

Request for Proposal Records Management Platform

Pima County Community College District ("College" or "District") is seeking proposals from qualified firms for an end-to end information governance solution enabling Pima College to seamlessly go from policy to control to enforcement of records and information governance.

The deadline for receipt of sealed proposals is: **February 11, 2016 at 3:00 PM (Arizona Time)**. Sealed proposals must be received by this deadline at the following location:

Pima County Community College District
District Finance Office-Purchasing
4905D East Broadway, Room D-232
Tucson, Arizona 85709-1420

Any proposal received after the date and time listed above will be returned and will not be considered.

Questions pertaining to this Request for Proposal (RFP) must be communicated in writing and be received via email by **January 21, 2016 at 3:00 PM (Arizona Time)**. Questions must be sent to the email address below and should include the specified Buyer's name and proposal number, and any question(s) should include a reference to the appropriate page and section number of the RFP. Questions and answers will be posted on the Pima Community College webpage listed below by **January 29, 2016 at 5:00 PM (Arizona Time)**:

Jan Posz, C.P.M., Sr. Buyer
do-bids-proposals@pima.edu

Copies of the Request for Proposal, questions and answers, and any related documents are available on the Pima Community College Website:

<http://www.pima.edu/administrative-services/purchasing/current-requests-for-proposals-bids-quotes.html>

Mark Dworschak, Director
Contracts & Purchasing
Pima County Community College District
District Finance Office-Purchasing
4905 East Broadway, Room D-232
Tucson, Arizona 85709-1420

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Section 1

Project Summary

1. Request for Proposal Summary

Pima County Community College District ("College" or "District") is seeking proposals from qualified firms for a **Records Management Platform** in accordance with the Scope of Work specified in this Request for Proposal (RFP).

This platform should be an end-to end information governance solution enabling Pima College to seamlessly go from policy to control to enforcement of records and information governance. The solution provides:

- Policy management to centrally define and validate information governance policies (format and system agnostic) and to show they are enforceable and auditable.
- Administration and control to enforce lifecycle process across business functions, locations and jurisdictions.
- Standards-based connectors that may also be configured for customized applications such as Banner Student Information System (Ellucian), Oracle Databases, Internal Network File Shares, Cloud based repositories, and other repositories identified.
- Secure, role-based search/access on all governed content from any line of business application
- Executive management reporting including auditing and compliance metrics for analyzing KPI's and KRIs.

2. Entity Submitting RFP. The terms "vendor", "proposer", "offerer", "firm", "consultant", "company" or "contractor" used in this RFP or any subsequent documents or communications related to this RFP are interchangeable and mean the entity submitting a proposal and seeking to enter into a contract for the goods and/or services requested in this RFP.

3. Description of Pima County Community College District

Pima County Community College District, located in Tucson, Arizona, is one of the ten largest multi-campus, multi-site Community Colleges in the United States. The College is a two-year institution offering both occupational and traditional college courses, and awards many different degrees and certificates. The College's comprehensive curriculum includes credit courses, workforce development programs (Center for Training and Development), adult education special programs (GED), as well as corporate and community based non-credit instruction. Students attend classes at six major campuses including the Community Campus, which itself holds classes at over 70 locations in Southern Arizona. The College employs more than 1,400 regular employees, approximately 1,500 adjunct faculty and 500 part-time personnel. More than 70,000 students attend credit and non-credit classes annually. The population for the Tucson metro area is over 1 million people. The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The College is an equal opportunity, affirmative action employer and an educational institution committed to excellence through diversity. The College strives to create an environment of equal access to services and facilities for all individuals.

Section 2

Scope of Work

General Outline:

1. Project Scope

The enterprise information management and records management solutions need to address the information governance challenge from the bottom up by hard-wiring our policy and enforcement capabilities to content repositories. The required platform should combine proactive, and central information management with a systematic enforcement process across business functions, jurisdictions, and isolated silos of information to allow the Records and Information Management Office to effectively manage the records and data assets for the College with the ability to comply with State, and federal laws that pertain to records and information governance of a public institution the size and complexity of Pima Community College.

This platform should be an end-to end information governance solution enabling Pima College to seamlessly go from policy to control to enforcement of records and information governance. The solution provides:

- Policy management to centrally define and validate information governance policies (format and system agnostic) and to show they are enforceable and auditable.
- Administration and control to enforce lifecycle process across business functions, locations and jurisdictions.
- Standards-based connectors that may also be configured for customized applications such as Banner Student Information System (Ellucian), Oracle Databases, Internal Network File Shares, Cloud based repositories, and other repositories identified.
- Secure, role-based search/access on all governed content from any line of business application
- Executive management reporting including auditing and compliance metrics for analyzing KPI's and KRIs.

2. Functional Objective

Central Policy Definition

Description	Details
Policy Management	Is an integrated policy management/rules engine provided with the solution?
Policy Definition	What is included in policies defined by your policy management module?
Taxonomy Support	Can the policy management portion of the software allow users to define a detailed hierarchy of record categories and classes? Is there a limit to the number of hierarchal levels that can be defined?
Policy Import	Can the policy management portion of the software import existing policies and taxonomies from Microsoft Excel?
Policy Export	What are the output options for the policy? (Excel, PDF, Word, HTML, XML?)

Jurisdictions	As part of the policy definition, can users define jurisdictions to which record classes may apply?
Filtering by Jurisdictions	Can record categories and record classes be filtered according to jurisdictions?
Multi-jurisdictional policies	Does the policy component allow users to define jurisdictional variances on record categories and classes? For instance, can record classes be defined with retention schedules that vary from one jurisdiction to another?
Languages	Does the policy component allow users to define policies in multiple languages? Does the system support double-byte and right-to-left character sets?
Laws and Regulations	Does the policy definition include relevant laws, regulations, and internal standards and guidelines that relate to or define the record class lifecycle?
Laws and Regulations	If a law changes, does the policy management component have a means for doing impact analysis, so that users can identify potential changes to record classes?
Legal Feeds	Can the system accept legal feeds, supplying updates to statutes, laws, and regulations? If so, which legal feed providers are supported?
Lifecycle Definition	In addition to record declaration and disposition, are any additional record lifecycle events supported? For instance, can users define privacy actions, transfers between repositories or storage tiers, or security declarations?
Security	Can Security access level be defined for a record class? If so, are the security access levels predefined, or can users define their own?
External Events	Can users define event-based retention periods, based on the events such as the opening of an account, or receipt of an order?
Approval Workflow	Can changes to the policy be subjected to an approval workflow? If so, how are workflow tasks communicated to reviewers / approvers?
Workflow Definition	Can users define and implement multiple review and approval workflows?
Metadata Definition	Can metadata be defined, grouped, and assigned to record classes?
Metadata Lifecycle	Does the policy management component allow users to define a lifecycle for record metadata that is independent of the record content lifecycle?
Codification	Does the policy management component support numeric, alphabetic, and alphanumeric encoding of record classes?
Versioning	Can users create multiple versions of the policy? If so, does the system maintain a history of policy versions?
Audit	Does the policy management component maintain an audit trail? If so, what information is available in the audit report?
Role Based Access	Can content and features be restricted according to user role?
Dashboards	Can policy information be represented in the form of configurable dashboards? If so, can we use our own BI tools to modify or create dashboards?
Metadata	Does the policy component support defining metadata lifecycles that are independent of the record lifecycle?
Compliance Policies	Can the policy engine compliance rules that govern where and how data must be stored? For example, requiring native encryption support on the repository, and / or geographic repository requirements?
Retroactivity	Can policy updates be defined retroactively? Or must they be applied only an

a going-forward basis?

