



**MARICOPA**  
COMMUNITY COLLEGES

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

REQUEST FOR PROPOSAL #3487-7

Graduation Regalia and Related Supplies

Proposal Due Date

August 19, 2021 (local time)

# MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

RFP # 3487-7

Graduation Regalia and Related Supplies

## SCHEDULE OF EVENTS

| ACTIVITY                | DATE            |
|-------------------------|-----------------|
| Release RFP             | July 8, 2021    |
| Questions Due           | July 19, 2021   |
| Proposals Due           | August 19, 2021 |
| Proposed Contract Award | September 2021  |

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**ACKNOWLEDGMENT OF RECEIPT**  
**RFP # 3487-7**  
Graduation Regalia and Related Supplies

Please provide the requested information below as acknowledgment that you have received our Request for Proposal noted above. To ensure receipt of any future addenda and to remain in our vendor database it is strongly recommended that interested Bidders complete this acknowledgment and return via email to [sarah.van.omen@domail.maricopa.edu](mailto:sarah.van.omen@domail.maricopa.edu) even if you do not intend to submit a proposal.

All addenda/amendments will continue to be posted on our website at:  
<https://procurement.maricopa.edu/>

**Failure to sign and return the "Acknowledge of Receipt" will result in your company not being sent any addenda to this RFP. Addenda may significantly alter the specifications of this RFP which could result in your proposal being deemed unresponsive if this form is not returned.**

Name of Firm: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: (Print) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:** Failure to respond to this acknowledgement **may** result in your company's removal from our vendor database for this commodity.

( ) We will not be responding to this solicitation please retain us on the Proposing Firm's mailing list.

## GENERAL

### 1.1 INTRODUCTION

It is the intent of the Maricopa County Community Colleges District (MCCCD or the District) to select one or more vendor(s), which is deemed the most favorable as determined by the evaluation criteria described herein to provide district-wide Graduation Regalia and associated items at various MCCCD locations on an as needed basis.

### 1.2 MCCCD DISTRICT MAKE-UP

MCCCD comprised of ten colleges, and numerous education centers dedicated to educational excellence by meeting the needs of the businesses and the citizens of Maricopa County. Each college is individually accredited, yet part of a larger system, the Maricopa County Community College District (MCCCD or District). The MCCCD is one of the largest higher education systems in the nation. As the largest provider of health care workers and job training in Arizona, it is a major resource for business and industry and for individuals seeking education and job training. More than 200,000 students attend the Maricopa Community Colleges each year taking credit and non-credit courses. MCCCD employs nearly 4,500 full-time faculty and staff and more than 9,000 part-time faculty and staff.

### 1.3 HISTORY

MCCCD ranks as one of the nation's largest systems of its kind and is the largest single provider of higher education in Arizona. MCCCD educates and trains thousands of students year-round. What's more, thousands of employees from both local and relocating businesses and industries are enrolled in customized workforce training programs with the MCCCD system. MCCCD's administration, faculty and staff are committed to working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

A seven member governing board governs MCCCD. Five members are elected from geographical districts within Maricopa County, while two are elected on a countywide basis. The chief executive officer of MCCCD is the Chancellor; and a president heads each of the colleges. MCCCD is a political subdivision of the State, and the elected governing board has the power to levy taxes. Funding comes from property taxes, student tuition, and federal, state and private grants.

### 1.4 CURRENT ENVIRONMENT

The Maricopa County Community College District, along with most educational entities in the State of Arizona, has been dealing with decreased funding support from the State for many years. In 2015, the State of Arizona eliminated all of the funding it was providing to help support MCCCD's operations. In addition to the loss of all funding from the State, MCCCD has experienced a decrease in student enrollment, which is a typical trend for all community colleges during strong economic times.

It is the philosophy of MCCCDC that this loss of funding and decreased enrollment should not be bridged by raising student tuitions or by burdening the public with increases in their taxes. The result of these funding reductions has created a need to rethink the traditional model of customer and vendor so that MCCCDC can continue to provide the best learning environment for our student population as well as practice good stewardship of the public support we receive.

It is the District's desire to move towards a model that is being utilized by many other higher learning institutions throughout the country which is to evolve the previous customer/supplier relationships associated with our contractors to that of becoming our Strategic Partners. By cultivating strategic partnerships it will enable MCCCDC and the awarded contractor to help identify potential cost reductions, maximize efficiencies, and tap unexplored value-added opportunities to maximize resources and support to the benefit of both parties. Any potential strategic initiatives can be established during negotiations.

#### 1.5 STRATEGIC PARTNERSHIPS

In addition to providing the services listed in this Request for Proposal, MCCCDC is continually seeking to expand its relationships with contractors who can evolve into a strategic partner. We are seeking companies that can help expand the boundaries of what has been thought of as traditional staffing contracts by infusing the program with new concepts, out-of-the box thinking, and value-added offerings that may not have existed before.

#### 1.6 VALUE ADDED OFFERINGS:

MCCCDC would be interested in receiving any suggestions that would bring added value to this contract. As stated in section 1.4, the previous sources of State revenue support have been cut and in order to continue to provide the quality of education our students deserve MCCCDC is open to considering new resources and ideas to help alleviate these short-falls. These proposals may be a one-time occurrence or recurring in nature, revenue producing (such as incentives or rebates) or other offerings that would bring added value to our organization. Provide details how leveraging a strategic partnership with your company can assist MCCCDC in achieving our goals. Creative solutions are encouraged and should be clearly labeled in the proposal as an attachment.

Potential value added offerings may be proposed in general in the attachment but will not be reviewed and considered until after the competitive evaluation process has been completed. Once a susceptibility of award is determined by the evaluation team further negotiations regarding these added value offerings may occur and must be completed prior to a final contract award.

The negotiation of any of these offerings is separate from the evaluation process. Changes / additions to these offerings may be made if agreed upon in writing by both parties and included as a signed contract amendment.

MCCCDC reserves the right to exclude items offered under this section from co-operative use unless also agreed upon by the awardee.

## PROPOSAL INSTRUCTIONS

### 2.1 PURPOSE OF RFP

It is the intent of the Maricopa County Community College District (MCCCD or The District) to select a contractor, which is deemed the most favorable as determined by the evaluation criteria described herein, to provide district-wide Graduation Regalia to include cap, gown, tassel, pendant, collar, honor cord, and diplomas.

### 2.2 PROPOSAL QUESTIONS

All questions regarding this Request for Proposal should be directed to:

Sarah Van Omen  
(480) 731-8536  
E-Mail: [sarah.van.omen@domail.maricopa.edu](mailto:sarah.van.omen@domail.maricopa.edu)

Questions must be sent by e-mail. Questions will only be accepted until 5:00 p.m. (local time), July 18, 2021. We will not respond directly to the company asking the question. All questions received within the question period will be acknowledged even if an answer cannot be provided. Responses to the questions received by the deadline will be answered in the form of an addendum and sent to all known potential respondents, based on returned Acknowledgement of Receipt forms, on/about July 26, 2021.

### 2.3 PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to assure that Proposals are received as follows:

**The Proposal packet must contain one (1) printed original, ten (10) printed copies of the proposal and one (1) copy in PDF Format on a USB flash drive. The original must be clearly marked "Original" and the Proposal submission must be delivered Sealed.**

**The Proposals must be addressed to and received at the Main Reception Desk of MCCCD, address 2411 West 14th Street, Tempe, AZ, 85281, no later than 11:00 A.M. (local time), August 19, 2021. Proposals received after this time and date shall not be considered and will be returned unopened. When delivering your bid/proposal please allow for sufficient time to check in through the Security Desk.**

The following information must be clearly visible on the outer most Proposal Packaging:

Request for Proposal # 3487-7, Graduation Regalia and Related Supplies

Proposal Closing Date: August 19, 2021 Time: 11:00 a.m. (Local Time)

NOTE: If you are hand carrying or having a proposal package hand delivered, you or the delivery agent should allow sufficient time to arrive, park, and go through security prior to dropping off your proposal package. This applies to any other method of delivery (FedEx, UPS, USPS, etc.) as well. Late proposals will not be accepted or considered for award. Regardless of the method of delivery, it is your responsibility to insure on-time delivery of the proposal package.

Before submitting your proposal make sure you have read, understand, and comply with Part IV – Proposal Requirements, Paragraph 4.2 – Deviations from RFP.

#### 2.4 AWARD DETERMINATION

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 the Request For Proposal. The award shall be made on the proposal(s) that serves the best interest of the District and will not be evaluated solely on a monetary basis. The District reserves the right to negotiate a contract with the selected awardee. Even after the execution of a contract document or Notice of Award, the selected vendor may not initiate contract performance or incur any contract costs until it receives a District-issued purchase order or Procurement card.

#### 2.5 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. Unless it is critical for the evaluation of a proposal, the District discourages the submission of proprietary information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District's Purchasing Manager will review all proprietary information after the proposals are opened and, in conjunction with District General Counsel, make a determination if the information provided meets the classification as proprietary. If the information cannot be classified as proprietary by the District, the Proposer shall be notified and provided to the opportunity to redact that information from their proposal. Any redacted information will not be considered when evaluating the proposal. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.

