



**Request for Proposal (RFP) No. 20-03**

**Miramar College Website Redesign**

**Proposal Due Date:  
November 1, 2019 at 2:00 p.m.**

**Delivered to:  
3375 Camino del Rio South, Suite 270  
San Diego, CA 92108**

*No late proposals will be accepted*

TABLE OF CONTENTS

NOTICE TO PROPOSERS.....4

RFP SCHEDULE .....5

1. INFORMATION AND SCOPE.....6

- DISTRICT OVERVIEW
- PROPOSAL SCOPE

2. INSTRUCTIONS FOR SUBMITTAL OF PROPOSAL .....7

- PURPOSE OF RFP
- PROPOSAL QUESTIONS
- PROPOSAL SUBMISSION
- RIGHT TO REJECT
- PROPRIETARY INFORMATION
- PROPOSAL
- WITHDRAWAL OF PROPOSAL
- IRREVOCABLE OFFER
- COST OF PREPARING PROPOSALS
- PROPOSAL PRESENTATIONS
- AWARD WITHOUT DISCUSSION
- CONTRACT COMMENCEMENT/TERM
- ADDENDUMS

3. EVALUATION OF PROPOSALS.....9

- SPECIAL TERMS AND CONDITIONS
- PERFORMANCE BOND
- AWARD OF CONTRACT
- FINAL CONTRACT
- ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS
- NON-COLLUSION AFFIDAVITS
- EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT
- PROPOSER CONDUCT
- ORDINANCES, LAWS, AND REGULATIONS

**Required Information and Forms**

- PROPOSAL FORM A – General Information ..... 12
- PROPOSAL FORM B – Scope of Work..... 14
- PROPOSAL FORM C – General Terms and Conditions ..... 17
- PROPOSAL FORM E – Addenda Acknowledgement ..... 19

APPENDIX A – NONCOLLUSION AFFIDAVIT ..... 20

APPENDIX B – INSURANCE AFFIDAVIT ..... 21

APPENDIX C – EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT ..... 23

APPENDIX D – CONTRACTOR’S CERTIFICATE REGARDING WORKER’S COMP ..... 24

APPENDIX E – MINORITY, WOMEN AND DISABLED VETERAN OWNEN CERTICATION..... 25

APPENDIX F – REFERENCES ..... 27

APPENDIX G – VENDOR PLAN & CERTIFICATE FOR EEO PLAN ..... 28

## Request for Proposal (RFP) No. 20-03

### Miramar College Website Redesign

NOTICE IS HEREBY GIVEN by the San Diego Community College District of San Diego County, California, hereinafter referred to as the District, acting by and through its Governing Board, will receive up to, but not later than 2:00 p.m. on Friday, November 1, 2019, responses to this Request for Proposal. Responses are to be delivered to the Purchasing and Contract Services Department, Room 270 located at 3375 Camino del Rio South, Suite 270, San Diego, CA 92108.

Please submit all RFP questions/requests for clarification via electronic mail to [krosas@sdccd.edu](mailto:krosas@sdccd.edu) (subject line on e-mail must read "RFP 20-03 Request for Information") by no later than 5:00 p.m. on Friday, October 18, 2019. All questions/requests for clarification will be addressed with an addendum.

All responses to this RFP shall conform and be responsive to the RFP, including its attachments. All interested parties may obtain a copy of the RFP by downloading a copy from the Purchasing and Contract Services website at [https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-support-services/purchasing-vendors/bid\\_rfp/index.aspx](https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-support-services/purchasing-vendors/bid_rfp/index.aspx).

## RFP 20-03 SCHEDULE

<b>October 4, 2019</b>	<b>Advertisement in the Daily Transcript</b>
<b>October 11, 2019</b>	<b>Advertisement in the Daily Transcript</b>
<b>October 4, 2019</b>	<b>RFP available</b>
<b>October 18, 2019</b>	<b>Deadline for Submission of Proposal Questions By 5:00 p.m.</b>
<b>October 22, 2019</b>	<b>District will Respond to Proposal Questions</b>
<b>November 1, 2019</b>	<b>Proposals Due (hard copy) by 2:00 p.m. 3375 Camino del Rio South, Suite 270 San Diego, CA 92108</b>
<b>November 12 - November 15, 2019</b>	<b>Interviews of Semi-finalists (if required) Individual interview appointments for each Proposer <i>No substitute Dates will be available for interviews Possible telephone interviews if necessary</i></b>
<b>December 16, 2019</b>	<b>Performance Bond due to Purchasing and Contract Services Office before 4:00 p.m.</b>
<b>December 19, 2019</b>	<b>Anticipated Governing Board Approval</b>

