



**Request for Qualifications and Proposals (RFQ&P)**

**No. 380D**

# **Student Information Systems Managed Services**

**Proposal Due Date**

**Wednesday, October 02, 2019**

**At 12:00 PM**

**Procurement, Central Services and Risk Management**

**28000 Marguerite Parkway**

**Health Sciences – 3<sup>rd</sup> Floor**

**Mission Viejo, CA 92692**

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## Notice to Firms

### Request for Qualification/Proposal (RFQ&P) No. 380D

**District:** SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**Project:** RFQ&P 380D  
Student Information Systems Managed Services  
South Orange County Community College District

**RFQ&P Deadline:** Wednesday, October 02, 2019  
12:00 PM

**Mailing Address &  
Place of RFQ&P  
Receipt:** South Orange County Community College District  
Health Sciences Building, 3<sup>rd</sup> Floor, Room HS-357  
Procurement, Central Services & Risk Management  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Priya Jerome

NOTICE IS HEREBY GIVEN that the South Orange County Community College District, of Orange County, California, acting by and through its Governing Board, hereinafter referred to as "DISTRICT," will receive up to, but not later than, the above-stated time, responses to the Request for Qualifications and Proposals for the above Project.

There will be a mandatory pre-proposal meeting at 10:30 AM, Wednesday, September 18, 2019 at Saddleback College, Administration & Governance Building, Room AGB 106, 28000 Marguerite Parkway, Mission Viejo, CA 92692. All RFQ&P respondents shall confirm their attendance by email to purchasing-dept@socccd.edu by 5:00 PM on Monday, September 16, 2019. The subject line should read: "RFQ&P 380D Pre-Proposal Meeting Confirmation." A parking permit will be provided to those firms who confirm attendance. A map showing the meeting location is included with the RFQ&P document available online. Physical presence is not required. A call in number will be provided prior to the meeting day to those who confirm attendance. Any proposer that does not attend the entire conference and/or does not arrive on-time shall be deemed non-responsive.

A complete Request for Qualifications and Proposals may be viewed at the Office of the Executive Director of Procurement, Central Services & Risk Management at the above address, telephone (949) 348-6125 or by email at purchasing-dept@socccd.edu. The documents are also available online at [www.socccd.edu](http://www.socccd.edu) at the Bids link.

Any and all questions must be sent via email to purchasing-dept@socccd.edu. Contractors shall reference RFQ&P 380D in the email subject line. The final day for questions shall be Friday, September 13, 2019, no later than 5:00 PM.

The District reserves the right to reject any or all submittals or to waive any irregularities or informalities in any proposals.

No proposer may withdraw any proposal for a period of one hundred and eighty (180) calendar days after the submission deadline.

Priya Jerome

Executive Director, Procurement, Central Services & Risk Management

PUBLISH: OC REGISTER  
August 30, 2019 &  
September 6, 2019

**RFQ&P No. 380D Student Information Systems Managed Services**

**SCHEDULE**

Date of Issue / Document Available	8/30/2019
Advertisement Dates	August 30, 2019 September 6, 2019
Publication	OC Register
Requests for Information (RFI)	9/13/2019 5:00PM
Pre-Proposal Meeting	9/18/2019 10:30AM Saddleback College Administration & Governance Building Room AGB 106 28000 Marguerite Parkway Mission Viejo, CA 92692
District Responds to RFI's	9/19/2019 End of Day
<b>Due Date</b>	<b>Wednesday, October 02, 2019 12:00 PM</b>
Interview/Presentations (if needed)	October 11, 2019 12:00PM South Orange County Community College District Health Sciences Building, 3rd Floor, Chancellor's Conference Room 28000 Marguerite Parkway Mission Viejo, CA 92692
Contract Negotiations (if needed)	October 15 through October 24, 2019
Anticipated Governing Board Approval	November 18, 2019

## **1. DISTRICT OVERVIEW**

South Orange County Community District (District) encompasses 382 square miles in South Orange County serving over 909,000 residents in 26 communities. We know that higher education is directly linked to quality of life and economic vitality. We have helped generations of families achieve their educational and career goals since 1967.

This multi-campus District is comprised of Saddleback College in the City of Mission Viejo (1967), Irvine Valley College in the city of Irvine (1985) and Advanced Technology Education Park (2007) in the city of Tustin.

The District is governed by a seven-member elected Board of Trustees and the District's chief executive officer is the Chancellor.

District Services provides centralized administrative services to our three campuses including: Chancellor and Trustee Services, Business Services, Technology and Learning Services, and Human Resources. These departments provide accounting, benefits, facilities planning, fiscal services, human resources, information technology, institutional research and planning, payroll, public affairs, procurement, contracting, risk management, and warehouse/mailroom services to our district.

The District continually assesses the effectiveness of its services through district-wide surveys, shared governance committees and task forces that are established to accomplish specific projects. Strategic planning is an essential tool for guiding our direction and assuring compliance with accreditation standards.

## **PROGRAM OVERVIEW**

The District is unique in higher education in the scope and complexity of internal software development. The custom Student Information System (SIS) in use at the District is a mission critical service for its 43,000 students and 4,000 employees. The District is seeking software consulting firms to partner with the District IT department in the ongoing maintenance and enhancement of SIS, including the design and development of complex and innovative new modules.

## 2. INSTRUCTIONS, INFORMATION AND GENERAL CONDITIONS

### PURPOSE OF RFQ&P

South Orange County Community College District (SOCCCD) is seeking to retain qualified pool of firms to provide Student Information Systems Managed Services. The District plans to select firms with specific experience with California Community Colleges. The entirety of this RFQ&P sets forth the District's requirements in detail. All responses should be submitted in accordance with the terms and conditions contained in the foregoing document.