#### 2.6 PROPOSAL FORM

All proposals must be submitted in writing. Oral, telephone, facsimile (fax machine) or computer data transfer proposals will not be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of contents and should try to limit the proposal to fifty (50) typewritten pages in length plus any pricing schedule(s), exhibits, resumes, proposed draft revenue sharing agreement, or attachments.

## 2.7 PROPOSER MODIFICATIONS TO PROPOSALS

No modifications to proposals are permitted by the proposer after the published RFP opening date and time. Proposals may be modified after delivery, but before opening, by requesting that they be returned. Modifications must be made and the response returned by the published date and time.

## 2.8 WITHDRAWAL OF PROPOSAL

Any Proposer may withdraw their proposal by written request at any time prior to the deadline set for receipt of proposals. No proposal may be withdrawn or modified after that deadline and shall be binding upon Proposer for a period of ninety (90) days after 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.

## 2.9 PROPOSAL COSTS

Any and all costs associated with the preparation of responses to this Request for Proposal, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner.

## 2.10 ORAL PRESENTATIONS

Proposers may, after opening and prior to award, be required to make oral and visual presentations at the request of the MCCCCD. The MCCCCD will schedule the time and location for any presentations as requested. Oral presentations will be evaluated.

## 2.11 AWARD WITHOUT DISCUSSION

The MCCCCD reserves the right to make an award(s) without further discussion of the proposals received. It is therefore critical that all proposals be submitted initially in the most favorable terms possible, both economically and technically.

## 2.12 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 with a specific contract start date will be made prior to commencement of performance. MCCCCD anticipates that the initial term will be for one year. MCCCCD may, at its discretion, and with the concurrence of the successful proposer, exercise up to 4 one-year option periods for a total contract period not to exceed 5 years. However, if a mutually beneficial strategic agreement can be reached that would benefit from a longer term, those terms will also be considered.



### 2.13 MCCCCD MODIFICATIONS TO PROPOSALS

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, and Proposers shall not rely upon such interpretations, corrections, and changes. Any changes or corrections will be issued by MCCCCD Purchasing. Addenda will be mailed or faxed to all that are known to have received a copy of the RFP. Addenda will also be posted to the proposal documents on the Purchasing website located at [www.maricopa.edu/purchasing](http://www.maricopa.edu/purchasing).

### 2.14 NON-COLLUSION

The MCCCCD encourages free and open competition. Whenever possible, specifications, proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the MCCCCD's needs and the accomplishment of a sound economical operation. The Proposer's signature on its proposal guarantees that any prices offered have been established without collusion with other eligible Proposers and without effort to preclude the MCCCCD from obtaining the most advantageous proposal.

## SCOPE OF WORK/SPECIFICATIONS

You may submit proposals on one, or all the services listed in the scope of work.

### PART 1 – CAP, GOWN, TASSEL, PENDANT, COLLAR, AND HONOR CORD

#### 3.1 Graduation Regalia (New and/or Recycled Materials)

Proposers shall include as a part of their proposal one exact sample representation, including packaging of the cap, gown, tassel, pendant, collar, and honor cord for which prices are quoted on the Pricing Schedule. Include a listing of available colors for items bid. Failure to satisfy this requirement shall result in rejection of the Bid. The quality of materials and workmanship as shown by the samples provided shall be maintained as a minimum throughout the contract period or any subsequent extensions.

All items are to be brand new from the manufacturer.

#### 3.2 Minimum Specifications

Minimum Specifications Deviations from the specifications must be clearly indicated and must be accompanied by full descriptive literature and samples. MCCCDC will make the sole determination as to the suitability of the items proposed with regard to compliance to minimum levels and also budgetary considerations.

#### 3.3 Material

Cap and gown shall be manufactured from 100% polyester, color-fast, cool fabric with draping qualities designed to enhance the appearance. The material shall conform to any Flammable Fabric Act applicable to garment use. **It shall be the economical quality level.**

- 3.3.1 Material samples of each of the following color are to be provided and identified by bidder:

#### **COLOR Required**

| <b>Gowns:</b> |
|---------------|
| Royal Blue    |
| Black         |
| Gold          |
| Purple        |
| VIP Dark Gray |

| <b>Tassels:</b>   |
|-------------------|
| Red               |
| Royal Blue/Gold   |
| Royal Blue/Silver |
| Green/Gold        |
| Black             |
| Black/Red         |
| Purple            |
| Orange            |

| <b>Honor Cords:</b>                     |
|---|
| Gold                                    |
| Red                                     |
| White                                   |
| Blue                                    |
| Maroon                                  |
| Silver                                  |
| School Colors                           |
| Red/White/Blue<br>combo for<br>Veterans |

### 3.4 Gown

The gown shall be of a traditional academic style. Front of gown shall have two broad, free-flowing front panels from the yoke to the hem with two smaller pleats on either side of each panel for complete academic detail. There shall be a finished ½" hem at the bottom to add balance and smoothness to appearance. Gowns shall have ample fullness to accommodate an individual's girth. Gowns shall be fully sized in 3" increments from U. S. sizes 33 (4' height) to 63 (6' 8") at the same price, including full fit models. Taller or shorter heights shall be made available on a special-order basis. Contrasting yoke and body color gowns to be provided at no additional charge. Include information on available colors with bid documents.

### 3.5 Yoke

The shaped yoke shall be academic style with shape-retaining lining.

### 3.6 Closure

Gowns shall be front closing with a premium quality, concealed nylon zipper graded according to gown length and matching the color of the gown.

### 3.7 Sleeve

The sleeves shall be full cut and go a bit beyond the wrist, bell-shaped and flowing in the traditionally correct academic style. The rounded sleeves shall be set-in, tailored, with 1/2" sleeve hems that are evenly finished and neatly tucked and stitched for smooth appearance in a length to be graded to size of gown.

### 3.9 Collar

Collars, with an adhesive tab to attach to the gown shall be included in the price of, and provided with, each gown. The material shall match that of the gown. Not all colleges will use collars, so this is optional.

### 3.10 Tassel

The tassel shall be 9" long, solid color or two (2) colors, with a removable souvenir year date pendant.

### 3.11 Cap

The cap shall be made from the same material and be the same color as the gown. It shall be easily adjustable in head size from 6 1/2 to 8 1/2. The square top shall be no less than 9 ¼" x 9 ¼" with a cloth-covered button.

### 3.12 Honor Cords

Standard length honor cords in gold, blue, white, red, silver, maroon, or school colors plus a red/white/blue combo for Veterans shall be available for ordering from the Supplier.

### 3.13 Seams

Yoke, side and armhole seams are to be serged non-raveling.

### 3.14 Packaging

The cap, gown, and tassel shall be individually packed together in plastic bags, clearly and accurately labeled to indicate U.S. size number, and height of person it is designed to fit. Mislabeled packaging shall entitle MCCCCD to exercise the warranty clause of this RFP.

### 3.15 Warranty

The Supplier warrants that all items shall be free of workmanship errors and defects. Items shall fully conform to all specifications of this RFP and ordering options by the individual components. Items found to be defective or in any way non-conforming shall immediately be replaced at no additional charge, including shipping.

### 3.16 Product Discontinuance

In the event that an item has been discontinued, MCCCCD may review a written request for, and may allow the Supplier to provide; a substitute item provided that the price of the substitute item is equal to or less than the current price of the discontinued item and the quality and workmanship meets or exceeds that of the discontinued item. The Supplier shall provide an exact sample representation of the item requested as a replacement for review by MCCCCD. MCCCCD shall be the sole judge as to the suitability of the new item as a replacement product and acceptance by MCCCCD shall only be by written notification.

### 3.17 Ordering

The Supplier shall provide, at no charge, Order Forms, for use by MCCCCD, listing items shown on the Pricing Schedule, and including a location for entering of the required Purchase Order number (including blanket Purchase Orders). The Supplier shall also honor requests for brochures, illustrations, color charts, material swatches or other like items to assist ordering by the District components. All terms and conditions of the contract shall supersede any which differ with any terms and conditions specified on the Order Form provided.

### 3.18 Delivery

Orders are to be shipped FOB Destination. Proposal price must include freight charges for delivery to locations within Maricopa County (Metro Phoenix), Arizona. Due to the timely nature required for receipt of the items ordered, the Supplier shall make every attempt to meet the requested delivery date shown on the individual orders, but in no event shall delivery time exceed thirty (30) days After Receipt of Order (ARO).

The supplier shall outline accommodations to students who would prefer to order online directly from the supplier, rather than pick up from college. The options should include specifics

about what platform should be used, pricing including delivery charges, online ordering using apps or computer orders, and if they can order by phone.

### 3.19 Returns

The Supplier shall accept a return of items ordered equal to no more than 10% of the items by quantity and issue a credit equaling 75% of the purchase price of the order less applicable taxes and freight. The District component shall have the option of this return for a period of sixty (60) days following the official commencement date of the District component. MCCCCD shall be liable for all return shipping charges and items returned shall be in the original packaging provided.