## **1 INFORMATION AND SCOPE**

### **SAN DIEGO MIRAMAR COLLEGE BACKGROUND**

One of three colleges within the San Diego Community College District, San Diego Miramar College offers associate degrees, certificates of completion, and the first two years of a bachelor's degree. Founded in 1969, and located in Mira Mesa, the college services 16,000 students annually. The College offers 72 associate degrees and 94 career technical education certificates.

Partnerships with local industry, the City and County of San Diego prepare students for high demand and well-paying careers in the highly competitive labor market, including biotechnology, paralegal (ABA approved), aviation (FAA-certified), automotive, diesel and advanced transportation and energies. Miramar College is home to the Southern California Biotechnology Center, Advanced Transportation and Energy Center and the San Diego Regional Public Safety Institute, which comprises the San Diego Law Enforcement Academy and the Fire Technology & EMT program. Since 1969, the college has provided training for nearly all law enforcement and firefighters in San Diego County. Miramar College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), and Western Association of Schools and Colleges (WASC).

### **DEFINITION OF TERMS**

The designation of **District** refers to the San Diego Community College District, a political subdivision of the State of California.

The term Offeror refers to a company, which elects to submit a proposal for the website redesign services at San Diego Miramar College.

The terms "**Contract**" and "**Agreement**" may be used interchangeably within this document.

### **REQUEST FOR PROPOSAL SCOPE**

The District's San Diego Miramar College campus is seeking redesign services for an existing website. The Scope of Work is detailed in Proposal Form B.

## **2 INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS**

### **PURPOSE OF RFP**

The purpose of this “Request for Proposal” is to select and award one contract to a responsive, responsible, and qualified Offeror who has the knowledge and experience to provide the San Diego Miramar College with a redesign of their current website. The entirety of this RFP document sets forth the District’s requirements in detail.

### **PROPOSAL QUESTIONS**

All questions regarding this Request for Proposals are to be sent to Kelly Rosas at: krosas@sdccd.edu only. **Questions must be sent via e-mail.** Questions will only be accepted until October 18, 2019 no later than 5:00 p.m. The e-mail subject line should read: “Questions regarding RFP No. 20-03”. Answers to all questions will be addressed via a RFP addendum posted on the District’s Purchasing and Contract Department webpage. No direct responses will be sent to the company asking the question.

### **PROPOSAL SUBMISSION**

It shall be the responsibility of the Offeror to ensure that their Proposal is received as follows:

Proposals are to be submitted to the Purchasing Department as one original and SIX (6) copies no later than 2:00 p.m. on Friday, November 1, 2019. Additionally, a copy of the entire proposal response on a USB thumb drive is to be included with the original and SIX (6) copies. The original proposal is to be submitted on 8 ½” x 11” white paper, font size no smaller than 12 pitch (recommend Arial or Times New Roman) with a 1” margin for top, bottom, right, and left of each page of the proposal. The entire proposal submission is limited to 50 pages. The use of excessive color text, overly elaborate graphics, glossy paper, or small font size to meet page limitations is not encouraged. The official proposal submission is the original hard copy. If there is a discrepancy between the original hard copy and the USB thumb drive, the original hard copy will be considered Offeror’s official submittal.

The Proposal must be mailed or delivered to:

San Diego Community College District  
3375 Camino del Rio South, Suite 270  
ATTN: Kelly Rosas, RFP 20-03  
San Diego, CA 92108

It is the responsibility of the Offeror to confirm that the Proposal was received on time.

***NO LATE PROPOSALS WILL BE ACCEPTED!***

## **RIGHT TO REJECT**

This Request for Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all proposals and/or to cancel this Request for Proposal. Any award shall be made based upon the proposal that offers the best value to the District, price and other factors considered. Contract award will not be made solely on the basis of price. If there is a discrepancy between the hard copy and the copy on the thumb drive, the hard copy will be the version that governs. No contract award shall be final until it is approved by the District's Governing Board.

