REQUEST FOR QUALIFICATIONS AND PROPOSALS
RFQ No. 13-14/10
District-Wide Strategic Planning (Including Technology Planning)

The Peralta Community College District (hereinafter “PCCD” or “District”), located in Oakland, California, and acting through the Office of the Chancellor, is hereby requesting qualifications and proposals for the goods or services subject to this RFQ.

The successful vendor will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to furnish goods or provide services in accordance with the Agreement included with this RFQ.

RFQ Information

<table>
<thead>
<tr>
<th>RFQ Goods/Services Description</th>
<th>District-Wide Strategic Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Number</td>
<td>13-14/10</td>
</tr>
<tr>
<td>RFQ Issuance Date</td>
<td>Thursday, January 02, 2014</td>
</tr>
<tr>
<td>Department</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>Advertisement Dates</td>
<td>Thursday, January 02, 2014</td>
</tr>
<tr>
<td></td>
<td>Wednesday, January 08, 2014</td>
</tr>
<tr>
<td>Mandatory Pre-Proposal Conference</td>
<td>Wednesday, January 22, 2014</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
</tr>
<tr>
<td></td>
<td>Peralta Community College District</td>
</tr>
<tr>
<td></td>
<td>District Board Room</td>
</tr>
<tr>
<td></td>
<td>333 East 8th Street</td>
</tr>
<tr>
<td></td>
<td>Oakland, CA 94606</td>
</tr>
<tr>
<td>Latest Time/Date for Submittal of RFQ Responses</td>
<td>11:00 AM</td>
</tr>
<tr>
<td></td>
<td>Wednesday, February 05, 2014</td>
</tr>
</tbody>
</table>
**Instructions for Submitting Proposals**

<table>
<thead>
<tr>
<th>Submittal Address</th>
<th>Peralta Community College District Purchasing Department Attn: Marie Hampton, Director of Purchasing Services 501 5th Avenue Oakland, CA 94606</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submittal Copies</td>
<td>One (1) Original copy clearly marked “Original” and six (6) Copies marked “copy”.</td>
</tr>
</tbody>
</table>
| Submittal Envelope Requirements | Proposal must be sealed and have the following information clearly marked and visible on the outside of the envelope:  
RFQ Number and Description  
Name of Proposer  
Address  
Phone Number  
Primary contact email address |
| Late Submittals   | Proposals received after the time and date stated above shall be returned unopened to the vendor.                                                                                                    |

**How to Obtain Proposal Documents**
Copies of the Proposal documents may be obtained at:

<table>
<thead>
<tr>
<th>Available</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Peralta Community College District Purchasing Department 501 5th Avenue Oakland, CA 94606 Monday through Friday 9:00 AM to 4:00 PM (510) 466-7225</td>
</tr>
<tr>
<td>Yes</td>
<td>Website: <a href="http://www.peralta.edu">www.peralta.edu</a> Click on “Business Opportunities” and then on “List of Current RFPs/Bids” to download the RFQ packet.</td>
</tr>
</tbody>
</table>
Questions About the Qualifications
Questions or Requests for Information (RFI) must be submitted in writing and can be submitted by fax or email as follows:

| Primary Contact | Marie Hampton, Director of Purchasing Services  
| Email: mhampton@peralta.edu |
| Question/RFI Due Date | Please submit questions as soon as possible. No questions regarding the RFQ or the requirements hereof will be responded to after the date/time set forth herein. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below. The latest time and date for submittal of questions or RFIs relating to this RFQ is: 4:00 PM Monday, January 27, 2014 |
| Response Date for Questions or RFIs | All pertinent questions will be responded to via addendum faxed or emailed to all prospective bidders, and or posted at the District’s website. Bidders who did not receive a copy of the addendum should download it from the District’s website. See “How to Obtain Bid Documents” section for our web address. All addendums must be acknowledged on the RFQ Acknowledgement Form. The District anticipates issuance of responses to timely submitted questions or RFIs relating to this RFQ on the date noted below: Thursday, January 30, 2014 |

Full Opportunity
The District hereby affirmatively ensures that Disadvantaged Business Enterprises (DBE), Small Local Business Enterprise (SLBE) and Small Emerging Local Business Enterprise (SELBE) shall be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation or religion in any consideration leading to the award of contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award.

The District reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of the District.

Marie Hampton, Director of Purchasing Services
Table of Contents
REQUEST FOR QUALIFICATIONS AND PROPOSALS
RFQ No. 13-14/10
District-Wide Strategic Planning

Table of Contents
RFQ Section Number & Description
1. Overview
2. District Background and Description
3. Scope of Goods or Services
4. Submission Requirements
5. Evaluation Criteria
6. Additional Requirements and Instructions

Attachments

<table>
<thead>
<tr>
<th>Title/Description</th>
<th>Must Be Returned with Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Vendor Questionnaire and Certificate of Compliance</td>
<td>Yes</td>
</tr>
<tr>
<td>2 Environmentally Sustainable Procurement</td>
<td>Yes</td>
</tr>
<tr>
<td>3 Certificate Regarding Workers’ Compensation</td>
<td>Yes</td>
</tr>
<tr>
<td>4 Statement of Non-Discriminatory Employment Practices</td>
<td>Yes</td>
</tr>
<tr>
<td>5 Small Local Business Enterprise/Small Emerging Local Business Enterprise Program</td>
<td>Yes</td>
</tr>
<tr>
<td>6 SLBE/SELBE Self Certification Affidavit</td>
<td>Yes</td>
</tr>
<tr>
<td>7 Non-Collision Affidavit</td>
<td>Yes</td>
</tr>
<tr>
<td>8 Contract for Services</td>
<td>No</td>
</tr>
<tr>
<td>9 Acknowledgement and Signature Form</td>
<td>Yes</td>
</tr>
<tr>
<td>10 Fee Proposal</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1. Overview
The District is seeking qualifications and proposals from firms experienced, qualified and capable of furnishing the services subject to this RFQ in accordance with the terms of the Contract for Services (hereinafter referred to as, “Proposer”). The services required by this RFQ are to be completed in a complementary, coordinated and consistent basis with the completion of District-Wide Integrated Education and Facilities Master Plan services pursuant to the District’s RFQ 13-14/11 (“EMP/FMP/TMP RFP”). The District has determined that to achieve the complementary, coordinated and consistent work product of this RFQ and the EMP/FMP/TMP RFQ, the District will highly consider proposals responding to this RFQ.

2. District Background and Description
The Peralta Community College District is a collaborative of community colleges. Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region’s human, economic, environmental, and social development.

Founded in 1964, the District serves six cities in the East Bay Area, including Albany, Alameda, Berkeley, Emeryville, Oakland and Piedmont. The colleges are Berkeley City College, College of Alameda, Laney College, and Merritt College. The Peralta Colleges are located in the beautiful San Francisco/Oakland Bay Area, which, adjacent to the Silicon Valley, is known for its technology and innovation.

The District has a reputation for developing effective approaches to serving the varied interests and needs of its vibrant community. The District serves over 29,000 students, and is one of the top community college districts in California in transferring students into the UC system. Currently, the District has about 850 full-time employees and over 1,250 part-time faculty and part-time staff.

The District empowers its students to achieve their highest aspirations and develop leaders who create opportunities and transform lives. Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals.

3. Scope of Services. The District seeks proposals for consulting services to assist the District and to develop for District review and consideration plans for strategic objectives and policies for guiding District growth and direction over the next five (5) years (“Strategic Plan”). Although the term “Strategic Plan” is used throughout this RFQ in the singular, the consultant selected through this RFQ will be required to prepare a Strategic Plan that addresses strategic planning principles on a District-Wide basis and for each of the Colleges. Further the scope of the Strategic Planning services includes, without limitation, technology planning on a District-Wide and individual college campus basis.
3.1. **RFQ Objectives.** The District anticipates that development of the Strategic Plan and Technology Plans will require the selected consultant to engage and participate in a variety of tasks and activities with District Office administrative staff, Colleges administrative staff, shared governance, student and community groups and other consultants retained by the District for development of the District’s updated/revised Education and Facilities Master Plans ("EMP/FMP"). Essential requirements for completing the Strategic Plan and Technology Plans include:

- Coordination and collaboration with the District’s consultant(s) for development of updated/revised integrated EMP/FMP for the Colleges ("EMP/FMP"). The District anticipates concurrent, parallel development and completion of the Strategic Plan and the EMP/FMP.
- Leading and managing Strategic Plan and Technology Plans discussions and decision-making processes.
- Balancing stakeholder objectives, educational objectives with facilities, support and personnel resources.
- Development of Strategic Plan and Technology Plans recognizing and maintaining the unique characteristics of each College while establishing cohesive and consistent District-Wide policies and objectives.
- Establishment of effective measures to implement the Strategic Plan, Technology Plans and continued assessments of the Strategic Plan.

3.2. **Strategic Plan Background.**

3.2.1. The District has existing Strategic Plans and EMP/FMP that establish a baseline for completion of the Strategic Plan under this RFQ. The most recent District-Wide, College Strategic Plans and EMP/FMPs are described below.

December, 2006 District-Wide Strategic Plan

Strategic Goals:
- Advance Student Access, Equity and Success
- Engage Communities and Partners
- Build Programs of Distinction
- Create Culture of Innovation and Collaboration
- Develop Resources to Advance and Sustain Mission

April, 2008 District-Wide Strategic Plan (2nd Edition)

Refinement of 2006 Strategic Goals
- Develop review, evaluation and implementation measures

Although not subject to review and updating, following the April, 2008 Strategic Plan, the District has engaged in regular reviews and assessments of the Strategic Plan and meeting Strategic Plan objectives. Most recently, in 2012 and 2013, the District conducted reviews of compliance with Strategic Plan and issued reports of continuing compliance efforts.

Following development of the 2008 Strategic Plan, the District completed separate integrated EMP/FMP for each of the Colleges in 2009. Subsequent to completion of the 2009 EMP/FMP for each College, there have been some refinements and subsequent
updates/revisions. For example, Laney College developed the 2010 Laney College Educational Master Plan and a 2012 Facilities Master Plan.

Against the backdrop of continuing reviews of Strategic Plan and EMP/FMPs for the Colleges, the District made efforts in 2006 and 2012 to secure local funding. Measure B, a $48 per parcel tax was approved by District voters in 2012. In 2006, District voters approved a $390M Prop 39 General Obligation bond measure, Measure A.

By this RFQ, the District seeks to update and revise Strategic Plan for the District and each of the Colleges on a comprehensive and cohesive manner which is coordinated with the update/revision of the EMP/FMP for each College.