### 3.20 Quantities (estimated)

The following represents estimated quantities for bidding purposes only. MCCCCD does not guarantee any volume of purchases under the subsequent contract, and quantities shown may vary for subsequent contract years.

- ten (10) honor cords, double
- two thousand (2000) cap, gown, tassel packages
- Five hundred (500) tassels
- one hundred (100) year date pendants
- one thousand (1000) honor cords, single

## **PART 2 - DIPLOMA**

### 3.21 Product Information

Proposers shall include as a part of their Proposal an exact sample representation of the items requested below and for which prices are quoted on the Price Sheet. Failure to satisfy this requirement shall result in rejection of the Proposal. The quality of materials and workmanship as shown by the samples provided shall be maintained as a minimum throughout the contract period or any subsequent extensions.

### 3.22 Diploma Sheet

Diploma sheets will be individual and distinctive for each of the ordering components of the District. The sheet will contain the complete and exact Institution name and location, gold campus seal, general course of study, witness statement, date of award, and four (4) signatures. Pricing and availability for some colleges will need to include options for semi blank sheets that match the sizing for each college that DO NOT include the individual student name and pre-printed award.

Graduate name, date of award and degree to be printed as supplied by District component.

Honor Seals are to be provided as needed at no additional charge.

Size: 7" x 9" Diploma Sheet must be compatible in size with the diploma cover so as to fit perfectly. GateWay Community College, Mesa Community College and Phoenix College require a 8 ½" x 11" Diploma Sheet and Cover.

### 3.23 Paper

Paper Diploma parchment, with 100% new cotton rag fiber, manufactured for maximum permanency and serviceability.

Crane paper, ivory color, basis weight 48lbs.

Formation must be uniform and free from fuzz, lint, dirt, specks, rubber spots, bunches, lime spots, lumps, or other foreign matter or abnormalities.

Erasing quality will permit erasures and redrawing and retain surface appearance without ink spreading.

Diploma Sheets will be manufactured by Astroline process; simulated engraving; detail; raised from paper. Flat printing or regular raised print is not acceptable.

Campus seals will be gold and have second color within seal available which is specific for and chosen by each District component.

Three (3) Diploma Sheet samples of at least each of the following type styles are to be provided and identified by Bidder: Roman, Park Avenue, Old English

The Proposer shall also provide examples of all Honor Seals.

### 3.24 Diploma Certificates

Specifications for Diploma Certificates are to be the same as the Diploma Sheets including size, paper requirements and manufacturing process and seals, paper color may vary. Text, including signatures shall be changed to reflect that of a certification document. Three (3) Diploma Certificate samples of at least each of the following type styles are to be provided and identified by Proposer: Roman, Park Avenue, Old English.

### 3.25 Diploma Covers

Outside dimensions will be 9 ½" x 7 ½" or 8 ½" x 11" – hinged at the top. Each component of the District will have their own choice of colors and campus seal. The campus seal is to be a minimum of 2" in diameter, embossed in gold or silver glitter metallic foil on the front cover with another color at the discretion of the component. The seal must be clean and clear, tarnish resistant, must not rub off, and positioned as directed by the component. A double line panel is to be embossed on the front and the back of the cover, square to all edges.

#### **COLOR Required:**

Diploma Covers:

- Royal Blue – Gold Inlay

- Royal Blue – Silver Inlay
- White – Gold Inlay
- Black – Purple Inlay
- Forest Green – Gold Inlay
- Black – Gold Inlay

#### 3.25.1 Cover Material

.010 point base Leathertone Pyroxaline, coated in Seal Morocco grain, securely and neatly glued and anchored to the top padding sheet with clear, flexible adhesive. All corners are to be neatly turned.

#### 3.25.2 Cover Board

Warp resistant, red label Dovey Board, a minimum of .061 thickness.

#### 3.25.3 Cover Padding

Trubond no. 1320, ½", 3 ½ lb. padding, laminated between .010 point paper. The paper keeps the face and back of the cover from exposure to the raw cotton material. After bonding, the pad is die-cut for accuracy of size. The padding is an internally bonded fibrous, cushioning material with good rebound characteristics. It is to be composed of a blend of cotton and synthetic fibers, containing approximately 10% unspecified cellulose material and surface coated with a resin or equivalent natural binder. Internal bond shall be achieved through the incorporation of primary bonding additives or combination of primary and secondary bonding additives amounting to no less than 5% nor greater than 25% of the padding weight. The padding, exclusive of the backing board and laminating adhesive, shall have a nominal weight of 10.5 ounces per square yard and at the production thickness of ½" shall exhibit a nominal density of 3.5 pounds per cubic foot.

#### 3.26 Lining

Each cover is to be lined with a color to be chosen by the individual District component. One lining will have four (4) corner ribbons designed to hold Diploma Sheets snugly. The corner ribbon will be a #5 fused edge rayon acetate of fade resistant quality. Ribbon color also to be chosen by the individual District component.

The lining material will be No. 180 moired taffeta laminated to a 50 lb. white opaque book paper, or which smooth satin taffeta.

##### 3.26.1 Warp

75 Denier Bright Acetate D. The lining board that the moired taffeta is formed over, is a smooth flexible #1 grade binder board with white titanium coating on one side-.025" thick, to give the lining maximum color value.

There shall be a plastic separator sheet and tissue papers inserted into each cover for protection of the lining.

The cover hinge material is to be the same as the cover material and fully glued into the cover with a clear, flexible adhesive.

### 3.27 Cover Envelope

The envelope will be 25 lb., white, open end (no flap), center seal, and will be furnished with each Diploma cover and included in the bid price. Additional separate envelopes will be available for ordering by the components and the Bidder shall submit a price for extra envelopes on the Price Sheet.

Three (3) Diploma Cover (with envelope) samples of at least each of the following type styles are to be provided and identified by Proposer: Roman, Park Avenue, Old English.

### 3.28 Specialty Covers

In addition to the Diploma covers, MCCCCD may purchase under any subsequent contract, covers for Special Awards. These covers shall have the same specifications as the Diploma covers relating to materials. However, the District may request that the cover be hinged on the left. The price for Specialty Covers shall be the same as the price bid for Diploma Covers.

### 3.29 Minimum Specifications

Deviations from the specifications must be clearly indicated and must be accompanied by full descriptive literature and samples. MCCCCD will make the sole determination as to the suitability of the items bid with regard to compliance to minimum levels and also budgetary considerations. Item prices shall be the same for all MCCCCD components regardless of choices regarding colors, typestyles, seals, etc.

### 3.30 Production Materials

The proposal price of items on the Price Sheet shall include the charges for labor and materials associated with plates, dies, mats, negatives, proofs and associated items used in the production of the items bid. All materials shall be the property of MCCCCD and will be surrendered immediately to MCCCCD upon expiration or cancellation of the contract.

### 3.31 Warranty

The Supplier warrants that all items shall be free of errors and defects and fully conform to all specifications of this RFP and proofs approved by the individual components. Items found to be defective or in any way non-conforming shall immediately be replaced at no additional charge. Items found to be unusable which exactly conform to all specifications and the approved proof shall immediately be replaced and the additional charges (including express shipment charges, if any) added to the invoice.

### 3.32 Product Discontinuance



In the event that an item has been discontinued, MCCCCD may review a written request for, and may allow the Supplier to provide, a substitute item provided that the price of the substitute items is equal to or less than the current price of the discontinued items and the quality and workmanship meets or exceeds that of the discontinued item. The Supplier shall provide for review by MCCCCD an exact sample representation of the item requested as a replacement. MCCCCD shall be the sole judge as the suitability of the new item as a replacement product and acceptance by MCCCCD shall only be by written notification.

### 3.33 Ordering

The Supplier shall provide, at no charge, Order Forms, for use by MCCCCD, listing items shown on the Price Sheet, and including a location for entering the required Purchase Order number (including blanket Purchase Orders). The Supplier shall also include quantities of brochures, illustrations, color charts or other like items to assist ordering by the District 23 components. All terms and conditions of this RFP shall supersede any which differ with any terms and conditions specified on the Order Form provided.

Delivery Orders are to be shipped FOB Destination. Bid price must include freight charges for delivery to locations within Maricopa County (Metro Phoenix), Arizona. Due to the timely nature required for receipt of the items ordered, the Supplier shall make every attempt to meet the requested delivery date shown on the individual orders, but in no event shall delivery time exceed thirty (30) days after receipt of order (ARO).

### 3.34 Quantities (estimated)

The following represents estimated quantities for bidding purposes only. MCCCCD does not guarantee any volume of purchases under the subsequent contract, and quantities shown may vary for subsequent contract years.

- 6,900 Diploma Sheets
- 6,700 Diploma Covers
- 100 Extra envelopes.

## PROPOSAL REQUIREMENTS

**Paragraphs 4.1 & 4.2 below require specific, written responses or confirmations.** To be considered for selection, respondents shall meet/provide the following requirements:

### 4.1 MINIMUM REQUIREMENTS

- 4.1.1 Must be licensed by the State the business is in, if services requested require such licensure.
- 4.1.2 Must provide a completed Pricing Schedule (Section 7) signed by an authorized company signatory.
- 4.1.3 Must have carefully read and understand all parts of the RFP and certified that the Proposal is made in accordance therewith.