### DEFINITION OF TERMS

- The designation of District refers to the South Orange County Community College District, a political subdivision of the State of California.
- The term "**Proposers**" refers to Firms that elect to submit proposals for Student Information Systems Managed Services.
- The terms "**Contract**" and "**Agreement**" shall be used interchangeably within this document.
- Throughout this document, the term "**District**" shall be used to designate the rights and responsibilities of the South Orange County Community College District
- The term "**Proposer**" shall be used to designate the rights and responsibilities of the successful firm responding to this RFQ&P.

### PROPOSAL QUESTIONS

All questions regarding this RFQ&P should be sent, via e-mail to Priya Jerome at [purchasing-dept@socccd.edu](mailto:purchasing-dept@socccd.edu).

Questions will only be accepted until 9/13/2019 no later than 5:00 PM. The e-mail subject line should read: "Your company name/Questions regarding RFQ&P No. 380D." No direct responses will be sent to the company/firm asking the question. Questions will be answered in the form of an **Addendum** and sent to all potential respondents on/about 5:00PM on 9/19/2019. All addendums to this RFQ&P will be posted on the District's web site.

### PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to ensure that Proposals are received in the following two ways: (1) via email submission **and** (2) hard copy plus USB.

#### (1) Email Submission:

Proposals are to be submitted, via e-mail, to the Purchasing Department no later than **12:00 PM** on Wednesday, October 02, 2019. Submit Proposal to: [purchasing-dept@socccd.edu](mailto:purchasing-dept@socccd.edu) The Proposal must be emailed to the address above as an attachment in Word or PDF format and not exceed file size of 10MB. Proposals with documents exceeding 10MB in size should be saved to a smaller file size or split up and sent as separate emails. Subject line of e-mail containing submitted proposal should include and read "name of your company/submittal for RFQ&P No. 380D ("Email 1 of XX" if more than one)."



(2) Hard Copy Submission:

Proposer must submit one (1) original and nine (9) copies of the proposal, in a 3-ring binder, with tabs and one (1) USB Flash Drive with the proposal saved on it. Emphasis should be on brevity and clarity of contents. Proposals should be in 12-point type and not exceed number (xx) pages in length, excluding numerical analyses, Proposal Forms: A, B, C, D, E, F & G and all Appendices A through E. Proposals submitted in response are to be labeled Form A, B, C etc. and be in the following order:

1. **Letter of Interest and Approach** - Provide a **cover letter** per the requirements of PROPOSAL FORM A
2. **Consultant Resources** - Provide answers to the questions in PROPOSAL FORM B
3. **Related Experience and Methodology** PROPOSAL FORM C
4. **Fee and Rate Proposal** – PROPOSAL FORM D
5. **General Terms and Conditions**– PROPOSAL FORM E
6. **References** –PROPOSAL FORM F
7. **Addenda Acknowledgement** – PROPOSAL FORM G
8. **Appendices**
  - A. Non-Collusion Declaration – Must be notarized
  - B. Equal Opportunity Affirmative Action Statement (requires Corporate Seal)
  - C. Firm’s Certificate Regarding Worker’s Compensation (requires Corporate Seal)
  - D. Sample Agreement
  - E. Submission Checklist

Oral, telephone, facsimile (fax machine) proposals **will not** be accepted.

Hard copies should be packaged in a sealed envelope bearing the name of the Proposer and RFQ&P No. 380D Student Information Systems Managed Services clearly marked. All proposals must be received on or before the due date and time of **Wednesday, October 02, 2019 at 12:00 PM**. Any proposal received after the scheduled closing time for receipt of proposal will be returned to the proposer unopened or rejected. All sealed proposals must be delivered to:

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**Attention: Priya Jerome**  
**Executive Director of Procurement, Central Services & Risk Management**  
**28000 Marguerite Parkway, Third Floor**  
**Mission Viejo, CA 92692**  
*(The Health Sciences Building is located adjacent to Parking Lot 13)*

## **RIGHT TO REJECT**

This RFQ&P does not constitute a commitment by the District to award a contract. The District reserves the right to waive any irregularities and/or informalities and to reject any or all proposals and/or to cancel the Request for Qualifications & Proposals. The District expressly reserves the right to postpone the proposal opening date for its own convenience. The award shall be made on the proposal(s) that serve(s) the best interest of the District and will not be evaluated solely on a monetary basis; however, proposers are encouraged to submit their best prices in their proposals. Award will be based on proposer's qualification and best fit as deemed by the District. No contract award shall exist until executed and approved by the District's Governing Board.

## **MODIFICATIONS TO PROPOSALS**

The proposal may be modified after its submission by written notice to the District of withdrawal and resubmission before the date and time specified for receipt of proposals. Modification will not be considered if offered in any other manner. No modifications will be allowed after the RFQ&P due date and time has passed.