Records Retention

Description	Details
Time/Event-Driven Retention	Does the system support time and event-driven retention periods?
Lifecycle Actions	Does the system provide a means for enforcing lifecycle actions other than (and in addition to) disposition / destruction? If so, which?
Automate Declaration/Destruction	Does the system automatically calculate lifecycle action dates for all records in the repository?
Disposition Changes	Can the system globally change the disposition for groups of records or individual records? If so, how is this performed / enabled?
Review Disposition	Does the system automatically assign records ready for deletion to the appropriate review process for approval of final deletion?
Records Purge	Does the system ensure that deleted records are irretrievable and cannot be reconstructed?
E-Mail Notification	Does the system provide e-mail notification of disposition results? What kind of audit reports are available?
Scheduling Action	Does the system provide the option to schedule actions to be performed on records automatically when they are ready for disposition?
Manage In-Place	Can content in external repositories be managed as immutable records? If so, can they be deleted or modified by adjusting permissions?
Search	Are search capabilities provided?
Integration with 3rd party systems	What third-party applications and web services may be integrated? Are these custom built connectors or does there exist a set of existing connectors? Are these included with the product or are they offered as an additional fee/ service?
Search	Can the scope of search span multiple File Plans?
Federated Search	Are federated search capabilities supported?
Policy Management	Is a policy management/rules engine provided?
Policy Implementation	If a policy management module is included, how are changes to the policy implemented?
Workflow	Is a workflow tool provided to support the records management process? Can workflow be enabled at the folder level as well as the record level?
Regional Setting and Capabilities	Can the system be administered with individual regional classification requirements enabled? In other words, is the policy and classification engine able to be operated with "satellite" retention and schedule administration or does the application need to run and be administered from a central source?
Dashboards	Are dashboards provided to show records and actions scheduled to be performed on these records by date?
Audit	Is an audit trail maintained on records retention events? If so, what information is available in the audit report?
Metadata	Can a retention schedule be enforced on record metadata separately from the record folder and record content?

Security	Can records access be restricted according to role / security level? Can multiple permissions be defined (Create / Read / Update / Delete / Traverse)?
Retroactivity	Can be policy updates be applied retroactively? Or must they be applied only on a going-forward basis?
Compliance	How does the system ensure compliance with data storage restrictions, such as those related to data at rest, and geographic requirements?
Immutability	How does the system ensure record immutability on third party systems? Can the system detect when content has been moved or altered?
3rd party RM requirements	Does the system require Records Management capabilities on third party systems or repositories? If so, what capabilities must be provided?

Classification and File Plan

Description	Details
File Plan Management	Can an administrator / user create and maintain file plans?
File Plan	Can the system create a file-plan structure of category, sub-category, folder and subfolder?
File Plan	Can file plans contain content of various types (electronic, physical)?
File Plan	Can file plans contain content that resides in multiple repositories and / or storage locations?
File Plan	Is it possible to create multiple file plans for a single business unit or jurisdiction?
File Plan — Legal	Can the system create a file-plan structure of client, matter, folder and subfolder (used for legal)?
File Plan — Legal	Can the system utilize exemplars / sample file plans and profiles to validate classifications?
File Plan Levels	Is there a limit in the levels of classification that can be supported in the hierarchy?
Record Declaration	Can records be declared: drag and drop, menu-driven, on-send or on-close (for e-mail), batch, or automatically through workflow?
Metadata Capture	Can the system automatically capture metadata fields at declaration time?
Classification — Manual	Can users manually classify records?
Classification — Manual	Can users create classification / file plans at the point of content creation?
Classification — Admin	Can File Plans be deployed against Organizational Units and / or Groups?
Classification — Admin	Can file plans have an unlimited amount of metadata fields? Can certain fields be locked down while others left to end-user declaration?
Classification - Pick lists and Inheritance	Does the system enable the use of pick lists and inheritance for classification?
Classification — Automatic	Can records be automatically classified based on policy/rules engine?
Policy Management	How are file plans updated to reflect policy changes?

Classification - Legacy Content profiling	Can the classification engine import classification settings from other Records Management / classification applications?
Jurisdiction-Specific File Plans	Can users populate jurisdiction-specific file plans in accordance with centrally defined policy?
Dashboards	Are dashboards provided to show records and actions scheduled to be performed on these records by date?
Audit	Is an audit trail maintained on File Plan events and actions? If so, what information is available in the audit report?

Share Drives and NAS

Description	Details
Shared Drives and NAS	Does the system support shared drives or network addressable storage devices?
In place governance	Can the system apply governance controls on this content without migrating it from the shared drive?
Migration	Can the system migrate content from the network onto a repository? If so, which repositories are supported for migration?
Disposition of legacy content	Can the system purge legacy content that has been determined to be over-retained? If so, how is this audited?
Auto-categorization	Does the system provide a means for crawling and classifying unstructured / unclassified content?
De-Duplication	Can the system identify duplicates and near-duplicates of candidate records?
Manual governance	If governance controls cannot be automatically enforced in-place, does the system provide a means for calculating manual enforcement actions?
Manual governance	Are manual enforcement actions tracked in the system audit trail?

Physical Records

Description	Details
Physical Records	Can the system govern both physical and electronic records?
SLA's	How does the system validate that Service Level Agreements are being met in the management and governance of physical records?
Lifecycle	How does the system enforce record lifecycle events, as defined by policy?
Repositories	Can the system support multiple service providers for managing physical records?
Third Party Storage	Can the system integrate with Iron Mountain RM Portal?
Granularity	At what level can the system govern physical records? (container, box, folder, individual record)
Logistics	Is a separate component available to handle physical records logistics, such as archival, recall, and destruction orders?