### 4.2 SPECIFIC REQUIREMENTS

N/A

### 4.3 DEVIATIONS FROM RFP

Proposers must specifically provide a separate listing under Tab 8 of your proposal for each circumstance in which their proposal differs from any terms or conditions of this Request for Proposal. Failure to list such a deviation will result in the terms of the proposal being disregarded in favor of the corresponding term(s) of the RFP. Material deviations from the requirements of this RFP shall result in rejection of the proposal.

The term “material deviations” includes both deviations from the MCCCCD contract terms set forth in this RFP **and** additional contract terms that the Proposer requests the MCCCCD to consider. Be aware that the absence of a term on a subject in the RFP, particularly a general contract term and condition, does not mean that the Proposer should feel free to offer one. The MCCCCD considers the General Terms and Conditions of this RFP to be a fair allocation of risk between a contractor and the MCCCCD. It will not accept terms – revised or additional ones - that shift those risks or provide the Proposer with additional discretion. The Proposer in choosing the respond to this RFP, must demonstrate in its Proposal that it accepts the terms upon which the MCCCCD is conducting the competition.

The Proposer must list in the separate listing specified above all deviations, including any additional terms, in its Proposal so that MCCCCD may consider them in determining the most advantageous offer. Deviations that a winning Proposer submits after it has been selected for award, such as through a vendor standard template contract, will not be considered.

#### 4.4 SIGNATURE

The Contractor shall furnish and include all requested information with their proposal. Statements are required to be complete and accurate, and the proposal shall be signed by an authorized signatory of the company (sworn to and notarized, if requested). A proposal submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the Proposer. Omission, inaccuracy, or misstatement may be sufficient cause for rejection of the proposal.

#### 4.5 AWARD CONSIDERATION

From the total information requested, determination shall be made of the Proposer's ability to serve the MCCCCD. Only proposals from responsible organizations or individuals, as determined by the MCCCCD, which have the capability of providing the required services under this RFP, shall be considered. Representatives from the MCCCCD reserve the right to conduct interviews with the individual proposers for clarification of the proposals presented. The MCCCCD reserves the right to negotiate any and all provisions presented in the proposals.

#### 4.6 FORMAT & SUBMITTAL REQUIREMENTS BOUND AND TABBED AS FOLLOWS

- Tab 1: Price Totals Sheet / Itemized Price List
- Tab 2: Signature Page
- Tab 3: Scope of Work
- Tab 4: Attachment A
- Tab 5: Warranty (if required)
- Tab 6: Signed Addenda (i.e.-addenda acknowledgments if any)
- Tab 7: Deviation to Terms and Conditions (if any)

## RESPONDENT QUESTIONNAIRE

Provide information to all sections below. Failure to provide required information may cause the proposal to be deemed non-responsive.

5.1 The respondent questionnaire is not applicable for this RFP

## EVALUATION CRITERIA

The following is a listing of general and specific criteria used for the evaluation of this RFP. The areas include, but are not limited to:

- 6.1 General quality of responsiveness of proposer:
  - A. Ability to meet all terms and conditions
  - B. Completeness and thoroughness of proposal
  - C. Grasp of scope of work to be performed
  - D. Description of approach to be taken
  - E. Evidence of effective organizational and management practices
  - F. Qualifications of personnel
  - G. Experience and past performance
- 6.2 Specific areas that will be evaluated and scored except as described in STEP THREE below:
  - A. Past experience in providing comparable services to other clients.
  - B. Responses to Minimum and Specific Requirements.
  - C. Pricing.
  - D. Sustainability (if applicable)

Proposals will be evaluated in accordance with the following three-step process:

STEP ONE - Verification of each proposer's compliance with the RFP general terms and conditions as listed in Section 1, 2 and 3 of this RFP.

STEP TWO - Verification of each proposer's compliance that all required written responses/confirmations are thoroughly submitted.

STEP THREE – All proposals meeting the criteria as presented in Steps One and Two will be evaluated with a "points-earned compliance matrix". An evaluation committee will evaluate and score the proposals. The proposals will be ranked on a "points-earned" technical, service and financial compliance matrix. The evaluation committee may continue to evaluate proposals after the initial scoring of them by any means that it deems reasonable. If the evaluation committee schedules oral presentations, the presentations may or may not be scored and that scoring may, but is not required to be added to the previous scoring of the proposals. The evaluation committee reserves the right to use additional advisory committees or subject matter experts at any time during this RFP to assist with the evaluation.

## PRICING SCHEDULE

The undersigned has read and understands all conditions and terms of RFP 3487-7, is authorized to submit this proposal on behalf of the company, and hereby offers to perform the services for the pricing indicated below:

**7.1** Products/Services as requested in this RFP:

| <b>Traditional Materials</b>                                 | <b>Proposed Pricing</b> |
|--|-------------------------|
| Cap, Gown, Tassel Package                                    | \$                      |
| Tassel/Year Date Pendant                                     | \$                      |
| Year Date Pendant  | \$                      |
| Honor Cord, Single   | \$                      |
| Honor Cord, Double   | \$                      |
| <b>Recycled Materials</b>                                    | <b>Proposed Pricing</b> |
| Cap, Gown, Tassel Package                                    | \$                      |
| Tassel/Year Date Pendant                                     | \$                      |
| Year Date Pendant  | \$                      |
| Honor Cord, Single   | \$                      |
| Honor Cord, Double   | \$                      |
| <b>Diploma</b>   | <b>Proposed Pricing</b> |
| Diploma Sheets/Diploma Certificates                          | \$                      |
| Diploma Sheets/Diploma Certificates (GWC,MCC &PC)            | \$                      |
| Diploma Covers (including Specialty Covers)                  | \$                      |
| Diploma Covers (GWC, MCC & PC ) (including specialty covers) | \$                      |
| Additional Diploma Cover Envelopes                           | \$                      |
| Plus Size Diploma Covers                                     | \$                      |

**7.2** Additional Products and/or Services (Optional)

|       |          |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

**7.3** Prompt Payment Discount (if offered): \_\_\_\_\_

Costs/Fees listed above shall include all overhead and profit. No billing will be accepted that shows any other costs than those listed above. This includes, but is not limited to, travel, any out-of-pocket costs, meetings, secretarial, printing, delivery, rent, phone calls, postage, overnight mail service, accounting, fuel charges, office supplies, etc.

**You may submit a more detailed pricing schedule in lieu of the above as an attachment to this page, but the signature page (Section 10) must be completed, signed and included with your proposal.**

## SPECIAL TERMS AND CONDITIONS

**\*\*Any deviations to the Special Terms and Conditions MAY be considered in this proposal\*\***

These General Terms and Conditions, the other provisions of the RFP and amendments to it, the Proposer proposal, and MCCCDC's purchase order terms ("Contract Documents") along with any engagement letter will constitute the provisions of the contract between MCCCDC and successful Proposer ("Contract"). MCCCDC reserves the right to negotiate with the successful Proposer and modify any of the provisions of the Contract upon mutual written agreement of the parties. The RFP, amendments to it, and MCCCDC's purchase order terms will take precedence over any inconsistent terms in a proposal or other documents. The term "days" as used in this Contract means business days, unless otherwise specified.

### 8.1 INSURANCE REQUIREMENTS

Contractor shall maintain during the term of this Agreement insurance policies described below issued by companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an A.M. Best rating of A - VII or better. At the signing of this Agreement, Contractor shall furnish the MCCCDC with certificates of insurance evidencing the required coverages, conditions, and limits required by this Agreement. Certificate of Insurance shall be sent to:

Representative's Name (person who is collecting the certificate)

College or District Office and address

Phone number and email address

The insurance policies, except Worker's Compensation, must be endorsed as require by this written agreement to name MCCCDC and its agents, officers, officials, employees, and volunteers as additional insureds or its equivalent:

*The Maricopa County Community College District and its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.*

The insurance policies shall contain a waiver of subrogation endorsement in favor of Maricopa County Community College District, its agents, officers, officials, employees, and volunteers for losses arising from work performed by or on behalf of the contractor.

Contractor and, if applicable, any subcontractors will notify the MCCCDC Risk Manager by certified mail promptly if it receives notice or the expiration, cancellation, suspension, or material change in its insurance coverage, but in no case fewer than 30 days before the action specified in the notice. The

Contractors insurance must be primary, and any insurance or self-insurance maintained by MCCCCD will not contribute to it. If any part of the Agreement is subcontracted, these insurance requirements also apply to all subcontractors.

The contracting College or District Office, in consultation with MCCCCD Risk Management, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this contract, as deemed necessary. Such action between the College or District Office and MCCCCD Risk Management will not require a formal Contract amendment but may be made by administrative action.

In the event any professional liability insurance required by this Contract is written on a "claims made" basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Contract is completed. Contractor's work or services and must be evidenced by annual certificates of insurance. Contractor shall notify the MCCCCD Risk Manager by certified mail promptly if it receives notice or the expiration, cancellation, suspension, or material change in its insurance coverage, but in no case fewer than 30 days before the action specified in the notice. The Contractor's insurance must be primary, and any insurance or self-insurance maintained by MCCCCD shall not contribute to it. If any part of the Contract is subcontracted, these insurance requirements also apply to all subcontractors.