## **PUBLIC RECORDS**

All materials submitted in response to the RFQ&P are deemed property of the District upon submission to the District. Responses to the RFQ&P and other materials submitted in connection therewith shall be deemed "public records" except for those marked or noted by a Respondent as "trade secrets" (as that term is defined and used in Civil Code §3426.1), "confidential" or "proprietary". Financial statements are not subject to disclosure under the Public Records Act. The foregoing notwithstanding, the District may reject for non-responsiveness a Response to the RFQ&P which indiscriminately notes that the Response or portions thereof are "Trade Secret", "Confidential", or "Proprietary" and exempt from disclosure as a public record. Notwithstanding the designation of materials submitted in response to the RFQ&P as "public records" such materials shall not be subject to disclosure under the Public Records Act until after the District has issued a recommendation for award of the Architectural Services Agreement. The District is not liable or responsible for the disclosure of RFQ&P Responses, or portions thereof, deemed to

be public records, including those records exempt from disclosure if disclosure is required by law, by an order of a court of competent jurisdiction, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of an RFQ&P Response deemed exempt from disclosure hereunder, by submitting an RFQ&P Response, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a disinterested stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

### **ORDINANCES, LAWS AND REGULATIONS**

The Proposer shall comply with all ordinances, laws, and regulations pertaining to the operation contemplated hereby, including, but not limited to, the California Workers' Compensation Act, the Federal Equal Employment Opportunities Act, and the Americans with Disabilities Act. The Proposer shall apply for, obtain, and maintain in force all permits and licenses required by the various agencies of Federal, State, and local government having jurisdiction over the Proposer operations. All operations and materials shall be in accordance with all applicable Federal, State, County and City laws, statutes and requirements.

### **WITHDRAWAL OF PROPOSALS**

Any Proposer may withdraw their proposal by written request via e-mail to [purchasing-dept@socccd.edu](mailto:purchasing-dept@socccd.edu) at any time **prior** to the deadline set for receipt of proposals. The subject line of the e-mail should include and read: "Your Company Name/Withdrawal of RFQ&P No. 380D." No proposal may be withdrawn or modified after that deadline. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided that they are then fully in conformance with the general terms and conditions of the RFQ&P.

### **IRREVOCABLE OFFER**

Proposals shall be considered irrevocable offers for a period of one hundred and eighty (180) days from the date of receipt and may not be withdrawn during this period without consent of the District.

### **COST OF PREPARING PROPOSALS**

Any and all costs associated with the preparation of responses to this RFQ&P, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

### **COMPLETION OF PROPOSALS**

Proposals shall be completed in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other

irregularities of any kind. A proposal will be rejected if, in the opinion of the District, the information contained therein was intended to erroneously and fallaciously mislead the District in the evaluation of the proposal. Proposers are required to follow and adhere to the format as prescribed in this RFQ&P.

#### **EXAMINATION OF CONTRACT DOCUMENTS**

Proposers shall thoroughly examine the contents of this RFQ&P. The failure or omission of any Proposer to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve the firm from obligations with respect to this RFQ&P or to the contract to be awarded. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

If any ambiguity, conflict, discrepancy, omission or other errors in the RFQ&P is discovered, then the Proposer shall notify the District of the error in writing and request modification or clarification of the document through the timelines and process identified in the Proposal Questions / Requests for Information (RFI) section of this RFQ&P. All requests for clarifications shall be sent to the attention of the Executive Director of Procurement, Central Services and Risk Management by email at [purchasing-dept@socccd.edu](mailto:purchasing-dept@socccd.edu).

#### **ERROR IN PROPOSAL**

Proposer shall be bound by the terms and conditions of the proposal. However, if material errors are found in a proposal, the District may notify the Proposer that the submitted proposal requires correction of the errors. The District reserves the right to request additional information and/or clarification to allow corrections of errors or omissions.

#### **RESPONDENTS CONTINUING OBLIGATION**

Each Respondent is under a continuing obligation, commencing upon submission of its RFQ/P Response, to immediately notify the District, in writing, if it learns that any of the following have occurred: (i) any statement made in any portion of its RFQ/P Response was false, misleading or omits material facts rendering any statement in its RFQ/P Response to be false or misleading; (ii) circumstances have occurred since the Respondent submitted its RFQ/P Response that, if they had occurred prior to the date that the Respondent submitted its RFQ/P Response, would have required the disclosure of such circumstances; or (iii) the Respondent has undergone a change in ownership in which ownership of fifty percent (50%) of more of its stock, ownership equity or assets has changed.

#### **NO DISTRICT WARRANTY**

Respondents are solely responsible for confirmation of the suitability of any information provided by the District relating to the Project or this RFQ&P, including, estimates of costs, statements of needs or requirements, projections, and budgets. The District does not warrant the accuracy, sufficiency or completeness of such information.

## **INTERVIEWS**

The District intends to interview firms and has scheduled interviews on October 11, 2019 at the District offices. Oral presentations will be evaluated and may be subjected to the selection criteria. The District requires the mandatory presence of the designated representatives identified in the proposals as being the ones who will be assigned to the District be present and prepared to respond to District inquiries. The decision to hold interviews and the scope or any limitations thereof shall be at the discretion of the District.

## **AWARD WITHOUT DISCUSSION**

The District reserves the right to make an award without further discussion of the proposals received. Therefore, it is critical that all proposals submitted shall be in the most favorable terms possible, both economically and technically.

## **CONTRACT COMMENCEMENT/TERM**

It is the intent of the District to commence the resulting contract as soon as possible. Performance period for this contract is anticipated to be for five (5) years from January 1, 2020 through December 31, 2024. After award, contract is subject to cancellation with 30-days written notice by either party.

## **INDEPENDENT CONTRACTOR STATUS**

It is expressly understood that the firm named in any contract entered into by the District is acting as an "independent contractor" and not as an agent or employee of the District.

## **DISTRICT MODIFICATIONS TO PROPOSALS**

Any interpretation, modifications, correction, or change of this RFQ&P will be made by written Addendum and will be issued by the District and shall become part of the RFQ&P. Interpretations, corrections, or changes of this RFQ&P made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. All Addenda issued to this RFQ&P will be posted to the District web site at [www.socccd.edu](http://www.socccd.edu) on the bids link. Addenda will also be e-mailed to all that are known to have received a copy of the RFQ&P. **Since failure to acknowledge any Addendum(s) may be cause for rejection, Proposers must return the addendum-completed acknowledgment(s) prior to or with the proposal. See Proposal Form G.**

## **NEGOTIATION**

District reserves the right to negotiate the final pricing and all other terms and conditions before award of contract.