3.2.2. Technology Plans. There a number of existing planning documents relating to technology and strategic implementation of technological resources on a District-Wide and individual College Basis. Existing technology planning documents include the following:

- District IT Strategy Projects 2012-2013
- Berkeley City College Technology Plan; Five Year Plan 2009-2014
- Berkeley City College Library Technology Plan; Spring, 2009
- College of Alameda Technology Plan (Addendum to College of Alameda Educational Master Plan 2007-2010; 8/4/2008
- College of Alameda Library Technology Plan, 2008-2009
- Laney College Technology Master Plan, Spring 2010

3.3. RFQ Scope.

3.3.1. Strategic Plan. The Consultant selected through this RFQ will be required to develop the Strategic Plan based on and within the context of the Strategic Goals identified in the 2006 Strategic Plan. In the time between 2006 and the present, not only has the District obtained voter approval for Measures A and B, but there have been significant societal changes affecting culture, economics and most importantly education requirements and expectations. Although no one is expected to accurately predict future social/economic changes and the impacts on education services, expectations and outcomes, the Strategic Plan must take into account: (i) historical circumstances; (ii) present-day challenges and (iii) future changes affecting education services. Through the Strategic Plan, the District seeks to identify District-Wide strategic objectives and policies which address the following scope.

<table>
<thead>
<tr>
<th>Student Success and Access</th>
<th>Accreditation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standards Compliance</td>
</tr>
<tr>
<td></td>
<td>Maintaining Accreditation</td>
</tr>
<tr>
<td></td>
<td>Ensuing Accreditation Preparation</td>
</tr>
<tr>
<td>Faculty</td>
<td>Standards</td>
</tr>
<tr>
<td></td>
<td>Resources</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>Academic/counseling</td>
</tr>
<tr>
<td>Student Support</td>
<td></td>
</tr>
</tbody>
</table>

RFQ No. 13-14/10
District-Wide Strategic Planning (Including Technology Planning)
Instructions and RFQ Submittal Requirements
<table>
<thead>
<tr>
<th>Community &amp; Partners</th>
<th>Engaging Community Stakeholders/Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>K-12 Schools</td>
</tr>
<tr>
<td></td>
<td>City/County Ventures</td>
</tr>
<tr>
<td></td>
<td>Higher Education Ventures</td>
</tr>
<tr>
<td></td>
<td>Adjacent Community College Districts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fundraising and Revenue Generation</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Branding; Intellectual Property</td>
</tr>
<tr>
<td></td>
<td>Public/Private Ventures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Innovation &amp; Collaboration</th>
<th>Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effective management, direction and delegation</td>
</tr>
<tr>
<td></td>
<td>Colleges collaboration and consistency</td>
</tr>
<tr>
<td></td>
<td>Community relations</td>
</tr>
<tr>
<td></td>
<td>Collaborative leadership</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Development</th>
<th>District-Wide Resource Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College Budgets Development</td>
</tr>
<tr>
<td></td>
<td>Contingency Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accountability</th>
<th>District accountability to community</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Colleges accountability to District</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Professional development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employment practices (hiring, promotion, termination)</td>
</tr>
<tr>
<td></td>
<td>Internal communications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology</th>
<th>Existing Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Needs Assessments</td>
</tr>
<tr>
<td></td>
<td>Continuous Evaluation Processes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programs of Distinction</th>
<th>Strategic curriculum planning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic skills development and enhancement</td>
</tr>
<tr>
<td></td>
<td>Targeted programs; workforce re-training, armed services veterans, economically disadvantaged</td>
</tr>
<tr>
<td></td>
<td>College Programs</td>
</tr>
</tbody>
</table>
| Resources to Sustain and Advance Objectives | College unique and special programs  
Collaboration among Colleges |
|------------------------------------------|--------------------------------------------------------------------------------|
| Education Needs/Expectations Assessments  
Financial Conditions Assessments  
Sustainability and Environmental  
Community/Business Partnerships  
Assets and Resources Management |

3.3.2. **Technology Plans.** Using the existing Technology Plans, the Consultant will be required to complete an update/revision of existing Technology Plans for each College.

3.4. **RFQ Tasks.** The District anticipates completion of the following sequential tasks to produce the Strategic Plan. A Proposal responding to this RFQ may establish alternative, additional tasks or modifications to the anticipated tasks. For alternatives, additions, or modifications to the following tasks, the Proposal must incorporate a discussion of the basis for the proposed alternative, addition or modification and the effect, if any, to the Fee Proposal.

3.4.1. **Task 1; Data Compilation.** Upon the completion of Task 1, the Consultant will have reviewed available materials relating to the Strategic Plan scope items, engaged in discussions with District and Campus administrative staff to obtain a full understanding of the existing status of the Strategic Plan scope items for the District and each College.

**Consultant activities to complete Task 1 include:**
- Compilation and collection of resource materials (existing Strategic Plans, Technology Plans, EMP/FMPs, etc.)
- Analysis and evaluation of compliance with existing Strategic Plan, Technology Plans, EMP/FMPs.
- Identify issues for refinement, modification, updating
- Chancellor’s Office briefing of initial tasks, analysis and evaluations
- College Presidents’ Offices briefing of initial tasks, analysis and evaluations for each College
- Consultations with Colleges’ Education and Facilities administrators, Education and Facilities Committees and Technology Committees

**Deliverables for Task 1 include:**
- Completion schedule for Strategic Plan and EMP/FMP
- Report of existing Strategic Plan and EMP/FMPs compliance
Report of issues to be addressed in updated/revised Strategic Plan and updated/revised Technology Plans

3.4.2. Task 2: Preliminary Strategic Plan Development. Upon completion of Task 2, the Consultant will have prepared a preliminary draft Strategic Plan and Technology Plan for each College.

Consultant activities to complete Task 2 include:

- Develop draft alternatives for issues to be reviewed, updated/revised
- Briefing and consultations with District Executive Council and Leadership Counsel to discuss alternatives and updated/revised Strategic Plan and Technology Plan
- Briefing and consultations with College Presidents and College to discuss alternatives and updated/revised Strategic Plan and Technology Plan
- Develop alternatives and draft update/revision of Strategic Plan and Technology Plan
- Briefing and consultations with District Executive Council and Leadership Counsel to discuss draft updated/revised Strategic Plan and Technology Plan
- Consultations with Colleges’ Education and Facilities administrators, Education and Facilities Committees and Technology Committees to review draft updated/revised Strategic Plan and Technology Plan
- Briefing and consultations with EMP/FMP Consultant for coordination of updated/revised Strategic Plan and Technology Plans with updated/revised EMP/FMPs
- Colleges Shared Governance Committees presentations, discussions of draft updated/revised Strategic Plan and Technology Plan
- Planning and Budget Integration Committee presentations, discussions of draft updated/revised Strategic Plan and Technology Plan
- Campus Forums at each College for presentations, discussions of draft updated/revised Strategic Plan and Technology Plan for each College
- Community Forums at various locations within District geographic service area to describe draft updated/revised Strategic Plan and Technology Plan and to receive community input
- Board of Trustees workshop or informational meeting to present draft updated/revised Strategic Plan and Technology Plans along with discussions.

Deliverables for Task 2 include:
Establish and publish plans for development of draft updated/revised Strategic Plan and Technology Plans; communications with District Office Executive Council, Leadership Council and College Presidents/Cabinets
Establish and publish plans for coordination of updated/revised Strategic Plan and Technology Plans with updated/revised EMP/FMP and collaboration with EMP/FMP Consultant.

Conduct and lead District meetings, College meetings, Shared Governance meetings and Colleges Campus Forums reviewing draft updated/revised Strategic Plan and Technology Plan

Develop and refine draft updated/revised Strategic Plan and Technology Plan

3.4.3. Task 3; Final Strategic Plan and Technology Plans. Completion of Task 3 will occur on the Board of Trustees adoption of the final Strategic Plan and the final Technology Plans. Consultant activities to complete Task 3 include:

- Modify draft updated/revised Strategic Plan and Technology Plans

- Present modified updated/revised Strategic Plan and Technology Plans to Chancellor’s Office, Executive Council and Leadership Council

- Present modified updated/revised Strategic Plan and Technology Plans to College Presidents and Colleges Cabinets

- Present modified updated/revised Strategic Plan and Technology Plans to Colleges’ Education and Facilities administrators, Education and Facilities Committees

- Present modified updated/revised Strategic Plan and Technology Plans to Colleges Shared Governance committees

- Present modified updated/revised Strategic Plan and Technology Plans to community groups

- Consultations with EMP/FMP Consultant for coordination of final draft of updated/revised Strategic Plan and Technology Plans with updated/revised EMP/FMP.

- Prepare final updated/revised Strategic Plan and Technology Plans

- Present final updated/revised Strategic Plan and Technology Plans to Board of Trustees

Deliverables for Task 3 include:
- Final updated/revised Strategic Plan and Technology Plans.

3.5. Consultant Qualifications. Completion of the Strategic Plan will require the selected Consultant to address, formulate and develop comprehensive strategic plans, policy guidelines and implementation measures. The Consultant and its personnel along with
any proposed Sub-Consultants and their respective personnel must be experienced, qualified and capable of completing the tasks assigned within time and budget constraints established for completion of the Strategic Plan and tasks necessary to prepare the Strategic Plan. The comprehensive nature of the Strategic Plan requirements will require Respondents to demonstrate inter-disciplinary resources and skills of the proposed personnel to manage the complex process of assessing Strategic Plan needs, assimilating District and College objectives and balancing competing interests so that the Strategic Plan reflects cohesive, coordinated and collaborative direction for the District and the Colleges.

Respondents and proposed personnel must possess and demonstrate:
- Prior community college strategic plan development
- Knowledge of California community colleges policies, procedures
- Skills to manage and lead stakeholder, community discussions
- Experience with higher education policy making.

3.6. **Strategic Plan Tasks.** The Strategic Plan Tasks described above are those anticipated to be completed by the Respondent selected through this RFP. The Proposed Schedule and Pricing Proposal submitted by each Respondent must incorporate Strategic Plan Tasks described in this RFQ. If a Respondent proposes additional or different activities to achieve the objectives of this RFQ, the Respondent must provide: (i) detailed description of proposed additional/different activities; (ii) detailed explanation of reasons for completion of proposed additional/different activities; and (iv) effect on Proposed Schedule and Price Proposal if the District elects to incorporate any proposed additional/different tasks or activities.

3.7. **Requirements, Limitations and Resources.**

3.7.1. **Scope Limitations.** The Strategic Plan is limited to analysis, evaluations and recommendations of policies, guiding principles and implementation guidelines. Specific strategies and measures to implement the Strategic Plan are subject to other efforts of the District and not within the scope of Consultant Services for the Strategic Plan.