## **PROPRIETARY INFORMATION**

In the event any Offeror shall include in their Proposal any information deemed "proprietary" or "confidential", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. Pricing is not considered proprietary and may not be submitted separately.

## **PROPOSAL**

Verbal, telephone, facsimile (fax machine) proposals **will not** be accepted. Each proposal shall be prepared simply, providing a straightforward, concise description of the Offeror's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

## **WITHDRAWAL OF PROPOSAL**

Any Proposer may withdraw their proposal by written request via e-mail to krosas@sdccd.edu at any time **prior** to the RFP due date. The subject line of the e-mail should include and read: "Withdrawal of RFP No. 20-03 Proposal Submission." No proposal may be withdrawn or modified after the due date. 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 RFP.

## **COST OF PREPARING PROPOSALS**

Any and all costs associated with the preparation of a response to this Request for Proposal, including site visits, verbal presentations and any other costs shall be entirely the responsibility of the Offeror and shall not be reimbursed in any manner by the District.

## **PROPOSAL PRESENTATIONS**

Offerors may, after opening and prior to award, be required to make verbal and visual presentations at the request of the District. The District will notify Offerors selected of the time and location for any presentations requested. The verbal presentation, if applicable, will be evaluated. The presentation will not allow the Offeror to revise their proposal submission or make any substantial changes to their proposal. Offerors are encouraged to ensure their original proposal submission is their best offer at the time of submission.



### **AWARD WITHOUT DISCUSSION**

The District reserves the right to make an award without further discussion based upon the proposal received. It is therefore critical that all proposals be submitted with 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 after evaluation of the proposals. A written Notice of Award will be made prior to commencement of performance.

### **ADDENDUMS**

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding. Changes or corrections will be issued by SDCCD Purchasing and Contract Services Department. Addenda will be posted on the Districts website: ([https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-support-services/purchasing-vendors/bid\\_rfp/index.aspx](https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-support-services/purchasing-vendors/bid_rfp/index.aspx)). **Offerors must return the addendum-completed acknowledgment(s) with the proposal.**

## **3 EVALUATION OF PROPOSALS**

Proposals will be evaluated based upon the written response to this RFP.

Proposals will be evaluated by a team of District representatives. The evaluation team will make a recommendation for award to SDCCD Purchasing and Contract Services Department. The evaluation team's analysis will be framed within the following, listed in order of importance:

- A) General Criteria (Proposal Form A)
- B) Scope of Work (Proposal Form B)
- C) References (Appendix F)
- D) Submitted Website Review
- E) Pricing

## **4 SPECIAL TERMS AND CONDITIONS**

### **PAYMENTS**

The contract awarded for this work will be Fixed Price. Milestone payments will be made based upon percentage complete for the website refresh. NOTE: The website refresh must be completed by September 2020.

Discovery (to include interviews of key contacts) – 20%  
Analysis – 10%  
Design Phase? 10%  
Development (includes internal user testing) – 10%  
Test Site? – 10%  
Launch – 10%  
Completion – 30% final payment

## **PERFORMANCE BOND**

The successful Offeror will be required to furnish a \$10,000.00 bond of surety from a company satisfactory to the Board of Trustees, guaranteeing faithful performance of any contract resulting from this RFP. Such surety must be provided by December 16, 2019. Failure to provide the performance surety as required will result in the termination of the notice of intent to award and no contract will be issued to Offeror.

## **AWARD OF CONTRACT**

It is anticipated that a contract will be awarded by the Board of Trustees at a regularly scheduled meeting on December 19, 2019. At the time of the formal award, the apparent successful Offeror must have agreed to Contract terms representing the understandings between the parties and the obligation of each party for performance of the Contract.

## **FINAL CONTRACT**

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

- A. The final Contract, including the Scope of Work, between SDCCD and the Offeror.
- B. All schedules, implementation plans, service descriptions, and the like, developed for inclusion in the Final agreement;
- C. This RFP as originally released, with Appendixes, Exhibits, and any addenda released prior to proposal opening. The Offeror's proposal in total, including all approved addenda and attachments.

SDCCD may terminate any resulting Agreement(s) for convenience at any time by giving the Offeror written notice. The effective date of termination shall be the date of Notice of Termination.