## **AWARD OF CONTRACT**

It is anticipated that a contract will be awarded by the Board of Trustees at a regularly scheduled meeting on November 18, 2019. The award will be made to the responsive and responsible firm judged to offer the most advantages and deemed the best fit for the District. At the time of the formal award, the apparent successful firm shall have agreed to contract terms representing the

understandings between the parties as to terms and conditions which will govern the relationship of District and Proposer and the obligation of each party for performance of the Agreement.

### **FINAL CONTRACT**

The following documents are considered part of the final Agreement, in order of precedence:

- A. The final Agreement between the District and the Proposer;
- B. This RFQ&P as originally released, with Appendices and any addenda released prior to proposal opening.
- C. The Proposer's proposal in total, including all addenda and attachments;

All of the above documents are intended to cooperate and be complementary; provided further, however, that in the event of a conflict between the final Agreement and the provisions set forth in the above referenced documents and/or any other attachments or exhibits thereto (referred to as "referenced documents" for the purposes of this section), the Agreement shall control, unless the provisions set forth in any of the above "referenced documents" to this Agreement provide the District with greater benefits or more expansive services in which case such provisions set forth in any "referenced documents" shall compliment the terms of the Agreement. The intention of the documents is to include all labor, materials, equipment and transportation necessary for the proper delivery of all services called for in any contract which may arise as a result of this RFQ&P.

### **NON-COLLUSION DECLARATION**

Declarations are required to be completed by the Proposer declaring that the proposal is in all respects fair and without collusion or fraud. Please see Appendix A.

### **EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT**

Proposer must accept and sign the Equal Opportunity and Affirmative Action Statement set forth in Appendix B.

### **PROHIBITED INTEREST**

No official of the District who is authorized in such capacity and on behalf of the District to take part in negotiations or to make, accept or approve this contract, shall have direct or indirect financial interest in the award or any part thereof. Proposer shall receive no compensation hereunder should bidder aid, abet or knowingly participate in violation of this article or breach or violation of this article, the District shall have the right to terminate the contract either in part or in whole and any loss or damage sustained by the District in procuring the services on the open market which the Proposer agreed to perform, shall be borne and paid for by the Proposer.

### **QUALITY OF WORK**

The Proposer shall be responsible for the performance of all work as specified herein and shall guarantee that work will meet or exceed the specifications as set forth herein. If it is determined by the District that such services and/or materials do not meet requirements of the District, the Proposer shall be required to correct the same at their own expense.

## **QUALITY OF PERSONNEL ASSIGNED TO THE WORK**

The Proposer shall not employ on this account any unfit person or anyone not skilled in the work assigned to her/him and shall devote only its best qualified personnel to work under this contract. Should the District deem anyone employed under any contract which may arise as a result of this RFQ&P to be incompetent or unfit to perform their duties and so inform the Proposer, the Proposer shall immediately remove such person from this work and such individual shall not again, without prior written permission of the District, be assigned to work under this contract.

## **PROPOSER CONDUCT**

During the RFQ&P window (from release of this RFQ&P to final award), proposer is not permitted to contact any District employees, members of the evaluation committee, members of the Board of Trustees or any consultant or professional retained by the District for the purpose of providing the District advice or professional services relating to the Project or the RFQ&P unless at the request of the District's designated contact person (Priya Jerome, Executive Director of Procurement, Central Services & Risk Management) or to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification.

## **ACCESSIBILITY OF INFORMATION TECHNOLOGY**

Proposer hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Products covered under this provision include, without limitation, the following: Software applications; operating systems; web-based intranet and internet information and applications; telecommunications products; video or multimedia products; self-contained closed products such as copiers; source codes and desktop and portable computers. Proposer agrees to respond promptly and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Proposer further agrees to indemnify and hold harmless the District from and against any claim arising out of Proposer's failure to comply with these requirements. Proposer acknowledges that failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement or cancellation of the order.

### 3. EVALUATION OF PROPOSALS

The proposals shall be primarily evaluated based upon qualifications of the firm and personnel, innovativeness, demonstrated knowledge and experience with California community colleges, and estimated fees.

#### Selection Process

All proposals will be examined for merit and ranked by a screening committee according to quality and responsiveness. The top proposals will be placed on a short list of finalists and may be called for interviews. The interview process may include members from the District’s leadership in addition to select members of the screening committee.

Team members giving the presentation shall consist of those who will actually direct, execute, and complete the project. The firm or firms selected as first choice will be notified and asked to negotiate final terms of the contract. Contracts will be forwarded to the Board of Trustees for approval and authorization to proceed.

#### Content and Order of RFQ&P Response

Firm’s proposal should be concise and contain the proposal form and sections as identified below. RFQ&P responses submitted in formats other than those prescribed in this RFQ&P document may be rejected at the sole discretion of the District. All sections identified below must be included for the RFQ&P response to be considered complete and must be divided into tabbed sections.

Proposal Form	Section Title	Points
A	Letter of Interest and Approach	20
B	Personnel and Staffing Resources	20
C	Related Experience and Methodology	20
D	Fee and Rate Proposal	40
	<b>Total</b>	<b>100</b>

Interviews	Points
	100



## 4. SPECIAL REQUIREMENTS

### Overview:

The District is seeking the services of a firm that can provide consultants with a mix of software development, infrastructure and cloud related skills, according to project needs, on an as needed when needed basis over the course of up to five years. The consultants will be embedded onsite with the District IT team to develop higher education applications and infrastructure in support of students, faculty and staff. The firm must have deep Microsoft expertise including .NET development and be able to deliver web, mobile and cloud (e.g., AWS, Azure, Google) solutions through our secure portal, employing the architecture and technology stack in use at the District.