#### **Commercial General Liability (CGL) – Occurrence Form**

Policy shall include bodily injury, property damage, and broad form contractual liability coverage, including but not limited to, the liability assumed under the indemnification provisions of this Contract.

|   |             |
|---|-------------|
| • General Aggregate                         | \$2,000,000 |
| • Products – Completed Operations Aggregate | \$1,000,000 |
| • Personal and Advertising Injury           | \$1,000,000 |
| • Damage to Rented Property                 | \$50,000    |
| • Each Occurrence                           | \$1,000,000 |

If applicable, **Commercial Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 each occurrence with respect to the Contractor's and, if applicable, the sub-contractor's owned, hired, and non-owned vehicles.

**Worker's Compensation** insurance with limits statutorily required by any Federal or State law and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

## 8.2 OBLIGATIONS TO PROTECT CONFIDENTIAL INFORMATION

MCCCCD information that is required to be kept confidential will be kept so in perpetuity.

For purposes of this Contract, Confidential Information is defined as any and all MCCCCD information and data whose collection, sharing, dissemination, use, preservation, disclosure, protection, storage, destruction and/or disposition is governed by federal, state, local and/or international law or regulation, or by contract. Confidential Information includes, but is not limited to, Social Security Numbers, student



records, student financial records regarding students (or their parents or sponsors), financial and personal information regarding MCCC employees and students, protected health information (as defined by the Health Insurance Portability and Accountability Act of 1996 and its regulations), and other personal information relating to an identified or identifiable natural person. In addition, Confidential Information includes business and marketing plans, strategies, data, technology and technical information, access credentials, system information, institutional financial and performance records and other information that is proprietary to or developed by MCCC.

- 8.2.1 Confidential Information does not include (i) information the receiving party already knows, (ii) information that becomes generally available to the public except as a result of disclosure by the receiving party in violation of this Contract, and (iii) information that becomes known to the receiving party from a source other than the disclosing party on a non-confidential basis. . If Contractor is required by law to transfer, disclose or permit access to or use of Confidential Information by a third party, Contractor will promptly notify MCCC in advance of such action and cooperate with MCCC to limit the extent and scope of such transfer or disclosure.
- 8.2.2 If the Contractor potentially has access to MCCC Confidential Information under this Contract, Contractor agrees that Confidential Information provided to it, or to which it may have access, during the provision of service, will be used only and exclusively to support the service and service execution and not for any other purpose. Contractor agrees that Confidential Information will not be further disclosed to any third-party without the express written consent of MCCC. Such use will not include examining data for targeted marketing either within the confines of the service or external to the service (e.g., keyword indexing). Contractor may use aggregate statistics on service usage solely for internal business purposes to enhance or optimize the functionality of the service provided under the Agreement provided that such data cannot be attributed to any individual following anonymization and aggregation and no MCCC Confidential Information is retained by Contractor.
- 8.2.3 Contractor will limit access to Confidential Information to its employees with a need to know the Confidential Information to carry out the activities under this Contract and will instruct those employees to keep the information confidential. It is understood, however, that Contractor may disclose the MCCC Confidential Information on a need-to-know basis to its contractors, subcontractors, and vendors who are performing services, provided those contractors, subcontractors, and vendors have executed confidentiality agreements and have agreed to materially the same or greater security obligations as Contractor provides with respect to MCCC Confidential Information hereunder, and further provided that Contractor shall remain legally and financially liable for any unauthorized disclosure of the MCCC Confidential Information by those contractors, subcontractors, and vendors. The access rights of any employees, contractors, and subcontractors will be removed immediately by Contractor upon termination or adjusted upon change in job function when such access is no longer necessary. Contractor will closely monitor physical and logical access to Confidential Information, including areas where it stores Confidential Information.

- Without limiting the foregoing, Contractor shall maintain and only allow access to Confidential Information in the United States. Contractor shall obtain MCCC'D's written consent prior to allowing access to Confidential Information from outside the United States, or transferring systems containing Confidential Information outside the United States.
- 8.2.4 As specified in Paragraph 3.8 addressing the Family Educational Rights and Privacy Act, Contractor understands that it may have access to student educational records, under this Contract. MCCC'D designates Contractor and its employees and/or agents as a school official for purposes of the Family Educational Rights and Privacy Act of 1974. Contractor shall safeguard those records and limit access to those records to only its employees and/or agents whose access to them is essential to the performance of this Contract. Contractor will not disclose those records without the prior written authorization of the student and/or the parent of a student who is a minor permitting MCCC'D and Contractor to release the information according to the authorization.
- 8.2.5 At all times during this Contract, Contractor will maintain appropriate administrative, technical and physical safeguards to protect the security and privacy of the Confidential Information in use, in motion and at rest.
- 8.2.5.1 These safeguards include, but are not limited to, implementation of adequate privacy and security policies and data breach response plans that comply with industry standards and the requirements of applicable laws and the regulatory agencies responsible for enforcing them, as long as they meet or exceed MCCC'D's information security and privacy policies and procedures as previously described herein. Contractor will supply the appropriate MCCC'D representative with copies of those policies and plans upon request.
- 8.2.5.2 Contractor will maintain personnel policies that appropriately check the backgrounds of its employees who will be providing services to MCCC'D. Contractor will supply the appropriate MCCC'D representative with copies of those policies upon request.
- 8.2.6 Contractor will inform MCCC'D's Chief Privacy Officer and the Office of General Counsel by sending an e-mail to [protectprivacy@maricopa.edu](mailto:protectprivacy@maricopa.edu) immediately, and in no event later than within one (1) business day if Contractor and/or its contractors/agents has reason to believe that an actual or suspected security incident or any other circumstance has occurred in which MCCC'D may be required to perform a risk assessment and/or provide a notification under applicable law, at which point MCCC'D internal and/or external legal counsel will determine any additional information needed or steps to be taken, and will make a legal determination regarding its course of action. Any such notice will provide a description about the Confidential Information that was accessed as Contractor has available at the time of the notice. Contractor will keep the MCCC'D Office of General Counsel updated promptly as additional details about the nature of the Confidential Information become available, and will communicate such information in a manner that maximizes the extent to which the attorney-client privilege and/or work product attaches to these communications. Furthermore, any such notice and all communications concerning a situation for which notice is provided are part of the confidential joint response of Customer and Contractor,

- 8.2.7 Contractor agrees to mitigate, to extent practicable, any harmful effect that is known to Contractor of a use or disclosure of Confidential Information in violation of this Contract by Contractor or its subcontractor.
- 8.2.8 For purposes of this Contract, “security incident” means the unauthorized access and/or misappropriation of Confidential Information. If in the event that applicable law requires notification to individuals or others of such a security incident or such incident places individuals at an actual risk of harm, Contractor will (i) be completely accountable and responsible, financially and otherwise, at no cost to MCCCCD, (ii) provide assistance with the drafting and mailing of such notifications, (iii) retain a mutually agreed upon vendor to provide notification and call centering services, and (iv) offer to provide two (2) years of industry standard credit monitoring, identity theft restoration services and identity theft insurance to each affected individual at no cost to Customer or such affected individual. The requirement to offer such monitoring and insurance will only exist for individuals in those jurisdictions where such products are available.
- 8.2.9 If as result of the Contractor’s systems, actions, and/or omissions, if a suspected or actual breach involving personally identifiable information or protected health information occurs, Contractor will obtain a mutually agreed upon vendor to provide at no cost to client forensic services, including, but not limited to, the collection of information in connection with a forensic and risk analysis. Contractor shall indemnify, defend and hold MCCCCD, its agents, officers, officials, employees and volunteers harmless from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) of any kind relating to the disclosure of personally identifiable information caused by the negligent or intentional acts or omissions of the Contractor, its agents, employees, or any tier of Contractor’s subcontractors in the performance of this Amendment. Contractor will indemnify, defend and hold MCCCCD harmless from claims of any kind relating to the disclosure of MCCCCD Confidential Information caused by a possible or actual security infiltration or exfiltration involving technology of the Contractor, its agents, employees, or any tier of Contractor’s subcontractors.
- 8.2.10 To the extent that Contractor transmits or processes Confidential Information outside of the United States, it agrees to comply with the data security and privacy laws of each country through which such information is transmitted or processed, as well as the data security and privacy laws of the jurisdictions of residence for the individuals whose data is used by Contractor.
- 8.2.11 If applicable, during the term of the Contract, Contractor will be required to promptly complete the Higher Education Cloud Vendor Assessment Tool (HECVAT) security assessment if it makes any revisions to its practices and policies that materially change its responses to that attachment.
- 8.2.12 If Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of this Contract hosts or maintains MCCCCD Confidential Information on its technology, Contractor warrants and confirms that the hosting or maintenance of that information meets applicable legal and industry security standards, including qualifying for “safe harbor” rules under applicable data breach laws.