Legal Holds

Description	Details
Legal Hold	Does the system allow administrators and authorized users to create, apply, view or remove holds for individual or multiple records?
Set Legal Holds	Does the system define types of holds and the length of time that holds should be applied to records?
Multiple Legal Holds	Does the system support multiple legal holds on a record or groups of records?
Multiple Legal Holds	Does the system allow for reporting for records preserved for multiple holds?
Disposition on Legal Hold	Does the system ensure that records cannot be deleted until the hold has been removed?
Legal Hold Audit Trail	Does the system maintain a complete audit trail of who assigned and removed holds?
Legal Hold Audit Trail	Does the system allow visibility into repeat / serial custodians or sources /records under hold?
Legal Hold Audit Trail	Does the system allow for reporting across multiple legal holds?
Legal Hold Audit Trail	Does the system identify legal hold content sources (data mapping for records on hold)?
Legal Hold Issuance	Does the system preserve records in a READ-ONLY manner or does the system preserve a copy of records in a "point-in-time" manner?
Legal Hold for Record Collections	Does the system create collections of records and apply holds to the entire collection?
Workflow	Can a workflow be defined on the implementation and / or removal of a Legal Hold? If so, how are workflow notifications transmitted?
Third Party Systems	Can the system interact with a third party matter management / legal hold provider?

Administration and Reporting

Description	Details
Administrative Client	Can an administrator perform tasks using an easy to use, Web-based client?
Retention Schedule Management	Can an administrator create and maintain retention schedules?
Retention Schedule Management	Can an end-user create and maintain retention schedules?
File Plan Management	Can an administrator create and maintain file plans?
User Information Management	Can an administrator add, modify or delete user information?
Access Privileges	Can an administrator assign and modify access privileges for users?
Standard Reports	Is a standard set of pre-formatted reports available?
Disposition Reports	Is a disposition report available of the records?
Legal Hold Reports	Is a legal-hold report available?

Audit Reports	Is an audit report available of user activities and access?
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Architecture and Integration

Description	Details
Support for Multiple Repositories	Does the solution provide options for managing multiple repositories and data stores?
Proprietary Repository	Does your solution include a proprietary content management repository? If so, are we required to leverage this repository in order to govern records in accordance with corporate policy?
Separate Data Store	Does the solution provide for the option to create a separate data store?
Manage In-Place	Can the solution control records in external third-party repositories according to retention rules and policies?
Federated Records Management	Can the records be managed in place?
Content Connectors	List the content repositories and archives that the solution currently has connectors for.
Security	Can security be applied to category, sub-category, folders and documents?
Compression	Does the solution provide for compression of the records?
Directory Services	Does the solution integrate with Active Directory? LDAP?
Integration With ECM	List the different content management products that can be integrated with the solution.
Integration With E-Mail	List the different e-mail systems that can be integrated with the solution.
Integration With Network Shares	Does the solution integrate with network file shares? If so, are there any file system or technical limitations?
Integration With Email/File Archives	List the different archiving products that can be integrated with the solution.
Integration With Microsoft Products	List the different Microsoft products that can be integrated with the solution — Exchange, Office, SharePoint.
3rd party RM requirements	Does the system require Records Management capabilities on third party systems or repositories? If so, what capabilities must be provided?

Technical Requirements

Description	Details
Integration to Banner by Ellucian	a. How is data managed from a lifecycle perspective b. Integration when Banner is upgraded (happens minimally twice per year, sometimes more frequently) c. Integration plans for rollout of Banner XE d. Describe integration of solution into existing ERP processes
Configurability/Customizability	a. Client side configuration b. Expected resource commitment from the College's IT department

User Management	<ul style="list-style-type: none"> a. Creation and deletion of user accounts b. SSO <ul style="list-style-type: none"> i. Do you support CAS/Shibboleth ii. How is the transition from applicant to employee managed from an SSO perspective if the username is already in use or otherwise invalid. c. Password management protocols
Hosting Options	<p>If the solution is hosted in a datacenter outside of Pima Community College please respond to the following:</p> <ul style="list-style-type: none"> a. What is the level of guaranteed availability and the repercussions if the Service Level Agreement (SLA) is not met? Please include the SLA as a deliverable. b. Describe you recovery point objective (RPO) and recovery time objective (RTO) in the event of a data center outage. c. Describe and include data breach policies and procedures. d. Describe the physical characteristics of the hosting datacenter and include if it is owned by the company or contracted. e. Does the datacenter meet Federal HIPAA and FERPA guidelines? Explain. f. In the event of contract termination by either party describe the process, capabilities and format that Pima Community College data can be retrieved from the hosted site. <p>Describe the frequency and scope of data center audits. Summaries of audits should be provided on a regular basis and the latest, if available, should be included as a deliverable.</p>
Product Maturity; Implementation, Training and Support Services	<p>Please provide responses to the following:</p> <ul style="list-style-type: none"> a. Product maturity: describe product maturity and number of production systems that have been implemented for the software version you are recommending to the College, including the number of systems implemented within higher education. b. Implementation Services: Describe services available to support the implementation of the solution. c. Training Services: Describe training services or materials available to support technical staff (system administrators, integration programmers) and functional users. d. Support Services: Describe all levels of support services available to the College on an on-going basis.

	e. Licensing scheme: Describe all licensing options. f. Provide product development plan. Describe a roadmap for the product for the next 3-5 years.
Documentation	The solution includes complete documentation including user, installation, administration, and operations information.
Help Facility	The solution provides comprehensive online help facility that includes screen level and field level support.
	The solution provides drop list capabilities to identify valid values for screen fields.
Interfaces	The solution includes the ability to flexibly support import/export of data from and to other applications.
	The solution supports XML format for import/export fields. (If not, specify file format, i.e., fixed column, comma delimited, etc.)
	The solution includes Application Program Interfaces (APIs) to interface to application systems.
	The solution provides other mechanisms/protocols to interface to application systems (state which mechanisms/protocols and application systems).
	The solution supports via web services interfaces, i.e., SOAP. (If so, do any current clients use this mechanism?)
	Does the system provide a means for mapping content and metadata to and from external systems?
Archiving	The solution takes appropriate action after user defined period to archive/delete/reorganize files.
	The solution provides a means for reviewing and reportins upon archived data (by date and time as well as by data set or table name).
Report Controls	All reports are uniquely identified.
	Report pages contain processing dates and times.
	Last page or end of reports are clearly identified.
Application Architecture	The solution provides tools to customize screens/windows.
	The solution provides tools to support exporting of data defined by user.
	The solution provides data model which includes all database layouts, field definitions, and relationships.
	The solution provides workflow management capabilities which are integrated within product.
	The solution will run in a (Virtual Machine) VM Enviroment.
	The solution is J2EE or .NET compliant.
	The desktop component runs in an XP/Windows 7 and IE 8.x environment. (If so, do any current clients run the system with this configuration?)
	The presentation layer of the solution uses HTML/Javascript but does not employ Java applets or ActiveX Controls.
Security	The solution has in-built application security.