The proposing firm shall at a minimum possess the following requirements:

- Must be able to provide consultants with the qualifications requested for each of the District's projects on an as needed and when needed basis.
- The consultants should have managed services for Higher Education, related software development (administrative and academic), preferably for a locally/home grown developed Student Information System (SIS).
- Consultants with the following skills and experience: engagement management, project management, software architecture, business analysis, programming, database administration (both DB development and DB administration), testing/QA, software support, release management, mobile development, information security, Virtualization using HCI and cloud architecture.
- Consultants must be local (no travel expenses) and shall work primarily onsite embedded with the District development team.
- Familiarity with higher education is required, knowledge of California Community College administrative applications, particularly Student Information Systems, is desirable.

### Technical Qualification Requirements:

The firm shall have extensive experience with the development stack used or preferred by the District which include the following:

- Azure DevOps/Visual Studio for Application Lifecycle Management (ALM)
- .NET framework, ASP.NET 4.0 with C#
- Microsoft SQL Server for database
- jQuery and React Javascript libraries
- Cloud architecture and DevOps using AWS/Azure/Google
- Virtualization using HCI
- Must have expertise with Agile Scrum software development approach. Experience with Kanban and other Agile methodologies is desirable.
- Must have mobile responsive web development expertise.
- Must be a Microsoft Gold Certified Partner with gold competencies in app dev required and app integration, and Application Lifecycle Management (ALM) desirable.

## 5. SCOPE OF SERVICES

The proposing firm shall provide a mix of consultants in the roles identified below. This is a representative sample only and other roles may be needed to meet specific project requirements. The estimated hours of engagement for each of the roles has been identified in Section 6. Section 7 is a macro level description of a sampling of the typical projects as it relates to this engagement. Both Section 6 and 7 are provided as an informational resource to proposing firms.

### 1. Engagement Manager/Senior Project Manager

Experienced and proven senior project manager with at least 10 years of experience managing Information Technology projects. Plans, directs and controls projects of 2,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Senior Project Manager role requires a hands-on approach to managing, directing and controlling successful Information Technology solution. This role will also be responsible for managing the engagement, serving as liaison between SOCCCD and the vendor.

### 2. Project Manager

Experienced and proven project manager with at least 7 years of experience managing Information Technology projects. Plans, directs and controls projects of 1,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Project Manager role requires a hands-on approach to managing, directing and controlling successful software development projects.

### 3. Lead Business Systems Analyst

Responsible for maintaining the overall direction and coordination of the requirements gathering efforts for the development process. Develops the templates, approaches and methods used in the analysis and requirements gathering process. Participates in hands-on sessions with end users and organizational stakeholders. Responsible for the work products and quality control of any Business Systems Analysts working beneath them. Familiar with a variety of software development and requirements methodologies. Agile Scrum experience required. Minimum experience of 7 years in a business systems analyst role with a minimum of two years in an oversight role.

### 4. Business Systems Analyst

Responsible for interviewing users and stakeholders to gather functional requirements of the software system. Participates in hands-on sessions with end users and organizational stakeholders. Familiar with a variety of software development and requirements methodologies. Agile Scrum experience required. Minimum experience of 3 years in a business systems analyst role.

5. Senior Microsoft .NET Architect/Technical Lead

Experienced and proven solutions architect and software engineer with at least 15 years of experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for enterprise-level software solutions, developing enterprise architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Architect/Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems. Agile Scrum experience required.

6. Senior Microsoft .NET Developer

Experienced and proven software engineer, with 6-10 years of experience designing and developing software and 3-5 years of experience developing Microsoft .NET applications for both Client/Server and web-based solutions. Capable of working independently or in a team to develop strong technology solutions using ASP.NET, WinForms, C#, and Transact-SQL, with a strong understanding of .NET Framework internals. Agile Scrum experience required.

7. Microsoft .NET Developer

Software engineer with 1-3 years of experience in developing web based and client/server applications within the Microsoft development stack. Knowledge of ASP.NET, C#, and their interactions with HTML and SQL Server for business applications. Agile Scrum experience required.

8. Senior Database Architect

A database architect with at least 10 years of experience developing IT solutions. Capable of modeling enterprise databases, architecting database access and security practices and designing high-availability databases for the enterprise using the SQL Server database. Agile Scrum experience required.

9. Database Architect & Developer

Creates application level functionality for the database elements of the application suite such as stored procedures, views, indexes and triggers. Ensures that the data elements are high performing and can accommodate the needs of the business logic and user interface modules. 5+ years of development experience with Microsoft SQL Server. Agile Scrum experience required.

10. Senior QA Engineer Technical Lead

Responsible for creating, planning and directing the quality assurance effort of the project. Works with the client to determine the needs of the user base and anticipated

demands on the system. Creates test harnesses (load and functionality) and staging environments for the project. Oversees the defect tracking and resolution process for the project. Involved in key areas of the QA process in a hands-on role. 7+ years of QA work as a team member. Agile Scrum experience required.

11. Senior QA Engineer

Self-directed in planning, documenting and executing test cases based on direct interaction with software developers, analysts and end-users. Able to create automated tests (load and functionality) as necessary. Able to manually test a software application according to project test plans and test scenarios. Able to perform rigorous exploratory testing (heuristics-based attacks) with little or no direction. Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. 5+ years in a QA role. Agile Scrum experience required.

12. QA Engineer

Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. 3+ years in a QA role. Agile Scrum experience required.