## **ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS**

Offeror shall procure and maintain during the life of any Contract awarded as a result of this RFP at its sole expense, such comprehensive general liability insurance or commercial general liability and property damage insurance as shall protect Contractor and District from all claims for bodily (personal) injury, including accidental death, as well

as claims for property damage arising from operations under this contract, and other covered loss, however occasioned, occurring during the policy term. Such policy shall comply with all the requirements shown on Appendix B and the District's General Terms and Conditions

<https://www.sdccd.edu/about/departments-and-offices/business-technology-services-dvision/business-support-services/purchasing-vendors/vendors-suppliers/general-terms-and-conditions.aspx>).

Insurance certificates for the stated requirements must be furnished to the Purchasing and Contract Services, attn.: Kelly Rosas, prior to commencement of work.

Insurance shall be written by companies acceptable to the District, licensed to transact business in the State of California.

### **NON-COLLUSION AFFADAVITS**

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

### **EQUAL OPPORTUNITY AFFERMATIVE ACTION STATEMENT**

Offeror must accept and sign the equal opportunity and affirmative action statement set forth in Appendix C.

### **PROPOSER CONDUCT**

During the RFP window (from release of this RFP to final award), Offeror is not permitted to contact any SDCCD employees or members of the Governing Board unless at the request of SDCCD's designated contact person 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.

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

The Offeror 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 Offeror 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 Offeror's operations.

## PROPOSAL FORM A General Information

### 1. Cover Letter

The individual who is authorized to bind Website Redesign Proposal (hence, "Offeror") contractually must sign the cover letter, which must accompany the Offeror's RFP response. This cover letter must indicate the signer is so authorized and must indicate the title or position that the signer holds in the Offeror's firm. **An unsigned cover letter shall cause the proposal to be rejected.** The cover letter must contain a statement that the Offeror acknowledges that all documents submitted pursuant to this request for proposal process will become a matter of public record. The letter must also contain the following:

- The Offeror's name, address, e-mail, telephone, and facsimile number.
- The Offeror'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.
- A statement indicating the signature is authorized to bind the Offeror contractually.
- 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.
- A statement to the effect that the proposal is a firm and valid for 120 days. Please complete Proposal Form A thru D and Appendix A thru F as part of your RFP response.
- A statement expressing the Offeror's willingness to perform the services as described in this RFP.
- A statement indicating that all forms, certificates and compliance requirements included in this RFP are completed and duly submitted in the proposal response.
- A statement expressing the Offeror'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 RFP. Resumes for key personnel shall be included with Offeror's proposal.

**2. Profile and Overview of Offeror**

- General overview of the company.
- Years of experience in providing website design services to institutions the size and scope of SDCCD, and especially with community colleges if any.
- References.

**3. Offeror Corporate Information**

- Type of Firm: Corporation: \_\_\_\_\_ Proprietorship: \_\_\_\_\_ Partnership: \_\_\_\_\_  
Joint Venture: \_\_\_\_\_ Other (please describe): \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Number of years in business under firm name: \_\_\_\_\_
- Full name of firm's officers and managing employees as related to this Proposal:
- 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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Have officers or principals of the firm ever had their business license suspended or revoked for any reason?  
YES  NO   
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Has your firm ever been on the Federal debarment list?  
YES  NO   
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL FORM B**  
**Scope of Work**

**SCOPE OF WORK**  
**Miramar College Website Redesign**

The San Diego Community College District (SDCCD or the District) is seeking website redesign services for the San Diego Miramar College (Miramar) campus. The Miramar campus is looking for the vendor to provide development and implementation. The current website ([www.sdmiramar.edu](http://www.sdmiramar.edu)) contains approximately 2,600 displayed pages of insizes. The redesigned website is to remain readable and professional in appearance on as many platforms as possible. According to Google Analytics, the current site is most frequently accessed via iPhone.

The current website platform is Drupal 8; which the Miramar College campus will continue to use. The current website has multiple active directories; users will be allowed to authenticate with their AD credentials; this is to remain unchanged. The current website theme has a fixed, embedded version of Bootstrap, which is not to be repeated in the website redesign.