3.7.2. **Concurrent EMP/FMP Development.** The District anticipates that concurrently with tasks to complete the Consultant Services for the Strategic Plan and Technology Plans, the District and other consultants to the District will be engaged in the review, update and revision of the EMP/FMP (“EMP/FMP Consultant”). The Consultant selected through this RFQ is required to cooperate with and collaborate with the EMP/FMP Consultant in completing the Consultant Services for the Strategic Plan and Technology Plans.

3.7.3. **Resources for Completion of Strategic Plan and Technology Plan Services.** The Respondent selected through this RFQ will be required to provide all personnel, including support/administrative personnel along with all materials, equipment and facilities necessary for completion of the Strategic Plan Services, except for existing Strategic Plan and EMP/FMP materials provided by the District. The District will provide these materials either electronically or by hard copies.

4. **Submission Requirements**

Please respond to the following 7 submission requirements in a straightforward, concise delineation of your capabilities proposed to satisfy the requirement of the RFQ. Written responses will be evaluated and screened between one (1) and five (5) in each or all areas of expertise. The District will use your responses to objectively determine your capabilities and experience. Please label your responses 1
through 7, in the order presented below. Please limit your total response to 24 pages (excludes the required attachment forms provided with this RFQ).

4.1. **Submittal Format:** Responses may not be longer than twenty-four (24) pages (one sided or 12 pages double sided), printed on 8½” x 11” sized paper and formatted in no smaller than 11 point font. Each section shall be tabbed according to the sections below. All submitted material must only be bound with only one staple in the upper left corner. Please no binders or any other type of spiral binding. Submittals must fit into an 8½” x 11” folder.

4.2. **Tab 1; Company Information/Executive Summary:** Provide the name of your company (including the name of any parent company), business address, email address, Federal Tax ID number, telephone, and FAX numbers. Provide a brief history of your company and why you are interested providing the goods or services required by the RFQ. Provide a brief statement of the person(s) authorized to act on the behalf of your firm in connection with the RFQ and your firm’s response to the RFQ. Please make sure that person signs and dates the statement.

4.3. **Tab 2; Qualifications and Experience:** Provide a statement of qualification and relevant information about your company’s knowledge and experience that qualifies your firm to submit a proposal in response to this RFQ. The District must be able to determine if your firm is qualified to provide the services subject to the RFQ. Include (at minimum) the following:

4.3.1. Identify three (3) or more Community Colleges in California for which your firm has, within the past seven (7) years, provided goods or services identical or similar to those required by the RFQ. Describe and identify factors that indicate your firm’s commitment to furnishing the services required by the RFQ, including responsiveness and availability.

4.3.2. List personnel proposed by your firm to provide the services required by the RFQ and describe the tasks your firm anticipates that the proposed personnel will complete. Provide a resume of all proposed personnel. The personnel list and resumes may exclude personnel performing ministerial, clerical or administrative tasks.

4.3.3. Describe your firm’s experience in furnishing the services required by the RFQ to a California Community College.

4.3.4. Identify any proposed Sub-Consultants. For each proposed Sub-Consultant: (i) the scope of services that will be assigned to the Sub-Consultant; (ii) description of the qualifications of the proposed Sub-Consultant to complete the tasks assigned; (iii) a list of Sub-Consultant personnel that are anticipated to perform any of the services required by this RFQ (excluding personnel for ministerial, clerical or administrative tasks); and (iv) resumes of Sub-Consultant personnel (excluding personnel for ministerial, clerical or administrative tasks).

4.4. **Tab 3; Client References.** Provide names, addresses and contact information for three (3) community college districts who can attest to the quality and responsiveness of your firm’s services. For each Client Reference, provide description of the type of services your firm provided. References must be: (i) California Community District; and (ii) for services furnished within the last seven (7) years.

4.5. **Tab 4; Plan and Approach.** Provide an overview describing the general approach, scope of services, and methodology of your firm’s ability to furnish the services required by the RFQ. Please use this section to describe how you propose to provide the services subject to this RFQ to the District. Your services can be above and beyond the requirements listed
in the “Scope of Services” section. At minimum please describe your approach to the following:

4.5.1. Describe your approach/methodology for providing and completing the services required by this RFQ. Address the Tasks described in this RFQ and your firm’s proposed approach to completing the RFQ Tasks. Identify additional or different Tasks you believe are necessary or should be performed to prepare the Strategic Plan.

4.5.2. Indicate your firm’s ability to lead stakeholder groups in activities relating to the services to be furnished under the RFQ. Stakeholder groups may include faculty, staff, students, administers and others members of the community.

4.5.3. Describe your approach to minimizing costs to the District for completing procurement of the services subject to the RFQ.

4.5.4. Describe your firm’s billing methods and plan for distributing statements to either departments or individuals as directed by the District. Explain your ability to delineate charges by requester and by services reimbursable through State mandated costs.

4.6. **Tab 5; Debarment.** Provide a statement that your company has not been debarred from providing services to any State or Federal Agency within the last five (5) years. Sign and Date your statement. If your firm has been debarred, you will need to provide background information and reason for the debarment. Provide the name and contact information for the Agency that debarred your firm. The District must review the reason and duration for the debarment before it can determine if your firm can be consider for this project.

4.7. **Tab 6; Environmentally Sustainable Procurement.** It is the policy of the Peralta Community College District (Board Policy 2.40, Environmental Sustainability), to purchase products or services that help to minimize the adverse effects on human health and the environment, when compared to other products and services that serve the same purpose with comparable efficacy. Does your product or service promote the District’s Environmentally Sustainable Procurement goal? Please use the attached Environmentally Sustainable Procurement form to describe how your product or service directly meets the District’s goal. If your product or service does not directly meet the District’s goal, then describe what initiatives your firm has taken to become more environmentally sustainable. The District will evaluate each response, and more points will be awarded to firms who products and services directly meet the District’s Environmentally Sustainable Procurement goal.

4.8. **Tab 7; Required Forms.** Each Proposer must fill out all forms included in the RFQ (listed in the Attachments section) and return them with the RFQ Response. Failure of a Proposer to provide any information requested in the RFQ, may result in rejection for non-responsiveness. (These required forms will not count against the 24 page maximum for your response.)

4.9. **Tab 8; Acceptance of Contract for Services (“Contract”).** Each Proposer must review the Contract attached to this RFQ and indicate in Tab 8: (i) the Proposer’s acceptance of all terms and conditions set forth in the Contract for Services (“Contract”) attached to this RFQ; or (ii) the Proposer’s request to amend specific terms and conditions of the Contract. If a Proposer requests amendment(s) to the Contract, the Proposer must set forth the specific amendment requested. Exhibit A (Scope and Deliverables) and
Exhibit (Payment and Payment Terms) to the Contract are not completed at the time of issuance of this RFQ. Those Exhibits will be completed upon award of the Contract based upon the proposal of the successful Respondent, as accepted by the District. Comments to the Contract do not need to address Exhibit A or Exhibit B.

4.10. Tab 9; Fee Proposal. Complete the form of Fee Proposal attached to this RFQ.

4.11. Tab 10; Schedule. Incorporate into Tab 10 a schedule proposal which by graphics and/or text for completion of the Strategic Plan Tasks described in this RFQ. If a Respondent proposes additional or different Tasks than those described in this RFQ, the proposed schedule must incorporate such additional or different Tasks.

5. Evaluation Criteria. All proposals received by the specified deadline will be reviewed by a District Selection Committee for content, fee, related experience and qualifications. After initial screening, the Review and Selection Committee may select those firms deemed most qualified for this project for further evaluation. Interviews of these selected firms may be conducted as part of a final selection process. Prior to contract award, the Peralta Community College District must be assured that the responder (vendor) selected has all of the resources required to successfully perform under the contract. This includes, but is not limited to, personnel with skills required, materials and financial resources sufficient to provide services called for under this contract. If during the evaluation process, the Peralta Community College District is unable to assure itself of the responder’s ability to perform under the contract, if awarded, the Peralta Community College District has the option of requesting from the responder, any information that the Peralta Community College District deems necessary to determine the responder’s capabilities. If such information is required, the responder will be notified and will be permitted five (5) working days to submit the requested information. In awarding the contract, the district will evaluate a number of factors in combination. Please make sure you have submitted responses to all items listed in the Submission Requirements section, as your responses will be evaluated based on the weights (Points) listed below.

5.1. Selection Criteria. The following considerations will be included in the evaluation process:

- Experience of proposed personnel.
- Results of reference checks from previous clients and other information sources.

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Qualifications and Experience Vendor’s knowledge and experience and capacity to furnish the goods or services subject to the RFQ as evidenced from your response to items 1, 2 and 5 of Submission Requirements section.</td>
<td>35</td>
</tr>
<tr>
<td>2</td>
<td>Client References Your response to items 2 and 3 of Submission Requirements section.</td>
<td>15</td>
</tr>
</tbody>
</table>
PERALTA COMMUNITY COLLEGE DISTRICT

3 Plan and Approach
Assessment of respondent’s approach as evidence from your response to item 4 of Submission Requirements section. 35

4 Environmentally Sustainable Procurement
Does your product or services meet the District’s Environmentally Sustainability initiatives? As evidence from your response for Item 2 and 4 of the Submission Requirements section. 5

5 SLBE
Does your company meet the District’s definition of an SLBE or SELBE? 5

6 RFQ Responsiveness
Adherence to the 24 page limit, submission of all required forms, and compliance with other requirements for submittal of a Response to the RFQ. 5

Total 100

Submissions will be scored according to the following:

5.2. Selection Procedure: A technical screening committee comprised of PCCD internal and external members will initially evaluate and score all submissions according to the scoring criteria above. This screening may be followed by a shared governance committee review to elicit broader PCCD internal community input. Based on these evaluations and reviews, no more than the top five (5) scoring submissions will be invited for an interview. From the results of these interviews, no more than three (3) proposers will be invited for a final interview with and selection by the Chancellor and Vice Chancellor of Finance. Interview detail and requirements will be provided to selected proposers prior to the interviews.

5.3. Projected Time Line. The District will convene a selection committee to review all submitted proposal. Below are the tentative dates (subject to change at the District’s discretion) and activities relating to this RFQ:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Anticipated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Committee Review</td>
<td>To Be Announced</td>
</tr>
<tr>
<td>Shared Governance Review (Optional)</td>
<td>To Be Announced</td>
</tr>
<tr>
<td>Announce Short List</td>
<td>To Be Announced</td>
</tr>
<tr>
<td>Interviews</td>
<td>To Be Announced</td>
</tr>
<tr>
<td>Board Approval</td>
<td>TBD</td>
</tr>
</tbody>
</table>

6. Additional Requirements and Instructions

6.1. Cost of Participation in Selection Process. Costs for developing responses to this RFQ are entirely the responsibility of the firm and shall not be chargeable to the District.

