing in the home to cooperate with maintenance to repair the damage. The organization will be responsible monetarily for any maintenance due to damage.
B. Expectations of the residing organization

There will be some general expectations of the organization that is chosen to fill the vacant house in Paul Carpenter Village. Those expectations are as follows:

a. All organizations must adhere to the JSU Fire Procedures and Policies plan
b. The possession and/or use of firearms of any kind within the confines and premises of the house is expressly forbidden
c. All drinking containers, whether they have alcohol in them or not, must be made of plastic or aluminum, such as cans or cups. No glass containers will be allowed.
d. The organization will not make any changes to the house unless approved by the appropriate department (University Housing and Residence Life, Student Life, Physical Plant).
e. All trash will be picked up in the yard, common areas, and guest bathrooms after the closure of a function by 8:00 am of the following day. The trash will be placed in the provided trash receptacles. The definition of trash is all excessive cans, cases and any other waste that may be in the yard, common areas, or guest bathrooms. In the event that the yard has trash within its parameters and no formal party or function was held the organization will still be held to the same standards of cleanliness.
f. All yards will be properly maintained to respect JSU standards of maintenance. So, along with the aforesaid definition of trash pickup, the yards will also be required to remain intact. Anything that is done to deface a yard such as burning of any item on the yard or tearing up of the yard through excessive vehicle activity is a violation of rules as well.

C. Mandatory Requirements

In order to ensure the house be used to its best capabilities there will be some requirements of the organization chosen to reside in the home. Those requirements are as such:

a. The organization must maintain a minimum membership level of 30 active members.
   a. This number does not include any potential or new members of the organization.
b. The organization will be required to submit a total of five Resident Assistant applications to University Housing and Residence Life during the RA hiring process.
   a. As an RA you are required to:
      i. Maintain a 2.25 GPA
      ii. Attend training sessions and staff meetings as scheduled.
      iii. Enroll and attend the Resident Assistant Class, which takes place during the fall semester.
      iv. Remain active in the overall environment of your house.
c. As residents of University Housing and Residence Life, members will be expected to abide by the Guide to Resident Living and any other applicable UHRL policies and procedures. There will also be an expectation that a relationship will be built and respecting between the organization members and the Residence Life Coordinator for the Apartment Area.
d. Alumni/Advisor Oversight of the house will be required. The organization must have an advisor of the organization who will ensure that the house is being maintained in the appropriate manner.

e. 100 percent occupancy of the house will be required at all times.
   a. Currently the house sleeps 10 individuals including the Resident Assistant.

D. Cost

As with any housing options there will be fees associated with living in Paul Carpenter Village as an organization.

a. A parlor fee will be charged to the residing organization at $500 a month. This fee will cover the expenses associated with the house. It will also allow for members of the organization not currently living in the house to enjoy the benefits of organization living.
   b. The individuals living in the house will be charged $2,384.00 per semester, subject to change. It will be the responsibility of the member to pay this fee to University Housing and Residence Life.

III. Submission Guidelines

A. The organization interested in the vacant house on Paul Carpenter Village will submit a proposal stating how they meet the basic requirements to qualify for the home as well as why they believe they are the most qualified organization to occupy the house.

B. All correspondence, documentation and information provided in response to or because of this RFP may be reproduced for the purposes of reviewing the Respondent's submission to this RFP. If a portion of a Respondent's Response is to be held confidential, such provisions must be clearly identified in the Response.

C. All proposals are to be submitted to the following location:

Office of Student Life
Jacksonville State University
Attn: Kristen Smith
700 Pelham Rd. N, 402 TMB
Jacksonville, AL 36265

IV. Additional Supporting Documentation

You may submit any additional documentation that you believe will assist in showing why your organization is suited for the vacant house on Paul Carpenter Village.

V. Point of Contact
If you have any questions regarding the RFP or the house located in Paul Carpenter Village please direct them to Kristen Smith, Assistant Director of Student Life. She can be reached via email, ksmith@jsu.edu or phone, 256-782-8492.