The Offeror awarded a contract resulting from this Request for Proposal will be working closely with Miramar's web designer, who is the project lead and will be responsible for the redesigned website. All design, changes, site mapping, internal and external workings, etc. associated with the website is to be documented and provided to the Miramar web designer in sufficient detail for training puposes and future updates.

Miramar's current website is self-hosted. The District will not need a hosting provider.

The completed website redesign is to be ready for multi-language support via 3rd party (e.g., Lingotek), with minimal additional changes required. The site is to work with existing development and operations (devops) such as git (version control), composer, drush (site modules updating), or similar.

There may be a need for migration assistance in redistributing content. The campus will provide a dedicated point of contact for this project. The website will also be required to integrate with existing SDCCD Emergency Messaging which is pushed via OU.

The website redesign is to include:

- A student focused presentation with emphasis on career and vocational goals.
- Flexibility that will allow SDCCD to prepare for a multi-language site in the future.

- The ability communicate with secondary data sources (e.g., SQL Server, PeopleSoft, CSV files) for access to course, program, and other data. An example, a current course list may need to be pulled into the website, so it is displayed as current courses for various programs on our site.
- Ability to support scheduled/planned content updates prepared in advance and published on a pre-defined schedule.
- A file management process that enables content authors to access, upload, and organize documents. The process will allow the content author to control the name of the uploaded document to ensure consistency. The process will not rename or overwrite the old document without affirmative selection by the content author. The file management process will be structured to ensure that links point to the most recent documents. This process will also ensure improved user management and access control.
- The completed website redesign will improve current calendar, improve back-end user experience for Content editors (e.g., selectable layouts, better ability to position/size images). The Offeror's proposal shall clearly detail how this will be accomplished.
- Refreshed Google Analytics. Proposal should explain how and what Google Analytics will be included in the website redesign.
- An automated process for content editorial guides and ability to keep the style-guide in-line with the approved themes. Final design will use an established standard to enable automated code documentation and style guide.
- The ability to integrate with event management and ticketing websites, such as Eventbrite, using an application programming interface (API) that will link with Eventbrite or similar alternative.
- The ability to utilize a third-party calendar. Proposal should detail the planned calendar, ensure that it will integrate well with multiple languages, will work well as a template within the website, and is optimized for Solr and Solr for IT.
- An improved UX design consistent with the "Guided Pathways" framework. The redesigned website is to be "mobile first" and student-focused. Guided Pathways (GP) is a framework from the California State Chancellors office intended to help students achieve their educational goals in a timely manner. Resources to inform and assist students must be easily accessible. The Offeror's proposal should demonstrate familiarity with Guided Pathways. Provide the contract number, dollar value, and point of contact in your proposal response for the entity for which your firm provided website design services which incorporated Guided Pathways criteria.

- Data structures (content types) that are remodeled from the current. Offeror's proposal shall detail relevant experience with higher education organizations, and distinctions between programs, schools, departments, and also the relationships between them and faculty, awards, etc., as well as familiarity with the "edge" and unique cases.
- Functional curated search capability. Meaning, for example, Bookstore & Library would be the top search result for certain keywords. Results are to be targeted, to minimize undesirable results for generic searches like "books."
- ADA Compliance is required, in accordance with Section 508 of The Rehabilitation Act and be in compliance with the requirement of Web Content Accessibility Guidelines (WCAG). Proposals must include affirmative statement to comply and detail the applicable level(s) of compliance.
- A secure forms solution such that student information (name, email, etc.) entered into a form will have that information encrypted.

**OPTIONAL – THE DISTRICT MAY ELECT TO ADD TO ANY RESULTANT CONTRACT**

Offeror is to provide a technical training component in their proposal response related to the website redesign. Provide detail of the training offered, the number of hours associated with the training, and an example of a similar training Offeror has conducted in the past. should be included with the response. Include a copy of the resume for the anticipated trainer.



## **PROPOSAL FORM C**

### **General Terms and Conditions**

**Offer Held Firm:** The Offeror agrees that it will not withdraw its offer for a period of one hundred twenty (120) calendar days from the opening date.

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

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

**Execution of a Contract:** If awarded a contract, the Offeror 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 within twenty one-(21) calendar days of receipt of written notice of acceptance of the Proposal by the District.