	The solution has in-built data security.
	The solution supports user defined security levels (describe the various authority levels and the mechanism for maintaining authority levels and passwords).
	The security rights are easy to define/maintain.
	The solution provides a full audit trail of activities, including exception reporting for breaches of authority.
	The solution supports interface with an external LDAP based security product such as Oracle Access Manager or Active Directory either via API or batch feed. (If so, do any current clients interface to an external security package, and if so, which one?)
Vendor System Support	Your support organization has the ability to provide electronic customer support.
	Your support organization provides 24 hour help desk support.
Vendor Technology Strategy	Given that the system will run in multiple technology environments, across multiple platforms, what is the vendor's recommended configuration? (Please specify all OSs, tools, third party components, etc. that apply.)
	Among your clients, what is the most prevalent system configuration? (Please specify all OSs, tools, third party components, etc. that apply.)
Installation Prerequisites	The system architecture is easily deployed in "light" (IE, POC) configurations, such that evaluation projects can be performed on laptops or comparable desktop hardware.

Section 3

Proposal Preparation and Submittal

Proposals must conform to all requirements stated below, and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal.

Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including Scope of Work, contract form and all laws, regulations and other factors affecting contract performance. The firm shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

All proposal materials must be placed in a sealed package (envelope, box, etc.) clearly marked with the proposal name and number and the firm's name. It is the responsibility of the firm to ensure that proposals are received in the Office of the Purchasing Director by the due date and time stated on page 1 of this RFP. The firm is responsible for delivery of their proposal by the deadline notwithstanding any claims of error or failure to perform by a mail, courier or package delivery service. No proposals or proposal modifications may be submitted orally, electronically, or via telephone, facsimile, electronic mail (email) or telegraph.

All proposals must be typewritten on standard paper size (8½ x 11 inches) and shall be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The authorized person signing the proposal shall initial erasures, interlineations or other modifications on the proposal.

The firm's proposal should be organized in sections as outlined below:

1. Cover Letter

All proposals must include a cover letter submitted under the firm's name on the firm's letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the College. The cover letter must also identify the primary contact for this proposal and include the College's RFP number found within this RFP. The cover letter should express the firm's interest and serve as an executive summary of the proposal. Claims of proprietary information must be included in the cover letter.

2. Proposal Form

All proposals must include the complete Proposal Form signed by a person or an official authorized to commit the firm to a contract with the District.

3. Proposal Copies

The firm must submit one (1) original copy of the proposal, clearly marked "Original". In addition, the firm must submit one (1) digital .PDF copy of the proposal on media suitable for copying and distributing electronically.

4. Qualifications

The proposal verbiage must describe the firm's qualifications to provide the requested products and/or services, and include the following:

- a. Description of the nature of the firm's business; include a description of experience, competencies, and overall organizational capabilities.
- b. Corporate organization chart indicating key management team members.
- c. Number of years in business.
- d. Description of the firm's capabilities to provide the requested product(s)/service(s).
- e. Description of the project staff structure, the background, qualifications and relevant experience of all staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the execution of this project.
- f. Overview of approach and description of methodology to be used.
- g. Description of project structure and detailed project timelines and phases (if applicable).
- h. References: The proposer must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity to that requested by the College. The College prefers educational or governmental entity references. Each of the references must include the following information:
 - i. Entity Name
 - ii. Industry Type
 - iii. Address, City, Province/State/Country
 - iv. Contact Name, Title, Phone Number, and Email address
 - v. Year(s) service(s) provided
 - vi. Comments (include details regarding the current status of the product/service provided by proposer)
- i. Most recently audited financial statement must be submitted with proposal

5. Response

Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format used in this Request For Proposal.

6. Exceptions Requested

Any exceptions to the requirements of this RFP that the firm requests the College to consider must be placed in this section. Each alternate or exception should be addressed separately with specific reference to the requirement. If there are no proposed alternates or exceptions, a statement to that effect must be included in this section of the proposal. Any exceptions requested from the Contract Documents must also be included in this section. Exceptions that are not requested as part of the bid shall not be considered. Any proposed additional or alternate terms and conditions, contracts, waivers, licenses or agreements required by the firm should be included here with a brief explanatory introduction.

7. PROPRIETARY INFORMATION

In the event any proposer shall include in the proposal any information deemed "proprietary" or "protected," such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The College discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The College, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The College shall have the right to use any and all information included in the proposals submitted unless the information is expressly restricted by the proposer.

8. Cost Proposal

If a Cost Proposal sheet is provided as an attachment to the Agreement, firms should complete it or use it as a guide to prepare their detailed cost proposal. The Cost Proposal is required to be included with the original proposal.

- a. Prices shall be shown by item and individually extended, unless otherwise indicated. In case of a conflict between unit price and extension, unit price prevails.
- b. The College is not exempt from paying State and local transaction privilege tax (sales tax).
 - i. Proposals that include equipment or materials should include itemized sales tax in the amount of your proposal.
 - ii. Proposals for services only, are not taxable.
- c. Provide detailed explanations of any assumptions that the proposer made in calculating the project costs in order to provide sufficient information for the College to be able to prepare a detailed cost analysis and comparison.
- d. Identify when the proposer proposes to bill the College (e.g. progress payments, milestone, weekly, monthly, etc.)
- e. Indicate if any items are optional and specify them in a separate section(s).

Pima Community College expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the college for any reason.

9. Appendix

The Proposal Appendix must include:

- a. All documents or forms required by the College to be completed by the firm including the required documents specified in the Appendix of this RFP.
- b. Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five years relate to the performance of services provided by your firm.
- c. If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this proposal. The firm agrees to notify the College of any change in this status. If any customer has stopped using the product(s) or service(s) you are proposing, provide details including customer name, date when product was installed, date when product was discontinued (usage) and reason for discontinuation, including contact details of the customer.
- d. If the firm intends to use any cooperative, subcontract, third party agreement, or the like to perform under their proposal, the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. The services provided under the scope of work proposed, in part or in whole, shall not be subcontracted or assigned without prior written permission of the College, except that the contractor may, without prior approval and without being released from any of its responsibilities hereunder, assign the contract to any affiliate or wholly-owned subsidiary of the contractor.
- e. Samples of any documentation or form that proposer will require the College to sign.