13. Senior Systems Engineer

Self-directed in planning, documenting and executing traditional systems administration tasks which Microsoft solutions such as PowerShell, Server 2019, Exchange, Sharepoint, Active Directory, ADFS. Able to implement, troubleshoot, and maintain platform as a Service and Infrastructure as a Service Cloud offerings. Able to troubleshoot and maintain virtual infrastructure in an HCI implementation. Able to work in a team. Demonstrated five or more years of experience,

14. Security Engineer

Self-directed in troubleshooting and maintaining security related technology such as PAM, SEIM, EDR, and network firewalls. Able to clearly communicate verbally and in writing to a non-technical audience. Able to work in a team. Knowledge of regulations such as FERPA, HIPAA, PCI-DSS, and GLBA. Demonstrated two or more years of experience.

15. Cloud Engineer

Able to troubleshoot and maintain Platform as a Service and Infrastructure as a Service solutions from cloud providers such as AWS, Azure, and Google. Understand on-premise virtualized infrastructure using HCI and integration of such with cloud solutions. Understand infrastructure as code and cloud containers. Able to work in a team. Demonstrated two or more years of direct cloud experience. Demonstrated additional two or more years of infrastructure engineering experience.

## 6. SAMPLING OF HOURS OF ENGAGEMENT BY STAFFING REQUIREMENTS IDENTIFIED FROM SECTION 5

#	Roles	# of Resources	Annual Hours based on 2020 hrs./yr.
1	Engagement Manager	0.5	1010
2	Project Manager	2	4040
3	Lead Business Systems Analyst	1	2020
4	Business Systems Analyst	1	2020
5	Sr. Microsoft .NET Architect/Technical Lead	1	2020
6	Sr. Microsoft .NET Developer	1	2020
7	Microsoft .NET Developer	5	10100
8	Senior Database Architect	1	2020
9	Database Architect & Developer	1	2020
10	Senior QA Engineer Technical Lead	1	2020
11	Senior QA Engineer	1	2020
12	QA Engineer	2	4040
13	Senior Systems Engineer	1	2020
14	Security Engineer	1	2020
15	Cloud Engineer	1	2020
	<b>Totals</b>	<b>20.5</b>	<b>41410</b>

### IMPORTANT CONSIDERATIONS:

- The above table is suggestive/estimated only. The hours of engagement and staffing resource requirements will vary and may increase or decrease in any given year based on the District's needs.
- Since the District intends to award contracts to a pool of firms, the above sampling of hours of engagement may or may not be assigned in its entirety to any one single firm.

## 7. DISTRICT PROJECT SAMPLINGS (MACRO LEVEL DESCRIPTION)

Project Name	Project Description	Duration
Positive Attendance Module	Create a means for faculty to collect student attendance for Positive Attendance classes. Enhance the Grade Submission module to automatically calculate attendance hours for Positive Attendance classes. Create a self-service attendance collection mechanism for Positive Attendance Service Centers.	18 months
Mobile Registration Module	One of the top requests that came out of the Fall 2014 waitlist pilot was to create a mechanism that allows students to easily accept or decline a seat in a class when they are notified they can enroll. Currently students receive an email and a text message (if they opt-in) that notifies them when a seat is available. The students have to log into MySite, navigate to registration and enter the ticket number and APC that is provided to them. If they no longer want the class they have to navigate to the waitlist page to remove themselves and few students are using this feature. This project would make the process simpler and mobile friendly so it can easily be conducted on their phones.	12 months
BOGG Fee Waiver Updates	Modify SIS to move from an Academic Year BOGG Fee Waiver to a Term-Based Fee Waiver. Enforce eligibility guidelines.	6 months
Health Fee Updates	Students will be given the option to purchase Health Services from IVC or Saddleback separately. Updates the registration process to align with new Health Fee business rules.	3 months

### IMPORTANT CONSIDERATIONS:

- The above table is provided to give the proposing firm a high level overview of the District's typical project scopes.
- The above samples are indicative only of projects undertaken in the past.
- The above samples may or may not be examples of projects anticipated during the term of the Agreement.
- The complexities, descriptions and nuances of each project will be contingent/dependent on the needs of the District during the term of the Agreement.

**PROPOSAL FORM A**  
**LETTER OF INTEREST AND APPROACH (2 PAGE LIMIT)**

**Letter of Interest and Approach**

The RFQ&P response should be introduced with a Letter of Interest that presents a statement of interest, firm's approach, and philosophy for implementing these services, and a brief description of the firm including qualifications for providing the requested services.

1. Provide a qualification statement to describe why the firm would be uniquely qualified to provide the services identified in this RFQ&P.
2. The firm will work closely with District IT to ensure accurate, timely, and sufficient information necessary to complete the project. Accordingly, please respond to the following questions:
  - a. Describe specific techniques to be employed. Describe how your team will work with the District and college leadership, faculty, and staff to manage and keep projects on schedule in order to present the final product.
  - b. How will you work with District IT to ensure you have the information necessary to be successful? Also, how will you ensure that the information provided to District IT will be accurate, timely, and sufficient?
  - c. Of all the consultant roles identified in Section 5. Scope of Services, list the roles that your firm may have difficulty in providing on an as needed when needed basis upon the District's request.

**Cover letter to District in addition to the Proposer's narrative must include all of the information noted below in a letter format.**

The individual who is authorized to bind Consultancy Services for the Development of a District and Colleges' Student Information Systems Managed Services Proposal (hence, "Proposer") contractually must sign the cover letter, must indicate the signatory is so authorized, and must indicate the title or position of the signatory. **An unsigned cover letter shall cause the proposal to be rejected.** The cover letter must contain a statement from the Proposer that acknowledges that all documents submitted pursuant to this request for proposal process will become a matter of public record. The letter must contain the following:

- The Proposer's name, address, e-mail, telephone, and facsimile number.
- The Proposer's Federal Employer Identification Number and Corporate Identification Number, if applicable.
- The name, title or position, and telephone number of the individual signing the cover letter and statement signatory is authorized to bind the firm.
- The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.