**Conflicts of Interest:** All Proposers must disclose the name of any Board of Trustees member, officer, director, or agent who is also an employee of the San Diego Community College District, which includes any District employee. Further all Offeror's 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 Offeror'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.

**Required Submittals:** The Offeror'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 Offeror which the District judges to have submitted the proposal that presents the best value 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.

SUBMITTED BY.

---

Company Name

---

Mailing Address

---

City, State, and Zip Code

---

Telephone Number

FAX Number

---

By: Signature (Manual)

---

By: Signature (Typed)

---

Title

**PROPOSAL FORM E**  
**Addenda Acknowledgement**

**Addenda:** Changes or corrections to the proposal document will be issued via a numbered addendum format Record below the number(s) and date(s) of addenda received, if applicable.

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

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Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

**APPENDIX A**

**NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY PROPOSER AND  
SUBMITTED WITH PROPOSAL**

State of California, County of \_\_\_\_\_, being first duly sworn, deposes and says that he or she is \_\_\_\_\_ (name) of \_\_\_\_\_ (company) the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or fix any overhead, profit, or cost element of the bid, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid 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, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX B**

**INSURANCE AFFIDAVIT TO BE EXECUTED BY PROPOSER AND  
SUBMITTED WITH PROPOSAL**

Contractor shall procure and maintain during the life of this contract and for such other period as may be required herein, at its sole expense, such comprehensive general liability insurance or commercial general liability and property damage insurance as shall protect Contractor and District from all claims for bodily (personal) injury, including accidental death, as well as claims for property damage arising from operations under this contract, and other covered loss, however occasioned, occurring during the policy term. Such policy shall comply with all the requirements of this article, and shall be in the form and amounts as follows:

**Comprehensive General Liability Insurance:**

with a combined single limit per occurrence of not less than  
\$1,000,000.00

**OR**

**Commercial General Liability and Property Damage Insurance:**

(Including automobile insurance) which provides limits of not less than:

- (a) Per occurrence (combined single limit).....\$1,000,000.00
- (b) Project Specific Aggregate (for this project only) ...\$1,000,000.00
- (c) Products/Completed Operations.....\$1,000,000.00
- (d) Personal & Advertising Injury limit .....\$1,000,000.00

**AND**

**Fire Insurance**

Project Replacement Value at ..... 100%  
(One Hundred Percent)

**Insurance Covering Special Hazards:** Following special hazards shall be covered by riders or riders to above-mentioned commercial liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance, in amounts as follows:

Automotive and truck where operated in amounts.....\$500,000.00

**Additional Insured Endorsement:** Any general liability policy provided by Contractor hereunder shall contain an endorsement which applies its coverage to District, members of District's Board of Trustees, and the officers, agents, employees and volunteers of District, the State Allocation Board, if applicable, the architect, and the architect's consultants, individually and collectively, as additional insured.

Contractor shall not commence work until all required insurance and certificates, which have been delivered in duplicate to, and approved by, the District's Director of Business Support Services .

Firm\_\_\_\_\_

Signed\_\_\_\_\_

**APPENDIX C**

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT**

Every person, firm, company or corporation with whom the San Diego Community College District does business in the amount of \$ 10,000 or cumulative contracts totaling \$10,000 is required to sign the following statement:

Suppliers will not discriminate against any employee or applicant for employment in connection with the performance thereof, because of race, religion, color, age, sex, national origin or physical handicap; and shall take affirmative action to insure that applicants are employed, and employees are treated during employment, without regard to their race, sex, religion, color, age, national origin or physical handicap.

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

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

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

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

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

(Corporate Seal)

**APPENDIX D**

**CONTRACTOR'S CERTIFICATE REGARDING  
WORKERS' 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 E**

**San Diego Community College District**

**MINORITY, WOMAN AND DISABLED VETERAN-OWNED  
BUSINESS ENTERPRISE CERTIFICATION**

Each bidder is required to complete the certification below and return it to the Purchasing and Contract Services office, San Diego Community College District, as part of the Bid package.