### 8.3 RECORD AND DATA RETENTION, OWNERSHIP, ACCESS AND DECOMMISSIONING

- 8.3.1 As a political subdivision of the State of Arizona, MCCCDC is subject to applicable laws related to the inspection and production of public records. A public record entails any record, either paper or electronic, made by a public officer (including members of the Governing Board, faculty, staff and administrators) and kept as a memorial of an official transaction. Pursuant to Arizona Revised Statutes §41-151.12, MCCCDC must retain records according to established retention periods. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations must be retained until released from such official proceedings. Thus, if applicable, the Contractor's hosted system shall have the ability to:
- A. Archive records according to variable time periods/life cycles;
  - B. Search and retrieve records based upon content;
  - C. Place a litigation hold on records to ensure that they are not deleted;
  - D. Grant direct access to MCCCDC for its own search and production of records;
  - E. Preserve meta data;
  - F. Produce electronic records in their native format; and
  - G. Comply with the Americans with Disabilities Act.
- 8.3.2 MCCCDC owns all of the records and data of which Contractor has custody on MCCCDC's behalf. Contractor will not disclose, use, destroy, transfer or otherwise manage those records and data except as provided in this Contract or, if the Contract is silent, without the express written approval of an authorized MCCCDC representative. Contractor will work with MCCCDC to transfer all of MCCCDC's records and data to MCCCDC on the termination or expiration of this Contract.
- 8.3.3 Contractor agrees to provide MCCCDC access to records and Confidential Information that Contractor holds or uses on behalf of MCCCDC upon written request of MCCCDC with reasonable advance notice. Further, Contractor agrees to make amendments to Confidential Information as directed by MCCCDC and will maintain a record of those changes.
- 8.3.4 Contractor agrees to maintain, and provide to MCCCDC if requested, a record of when and to whom Confidential Information is disclosed.
- 8.3.5 MCCCDC agrees to provide Contractor with adequate notice of any further limitations or restrictions on the use of Confidential Information, and modifications to the amendment of records or accounting of disclosures.
- 8.3.6 Confidential Information of the disclosing party will be returned to the disclosing party or securely destroyed promptly upon request of the disclosing party without retaining any copies thereof, with any destruction confirmed in writing by receiving party, with any destruction confirmed in writing by receiving party, except to the extent copies are required by law to remain with Contractor.

## GENERAL TERMS AND CONDITIONS

**\*\*Any deviations to the General Terms and Conditions will NOT be considered in this proposal\*\***

These General Terms and Conditions, the other provisions of the RFP and amendments to it, the Proposer proposal, and MCCCCD's purchase order terms ("Contract Documents") along with any engagement letter will constitute the provisions of the contract between MCCCCD and successful Proposer ("Contract"). MCCCCD reserves the right to negotiate with the successful Proposer and modify any of the provisions of the Contract upon mutual written agreement of the parties. The RFP, amendments to it, and MCCCCD's purchase order terms will take precedence over any inconsistent terms in a proposal or other documents. The term "days" as used in this Contract means business days, unless otherwise specified.

### 9.1 PARTIES TO AGREEMENT

The Contract shall be between the MCCCCD and the successful Proposer ("Contractor").

### 9.2 LIABILITY FOR TAXES

The Contractor is responsible for paying all taxes applicable to its operations, business property and income. MCCCCD shall not be liable for any tax imposed either directly or indirectly upon the Contractor, except that MCCCCD will pay as part of the Contract price any transaction privilege or use tax assessed on Contractor's provision of the services or materials under the Contract.

### 9.3 FORCE MAJEURE

If the performance of a party under this Contract is interrupted or suspended due to riots, war, public emergencies or calamities, fires, earthquakes, Acts of God, government restrictions, labor disturbances or strikes, or other condition beyond any control of that party ("Force Majeure"), performance by that party will be suspended for the reasonable duration of the Force Majeure. The party claiming that its performance is interrupted or prevented must promptly deliver notice to the other party identifying the Force Majeure and use its best efforts to perform to the extent that it is able. If the Force Majeure does not abate within a reasonable amount of time, then either party may terminate this Contract by providing written notice to the other party. Alternatively, the parties may agree to extend the term of the Contract for a period of time equal to the time equal to the Force Majeure.

### 9.4 CONTRACT ASSIGNMENT

Contractor may not, in part or in whole, subcontract (except as otherwise specified in Contractor's proposal to the RFP), delegate or assign this Contract without the prior written permission of a representative of MCCCCD authorized to sign contracts.

#### 9.5 NO WAIVER

MCCCD's failure to notify the Contractor or to object to the Contractor's non-compliance with the terms of the Contract shall not be deemed a waiver of MCCCD's right to demand compliance with the Contract or to terminate the Contract for breach for the Contractor's subsequent non-compliance with any term of the Contract, or its repeated failure to perform according to the Contract.

#### 9.6 FINANCIAL TRANSACTIONS

If the Contractor is responsible for handling any type of financial transaction for MCCCD, the Contractor shall demonstrate annually, as applicable, that it complies with the Statement on Standards for Attestation Engagements (SSAE) No. 16, known as SSAE 16, established by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA). The Contractor shall provide its annual report, as applicable, on a reporting form or forms adopted as part of SSAE No. 16 no later than 30 days after MCCCD requests it in writing.

#### 9.7 CONTRACT EXTENSION

Should the RFP provide options for extending the Contract beyond its initial term, MCCCD reserves the right to exercise those options without prior written notice and by the issuance of a purchase order or Procurement card to the Contractor. If the Contractor does not wish to renew the Contract, it must submit a written notice of its desire to cancel, which must be received by MCCCD's Purchasing Department no later than ninety (90) days prior to the end of the current term.

Notwithstanding that the Contractor has sent a notice of intent not to renew, MCCCD reserves the right to unilaterally extend the Contract for a period of sixty (60) days beyond the final option term of the contract should it be determined it is in the best interests of MCCCD to do so.

#### 9.8 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

If Contractor has access to students' educational records, Contractor shall safeguard those records and limit its employees' and/or agents' access to the records to those persons for whom access is essential to the performance of this Contract. Contractor is prohibited from disclosing those records without the prior written authorization of the student and/or the parent of a student who is a minor permitting MCCCD and Contractor to release the information according to the authorization. At all times during this Contract, Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 ("FERPA") in all respects and shall be responsible for ensuring that any subcontractors involved in the Contract work also comply.

## Section Nine: GENERAL TERMS AND CONDITIONS

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1. MCCCDCD acknowledges that certain information about MCCCDCD's students is contained in records it maintains and that this information can be confidential by reason of the Family and Educational Rights and Privacy Act of 1974 (20 USC 1232g) and related Institution policies unless valid consent is obtained from MCCCDCD's students or their legal guardians, where applicable. Both parties agree to protect these records in accordance with FERPA and Institution policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. The MCCCDCD shall advise Contractor whenever any MCCCDCD's students have requested a privacy block, prohibiting release of FERPA protected information.
2. Contractor agrees that it may create, receive from or on behalf of MCCCDCD, or have access to, records or record systems that are subject to the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g (collectively, the "FERPA Records"). Contractor represents, warrants, and agrees that it will:
  - a. hold the FERPA Records in strict confidence and will not use or disclose the FERPA Records except as
    - i. permitted or required by this Agreement,
    - ii. required by law, or
    - iii. otherwise authorized by Institution in writing;
  - b. safeguard the FERPA Records according to commercially reasonable administrative, physical and technical standards that are no less rigorous than the standards by which Contractor protects its own confidential information; and
  - c. continually monitor its operations and take any action necessary to assure that the FERPA Records are safeguarded in accordance with the terms of this Agreement.
3. At the request of MCCCDCD, Contractor agrees to provide MCCCDCD with a written summary of the procedures Contractor uses to safeguard the FERPA Records.
4. For purposes of this Agreement, both Parties shall designate each other as a school official with a legitimate educational interest in the educational records of participating students to the extent that access to School's records is required to carry out the terms of this Agreement.

## 9.9 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless MCCCDCD, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from breach of a material term of this Contract, or from the negligent or intentional acts or omissions of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of the Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

## 9.10 PERMITS

The Contractor shall be responsible for filing for, obtaining and paying for all required permits, licenses, and bonding to comply with pertinent municipal, county, State and Federal laws.

#### 9.11 PROVISION OF SUPPLIES, MATERIALS AND LABOR

The Contractor shall furnish all supplies, equipment, and all management and labor necessary for the efficient and sound provision of the services or materials it supplies under this Contract, or in subsequent extensions or amendments.

#### 9.12 CONFLICT OF INTEREST

Notice is given of Arizona Revised Statutes §38-511 under which MCCCCD may cancel a contract without recourse for any conflict of interest described in that law.

See: <http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/38/00511.htm&Title=38&DocType=ARS>

#### 9.13 SAFEKEEPING OF RECORDS

Contractor shall keep in a safe place all financial and performance records and statements pertaining to this Contract for a period of three (3) years from the close of each term of the Contract.