6.2. District Rights. The District reserves the right to waive any irregularities or required formalities or to amend or cancel, in part or entirety, this RFQ if it is in the best interest of the District.

6.3. Law Compliance. The Vendor must comply with all laws, ordinances, regulations and codes of the Federal, state, and local governments which may in any way affect the preparation of proposals or the performance of the contract.
6.4. **Public Records.** Except for materials deemed Trade Secrets (as defined in California Civil Code 3426.1) and materials specifically marked "Confidential" or "Proprietary", all material submitted in response to this RFQ are deemed property of the District and public records upon submission to the District. The foregoing notwithstanding, the District may reject for non-responsiveness the RFQ Response of a Respondent who indiscriminately notes that its RFQ Response or portions thereof are "Trade Secret" "Confidential" or "Proprietary" and exempt from disclosure as a public record. The District is not liable or responsible for the disclosure of RFQ Responses, or portion thereof, deemed to be public records, including those exempt from disclosure if disclosure is by law, by an order Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFQ Response deemed exempt from disclosure hereunder, by submitting a response to the RFQ, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys’ fees arising there from. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District’s sole involvement in any such action shall be that of a stakeholder, retaining the requested material until otherwise ordered by a court of competent jurisdiction.

6.5. **Proposal Considerations.** PCCD has absolute discretion with regard to acceptance and rejection of proposals. In order to be considered the party submitting a proposal waives the right to bring legal proceedings challenging the Board’s choice of the award.

6.6. **False Statements.** False statements in a proposal will disqualify the proposal.

6.7. **Legal Proceeding Waiver.** The Vendor relationship to PCCD shall be that of independent contractor and not deemed to be agent of PCCD.

6.8. **Taxes.** The Vendor will be responsible for all Federal, State and Local taxes.

6.9. **Grade of Service.** The Vendor must provide professional service and maintain appropriate personnel to provide expedient and courteous service.

6.10. **The Vendor’s Liability.** The Contractor shall be responsible for any and all damages to the PCCD premises resulting from the negligent acts or willful misconduct of the Contractor agents or employees.

6.11. **Contract Termination.** PCCD may terminate the agreement with the Vendor on thirty days notice for the failure of the Vendor to comply with any term(s) of the agreement between PCCD and the Vendor.

6.12. **Award Consideration.** Award of contract will be based on the information submitted as a result of this RFQ and reference checks. The Board will award the contract to the firm select through the competitive process outlined in this RFQ. The Board of Trustees shall not be bound to accept the lowest priced Proposal.

6.13. **Amendments.** The Peralta Community College District may, at its sole discretion, issue amendments to this RFQ at any time before the time set for receipt of proposals. The vendor’s are required to acknowledge receipt of any amendments (addenda) issued to this RFQ by returning a signed acknowledgement of each amendment issued. Signed copies must be received on or before the time set for receipt of offers. The Peralta Community College District shall not be bound by any representations, whether oral or written, made at a pre-proposal, pre-contract, or site meeting, unless such representations are incorporated in writing as an amendment to the RFQ or as part of the final contract. All
questions or request for clarification concerning material terms of the contract should be submitted in writing for consideration as an amendment.

6.14. **Withdrawal or Modification of Offers.** The Vendor may modify or withdraw an offer in writing at any time before the deadline for submission of an offer.

6.15. **Acceptance.** Any offer received shall be considered an offer which may be accepted or rejected, in whole or in part, by the District based on initial submission without discussions or negotiations. The District reserves the right to reject any or all offers and to waive informalities, minor irregularities, or other requirements in offers received, and/or to accept any portion of the offer if deemed in the best interest of the District. Failure of the vendor to provide in its offer any information requested in the RFQ, may result in rejection for non-responsiveness. Failure of the vendor to meet or exceed any stated minimums in the RFQ may also result in rejection for reasons of non-responsiveness.

6.16. **Representations.** No representations or guarantees of any kind, either made orally, or expressed or implied, are made with regard to the matters contained in this document, including any attachments, letters of transmittal, or any other related documents. Each Vendor must rely solely on its own independent assessment as the basis for the submission of any offer made.
PERALTA COMMUNITY COLLEGE DISTRICT

RFQ No. 13-14/10
District-Wide Strategic Planning

VENDOR’S QUESTIONNAIRE AND CERTIFICATE OF COMPLIANCE

The following information is requested for information purposes only. It will not be used in determining bid award.

1. **Proposer Information.** Complete the following for the Proposer.

<table>
<thead>
<tr>
<th>Proposer Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Office Address</td>
<td></td>
</tr>
<tr>
<td>Mailing Address (if different from physical office address)</td>
<td></td>
</tr>
<tr>
<td>Phone/Fax</td>
<td>(_______) ___________________</td>
</tr>
<tr>
<td></td>
<td>(_______) ___________________</td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Name of Proposer’s Principal Contact</td>
<td></td>
</tr>
<tr>
<td>Email Address for Proposer’s Principal Contact</td>
<td></td>
</tr>
<tr>
<td>Federal Tax ID Number</td>
<td></td>
</tr>
</tbody>
</table>

[CONTINUED NEXT PAGE]
2. **Proposer’s Organizational Information.** Complete the following for the Proposer.

| Proposer Form of Business (check appropriate box): | □ Corporation  
State of incorporation: _____________________  
□ General Partnership  
□ Limited Partnership  
□ Limited Liability Corporation (LLC)  
□ Limited Liability Partnership (LLP)  
□ Sole Proprietorship |
|---|---|

<table>
<thead>
<tr>
<th>Equity Ownership (identify each person or entity owning ten percent (10%) or more of the equity interest of the Proposer; for each person or entity identify, state the percentage equity ownership held by each person or entity:)</th>
<th>Name of Person or Entity With Ten Percent (10%) or More Equity Ownership</th>
<th>Percentage Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[CONTINUED NEXT PAGE]
### Demographics of Proposer’s Workforce and Equity Owners

<table>
<thead>
<tr>
<th>Demographic Description</th>
<th>Number of Employees or Officers of Proposer</th>
<th>Percentage Equity Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian American (Chinese, Japanese, Korean, Vietnamese)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filipino</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latino (Other than Mexican or Mexican-American)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacific Islander; Other Asian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled Veteran</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Workforce Ethnic/Racial Proportionality

Explain how the Proposer’s current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state or local). Attach additional sheet(s) as necessary for a complete and comprehensive explanation.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

### 4. Non-Discriminatory Employment Practices

Detail steps taken by the Proposer since inception of the Proposer’s business to assure non-discriminatory recruiting, hiring, apprenticeship, placement, promotion, demotion, lay-off and termination practices. Attach additional sheet(s) as necessary for a complete and comprehensive explanation.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

[END OF SECTION]
ENVIRONMENTALLY SUSTAINABLE POLICY

It is the policy of the Peralta Community College District (Board Policy 2.40, Environmental Sustainability), to purchase products or services that help to minimize the adverse effects on human health and the environment, when compared to other products and services that serve the same purpose with comparable efficacy. The District recognizes that environmentally responsible purchasing will help create and sustain markets for environmentally sustainable products, and is committed to encouraging the procurement of environmentally sustainable products, such as products with high recycled content, remanufactured products, FSC certified lumber, Energy Star rated equipment, low and no VOC paints, low-toxicity cleaning supplies and Green Seal approved chemicals, locally sourced organic/sustainably grown foods, compostable utensils, non polystyrene food containers, non petroleum-based inks, and will promote contracting with businesses in close proximity, to reduce our carbon footprint and to promote the District’s SLBE program.

The District’s formal Environmental Sustainability Policy 2.40 is available for download at: http://www.peralta.edu/projects/4/Purchasing%20Procedures/BP_2_40_Environmental_Sustainability_Policy_FINAL_3-31-08.pdf click on the District Services Center tab and then Purchasing to view the environmentally sustainable purchasing policy.

Each Proposer must execute and submit the executed Statement of Compliance With Environmental Sustainability Policy with the Proposer’s RFQ Response.

[END OF SECTION]
Proposer’s Statement of Compliance with Environmental Sustainability Policy

Proposer: _________________________________

The long-term goal of the District is to purchase products with zero waste, high recycled content, produced and delivered in an environmentally sustainable manner. Does your product or service promote the District’s Environmentally Sustainable Procurement goal?

______Yes*  ______No

*If Yes, you are required to describe in the following how your product or service that you are providing to the District will promote the District’s Environmentally Sustainable Procurement goal.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

I am authorized to execute this Statement of Compliance with Environmental Sustainability Policy on behalf of the above-identified Proposer. I declare under penalty of perjury under California law that the foregoing is true and correct.

By: _________________________________

_______________________________
(Typed or Printed Name)

Title _________________________________

Date _________________________________
CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700 in relevant part provides:

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

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

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

Proposer Name

By: ________________________________

__________________________________________ (Typed or Printed Name)

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.)
STATEMENT OF NON-DISCRIMINATORY EMPLOYMENT PRACTICES

PROPOSER NAME: _________________________________

I hereby certify that the above-identified Proposer will maintain a work environment free from discrimination, where employees are treated with dignity and respect. The Proposer does not discriminate against any employee or applicant for employment because of gender, color, race, ethnicity, national origin, religion, age, marital status, sexual orientation, gender identity and expression, disability, pregnancy, covered veteran status, protected genetic information and political affiliation. The Proposer will at all times comply with all provisions of Executive Order No. 11246 (as amended by Executive order No.11375).

The Proposer acknowledges that the Vendor’s Questionnaire requests demographic information for record keeping purposes only. The information requested will not be used as a basis for contract award.

The Proposer further acknowledges that if the Proposer is awarded the Contract, the Proposer will comply with District requirements for reporting the Proposer to submit quarterly reports to the District’s Department of General Services which identifies:

   a. Actual racial, gender and residential workforce composition of your company for the contract work.
   b. Actual racial, gender and residential workforce composition of subcontractors for the contract work.
   c. Number of apprenticeship workforce for the contract work.

I am authorized to execute this Statement of Non-Discriminatory Employment Practices on behalf of the Proposer. I have personal knowledge of all of the foregoing. I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct.