1. Is your firm a Minority Business Enterprise as defined below in items (a) through (c)?  YES  NO
- (a) A sole proprietorship which is owned by a minority (i.e., American Indian or Alaskan native, Asian or Pacific Islander, African-American, or Hispanic), or a corporation, partnership, or firm, 51 percent of the stock, partnership interest, or other interests of which are owned by one or more minorities; and
  - (b) Managed by, and the daily business operations are controlled by, one or more minorities; and
  - (c) With its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other business.
2. Is your firm a Woman-Owned Business Enterprise as defined below in items (a) through (c)?  YES  NO
- (a) A sole proprietorship which is owned by a woman, or a corporation, partnership, or firm, in which 51 percent of the stock, partnership interests, or other interests of which are owned by one or more women; and
  - (b) Managed by, and the daily business operations are controlled by, one or more women; and
  - (c) With its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other business.
3. Is your firm a Disabled Veteran-Owned Business Enterprise as defined below in item (a)?  YES  NO
- (a) A business enterprise certified as a disabled veteran business enterprise by the Office of Small and Minority Business, pursuant to Military and Veterans Code Section 999, or a business enterprise that certifies that it has met such standards.

I certify that I have made a diligent effort to ascertain the facts with regard to representations made herein and, to the best of my knowledge and belief, similar information for subcontractors can be supplied if requested/required. I understand that any misrepresentations may be grounds for termination of contract(s) or disqualification as non-responsive in the issuing or award of future contract(s).

\_\_\_\_\_  
Name/Title of CEO or Authorized Officer

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX F**

**REFERENCES**

Offeror must be able to present evidence of satisfactory experience in providing similar scope and size to this project; experience working with a Community College District is preferred. Offeror will complete and submit three past performance references; references cannot be from San Diego Community College District.

<b>Name of Entity/Firm</b>			
<b>Address:</b>			
<b>City/State/Zip Code</b>			
<b>Contact Person:</b>		<b>Title:</b>	
<b>Phone Number/Ext:</b>		<b>Fax#:</b>	
<b>Comments:</b>			

<b>Name of Entity/Firm</b>			
<b>Address:</b>			
<b>City/State/Zip Code</b>			
<b>Contact Person:</b>		<b>Title:</b>	
<b>Phone Number/Ext:</b>		<b>Fax#:</b>	
<b>Comments:</b>			

<b>Name of Entity/Firm</b>			
<b>Address:</b>			
<b>City/State/Zip Code</b>			
<b>Contact Person:</b>		<b>Title:</b>	
<b>Phone Number/Ext:</b>		<b>Fax#:</b>	
<b>Comments:</b>			

## APPENDIX G

### VENDOR'S PLAN FOR EQUAL EMPLOYEMENT OPPORTUNITY TO SAN DIEGO COMMUNITY COLLEGE DISTRICT

Vendor Name

Phone Number

Reporting Date

Address

1. Recruitment of new employees: How many new employees do you intend to hire during the next year? \_\_\_\_\_

2. My current (above reporting date) work force is composed of the following ethnic/racial distribution:

CRAFT	JOB LEVEL ABBVN*	HISPANIC		AFRICAN AMERICAN		AMERICAN INDIAN		TOTAL MINORITY		TOTAL CAUCASIAN		TOTAL
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	

ABBREVIATIONS:  
 S = SUPERVISOR, F = FOREMAN, J = JOURNEYMAN, A = APPRENTICE, T = TRAINEE  
 OTHERS = SPECIFY, INCLUDING NONCRAFT TYPES, EO = EQUAL EMPLOYMENT OPPORTUNITY

3. How does your organization intend to resolve any EEO discrepancies?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Please provide an outline of the services and programs that your organization will offer which are responsive to insuring the promoting a diverse workforce. Please provide a sufficient description of the EEO services and programs. You may provide a copy of your organization's Affirmation Action Plan in response to this question.

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5. My signature below indicates that: I have primary responsibility for the administration of the above named organization's EO/AA program; the information stated in the document is complete and accurate to the best of my knowledge; and that the necessary records will be maintained and will be available for inspection by authorized personnel of the San Diego Community College District.

I hereby certify that \_\_\_\_\_  
(Legal Name of Vendor)

is in compliance with the Civil Rights Acts of 1964; Executive Orders 11246 and 11375; Department of Labor and Treasury Regulations 41CFR, Chapter 60; California Fair Employment Practices Act; and any other applicable federal and state laws and regulations relative to equal opportunity employment, including laws and regulations hereinafter enacted.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date