10. General

- a. **Cost of Proposal Preparation** – The College shall not reimburse the cost of developing, presenting or providing any response to this solicitation; offers submitted for consideration should be prepared simply, and economically, providing adequate information in a straightforward and concise manner.
- b. **Certification** – By signature on the Proposal Form included herein, the proposer certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The

consultant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, consultant certifies whether or not an employee of the College has, or whose relative has, a substantial interest in any agreement subsequent to this document. Consultant also certifies their status with regard to debarment, or suspension by any governmental entity.

Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting agreement. Any resulting agreement may be subject to legal remedies provided by law. Consultant agrees to promote and offer to the College only those services and/or materials as stated in and allowed for under resulting agreement(s).

Section 4

Selection and Contract Award

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the College and will be based on the proposal that the College deems to be the most responsive and responsible and serves the best interests of the College. It is the intent of the College to negotiate and enter into a contract with the selected firm following a Notice of Intent of Selection.

We intend to award this contract for five (5) years from date of award with five (5) additional one (1) year extensions of the contract may be effected by Purchase Order or an amendment to this Agreement approved by both parties.

Selected proposer(s) may be required to make on-site oral and visual presentations or demonstrations at the request of the College. The College will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the proposer. Best and Final offers may be solicited from the pool of finalists prior to selection of the successful firm.

Proposals will be reviewed by a selection committee and will be evaluated based on the following criteria. which are listed in descending order of importance:

- a. Firm Experience and Qualifications
 - i. Experience with projects of similar type and scope.
 - ii. Experience with private and public sector organizations, and institutions of higher education.
- b. Staff Expertise / Implementation and Operational Teams
 - i. The experience of staff proposed to be involved in the project.
 - ii. Proven and demonstrated hands-on expertise of key management team members and staff in this area of work.
 - iii. Demonstrated expertise in being a strategic partner with clients.
- c. Product design and capabilities (if specified in Scope of Work).
- d. Project Methodology and Structure (if specified in Scope of Work).
 - i. Description of the approach, methodology, and project structure to be used to satisfy the College's project scope and objectives.
- e. Implementation and/or delivery schedule
 - i. Proposed timeline reasonableness and responsiveness to project's intended outcomes.
- f. Financial Proposal
 - i. Total cost to College as it relates to the services.
- g. Financial Viability
 - i. Contractor's ongoing financial viability to provide services to the College.
- h. Relevant References
- i. Accessibility
 - i. For web or internet access products: Provided the level of Web Content Accessibility Guidelines (WCAG) 2.0 (A, AA or AAA) compliance of the product/service including any exceptions to meeting the specific requirements of the Level.
 - ii. For web or internet access products, telecommunications, multimedia, desktop and portable computers: Product/service meets Section 508 requirements. Answers provided to questions in relevant sections of the Voluntary Product Accessibility Template (VPAT). Information on the VPAT is found on the Information Technology Industry Counsel website (www.itic.org).

Section 5

RFP Completion Checklist

This checklist is a summary of some of the required components of the RFP. It is provided as a convenience to contractors, but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the contractor to submit complete and compliant proposals.

- ☐ **Cover Letter**
- ☐ **Proposal Form**
- ☐ **Qualifications**
- ☐ **Response to Scope of Work**
- ☐ **Exceptions Requested**
- ☐ **Cost Proposal**
- ☐ **Appendix**

Section 6 Proposal Form

Date _____

Proposal of _____,
(Name)

a corporation organized and existing under the laws of the State of _____; a
partnership consisting of _____; an individual trading as

(Name)

Request for Proposal: _____
[provide title or brief description]

To: Pima County Community College District ("College")

1. In compliance with your Request for Proposal No. _____, the undersigned hereby offers to furnish the services designated in the RFP, in strict accordance with the RFP, upon written notice of acceptance of this Proposal at any time within thirty (30) days after the date of opening of the Proposals, and to execute the Contract in accordance with the Proposal as accepted within five (5) days after the Contract is presented for signature.

2. The undersigned Proposer hereby acknowledges receipt of the following Addenda, if any:

Addendum No.	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. The undersigned Proposer understands that the College reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the College in its sole discretion, in any Proposal in the interest of the College.

4. The undersigned Proposer hereby certifies and affirms that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

5. The undersigned certifies that to the best of his/her knowledge: **(check only one)**

() There is no officer or employee of Pima Community College who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request.

() The names of any and all public officers or employees of Pima Community College who have, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this Proposal.

6. The Proposer certifies, to the best of its knowledge and belief, that:

(i) The Proposer and/or any of its Principals or Owners:

(A) (check one) **are ()** or **are not ()** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any governmental agency.

(B) (check one) **have ()** or **have not ()**, within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and

(C) (check one) **are ()** or **are not ()** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (i)(B) of this provision.

(ii) The Proposer (check one) **has ()** or **has not ()**, within a three year period preceding this offer, had one or more contracts terminated for default by any governmental agency.

"Principals," for the purposes of this Proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.

7. The certifications in paragraphs 4, 5 and 6 of this Proposal are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the College, the College may terminate the contract resulting from this solicitation for default.

SEAL - If Bidder is a
Corporation

(Official Name of Firm)

(Signature)

(Print Name)

(Title)

(Complete Business Address)

(Email Address)

(Federal Taxpayer ID Number)

Section 7 **AGREEMENT**

AGREEMENT BETWEEN PIMA COUNTY COMMUNITY COLLEGE DISTRICT **AND**

(insert vendor/consultant name)

This Agreement made and entered into on the _____ day of _____, 20____, by and between Pima County Community College District hereinafter referred to as "District" or "College" and _____ hereafter referred to as the "Consultant."

The District and the Consultant agree as follows:

FIRST: The Consultant agrees to perform the professional, technical and/or management services hereinafter set forth when, and as assigned by the District, and

SECOND: The District agrees to pay the consultant a fee, together with such other payments and reimbursements as are hereinafter provided.

ARTICLE 1: CONSULTANT'S SERVICES

The Consultant agrees to provide professional services and consultation to assist the District in _____ as outlined in the scope of work covered in Attachment A of this Agreement which is hereby referenced and incorporated as an integral part of this Agreement. All work performed under the Agreement must have prior approval of the District.

ARTICLE 2: FEE STRUCTURE

The fee structure for the work conducted under this Agreement will be in accordance with Attachment B of this Agreement which is hereby referenced and incorporated as an integral part of this Agreement.

ARTICLE 3: METHOD OF PAYMENT

Payments to the Consultant will be made monthly upon the presentation and approval of the Consultant's invoice. Each such invoice shall be documented in such detail and demonstrate such progress on each portion of the work as the District may reasonably require.