Dated: _________________   By: ________________________________

   (signature)   ________________________________

   (print name)
The District is committed to ensure equal opportunity and equitable treatment in awarding and managing its public contracts and has established an annual overall program goal of twenty-five percent participation for small local businesses. To facilitate opportunities for small local business, the District will use a maximum 5% bidding preference for SLBE and SELBE firms. The preference is only used for purposes of determining the pricing proposed by a SLBE or SELBE; the contract is awarded at the actual bid amount. Please review the following guidelines to see if your firm qualifies for the preference. The 5% bidding preference for an SLBE and SELBE firms are for construction, personal and professional services, goods and services, maintenance, repairs, and operations where responsibility and quality are equal. The preference will be 5% of the bid amount of the lowest responsive responsible bidder, and may not exceed $50,000.00 for any bid.

A Non-SLBE/SELBE Prime Contractor who utilizes 25% of total bid amount, with SLBE or SELBE subcontractors (who meet the District’s Definition of an SLBE and SELBE), can also receive a maximum of 4% bidding preference, not to exceed $50,000.00 for any bid. (See below Subcontractor section.)

Definitions:

**SLBE**: A Small Local Business Enterprise is a business that has not exceeded gross annual revenue of 8.5 million dollars for a construction firm, or 6 million dollars for goods and non-professional services firm, or 3 million dollars for architecture, engineering and professional services firm, for the past three consecutive years and meets the below geographic location requirements.

**SELBE**: A Small Local Emerging Business Enterprise is a business that has not exceeded gross annual revenue of 1.5 million dollars for the past three consecutive years and meets the below geographic location requirements.

**Commercially Useful Function**: Shall mean a business is directly responsible for providing the materials, equipment, supplies or services to the District as required by the contract solicitation. The business performs work that is normal for its business services and carries out its obligation by actually performing, managing, or supervising the work involved. The business is not Commercially Useful if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of SLBE or SELBE participation.

**Geographic Location Requirements:**

- The business must be located at a fixed, established commercial address located in the District’s market area of Albany, Alameda, Berkeley, Emeryville, Oakland, or Piedmont, and not a temporary or movable office, a post office box, or a telephone answering service.
• If the business has an office outside of the District’s market area as well as an office within the market area, the office within the District’s market area must be staffed on a full time permanent basis with employees of the Proposer.

• If requested, the business that has an office outside of the District’s market area must provide proof of one or more past contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services) was within the District’s market area at least one (1) year prior to the date of contract award. The one-year requirement does not apply to businesses whose sole establishment is located within the District’s market area.

Subcontractors:
Non-SLBE/SELBE Prime Contractors who use subcontractors, who meet the District definitions of SLBE and SELBE, may receive a maximum of 4% bidding preference if the following conditions are met:

1. 25% of total bid amount is with Subcontractors who meet the District’s definition of an SLBE and SELBE. The Prime Contractor must list each Subcontractor on the Subcontractor List form, clearly identifying the SLBE and SELBE status and the Dollar Amount of work each subcontractor will perform.
2. The Subcontractors must provide a Commercially Useful Function.
3. The Prime Contractor must maintain the Subcontractor percentages (based on the quoted dollar amounts) indicated in the Subcontractor List form at the time the Contract is awarded and throughout the term of the Contract.
4. The Prime Contractor must fill out sign the SLBE/SELBE Self Certification Affidavit and return it with the bid documents, and 48 hours after the bid opening the Prime Contractor must submit signed SLBE/SELBE Self Certification Affidavit from each of the SLBE and SELBE subcontractors listed in the Subcontractor form. The Subcontractor must agree to provide the requested documentation to verify the SLBE/SELBE status.
5. No Substitutions can be made to the SLBE and SELBE subcontractor without the prior written approval of the District. The District will approve a subcontractor substitution on the following conditions:
   a. A written statement from the subcontractor agreeing to the substitution.
   b. When the subcontractor has been given a reasonable opportunity to execute the subcontract, yet fails to, or refuses to execute the subcontract, or refuses to satisfy contractual obligations.
   c. When the subcontractor becomes insolvent.
   d. When the District determines the work performed by the subcontractor is not in accordance with the contact agreement, or the subcontractor is substantially and unduly delaying or disrupting the progress of work.

[END OF SECTION]
SLBE/SELBE SELF CERTIFICATION AFFIDAVIT

Proposers that meet the District criteria for an SLBE and SELBE must complete and submit the accompanying SLBE/SELBE Self Certification Affidavit signed under penalty of perjury by an authorized employee of the Proposer with the RFQ Response of the Proposer. Firms claiming SLBE and SELBE status in the SLBE/SELBE Self Certification Affidavit will be required to submit proof of residency and revenue 48 hours after bid opening. Such proof shall consist of a copy of a contract to perform work, to rent space or equipment, or for other business services, executed from their local address, and the firm’s tax returns for the past three consecutive years.

Proposers that do not meet the District’s criteria for SLBE or SELBE status are not required to submit the SLBE/SELBE Self Certification Affidavit with their RFQ Responses.

[END OF SECTION]
SLBE/SELBE SELF CERTIFICATION AFFIDAVIT

I certify under penalty of perjury that my firm meets the District’s definition of a Small Local Business Enterprise or a Small Emerging Local Business Enterprise and resides in the geographic location of the District’s market area and qualifies for the below preference. The maximum preference will be five percent of the bid amount of the lowest responsible bidder, and may not exceed $50,000.00 for any bid. The preference is only used for computation purposes to determine the winning bidder; the contract is awarded at the actual bid amount. The District’s Contract Compliance Office will determine whether this requirement has been fulfilled. Bidders may only claim one of the below preferences.

<table>
<thead>
<tr>
<th>Certification Status</th>
<th>Preference</th>
<th>Preference Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLBE</td>
<td>5% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>SELBE</td>
<td>5% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>25% of Subcontractors are SLBE/SELBE</td>
<td>4% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>Not Applicable</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1. I acknowledge and am hereby advised that upon a finding of perjury with the claims made in this self certification affidavit the District is authorized to impose penalties which may include any of the following:
   a) Refusal to certify the award of a contract
   b) Suspension of a contract
   c) Withholding of funds
   d) Revision of a contract for material breach of contract
   e) Disqualification of my firm from eligibility for providing goods and services to the Peralta Community College District for a period not to exceed five (5) years.

2. I acknowledge and have been advised and hereby agree that my firm will be required to provide proof (and if applicable, my SLBE and SELBE Subcontractors will provide proof) of the status claimed on this self-certification affidavit 48 hours after bid opening. Proof of status claimed includes tax returns from the previous three years and past contracts to determine the size and geographical location of my firm.

3. I am authorized to execute and deliver this SLBE/SELBE Self Certification Affidavit on behalf of the Proposer. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

__________________________________________
(Proposer Name)
Dated:  _________________

By: __________________________________________
(Signature)

__________________________________________
(Typed or Printed Name)
PERALTA COMMUNITY COLLEGE DISTRICT

RFQ No. 13-14/10
District-Wide Strategic Planning

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA )
COUNTY OF____________________ )

I, ________________________, being first duly sworn, deposes and says that I am the
(Typed or Printed Name)
_________________________________ of ____________________________, the party submitting
(Title) (Proposer Name)
a Response to the above-identified RFQ. In connection with the RFQ Response of the Proposer,
the undersigned declares, states and certifies that:

1. The RFQ Response is not made in the interest of, or on behalf of, any undisclosed
person, partnership, company, association, organization or corporation.
2. The RFQ Response is genuine and not collusive or sham.
3. The Proposer has not directly or indirectly induced or solicited any other Proposer to put
in a false or sham Proposal, and has not directly or indirectly colluded, conspired,
connived, or agreed with any other Proposer or anyone else to put in sham bid, or to
refrain from submitting a RFQ Response.
4. The Proposer has not in any manner, directly or indirectly, sought by agreement,
communication, or conference with anyone to fix the bid price, or that of any other
Proposer, or to fix any overhead, profit or cost element of the bid price or that of any
other bidder, or to secure any advantage against the public body awarding the contract
or of anyone interested in the proposed contract.
5. All statements contained in the RFQ Response and related documents are true.
6. The Proposer has not, directly or indirectly, submitted the bid price or any breakdown
thereof, or the contents thereof, or divulged information or data relative thereto, or
paid, and will not pay, any fee to any person, corporation, partnership, company,
association, organization, bid depository, or to any member or agent thereof to
effectuate a collusive or sham bid.

Executed this _____ day of __________, 20__ at _________________________________.
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is
true and correct.

By:_________________________________
(Signature of Bidder’s Authorized Officer or Representative)

___________________________________
(Typed or Printed Name)

Title: ________________________________
PERALTA COMMUNITY COLLEGE DISTRICT

RFQ No. 13-14/10
District-Wide Strategic Planning and Technology Plans

FEE PROPOSAL
(Incorporate completed and executed form of Fee Proposal into Tab 9 of RFQ Response)

Respondent: _____________________________

The above-identified Respondent proposes the following pricing to complete Strategic Plan and Technology Plans update/revision Services:

1. **Proposed Lump Sum Fixed Price.** For completion of the Strategic Plan and Technology Plans Services and other obligations under the Contract, the Respondent proposes a lump sum fixed price of ______________________________ Dollars ($______________) (“Price Proposal”). The proposed Lump Sum Fixed Price broken down between the Planning Review Tasks described in the RFQ as follows:

1.1. Task 1; Data Compilation. The lump sum fixed price of ______________________________ Dollars (____________) is proposed for completion of Task 1.

1.2. Task 2; Preliminary Strategic Plan and Technology Plans Preparation. The lump sum fixed price of ______________________________ Dollars (____________) is proposed for completion of Task 2.

1.3. Task 3; Final Strategic Plan and Technology Plans. The lump sum fixed price of ______________________________ Dollars (____________) is proposed for completion of Task 3.

1.4. **Additional Tasks.** The Respondent’s RFQ Response proposes additional or different Tasks than those described in the RFQ:

   _____ YES    _____ No

1.4.1. **Price Proposal for Different/Additional Tasks.** The proposed lump sum fixed price set forth in Paragraph 1 incorporates fees, costs and expenses for completing all additional or different Tasks proposed by the Respondent:

   _____ YES    _____ NO

1.4.2. **Price Proposal Adjustment.** If the response to Paragraph 1.4.1 is “No” the Respondent proposes the following adjustment to the lump sum fixed price proposed in Paragraph 1 as follows (check appropriate statement and set forth the proposed adjustment for the proposed additional/different tasks):

   _____ Deduct ______________________________ Dollars ($______________) from the lump sum fixed price proposed in Paragraph 1.