#### 9.14 AUDITS

Contractor shall make available during normal business hours and with advance notice from MCCCCD all records pertaining to the Contract for purposes of audit by MCCCCD staff or other public agencies having jurisdiction over or audit rights involving the expenditure of MCCCCD funds.

#### 9.15 UNAUTHORIZED COSTS OR COSTS OUTSIDE SCOPE OF AGREEMENT; TRAVEL

Costs or expenses of the Contractor relating to its performance of this Contract that are not included in the Contract price or are not authorized by the Contract are the sole responsibility of the Contractor and not of or reimbursable by MCCCCD. If the Contract specifies that MCCCCD will reimburse the Contractor a specific cost, Contractor may not charge MCCCCD that cost without MCCCCD approving a prior estimate of it. Additionally, MCCCCD reimburses travel and related expenses only at the rate that it reimburses its employees.

#### 9.16 NON-DISCRIMINATION



## Section Nine: GENERAL TERMS AND CONDITIONS

Rev 032218

Contractor will comply with all applicable state and federal law, rules, regulations and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans With Disabilities Act. If applicable, the parties will abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, age, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national original, protected veteran status or disability. MCCCCD also prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), disability, veteran status or genetic information.

1. Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42 USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, color, and national origin (Title VI) and race, religion, color, or national origin, and gender (Title VII); and further agrees to abide by Executive Order No. 11246, as amended; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities.
2. Contractor agrees that while interacting with Maricopa County Community College District employees and students, it will comply with Title IX of the Education Amendments of 1972 (20 USC 1681), which prohibits discrimination on the basis of sex in any federally funded education program or activity. Contractor must include this provision in every subcontract or purchase order relating to purchases by MCCCCD to insure that the subcontractors and vendors are bound by this provision.
3. Contractor additionally agrees that it will cooperate with any investigation by MCCCCD of a claimed violation of the above, to abide by any interim measures imposed during the course of an investigation and/or final measures imposed as a result of an investigation, and that its contract may be terminated without further recourse in the event of a finding of a violation by Contractor or its employees, subcontractors and related parties.

#### 9.17 COMPLIANCE WITH IMMIGRATION LAWS; LEGAL WORKER'S ACT

The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments) and shall indemnify, hold harmless, and defend MCCCCD from any and all costs or expenses whatsoever arising out of Contractor's noncompliance. To the extent applicable to this Contract under Arizona Revised Statutes § 41-4401, Contractor warrants on behalf of itself and its subcontractors that it verifies the employment eligibility through the e-verify program of any employee it hires and complies with federal immigration laws and regulations relating to their employees. The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments to it) and shall indemnify, hold harmless, and defend MCCCCD from any and all costs or expenses whatsoever arising out of Contractor's compliance or noncompliance with that law. Additionally, Contractor agrees to abide by all applicable laws that apply to it and this Contract, including executive orders of the Governor of the State of Arizona.

#### 9.18 CONTRACT TERMINATION

MCCCD may terminate this Contract for convenience by giving Contractor 15 days' written notice of termination. MCCCD may terminate this Contract for the failure of the Contractor to perform according to the Contract by giving the Contractor 10 days' written notice of the failure to comply. MCCCD may terminate this Contract immediately if the Contractor files for bankruptcy or receivership, or takes any actions relating to insolvency, such as an assignment for the benefit of creditors.

#### 9.19 BREACH CURE; REPLACEMENT

The Contractor shall perform all requirements of the Contract in a manner consistent with the highest industry or professional standards. If MCCCD provides the Contractor with a 10-day written notice, Contractor must take immediate action to correct the deficiency identified in the notice. Contractor's failure to cure the deficiency within 10 days of receipt of the written notice will result in termination of the Contract. If, in MCCCD's sole discretion, the Contractor diligently pursues correction of the default and correction cannot be completed in 10 days, MCCCD may extend the time for curing the default by providing the Contractor with written notice of the extension before the end of the 10-day period. MCCCD is entitled to exercise all of its remedies under applicable law and in equity relating to Contractor's breach.

#### 9.20 INTERPRETATION

The parties intend this Contract to express their complete and final agreement.

#### 9.21 RISK

The Contractor assumes all risks due to any unfavorable conditions within its indirect or direct control except Force Majeure. Additionally, the Contractor assumes all risk for difficulties in the nature of the project or the work that the Contractor knew or should have known before entering submitting its proposal on which this Contract is based, under a scope of work issued under this Contract, or, if applicable, at the time of individual purchases under this Contract..

#### 9.22 WORK TO BE PERFORMED BY OTHERS

MCCCD reserves the right to perform any and all services in-house or to utilize the services of other firms on unrelated projects.

#### 9.23 PURCHASES OF OTHER PUBLIC ENTITIES

MCCCD has entered into Cooperative Purchasing Agreements with Arizona State University, Maricopa County, and other public entities. MCCCD is also an active member of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative agreement. Under these Cooperative Purchasing Agreements and with the concurrence of the Contractor, other public entities that are members of these associations or any entity within MCCCD may purchase services or materials, as applicable, off of this Contract unless Contractor explicitly specified in its proposal that it did not want to make the Contract available other than to MCCCD. This provision applies only to contracts that are for the provision of services or supplies on an “as-needed” basis throughout the contract term, and not to contracts for specific projects or one-time purchase where the contract expires on the completion of the project or the purchase.

#### 9.24 PAYMENT

MCCCD will pay for services or materials under the Contract after the Contractor has supplied them and only after the Contractor submits a detailed invoice referencing a purchase order or Procurement card, itemizing the services/deliverables or materials provided and specifying the dates that they were provided. MCCCD may request supporting documentation for an invoice. Where the Contractor is to provide services or materials over a period of time, such as for a project, MCCCD may agree to pay progress payments. If approved, progress payments will be paid in arrears and require that the Contractor submit the detailed invoice specified in this clause. MCCCD reserves the right to dispute an invoice or make partial payment based on the Contractor’s failure to perform the Contractor’s work according to the Contract, including for lack of timeliness or failure to provide deliverables. CONTRACTOR MAY NOT BEGIN WORK UNDER THE CONTRACT NOR WILL ANY PAYMENT BE MADE WITHOUT THE CONTRACTOR RECEIVING A SIGNED PURCHASE ORDER OR PROCUREMENT CARD FROM THE MCCCD PURCHASING DEPARTMENT.

#### 9.25 BILLING

If MCCCD permits the Contractor to receive progress payments, Contractor may only invoice in increments of 30 days or more. The monthly billings should be submitted to the “BILL TO” address or “E MAIL” address shown on the purchase order.

#### 9.26 ADVERTISING AND PROMOTION

The name or logos of the MCCCD or those of any of the colleges, skill centers, or programs under MCCCD’s jurisdiction shall not be used by Contractor except as may be required to perform this Contract and only as approved under MCCCD’s “Use of MCCCD Marks” regulation at:

[http://www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/4\\_19.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/4_19.php)

#### 9.27 UNAVAILABILITY OF FUNDS

MCCCD may terminate this Agreement, without penalty, if its Governing Board fails to appropriate funds in subsequent fiscal years to support the specific program that is the subject of this Contract. MCCCD shall give Contractor prompt written notice after it knows that funding will not be available.

#### 9.28 NO WAIVER OF SOVEREIGN IMMUNITY

Nothing in this Agreement shall be interpreted or construed to waive MCCCD's sovereign immunity under the laws of the State of Arizona.

#### 9.29 APPLICABLE LAW

The laws of the State of Arizona apply to every aspect of this Contract.

#### 9.30 PROPERTY RIGHTS

Except for pre-existing works of the Contractor or works of third parties for which Contractor has the permission to supply to MCCCD under this Contract, MCCCD shall, at all times, retain ownership in and the rights to any creative works, research data, reports, designs, recordings, graphical representations, or works of similar nature ("Works") to be developed and delivered under this Contract. Contractor agrees that the Works are "works for hire" and assigns all of the Contractor's right, title, and interest to MCCCD.

#### 9.31 DOCUMENTATION OF ANALYSES TO SUPPORT FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

To the extent that the work under the Contract requires the Contractor to make findings, conclusions or recommendations to MCCCD, the Contractor shall retain during performance and provide to MCCCD detailed analyses relating to each of its findings, conclusions or recommendations, whether or not the analyses support or are inconsistent with the findings, conclusions or recommendations,. Unless specified in the subsequent Parts of this RFP, Contractor shall provide that documentation separately but at the same time that it presents its findings, conclusions and recommendations. MCCCD reserves the right to withhold or deduct payments otherwise due to Contractor if it fails to provide the detailed analyses. In some instances, Contractor may be directed to prepare its findings, conclusions and recommendations under the direction of the Office of the General Counsel. In those instances, Contractor will submit its findings, conclusions and recommendations in a manner that maximizes the extent to which attorney-client privilege and work product protections apply to such deliverables.

#### 9.32 NOTICES

Notices to MCCCDC under this Contract shall be made in writing, and sent via certified mail, return receipt requested, or any other commercially reasonable method by which MCCCDC is required by the deliverer to acknowledge receipt to: Procurement Supervisor, Maricopa Community Colleges, 2411 West 14th Street, Tempe, Arizona 85281-6942.