ARTICLE 4: INDEMNIFICATION

To the fullest extent permitted by law, the Consultant shall defend, indemnify and hold harmless the District, its agents, representatives, officers, directors, officials and employees, from and against all claims, damages, losses and expenses (including, but not limited to, attorneys' fees, court costs and the cost of appellate proceedings) relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Consultant, its employees, agents or any tier of subcontractors in the performance of the Agreement. Consultant's duty to defend, hold harmless and indemnify the District, its agents, representatives, officers, directors, officials and employees, shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment or destruction of property, including loss of use resulting

therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of the Agreement, including any employee of the Consultant or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Consultant be legally liable.

ARTICLE 5: EMPLOYEE RELATIONSHIP

The Consultant is an independent contractor and is not an employee, partner, legal representative, joint venturer or agent of the District. The District is not an employee, partner, legal representative, joint venturer or agent of the Consultant.

ARTICLE 6: CANCELLATION

This Agreement may be cancelled at any time, with or without cause, by the District giving seven (7) days written notice to the Consultant. In the event of such cancellation, the Consultant shall be paid for authorized services provided prior to the effective date of termination. In ascertaining the services actually rendered hereunder up to the date of the termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete reports and other documents whether delivered to the District or in the possession of the Consultant.

ARTICLE 7: OWNERSHIP OF DRAWINGS OR REPORTS

Services as represented on drawings, reports, memoranda, notes and drafts are the property of the District whether the work is completed or not and may be used by them in any fashion they see fit. Notwithstanding the foregoing, however, the Consultant reserves the right to use any studies, analyses or data prepared or collected during the course of this work for other purposes as seen fit, provided, however, that no such use shall allow the District to be identified without the consent of the District.

ARTICLE 8: PERSONAL SERVICES

It is agreed that the District is relying on the personal services of the Consultant and upon their technical ability and professional integrity. Such reliance is one of the chief considerations for the execution of this Agreement by the District. It is further understood and agreed that the Consultant shall not assign, sublet nor transfer his duties under this Agreement, nor shall this Agreement be assignable or transferable by operation of law or otherwise without the written consent of the District.

ARTICLE 9: CONFLICT OF INTEREST

The Consultant agrees to perform services exclusively for the District under this agreement, and expressly agrees not to undertake any conflicting duties to others, with or without compensation, which could in any way compromise that responsibility. The Consultant shall not disclose to others any confidential information gained from this relationship without the prior, written permission from the District, and the Consultant shall not seek to use their position, the information gained thereby, nor any other aspect of the project or relationship with others involved in it, for personal gain or other remuneration or benefit, beyond the compensation provided for herein.

ARTICLE 10: TERM OF AGREEMENT

The initial term of the contract shall be for five (5) years from date of award with five (5) additional one (1) year extensions of the contract may be effected by Purchase Order or an amendment to this Agreement approved by both parties.

ARTICLE 11: GOVERNING LAW

This Agreement is made in the State of Arizona and shall be subject to and governed by the laws of the State of Arizona. All questions concerning the validity, construction and administration of the Agreement shall be determined under Arizona law.

ARTICLE 12: SEVERABILITY

This Agreement shall be severable and to the extent that any part of the Agreement is unenforceable for any reason whatsoever, the remaining parts of this Agreement shall remain in full force and effect.

ARTICLE 13: NOTICES

All notices to either party shall be deemed to have been provided by depositing the same, postage pre-paid, with the United States Postal Service, addressed as follows:

District Representative:

Consultant Representative:

ARTICLE 14: ARBITRATION

If the parties are unable to resolve any disputes arising under the Agreement, those disputes shall be resolved through arbitration in accordance with A.R.S. ' 12-1501, et. seq.

ARTICLE 15: NON-DISCRIMINATION

The parties agree to comply with Arizona law prohibiting discrimination in employment by government contractors, to the extent applicable with this Agreement, along with other applicable non-discrimination laws and regulations.

ARTICLE 16: LACK OF SUFFICIENT FUNDING

This Agreement may be cancelled without any further obligation on the part of the College in the event that sufficient appropriated funding is unavailable to assure full performance of the Agreement terms. Consultant shall be notified in writing of any such non-appropriation at the earliest opportunity.

ARTICLE 17: INSURANCE

Consultant shall furnish insurance as required by Attachment C hereto, which is incorporated herein by this reference as though fully set forth herein.

ARTICLE 18. ADDITIONAL TERMS AND CONDITIONS

The parties shall comply with the Terms and Conditions attached hereto as Attachment D, which are incorporated herein by this reference as though fully set forth herein.

ARTICLE 19: CERTIFICATION

By signature below, the consultant certifies that it is not involved in collusion or other anti-competitive practices. The consultant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. Consultant certifies that no employee of the College, or college employee relative, has a substantial interest in any agreement subsequent to this document. Consultant also certifies it is not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any governmental agency.

ARTICLE 20: PRICE ADJUSTMENTS

Price changes will be considered and shall be in writing, submitted at least sixty (60) days prior to the increase, will only be considered at the yearly renewal date, and shall be supported by written evidence of increased costs to the Successful Vendor. The College will not approve unsupported price increases that will merely increase the gross profitability of the Successful Vendor at the expense of the College. The College shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of the College.

IN WITNESS WHEREOF, the Parties to this agreement have hereunto caused the same to be executed at Tucson, Arizona the day and year first above written.

Pima County Community College District:

Consultant:

By: _____
Print _____
Name _____
Above _____

By: _____
Print _____
Name _____
Above _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
Scope of Services

(The Scope of Services will be developed from the Project Scope defined in section 2 of this RFP and successful Offeror's proposal.)

ATTACHMENT B

Cost

Note: All costs are included in the fees for services proposed,
and there will be no additional expenses billed to the college for any reason.

Proposers must submit their cost response using this sheet

Software cost (must be all inclusive of the purchase price including all fees)

\$ _____

After initial year

Licensing/Maintenance renewal fees

Year 2 \$ _____

Year 3 \$ _____

Year 4 \$ _____

Year 5 \$ _____

Year 6 \$ _____

Year 7 \$ _____

Year 8 \$ _____

Year 9 \$ _____

Year 10 \$ _____

Training (daily rate per person – must include all expenses)

\$ _____ per day / per person

Attachment C

INSURANCE

1. Insurance Requirements

The Consultant, at Consultant's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed to do business in the State of Arizona with policies and forms satisfactory to the College and possessing a current A.M. Best, Inc. Rating of B++6.

All insurance required herein shall be maintained in full force and effect until all work required to be performed under the terms of the agreement is satisfactorily completed and formally accepted; failure to do so may, at the sole direction of the College, constitute a material breach of the agreement.