   _____ Add ______________________________ Dollars ($______________) to the lump sum fixed price proposed in Paragraph 1.
2. **Reimbursable Expenses.** The Lump Sum Fixed Price proposed in Paragraph 1 incorporates all fees, costs or expenses that the Respondent may incur to complete the Strategic Plan Services:

_____ YES   _____ NO

If the Lump Sum Fixed Price proposed in Paragraph 1 does not include all fees, costs or expenses incurred to complete the Planning Review Services, the Respondent proposes billing the District for the following fees, costs or expenses incurred to complete Planning Review Services:

2.1. **Travel.**

2.1.1. **Privately Owned Automobile Travel; Costs Per Mile.** If personnel travel by a privately owned automobile, the charge per mile traveled is ____ cents (____¢) per mile ("Mileage Charge").

2.1.2. **Mileage Charges.** The Mileage Charge billed to the District for travel by privately owned automobile will be for:

_____ Round Trip Travel

_____ One Way Travel

2.1.3. **Airfare.** If travel is by air, the charge is the actual costs of economy class airfare without mark-ups.

_____ Yes

_____ No, billings will be for costs plus ____ percent (____%) mark-up

2.1.4. **Rental Car.** If travel is by a rental car, the billing is the actual costs for an economy class rental car without mark-ups.

_____ Yes

_____ No, billings will be for costs plus ____ percent (____%) mark-up

2.1.5. **Per Diem Expenses.** If travel and overnight stay or more is required the per diem charge (excluding mileage, airfare charges or rental car charges) for lodging, meals and incidental expenses is:

- Lodging: ___________________________ Dollars ($________) per day.
- Meals: ___________________________ Dollars ($________) per day.
- Incidental Expenses: ___________________________ Dollars ($________) per day.

2.1.6. **Charges for Personnel Travel Time.** If personnel travel, Respondent proposes to bill the District for travel time of personnel as follows:

_____ No travel charges for personnel travel (travel time included in Price Proposal).

_____ Flat rate travel charge for personnel travel of ___________________________ Dollars ($________) per person travelling.

_____ Hourly rate charge for personnel travel at ___________________________ Dollars ($________) per hour per person travelling.

If an hourly rate is charged for LOR personnel travel to an Off-Site Location, the billings are for:

_____ Round Trip Travel

_____ One Way Travel
2.1.7. Communications.
   2.1.7.1. Phone/Fax Charges: ______________________________
   2.1.7.2. United States Mail Charges: _________________________
   2.1.7.3. Private Courier/Overnight Service: ______________________________
   2.1.7.4. Other Communications Charges: ______________________________

2.1.8. Production.
   2.1.8.1. CAD/Plotting: ____________________________________
   2.1.8.2. Reproduction.
       Up to 11” x 14” size reproductions: __________________________
       Quarter sheet reproductions: ___________________________
       Half-sheet reproductions: ______________________________
       Full sheet reproductions: ______________________________

2.2. Additional Services. Set forth below the proposed hourly billing rates for Additional Consultant Services if the District and the Respondent are unable to reach mutual agreement to establish a lump sum fixed price for District authorized Additional Consultant Services.

<table>
<thead>
<tr>
<th>Respondent Personnel Proposed Additional Services Hourly Billing Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

(Duplicate as necessary for additional proposed personnel)

<table>
<thead>
<tr>
<th>Sub-Consultant Personnel Proposed Additional Services Hourly Billing Rates</th>
<th>Sub-Consultant Name: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position/Title</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Duplicate as necessary for additional Sub-Consultants and/or additional proposed personnel)

3. Acknowledgment and Confirmation. The Respondent has a full and complete understanding of the Strategic Plan and Technology Plans Services. The Respondent certifies that all proposed personnel are duly certified, licensed, approved and otherwise qualified to complete obligations under the Contract and the Strategic Plan and Technology Plans Services assigned to such
personnel, if the Contract is awarded to Respondent. The undersigned: (i) has reviewed and verified the accuracy and completeness of the foregoing Price Proposal and (ii) is authorized to bind and commit Respondent to the foregoing Price Proposal.

By: ______________________________
(Signature of Respondent’s Authorized Officer or Representative)

_______________________________
(Typed or Printed Name)

Title: ______________________________
PERALTA COMMUNITY COLLEGE DISTRICT

CONTRACT FOR SERVICES

Updated as of September, 2013
### TABLE OF CONTENTS

**ARTICLE 1  PREFACE**
1.1 Effective Date and Parties  
1.2 Documents Incorporated  
1.3 Recitals  

**ARTICLE 2 SERVICES**
2.1 Work  
2.2 Standard of Performance  
2.3 Sub-Consultants  
2.4 Ownership of Work Product  

**ARTICLE 3 PAYMENT**
3.1 Schedule of Payments  
3.2 Payment Not Acceptance  
3.3 Payments Withheld  
3.4 No Obligation to Make Payment  
3.5 Taxes  
3.6 Most Favored Customer  

**ARTICLE 4 DELAYS**
4.1 Excusable Delays (Force Majeure)  
4.2 Non-Excusable Delays  
4.3 Compensation in the Event of Delay  

**ARTICLE 5 CONSULTANT REPRESENTATIONS**
5.1 CONSULTANT Representations  
5.2 Due Performance  
7.1 Breach of Representations  

**ARTICLE 6 INSURANCE**
6.1 Insurance Requirement  
6.2 Workers’ Compensation  
6.3 Certificates  
6.4 Coverage for INDEMNIFIED PARTIES  

**ARTICLE 7 INDEMNITY**
7.1 Indemnification of the DISTRICT  
7.2 Continuing Performance  

**ARTICLE 8 COMPLIANCE WITH LAWS**
8.1 Compliance with Laws  
8.2 Hazardous Substances  
8.3 Technology Accessibility  
8.4 Equal Opportunity in Contracting  
8.5 Non-Discrimination  
8.6 Posting  
8.7 Sexual Harassment  
8.8 Drug-free Workplace  
8.9 N.L.R.B. Certification  
8.10 DISTRICT Conflicts of Interest  

**ARTICLE 9 CONFIDENTIALITY**
9.1 Duty to Keep Information Confidential  
9.2 Third Party INFORMATION  
9.3 Breach of Confidentiality  
9.4 Return of Information  
9.5 Duration of Obligation  

**ARTICLE 10 FINANCIAL STATUS, RECORDS, AND NOTICE**
10.1 Financial Solvency  
10.2 Financial Misrepresentation in Response to Request for Proposal  
10.3 Accounting Records and Auditing  
10.4 Hazardous Materials Records  
10.5 Return Documents  
10.6 Evaluation  
10.7 Notice  

**ARTICLE 11 MODIFICATION OF AGREEMENT**
11.1 Authorized Agents  
11.2 Modifications  
11.3 Change Order Requests  
11.4 Change Order Record Keeping  
11.5 Renewal  
11.6 Provision of Report  
11.7 Assignment  

**ARTICLE 12 TERMINATION**
12.1 Termination for Cause  
12.2 Payment Obligations  
12.3 Suspension of Performance  
12.4 Termination for Convenience  
12.5 Termination for Illegality  

**ARTICLE 13 DISPUTE RESOLUTION**
13.1 Mediation  
13.2 Arbitrations  
13.3 Tort Claims Act  
13.4 Forum Selection  
13.5 Cumulative Remedies  
13.6 No Special Damages  
13.7 Reserve Right to Offset  
13.8 Statutes of Limitation  
13.9 Course of Dispute  

**ARTICLE 14 INTERPRETATION**
| 14.1  | Integration                                      | 15.2  | Executed                                      |
| 14.2  | Defined Terms                                    |       |                                               |
| 14.3  | Governing Law                                    |       |                                               |
| 14.4  | Severability                                     |       |                                               |
| 14.5  | Titles of Provisions                             |       |                                               |
| 14.6  | No Third-Party Beneficiaries                     |       |                                               |
| 14.7  | Time Is of the Essence                           |       |                                               |
| 14.8  | CONSULTANT Is Independent of DISTRICT            |       |                                               |
| 14.9  | Sovereign Immunity Reserved                      |       |                                               |
| 14.10 | No Waiver of Performance                         |       |                                               |
| 14.11 | Independent Contractor Contract                  |       |                                               |

**ARTICLE 15  EXECUTED**

15.1 Authority

---

EXHIBIT A  SCOPE OF SERVICES / DELIVERABLES
EXHIBIT B  PRICING AND PAYMENT SCHEDULE
EXHIBIT C  REQUIRED INSURANCE COVERAGE FROM CONSULTANT
EXHIBIT D  AUTHORIZED AGENTS
EXHIBIT E  NOTICE CONTACTS
ARTICLE 1. PREFACE

1.1. EFFECTIVE DATE and PARTIES. This is an agreement (“AGREEMENT”) dated as of __________, 20__ (“EFFECTIVE DATE”), between Peralta Community College District (“DISTRICT”) located at 333 E. 8th Street, Oakland, CA 94606 and ________________, including its officers, employees, consultants, Sub-Consultants, and agents (“CONSULTANT”), a __________________, with its principal office at ________________ (collectively, “PARTIES”).

1.2. Documents Incorporated. The AGREEMENT comprises the general provisions set out in these articles as well as all exhibits:
(a) Exhibit A: Scope of Services/Deliverables.
(b) Exhibit B: Pricing and Payment Schedule.
(c) Exhibit C: Required Insurance Coverage from Consultant.
(d) Exhibit D: Authorized Agents.
(e) Exhibit E: Notice Contacts.

If terms in the Exhibits conflict with any general provision terms in these articles, then the terms in these articles shall prevail.

1.3. Recitals.

Whereas, the District issued a Request for Qualifications as RFQ No. 13-14/105 (“RFQ”) requesting proposals to provide District-Wide Strategic Planning, Laney College Integrated Education and Facilities Master Plan, Berkeley City College Integrated Education and Facilities Master Plan, Alameda College Integrated Education and Facilities Master Plan, and Merritt College Integrated Education and Facilities Master Plan.

Whereas CONSULTANT submitted a proposal responding to the RFQ.

Whereas CONSULTANT and its employees and Sub-Consultants, if any, are experienced, qualified, capable and if applicable, licensed, to provide the Services under this Agreement.

Whereas the District has taken action to award this Agreement to the Consultant.

Whereas CONSULTANT wishes to enter into a contract with DISTRICT in which CONSULTANT will furnish the Services subject to this Agreement for in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual agreement set forth in the AGREEMENT, the parties agree as follows:
ARTICLE 2. SERVICES

2.1. SERVICES. CONSULTANT shall complete the SERVICES as specified in Exhibit A Scope of Services/Deliverables (collectively, “SERVICES”).