- Provide all the named people who will actually perform the work when the Program begins.
- A statement to the effect that the proposal is a firm and irrevocable offer, good for one hundred and eighty (180) days. **Please complete Proposal Form A through G and Appendices A through E as part of your RFQ&P response.**
- A statement expressing the Proposer's willingness to perform the services as described in this RFQ&P.
- A statement indicating that all forms, certificates and compliance requirements included in this RFQ&P are completed and duly submitted in the proposal response.
- A statement that there is no conflict of interest. Use Form E.
- A statement expressing the Proposer's availability of staff and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFQ&P.
- A statement attesting that the Proposer is not on the federal list of current companies or individuals that have been declared ineligible to receive Federal contracts due to a violation of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended 29 U.S.C. Section 793; and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. Section 4212.
- Please indicate if the firm is a small, minority, women, and/or disabled veteran business enterprise by providing a copy of the current certification.

### Proposer Firm Information

- Type of Firm:  
Corporation: \_\_\_\_\_ Proprietorship: \_\_\_\_\_ Partnership: \_\_\_\_\_  
Joint Venture: \_\_\_\_\_ Other (please describe): \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Number of years in business under firm name: \_\_\_\_\_
- Has the firm changed its name within the past 3 years?  
YES  NO   
If yes, provide former name(s): \_\_\_\_\_  
\_\_\_\_\_



- Have there been any recent (within the last three years) changes in control/ownership of the firm?

YES  NO

If yes, explain. \_\_\_\_\_

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- Have officers or principals of the firm ever had their business license suspended or revoked for any reason?

YES  NO

If yes, please explain. \_\_\_\_\_

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- Does the firm have an acceptable history of working proactively to avoid litigation?

YES  NO

If no, please provide specific information on termination for default, litigation settled or judgments entered within the last five (5) years. \_\_\_\_\_

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- Within the past five (5) years, have one or more contract(s) to provide services to which the Respondent was a party to have been terminated for default of the Respondent officers or principals of the firm?

YES  NO

If yes, please explain. \_\_\_\_\_

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**PROPOSAL FORM B  
CONSULTANT RESOURCES**

Submit a minimum of 3 resumes for each role identified in Section 5. Scope of Services of this RFQ&P. Each consultant's resume shall not exceed a one page limit and shall minimally include the following:

1. Provide brief biographies, education, training, professional certifications, and work experience history of individual/s that will be working directly with the District, highlighting the skills identified with their tasks.
2. Specific qualifications and recent related experience providing services as described in this RFQ&P.
3. Indicate how many years the consultant has been on the firm's payroll.
4. Identify the proposed consultant's current and anticipated availability during the contract period.

**PROPOSAL FORM C**  
**RELATED EXPERIENCE AND METHODOLOGY (10 PAGE LIMIT)**

1. Provide a summary of the Firm's experience in relation to the services contemplated in this RFQ&P.
2. Describe how the Firm will provide services and fulfill the requirements and expectations of the District. Your response should include your approach to fulfilling the District's needs on an as needed when needed basis within a very short turnaround timeframe.
3. Provide a summary of your Firm's experience working with Community Colleges and the experience of the consultant assigned to this project.
4. Based on the RFQ&P scope, clearly specify any work that would be considered additional services.
5. Name and state the number of public entity clients served within the past 5 years.
6. Do you provide weekly status reports? If so, describe the type of information the status report contains.
7. Identify any special services typically provided by the firm and how those services are billed.
8. Indicate the firm's proximity to the District and availability to accomplish the work.
9. List projects in chronological order in which team members were involved. Indicate whether project was completed by firm or by a team member when employed by another firm.
10. Submit complete examples of similar Student Information Systems Managed Services.

**PROPOSAL FORM D  
 FEE AND RATE PROPOSAL**

The proposed fee schedule shall include fully burdened hourly rates for each title/individual proposed for the work. It is the proposer's responsibility to understand the complexity of the District as well as the complexity of the proposed work and to submit a not-to-exceed fee accordingly using the form below.

1. The Fee Proposal shall include all costs to complete the scope of work.
2. Please indicate the title of each team member to be assigned to this project, along with the billable hourly rate and estimated total hours required to fulfill their duties. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual contract rates and project fees will be subject to negotiation prior to issuance of any agreement.
3. Rates shall be firm fixed for the 5 year contract term.

<b>Consultant Role</b>		<b>Hourly Billable Rate</b>
<b>1</b>	<b>Engagement Manager</b>	
<b>2</b>	<b>Project Manager</b>	
<b>3</b>	<b>Lead Business Systems Analyst</b>	
<b>4</b>	<b>Business Systems Analyst</b>	
<b>5</b>	<b>Sr. Microsoft .NET Architect/Technical Lead</b>	
<b>6</b>	<b>Sr. Microsoft .NET Developer</b>	
<b>7</b>	<b>Microsoft .NET Developer</b>	
<b>8</b>	<b>Senior Database Architect</b>	
<b>9</b>	<b>Database Architect &amp; Developer</b>	
<b>10</b>	<b>Senior QA Engineer Technical Lead</b>	
<b>11</b>	<b>Senior QA Engineer</b>	
<b>12</b>	<b>QA Engineer</b>	
<b>13</b>	<b>Senior Systems Engineer</b>	
<b>14</b>	<b>Security Engineer</b>	
<b>15</b>	<b>Cloud Engineer</b>	

## PROPOSAL FORM E GENERAL TERMS AND CONDITIONS

**Offer Held Firm:** The Proposer agrees that it will not withdraw its offer for a period of *one hundred and eighty (180)* calendar days from the opening date.