### 9.33 REVISIONS TO THE CONTRACT WORK OR PRICE

Contractor is on notice that the only MCCCDC representatives who may authorize revisions to the Contract are employees at MCCCDC's District Office who are authorized to sign contracts. Revisions include deletions of or additions to the work, alterations of performance time, or changes in pricing. Any revision must be reflected in a written amendment to the Contract that is signed by a representative of MCCCDC authorized to sign contracts. The person requesting a revision in the Contract, whether it is the Contractor or an MCCCDC employee, must provide the authorized MCCCDC representative with documentation to support the requested change. It is the Contractor's responsibility to ensure that revisions of the Contract have been appropriately authorized before proceeding with the revised work.

For contracts renewing annually, excluding those for which Proposers are required to provide future year pricing in their Proposals, MCCCDC may review a fully documented request for a price increase only after the Contract has been in effect for one (1) full year. Unless the Contractor's scope of work has increased at MCCCDC's authorization, a price increase adjustment will only be considered at the time of a Contract extension and shall be a factor in the extension review process. The requested increase must be based upon a cost increase to the Contractor that was clearly unpredictable at the time of the offer and is directly correlated to the price of the particular product or service. MCCCDC will determine whether the requested price increase or an alternate option is in its best interest.

### 9.34 GIFTS, GRATUITIES, UNRELATED COMPENSATION AND CONFLICTS OF INTEREST

In the interest of public stewardship, MCCCDC holds its employees, officers, and vendors to high ethical standards. Arizona state law prohibits an MCCCDC employee or officer from participating in any way in any MCCCDC decision, contract, sale or purchase if he or she has received something of value from an outside party whose interests are involved in that MCCCDC decision, contract, sale or purchase. Additionally, Arizona state law precludes any MCCCDC employee or officer from obtaining compensation of any kind for performing his or her responsibilities other than the compensation provided by MCCCDC. MCCCDC also has adopted a regulation that prohibits any employee from accepting any cash, currency, item with a value of more than \$50 (from a single source in a fiscal year), meal, beverage or cost of entertainment if it could be interpreted as an enticement to receive MCCCDC business (whether or not paid for by a vendor or by a vendor's personal funds) or if there is an expectation of future financial benefit to the vendor. In keeping with these policies, Contractor certifies that neither it nor, if applicable, its subcontractors, suppliers, or distributors, has offered anything of value, and will not offer

anything of value so long as it does business with MCCCDC, to an MCCCDC employee or officer responsible for MCCCDC decisions, contracts, sales or purchases that may benefit Contractor or its subcontractors, suppliers or distributors.

#### 9.35 DISABILITY GUIDELINES

If applicable to the work of the Contractor under this Contract, Contractor warrants that it complies with Arizona and federal disabilities laws and regulations. Contractor warrants that the products or services to be provided under this Contract comply with the accessibility requirements of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §12101 et seq.) and its implementing regulations set forth at Title 28, Code of Federal Regulations, Parts 35 and 36, Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d) and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194; and maintain, if applicable, Web Content Accessibility Guidelines 2.0 at Level AA (WCAG 2.0 AA). Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services. Contractor must provide, on request, accessibility testing results and written documentation verifying accessibility. Contractor further agrees to indemnify and hold harmless MCCCDC from any claims arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a material breach and be grounds for termination of this Contract.

## SIGNATURE PAGE

Pursuant to Arizona Revised Statutes 35-391.06 & 35.393.06, proposer certifies that it does not have a scrutinized business operation in either Sudan or Iran.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

Is your firm a:

( ) Corporation\* ( ) Partnership ( ) Individual ( ) Joint Venture

▪ If a corporation, answer the following:

a) Where incorporated: \_\_\_\_\_

b) Date incorporated: \_\_\_\_\_

c) Have your Articles ever been suspended or revoked? ( ) Yes ( ) No

If yes, when, for what reason, and when were they reinstated:

▪ Has your firm or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities?

If yes, when, for what reason, and when were they reinstated:

## ATTACHMENT A

### BIDDER'S STATEMENT

Interested Bidders are asked to review and provide, as completely and accurately as possible, a written response on each applicable section below:

#### TYPE OF BUSINESS ORGANIZATION

Please check the appropriate box(es).

The Bidder represents that it operates as:

A CORPORATION incorporated under the laws of  
the State of \_\_\_\_\_

An INDIVIDUAL

A PARTNERSHIP

A NON-PROFIT ORGANIZATION

A JOINT VENTURE

Federal Employer Identification Number: \_\_\_\_\_

#### PARENT COMPANY and IDENTIFYING DATA

A "parent" company, for the purposes of this provision, is one that owns or controls the activities and basic business policies of the Bidder. To own the Bidding company means that the "parent" company must own more than 50 percent of the voting rights in that company. A company may control a Bidder as a "parent" even though not meeting the requirements for such ownership if the "parent" company is able to formulate, determine or veto basic policy decisions of the Bidder through the use of dominant minority voting rights, use of proxy voting or otherwise.

The Bidder:

IS  IS NOT owned or controlled by a "parent" company.

If the Bidder IS owned or controlled by a "parent" company, Bidder shall provide the name, address, phone and fax numbers, and Federal I.D. No. of the company.



ATTACHMENT A  
BIDDER'S STATEMENT (continued)  
BIDDER REFERENCES  
Private Business Contracts

MCCCD requires a minimum of three (3) current and local references for which you are providing same or similar products and services specified herein. Please indicate below the businesses for which you have provided such during the past two (2) years:

|   |                        |       |              |
|---|------------------------|-------|--------------|
| 1 | Company Name:          | _____ |              |
|   | Address:               | _____ |              |
|   | Phone #:               | _____ | Fax #: _____ |
|   | Contact Person:        | _____ |              |
|   | Contract Period: From: | _____ | To: _____    |
|   | Describe Services:     | _____ |              |
| 2 | Company Name:          | _____ |              |
|   | Address:               | _____ |              |
|   | Phone #:               | _____ | Fax #: _____ |
|   | Contact Person:        | _____ |              |
|   | Contract Period: From: | _____ | To: _____    |
|   | Describe Services:     | _____ |              |
| 3 | Company Name:          | _____ |              |
|   | Address:               | _____ |              |
|   | Phone #:               | _____ | Fax #: _____ |
|   | Contact Person:        | _____ |              |
|   | Contract Period: From: | _____ | To: _____    |
|   | Describe Services:     | _____ |              |

ATTACHMENT A  
BIDDER REFERENCES (continued)  
Federal, State or Other Political Subdivision Contracts

MCCCD is also interested in speaking with public agencies or educational institutions for whom you have provided such products and services covered herein:

- 1    Company Name: \_\_\_\_\_  
      Address: \_\_\_\_\_  
      Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
      Contact Person: \_\_\_\_\_  
      Contract Period: From: \_\_\_\_\_ To: \_\_\_\_\_  
      Describe Services: \_\_\_\_\_
  
- 2    Company Name: \_\_\_\_\_  
      Address: \_\_\_\_\_  
      Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
      Contact Person: \_\_\_\_\_  
      Contract Period: From: \_\_\_\_\_ To: \_\_\_\_\_  
      Describe Services: \_\_\_\_\_
  
- 3    Company Name: \_\_\_\_\_  
      Address: \_\_\_\_\_  
      Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
      Contact Person: \_\_\_\_\_  
      Contract Period: From: \_\_\_\_\_ To: \_\_\_\_\_  
      Describe Services: \_\_\_\_\_

ATTACHMENT A  
BIDDER'S STATEMENT (continued)  
ADDITIONAL BUSINESS INFORMATION  
Standard Business Hours

- 1 Days of week available for services: \_\_\_\_\_
- 2 Business hours of operation: \_\_\_\_\_
- 3 On-call/Emergency service hours: \_\_\_\_\_
- Phone Number(s): \_\_\_\_\_
- Web Address: \_\_\_\_\_
- FAX Number: \_\_\_\_\_

General Information

- 4 Business License Number: \_\_\_\_\_
- 5 Number of years in business under current name: \_\_\_\_\_
- 6 Number of offices in the State of Arizona: \_\_\_\_\_
- 7 Business Classification (check applicable category)
- Minority Owned Business (MBE) \_\_\_\_\_
- Woman Owned Business (WBE) \_\_\_\_\_

Does your firm hold this certification from any other agencies or companies?

No: \_\_\_ Yes: \_\_\_ With Whom? \_\_\_\_\_

- 8 Name and address of office assigned to handle the MCCCCD account:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 9 Account Manager Information:  
  - Name: \_\_\_\_\_
  - Office Phone: \_\_\_\_\_
  - Cell: \_\_\_\_\_

- 10 Contractors License Number(s): TYPE \_\_\_\_\_ NUMBER \_\_\_\_\_

- 11 Do you ever sub-contract any of your services? NO \_\_\_\_\_  
YES \_\_\_\_\_

If YES, which services?: \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY TO FURTHER DESCRIBE THE EXPERIENCE AND QUALIFICATIONS OF YOUR FIRM FOR PROVIDING THE PRODUCTS/SERVICES UNDER THE CONTRACT