2.2. Standard of Performance. CONSULTANT represents that it is qualified to perform the SERVICES and that it possesses and will continue to possess, at its sole cost and expense, all licenses, registrations, permits, necessary to provide the SERVICES. CONSULTANT’s personnel completing any portion of the SERVICES shall be qualified and licensed, if applicable, for the SERVICES performed. CONSULTANT also represents that it has extensive knowledge of, and will comply with, all codes, laws, regulations, and ordinances applicable to the SERVICES or this Agreement and will at all times while performing SERVICES comply therewith. CONSULTANT shall complete the SERVICES in accordance with applicable standards of care for other professionals providing work and services similar to the SERVICES.

2.3. Sub-Consultants. CONSULTANT may enter into subcontracts under this AGREEMENT, provided that: (i) advance NOTICE is provided to the DISTRICT (as described in the following sentence), (ii) that said Sub-Consultant has the appropriate qualifications to perform the subcontracted work and (iii) that CONSULTANT has obtained the Sub-Consultant agreement to be bound to the same duties and obligations of CONSULTANT hereunder. For each Sub-Consultant, CONSULTANT shall provide NOTICE to the DISTRICT of its intent to subcontract some portion of the SERVICES to provided hereunder, which NOTICE shall specify: (i) the SERVICES to be subcontracted, (ii) the term of said subcontract (iii) a representation by the CONSULTANT that said Sub-Consultant will provide the subcontracted SERVICES in the manner set forth in this AGREEMENT, that said Sub-Consultant acknowledges and agrees that the subcontracted SERVICES will be the exclusive property of the DISTRICT (consistent with Section 2.4 below), and (iv) that CONSULTANT will direct and supervise the Sub-Consultant performance. The DISTRICT may disapprove of any Sub-Consultant at any time. Neither the DISTRICT’s approval nor failure to disapprove of any Sub-Consultant nor anything in Sub-Consultant agreement between the CONSULTANT and the Sub-Consultant shall create any contractual relationship between the DISTRICT and any Sub-Consultant. CONSULTANT agrees to be fully responsible to the DISTRICT for subcontracted SERVICES and to indemnify the DISTRICT from any acts or omissions of any of its Sub-Consultants and any persons or agents related thereto and for any claims by any Sub-Consultant against the DISTRICT arising from the Sub-Consultant agreement or the subcontracted SERVICES. The obligation to pay Sub-Consultants is the independent obligation of the CONSULTANT separate from the DISTRICT’s obligation to pay CONSULTANT. The DISTRICT shall have no obligation to pay or secure payment of any moneys payable to any Sub-Consultant and the CONSULTANT shall indemnify, defend and hold harmless the District from any claims of payment of any Sub-Consultant for any SERVICES completed by a Sub-Consultant.

2.4. Ownership of Work Product. The SERVICES (and all related materials, rights, title and interest) provided under this AGREEMENT, regardless of the medium, including but not limited to, any designs, computations, studies, software, graphics, memorandum, plans, customer lists, business, financial, or marketing plans, (collectively, the “Work Product”) shall, as applicable, be deemed “works made for hire,” or “specially commissioned works,” as those terms are defined in the U.S. Copyright Act (17 U.S.C. 101), and shall,
in all cases, be owned exclusively by the DISTRICT. To the extent that the foregoing sentence is insufficient to convey exclusively ownership in the Work Product, CONSULTANT, including any of Sub-Consultants, hereby assigns to the DISTRICT as its sole and exclusive property all CONSULTANT and Sub-Consultant’s right, title and interest in any part, or all of the Work Product and all proprietary and intellectual property rights related thereto, whether or not patentable or protectable under copyright, trademark or other similar statutes. CONSULTANT agrees to take such actions as are necessary to protect the DISTRICT’s rights in the Work Product (such as affixing proper copyright, patent or trademark notice where applicable) and to refrain from taking any action that would impair said rights. Upon the conclusion of this AGREEMENT, CONSULTANT (and any of its Sub-Consultants) shall return all copies or versions of the Work Product that CONSULTANT or any Sub-Consultant may at that time possess. CONSULTANT (and its Sub-Consultants) shall not have any rights to use or disclose the Work Product, except with the prior written consent of the DISTRICT.

**ARTICLE 3. PAYMENT**

3.1. **Schedule of Payments.** DISTRICT shall pay CONSULTANT according to the schedule of payments attached as Exhibit B Pricing and Payment Schedule. CONSULTANT shall invoice DISTRICT for payments as set forth in the schedule of payments. Late payment by DISTRICT shall not constitute a material breach of the AGREEMENT.

3.2. **Payment Not Acceptance.** No payment made to CONSULTANT shall be construed as an acceptance or approval of any of the SERVICES or constitute a waiver of any claim or right that DISTRICT may then or thereafter have against CONSULTANT. Payments shall be subject to correction or adjustment in subsequent reviews and payments.

3.3. **Payments Withheld.** DISTRICT may withhold payment on or offset against an invoice or a portion thereof in an amount and to such extent as may be reasonably necessary to protect DISTRICT from loss because of:
   (a) CONSULTANT’S failure to complete the SERVICES in accordance with the AGREEMENT;
   (b) third-party claims, suits, or liens arising out of or relating to CONSULTANT’S SERVICES or this Agreement; or
   (c) CONSULTANT’S failure to pay money to DISTRICT when due.

3.4. **No Obligation to Make Payment.** Notwithstanding any provision to the contrary, DISTRICT shall have no obligation to make any payment to CONSULTANT at any time, after NOTICE to CONSULTANT when:
   (a) CONSULTANT is in material breach of the AGREEMENT; or
   (b) CONSULTANT fails to furnish and maintain evidence of current insurance in accordance with the requirements of the AGREEMENT.

3.5. **Taxes.** CONSULTANT agrees to file local, county, state, and federal tax returns and pay all applicable local, county, state and federal taxes on amounts paid pursuant to the AGREEMENT. In case DISTRICT is audited for compliance regarding any applicable taxes, CONSULTANT agrees to furnish DISTRICT with proof of payment of taxes on those earnings. CONSULTANT acknowledges that DISTRICT will report all earnings to the California State Franchise Tax Board and the Internal Revenue Service as required by law.
3.6. **Most Favored Customer.** CONSULTANT certifies that the pricing detailed in Exhibit B is comparable to or more favorable to DISTRICT than that offered to CONSULTANT’S other customers for similar SERVICES in similar volumes within the period of this AGREEMENT PERIOD. If CONSULTANT subsequently extends more favorable pricing to another customer, CONSULTANT is obligated to provide NOTICE to DISTRICT within five (5) calendar days and extend the new pricing to DISTRICT, to accept at DISTRICT’S sole option, retroactive to the date of the agreement between CONSULTANT and the other customer. Such pricing difference shall be credited to the DISTRICT.

**ARTICLE 4. DELAYS**

4.1. **Excusable Delays (Force Majeure).** CONSULTANT is entitled to a reasonable extension of the delivery date for the SERVICES in the event of an action or omission that: (i) was not contemplated at the time this AGREEMENT was executed; (ii) was not reasonably foreseeable; (iii) directly impairs or inhibits the CONSULTANT’s ability to provide the SERVICES on the schedule delivery date; and (iv) was not the result of an act or omission by CONSULTANT (the “EXCUSABLE DELAY EVENTS”). EXCUSABLE DELAY EVENTS may include, for example, acts due to the gross negligence or intentional misconduct of the DISTRICT (and unrelated to any action taken by the CONSULTANT), natural disasters, labor strikes, or government action. In the event of an EXCUSABLE DELAY EVENT, CONSULTANT shall provide DISTRICT with NOTICE of said delay and the impact of said delay on the timetable set forth in Exhibit A. Said NOTICE shall be provided no more than two (2) calendar days after CONSULTANT becomes aware of such event. CONSULTANT shall then be entitled to a day for day extension corresponding to the number of days of delay demonstrated by CONSULTANT to be directly caused by the EXCUSABLE DELAY EVENT, to the extent that that number of days (and not fewer days) is necessary to delivery of the SERVICES.

4.2. **Non-Excusable Delays.** If a delay does not meet the definition of an Excusable Delay Event (a “NON-EXCUSABLE DELAY”), then CONSULTANT shall not, without the DISTRICT’s prior written consent (which may be withheld), be entitled to an extension of the delivery date for the SERVICES then due. If the CONSULTANT does not obtain the DISTRICT’s consent to a NON-EXCUSABLE DELAY, then it shall be responsible for any additional costs it incurs in its efforts to meet the delivery deadline. Notwithstanding that the DISTRICT may consent to an extension of the delivery date due to a NON-EXCUSABLE DELAY, the CONSULTANT will be required to pay any actual damages incurred by the DISTRICT as a result of such delay, by either offset against the amount due by the DISTRICT to the CONSULTANT or by submission by the DISTRICT of an invoice indicating the amount of the damages.

4.3. **Compensation in the Event of Delay.** Regardless of whether the CONSULTANT obtains the DISTRICT’s consent to a NON-EXCUSABLE DELAY, and in the case of an EXCUSABLE DELAY EVENT that is not the related to an unanticipated and unforeseeable act or omission by the DISTRICT, the CONSULTANT shall be responsible for any additional costs it incurs in its efforts to meet the delivery deadline. In the event of any delay of the delivery of the SERVICES for any reason, the DISTRICT shall be entitled to suspend any payment obligations related to such SERVICES until such time as the delivery of the SERVICES to, and acceptance by, the DISTRICT.
ARTICLE 5. CONSULTANT REPRESENTATIONS

5.1. CONSULTANT Representations. CONSULTANT represents and warrants that:

(a) the SERVICES shall be in compliance with all laws, standards, and codes;
(b) ;
(c) the SERVICES shall be in accordance with the provisions of the AGREEMENT, including but not limited to the specifications set forth in Exhibit A;
(d) the CONSULTANT shall have, where applicable, all necessary licenses, permits, and other documentation and permissions necessary for CONSULTANT to provide the SERVICES under this AGREEMENT in full compliance with all applicable laws;
(e) all of the SERVICES shall be done in a professional and workmanlike manner in accordance with the standard care for other professionals providing services similar to the SERVICES subject to this Agreement;
(f) all SERVICES will be original, and if not, CONSULTANT will obtain all necessary third party consents and releases necessary to give DISTRICT unrestricted rights in such SERVICES, and that any agreement CONSULTANT enters into with third parties shall provide that the SERVICES is the sole property of DISTRICT and that DISTRICT shall have the unrestricted right to use the SERVICES in the manner in which, and so long as, it desires.
(g) it will employ its best efforts to refrain from engaging in any conduct that will impair the reputation of DISTRICT.

5.2. Due Performance. If events arise that cause the DISTRICT to reasonably question CONSULTANT’S performance or CONSULTANT’s ability to continue performance, DISTRICT may demand in writing sufficient assurance of due performance. Until assurance is received that is satisfactory to DISTRICT, DISTRICT may suspend payment and/or all SERVICES to be provided/performed hereunder.