**Right to Reject:** The Proposer understands that the District reserves the right to reject any or all proposals and to waive any irregularities and/or informalities in the evaluation of proposals. The District intends to verbally negotiate with the Proposers to reach a final agreement.

**Bidder Certification:** The Proposer certifies that this bid is made without previous understanding, agreement or connection with any person, firm, or corporation making a bid on the same services, and is in all respects fair and "without collusion or fraud."

**Execution of a Contract:** If awarded a contract, the Proposer agrees to execute a contract in accordance with this Proposal and the District's Instructions for Submittal of Proposals, Information for Proposers, General Conditions, and Service Requirements immediately upon receipt of written notice of acceptance of the Proposal by the District.

**Assumption of Contract:** The Proposer agrees to assume operations under the contract after the Board approval of contract and within ten (10) calendar days following the District's notification to proceed.

**Exceptions to Specifications:** In submitting a proposal, the Proposer affirms acceptance of the complete Conditions Specifications and Requirements associated with the District's RFQ&P document, unless otherwise stipulated. Any variances or exceptions which the Proposer wishes to note with respect to any of the Conditions, Specifications, or any District Service Requirements are to be stated herein or in an attachment to the RFQ&P submittal which is to be titled "Exceptions."

**Conflicts of Interest:** All Proposers must disclose the name of any Board of Trustees member, officer, director, or agent who is an employee of the South Orange County Community College District, which includes any District employee. Further all Proposers must disclose the name of any District or District employee, or Board of Trustees member, who has, directly or indirectly, any financial interests in the Proposer's firm or any of its branches. Submit this information on an attachment to the proposal which is titled "Conflict of Interest" and include the person's name, interest or position, and percent of ownership, if applicable.

**Financial Statement:** Prior to the award of contract, the District reserves the right to request and the proposer shall provide the current financial statement of the Proposer that is reviewed or audited by a Certified Public Accountant.

**Required Submittals:** The Proposer’s detailed responses to the District’s specifications and evaluation criteria must accompany this Proposal.

**District’s Right to Award:** The signer hereby acknowledges that the District reserves the right to make the award to the Proposer which the District judges to have submitted the proposal most favorable to the District, with the District being the sole judge thereof.

**Legally Binding:** It is further certified that the person whose signature appears below is legally empowered to bind the company in whose name the proposal is entered and declares under penalty of perjury under California law that the firm’s proposal response to this RFQ&P is true and correct.

**Litigation History:** List all related litigation in the last five (5) years filed by either an owner, owner’s consultant, or contractor, against the firm.

SUBMITTED BY:

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

By: Signature (Manual)

By: Signature (Typed or Printed)

**PROPOSAL FORM F  
REFERENCES**

Each Proposer must be able to present both current and past evidence of satisfactory experience in providing services requested. List all four-year higher education and community college districts that you or your firm has contracted with in the last five (5) years. Include the name of the institution or district, contact person, email address and phone number of individuals who can evaluate work that has been completed by the consultant(s)/firm/team member(s) in the past five (5) years. The District has prioritized collegiality and collaboration, and assessing how consultant(s) will function within that culture will be a critical evaluation component.

**REFERENCES**

Name of Entity: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Services: From: \_\_\_\_\_ To: \_\_\_\_\_

Types of Services Provided: \_\_\_\_\_

<b>PROPOSAL FORM G</b> <b>Addenda Acknowledgement</b>
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**Addenda:** Changes or corrections to the proposal document will be issued via a numbered addendum format at the time of the pre-proposal conference or at least five (5) calendar days prior to submittal date. Record below the number(s) and date(s) of addenda received, if applicable.

Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____



**APPENDIX A**  
**Non-Collusion Declaration**

**NON-COLLUSION DECLARATION**  
**TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL**

State of California            )  
  ) ss.  
County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is \_\_\_\_\_ of \_\_\_\_\_ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, Proposer, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, Proposer, company association, organization, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**APPENDIX B**  
**Equal Opportunity Affirmative Action Statement**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT**

Proposer hereby certifies that in performing work or providing products for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical handicap, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Name of individual, company or corporation

By: \_\_\_\_\_

(Corporate Seal)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

**APPENDIX C**  
**Firm's Certificate Regarding Worker's Compensation**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

\_\_\_\_\_  
Name of individual, company or corporation

By: \_\_\_\_\_

(Corporate Seal)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

**APPENDIX D**  
**Sample Agreement for**  
**Student Information Systems Managed Services**

**Will be provided at a later date via a separate Addendum.**

<p><b>APPENDIX E</b>  <b>Submission Checklist</b>                  South Orange County Community College District                  Student Information Systems Managed Services</p>
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Item	Included in RFQ&P Response
Proposal Form A: Letter of Interest and Approach	
Proposal Form B: Personnel and Staffing Resources	
Proposal Form C: Consultant Resources	
Proposal Form D: Fee and Rate Proposal	
Proposal Form E: General Terms and Conditions	
Proposal Form F: References	
Proposal Form G: Addenda Acknowledgement	
Appendix A: Non-Collusion Declaration	
Appendix B: Equal Opportunity Affirmative Action Statement	
Appendix C: Firm's Certificate Regarding Workers' Compensation	
Appendix D: Sample Agreement	Not necessary to include with proposal if no changes are being requested, but receipt acknowledge
Appendix E: Submission Checklist	