The Consultant's insurance shall be primary insurance, and any insurance or self-insurance maintained by the College shall not contribute to it.

Any failure to comply with the claim reporting provisions of the policies or any breach of an insurance policy warranty shall not affect coverage afforded under the policy to protect the College.

All policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the College, its agents, representatives, directors, officers, and employees for any claims arising out of the Consultant's work or service.

The insurance policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the College under such policies. The Consultant shall be solely responsible for deductible and/or self-insured retention and the College, at its option, may require the Consultant to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The College reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The College shall not be obligated, however, to review same or to advise Consultant of any deficiencies in such policies and endorsements, and such receipt shall not relieve Consultant from, or be deemed a waiver of the College's right to insist on, strict fulfillment of Consultant's obligations under the agreement.

The insurance policies, except Workers' Compensation, required by the agreement shall name the College, its agents, representatives, officers, directors, officials, and employees as Additional Insureds.

REQUIRED COVERAGE**General Liability**

Consultant shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$1,000,000 Products and Completed Operations Aggregate and \$1,000,000 General Aggregate Limit. The policies shall include coverage for bodily injury, broad form property damage, personal injury, products/completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of the agreement, which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 000211093 or any replacement thereof. The coverage shall not exclude X, C, U.

Such policies shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision that would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc's, Additional Insured, Form B CG20101185, and shall include coverage for Consultant's operations and products and completed operations.

CERTIFICATES OF INSURANCE

Prior to commencing Services under the agreement, Consultant shall furnish the College with Certificates of Insurance, or formal endorsements as required by the agreement, issued by Consultant's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by the agreement are in full force and effect.

In the event any insurance policy(ies) required by the agreement is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Consultant's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the agreement, a renewal certificate must be sent to the College thirty (30) days prior to the expiration date.

All Certificates of Insurance required by the agreement shall be identified with a bid serial number and title.

CANCELLATION AND EXPIRATION NOTICE

Insurance evidenced by these certificates shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the College.

Workers' Compensation

This Consultant shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Consultant's employees engaged in the performance of the work; and, Employer's Liability insurance of not less than \$2,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

In case any work is subcontracted, the Consultant will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the Consultant.

Attachment D

Terms and Conditions

1. **Legal Remedies** – All claims and controversies shall be subject to the Pima County Community College Policy regarding Formal Protests and Appeals
2. **Agreement** –The Agreement shall contain the entire agreement between the College and the Consultant relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders or master agreement in any form.
3. **Agreement Amendments** – The Agreement shall be modified only by a written amendment signed by persons duly authorized to enter into agreements on behalf of the College and the Consultant.
4. **Provisions Required by Law** – Each and every provision of law and any clause required by law to be in the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.
5. **Severability** – The provisions of the Agreement are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the Agreement which may remain in effect without the invalid provision or application.
6. **Records** – Pursuant to provisions of title 35, chapter 1, article 6 A.R.S. §35-215 the Consultant shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files and other records relating to the acquisition and performance of the Agreement for a period of five (5) years after the completion of the Agreement. All such documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced at the offices of the Auditor General, the Attorney General or the College Purchasing Office.
7. **Advertising** – Contractor shall not advertise or publish information concerning the Agreement, without prior written consent of the College.
8. **Preparation of Specifications by Persons Other than College Personnel** – All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the College's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.
9. **Americans With Disabilities Act** – The Consultant shall comply with all applicable provisions of the Americans With Disabilities Act and applicable federal regulations under the act.
10. **Conflict of Interest** – The College may, within three years after its execution, cancel the agreement without penalty or further obligation if any person significantly involved in negotiating, drafting, securing or obtaining the agreement for or on behalf of the College becomes an employee of or a consultant in any capacity to any other party to the agreement with reference to

the subject matter of the Agreement while the Agreement or any extension thereof is in effect or as otherwise provided by A.R.S. § 38-511..

- 11. Drug Free Workplace** – The Consultant agrees that in the performance of the Agreement, neither the Consultant nor any employee of the Consultant shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered in the Agreement. The College reserves the right to request a copy of the Consultant Drug Free Workplace Policy. The Consultant further agrees to insert a provision similar to this statement in all subcontracts for services required.
- 12. Equal Opportunity** – The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. -0-1.4.41 Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to the Agreement unless the Agreement is exempted under the rules, regulations or orders of the U.S. Secretary of Labor.
- 13. Federal, State and Local Taxes, Licenses and Permits** – Consultant is solely responsible for complying with all laws, ordinances, and regulations on taxes, registrations, licenses and permits, as they may apply to any matter under this document. The Consultant must demonstrate that they are duly licensed by whatever regulatory body may so require during the performance of the Agreement. Prior to the commencement of Agreement, the Consultant shall be prepared to provide evidence of such licensing as may be requested by the College. Consultant shall, at no expense to the College, procure and keep in force during the entire period of the Agreement all such permits and licenses.
- 14. Gratuities** – The College may, by written notice to the Consultant, cancel the agreement if it is found by the College that gratuities, in the form of entertainment, gifts or otherwise were offered or given by the Consultant or any agent or representative of the contractor, to any officer or employee of the College with a view toward securing an agreement or securing favorable treatment with respect to the performing of such agreement.
- 15. Liens** – Each Consultant shall keep the College free and clear from all liens asserted by any person or entity for any reason arising out of the furnishing of services or materials by or to the Consultant.
- 16. Sales and Use Tax** – The College is not exempt from state sales and use tax.
- 17. Sexual Harassment** – Federal law and the policies of the College prohibit sexual harassment of College employees or students. Sexual harassment includes any unwelcome sexual advance toward a College employee or student, any request to a sexual favor from a College employee or student, or any other verbal or physical conduct of a sexual nature that is so severe or pervasive as to create a hostile or offensive working or educational environment for College employees or students. Consultant, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of College employees and students. The employer of any person whom the College, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of the Agreement to cause such person to be removed from the project site and from College premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

- 18. Smoking** – To comply with the Smoke Free Arizona Act and to promote public health on College property, the College limits smoking, e-cigarette, and tobacco product use on its property to designated outside areas only, in conformity with the requirements of A.R.S. §36-601.01 and related County Code provisions and City ordinances. The Consultant is required to comply with this smoke free policy.
- 19. Confidentiality** – The parties shall comply with 20 USC Section 1232(g), the Buckley Amendment to the Family Educational Right and Privacy Act of 1974. Therefore, Contractor shall not be entitled to receive Employee or Student information directly from the College, other than public information available in any College directory which is not protected by federal or state privacy or confidentiality statutes or regulations. Contractor may solicit Employee and Student information directly from Employees and Students subject to prior disclosures by Contractor of all intended uses of such information. Regardless of the Employee or Student personal information, even if such information is publicly available via directories, Contractor shall under no circumstances sell, duplicate, market, or give to any person or persons, entities or other companies a list or other personal information of any or all Employees or Students. All Employee and Student identities and personal information shall remain confidential. Disclosure by Contractor occurring without the express prior written consent of the Employee or Student shall result in the immediate termination of this agreement.
- 20. Assignment-Delegation** – No right or interest in the Agreement shall be assigned or delegated by Consultant without the prior written permission of the College. Any attempted assignment or delegation by Consultant shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
- 21. Force Majeure** – Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing under the Agreement if such delay or default is caused by conditions beyond its reasonable control including, but not limited to wars, insurrections, fires, floods, governmental restrictions and/or any other cause beyond the reasonable control of the party whose performance is affected.
- 22. Intellectual Property Rights** – It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Agreement belongs solely and exclusively to the College. Documents provided in connection with the Agreement belong to the College and are being used with permission. Intellectual property, as used herein, means all forms of legally protectable intellectual property, including copyrights, trademarks, inventions, patent applications, patents and mask works, drawings and/or blueprints. It is also understood and agreed that any intellectual property created as a result of Consultant's performance of this Agreement is considered a work for hire under the U.S. copyright laws and as such, the College will own the copyright.
- 23. Laws and Regulations** – Consultants are solely responsible for keeping themselves fully informed of and faithfully observing all laws, ordinances, and regulations affecting the rights of their employees, and shall protect and indemnify the College, its officers and agents against any claims of liability arising from or based on any violation thereof.
- 24. Payment Terms** – Payments by the College shall be subject to the provision of Title 35 of Arizona Revised Statutes, relating to time and manner of submission of claims. The College's

obligation is payable only and solely from funds appropriated for the purpose of the Agreement. Unless otherwise stated herein, the payment terms for the Agreement are Net 30 days.

- 25. Price Adjustment** – Price changes will normally only be considered at the end of one Agreement period and the beginning of another. Price change requests shall be in writing, submitted at least sixty (60) days prior to the end of the current Agreement period, and shall be supported by written evidence of increased costs to the Consultant. The College will not approve unsupported price increases that will merely increase the gross profitability of Consultant at the expense of the College. Price change requests shall be a factor in the Agreement extension review process. The College shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of the College. Other than listed on cost sheet submittal.
- 26. Prior Course of Dealings** – No trade usage, prior course of dealing, or course of performance under other agreements shall be a part of this Agreement resulting from this RFP, nor shall such trade usage, prior course of dealing or course of performance be used in the interpretation or construction of such resulting agreement.
- 27. Right to Offset** – The College shall be entitled to offset against any sums due the Consultant, any expenses or costs incurred by the College, or damages assessed by the College concerning the Consultant's non-conforming performance or failure to perform the Agreement, or any other debt owing the College.
- 28. Insolvency** – The College shall have the right to terminate the Agreement at any time in the event Consultant files a petition in bankruptcy; or is adjudicated bankrupt; or if a petition in bankruptcy is filed against Consultant and not discharged within thirty (30) days; or if Consultant becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for Consultant or its business.
- 29. Lack of Funding** – The Agreement may be canceled without further obligation on the part of the College in the event that sufficient appropriated funding is unavailable to assure full performance of the terms. The Consultant shall be notified in writing of such non-appropriation as soon as reasonably possible. No penalty shall accrue to the College in the event this cancellation provision is exercised. This cancellation provision shall not be construed so as to permit the College to terminate the Agreement in order to acquire similar equipment, material, supplies or services from another party.
- 30. Stop Work Order** – The College may at any time, by written order to the Consultant, require the Consultant to stop all or any part of the work called for by the Agreement for a period of up to ninety (90) days after the order is delivered to the Consultant, and for any further period to which the parties may agree. The order shall be specifically identified as the Stop Work Order issued under this provision. Upon receipt of the order, the Consultant shall immediately comply with its terms and take all reasonable steps to minimize the incidence of costs allocable to the work covered by the order during the period of work stoppage. If a Stop Work Order issued under this provision is canceled or the period of the order or any extension expires, the Consultant shall resume work. The College shall make an equitable adjustment in the delivery schedule or Agreement price, or both, and the Agreement shall be amended in writing accordingly.
- 31. Suspension or Debarment** – The College may by written notice to the Consultant immediately terminate the Agreement if the College determines that the Consultant has been debarred,

suspended, or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor or Contractor of any public procurement unit or other governmental body.

32. Continuation of Performance Through Termination – The Consultant shall continue to perform, in accordance with the requirements of Agreement, up to the date of termination, as directed in the termination notice.

33. Federal Immigration Laws and Regulations – Consultant warrants that it complies with all Federal Immigration laws and regulations that relate to its employees and complies with A.R.S. § 23-214(a) and that it requires the same compliance of all subcontractors under the agreement. Consultant acknowledges that pursuant to A.R.S. § 41-4401 and effective September 30, 2008, a breach of this warranty is a material breach of the agreement subject to penalties up to and including termination of the agreement. The College retains the legal right to audit the records of the Consultant and inspect the papers of any employee who works for the Consultant to ensure compliance with this warranty and the Consultant shall assist in any such audit. The Consultant shall include the requirements of this paragraph in each contract with subcontractors under the agreement.

If the Consultant or subcontractor warrants that it has complied with the employment verification provisions prescribed by sections 274(a) and 274(b) of the Federal Immigration and Nationality Act and the E-verify requirements prescribed by A.R.S. § 23-214(A), The Consultant or subcontractor shall be deemed to be in compliance with this provision. The College may request proof of such compliance at any time during the term of the Agreement by the Consultant and any subcontractor.

34. Extended Contract

The College is an active member of the Strategic Alliance for Volume Expenditures (S.A.V.E.) Cooperative agreement. Under this Cooperative Purchasing Agreement, and with the concurrence of the successful Proposer, other members of this organization may access any subsequent agreement/contract resulting from this solicitation. If the Proposer does not want to grant such access, it must be stated in their Proposal. In the absence of a statement to the contrary, the college will assume that access is granted by the Proposer to any subsequent agreement/contract.

35. Price Adjustment. Price changes will be considered and shall be in writing, submitted at least sixty (60) days prior to the increase, will only be considered at the yearly renewal date, and shall be supported by written evidence of increased costs to the Successful Vendor. The College will not approve unsupported price increases that will merely increase the gross profitability of the Successful Vendor at the expense of the College. The College shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of the College.