5.3. Breach of Representations. Breach of any representation by CONSULTANT or a failure by it to provide satisfactory assurances of its ability to perform hereunder constitutes a material breach of this AGREEMENT.

ARTICLE 6. INSURANCE

6.1. Insurance Requirement. CONSULTANT shall provide and maintain insurance with coverages and limits of liability not less than those specified in Exhibit G Required Insurance Coverage from Consultant. Insurance shall be maintained throughout the term of the AGREEMENT (including the WARRANTY PERIOD). All such insurance shall be primary to any insurance maintained by DISTRICT and name the IDENTIFIED as additional parties insured. Limits may be arranged through any combination of underlying and excess or umbrella policies. CONSULTANT shall pay all deductible amounts associated with the required insurance. In the event any policy of insurance does not comply with these requirements or is canceled and not replaced, DISTRICT has the right but not the duty to obtain the insurance it deems necessary, and CONSULTANT will promptly reimburse any cost to DISTRICT.

6.2. Workers’ Compensation. CONSULTANT certifies that it is aware of California Labor Code Section 3700, which requires every employer to be insured against liability for
workers’ compensation or to undertake self-insurance in accordance with the provisions of that code. CONSULTANT further certifies that it does and will comply with such provisions before commencing performance of the AGREEMENT and for the duration of the AGREEMENT.

6.3. Certificates. Prior to commencing performance under the AGREEMENT, CONSULTANT shall furnish DISTRICT standard insurance certificates executed by an authorized representative of CONSULTANT’S insurer, evidencing the applicable policies, coverages, and limits. DISTRICT’S receipt of or failure to object to any insurance certificates or policies submitted by CONSULTANT does not release or diminish in any manner the liability or obligations of CONSULTANT or constitute a waiver of any of the insurance requirements under the AGREEMENT. Replacement certificates of insurance evidencing continuation of CONSULTANT’S coverage shall be furnished to DISTRICT prior to the expiration of the current policies.

6.4. Coverage for INDEMNIFIED PARTIES. Each CONSULTANT insurance policy shall be endorsed to provide a waiver of each insurer's rights of subrogation against the INDEMNIFIED PARTIES. Policies shall name the INDEMNIFIED PARTIES as additional insureds for liability arising with respect to the SERVICES and shall include a cross-liability and severability of interests clause. Each CONSULTANT policy shall provide for NOTICE by the insurer to DISTRICT prior to the cancellation, non-renewal, or material change of any insurance referred to herein.

ARTICLE 7. INDEMNITY

7.1. CONSULTANT INDEMNIFICATION. CONSULTANT shall indemnify, defend and hold harmless the DISTRICT and the District’s Board of Trustees (including each individual member of the Board of Trustees), officers, agents, employees, volunteers and contractors (the “INDEMNIFIED PARTIES”) from any and all third party actions, claims, losses, damages, demands or expense (including without limitation all court and/or arbitration costs and reasonable attorney’s fees on account thereof) suffered or incurred by the INDEMNIFIED PARTIES arising from or relating to the SERVICES, CONSULTANT’s performance of SERVICES under this AGREEMENT, or any other act or omission of the CONSULTANT, including, but not limited to:

(a) claims by CONSULTANT’s officers, agents or employees arising from or relating to their employment or contractual relationship with CONSULTANT, including any benefits to which they are entitled as a result thereof;
(b) claims of infringement or improper use of any patent, trade secret, proprietary right, copyright or any other intellectual property right relating to the SERVICES;
(c) claims arising out a failure by CONSULTANT or its officers, agents, or employees to comply with the laws and policies set forth in Article 11;
(d) acts or omissions of CONSULTANT’s Sub-Consultants as provided in Section 2.3; and
(e) claims that arise out of, pertain to, or relate to negligent, grossly negligent, reckless, or intentional conduct of the CONSULTANT, any Sub-Consultant or their respective employees, officers, agents or representatives.
The CONSULTANT’s indemnification obligations pursuant to the foregoing shall survive the termination or expiration of this AGREEMENT or the CONSULTANT’s completion of SERVICES under this AGREEMENT until barred by the applicable Statute of Limitations.

7.2. Continuing Performance. If any 3rd party claim materially impairs performance of the SERVICES, then CONSULTANT, at its sole expense, shall timely procure the right from said 3rd party to continue its performance of its obligations under the AGREEMENT. Further, if an INDEMNIFIED PARTY should be enjoined from the use of any materials, combinations, or processes provided or to be provided under this AGREEMENT, then CONSULTANT shall promptly either:

(a) secure termination of any injunction and procure for the affected INDEMNIFIED PARTY the right to use such material, combination, or process, without obligation or liability; or

(b) replace such materials, combinations, or processes, or modify the same to become non-infringing,

all at CONSULTANT’S sole expense, but subject to all the requirements of the AGREEMENT.

ARTICLE 8. COMPLIANCE WITH LAWS

8.1. Compliance with Laws. CONSULTANT shall fully comply with all laws, executive orders, regulations, DISTRICT Board Policies, and other legal requirements applicable to CONSULTANT and to the SERVICES. Failure to comply with this Article shall constitute a material breach of the AGREEMENT. (Board Policies can be found on the DISTRICT website.)

8.2. Hazardous Substances. CONSULTANT shall safely and properly handle, treat, and dispose of all hazardous substances where the release or presence of such substances in the environment gives rise to any liability or obligation to remove, clean-up, encapsulate, or otherwise remediate such release or presence under any law.

8.3. Technology Accessibility. CONSULTANT hereby warrants that the SERVICES to be provided under the AGREEMENT complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194, and California Government Code Section 11135 incorporating Section 508. CONSULTANT agrees to promptly respond to and resolve any complaint regarding accessibility of the SERVICES which is brought to its attention.

8.4. Equal Opportunity in Contracting. DISTRICT is committed to ensuring equal opportunity and equitable treatment in awarding and managing its public contracts. Therefore, it is the policy of DISTRICT to encourage and facilitate full and equitable opportunities for small local business enterprises and small emerging local business enterprises to participate in prime contracting and subcontracting with DISTRICT. DISTRICT policy prohibits discrimination in DISTRICT programs and services, including contracting, subcontracting, personal and professional services, goods and maintenance, repairs,
and operations. CONSULTANT shall fully comply with the DISTRICT’S equal opportunity and equitable treatment policies and implementing procedures and shall not discriminate against or grant preferential treatment to any Sub-Consultant on the basis of race, color, religion, creed, national origin, sex, actual or perceived sexual orientation, transgender status at any stage, marital status, disability, medical status or conditions, age, ancestry, gender identity, political affiliation, veteran status, or other personal characteristic protected by law in the performance of the AGREEMENT.

8.5. Non-Discrimination. CONSULTANT agrees to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11246, DISTRICT Board Policy 4.03, and all applicable laws, rules, and regulations in regard to non-discrimination and equal opportunity. CONSULTANT agrees and assures that it will not discriminate against, permit discrimination against, harass, or permit harassment against any individual, including but not limited to employees, applicants for employment, or students, because of race, color, religion, creed, national origin, sex, actual or perceived sexual orientation, transgender status at any stage, marital status, disability, medical status or conditions, age, ancestry, gender identity, political affiliation, veteran status, or other personal characteristic protected by law. CONSULTANT will, in all solicitations or advertisements for employees, placed by or on behalf of CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to the aforementioned protected personal characteristics. CONSULTANT certifies that it does not and will not maintain segregated facilities.

8.6. Posting. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the non-discrimination provisions of this Article. CONSULTANT will send each labor union or representative of workers with which CONSULTANT has a collective bargaining agreement or other contract or understanding a notice, to be provided by the contracting officer, advising of CONSULTANT’S commitments under Executive Order 11246.

8.7. Sexual Harassment. CONSULTANT assures that it will not sexually harass or permit sexual harassment against any individual, including but not limited to employees, applicants for employment, or students. DISTRICT shall have the right to remove an alleged offender from performance of the SERVICES pending the results of a sexual harassment investigation.

8.8. Drug-free Workplace. CONSULTANT certifies that CONSULTANT will comply with the requirements of California’s Drug-Free Workplace Act of 1990, California Government Code Section 8350 et seq., and will provide a drug-free workplace by taking the following actions:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in CONSULTANT’S workplace and specifying the actions that will be taken against employees for violations of the prohibition.

(b) Establishing a drug-free awareness program to inform employees about all of the following:

(1) the dangers of drug abuse in the workplace;
(2) CONSULTANT’S policy of maintaining a drug-free workplace;
(3) any available drug counseling, rehabilitation, and employee assistance programs; and

(4) the penalties that may be imposed upon employees for drug abuse violations.

(c) Requiring that each employee engaged in the performance of the AGREEMENT be given a copy of CONSULTANT’S drug-free policy statement and agree to abide by the terms of CONSULTANT’S statement as a condition of employment on the AGREEMENT.

8.9. **N.L.R.B. Certification.** CONSULTANT swears under penalty of perjury that no more than one final, unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period because of CONSULTANT’S failure to comply with an order of the National Labor Relations Board.

8.10. **DISTRICT Conflicts of Interest.** CONSULTANT represents that it is familiar with California Government Code Sections 1090 et seq. and 87100 et seq., and that it does not know of any facts that constitute a violation of said sections or DISTRICT’S conflict of interest code, Board Policy 6.86. CONSULTANT represents that it has completely disclosed to DISTRICT, and if applicable will disclose in the future, all facts bearing upon any possible interests, direct or indirect, which CONSULTANT believes any member of DISTRICT, or other officer, agent, or employee of DISTRICT or any department presently has, or will have, in the AGREEMENT, or in the performance thereof, or in any portion of the profits thereunder. If CONSULTANT subsequently becomes aware of any such facts, CONSULTANT shall promptly provide NOTICE to DISTRICT of same, along with a proposal for remedying the violation. DISTRICT, at its sole discretion, may determine whether the proposal or any other proposed resolution is satisfactory.

8.11. **CONSULTANT Conflicts of Interest.** CONSULTANT represents that it does not presently have, and shall not have during the AGREEMENT PERIOD, any direct or indirect interest that would conflict in any manner or degree with the performance of SERVICES required by the AGREEMENT. CONSULTANT further represents that it will not employ, subcontract to, or otherwise involve any person or entity having such conflicts of interest in the performance of the AGREEMENT. If CONSULTANT subsequently becomes aware of any such conflicts of interest, CONSULTANT shall promptly provide NOTICE to DISTRICT of same, along with a proposal for remedying the violation. DISTRICT, at its sole discretion, may determine whether the proposal or any other proposed resolution is satisfactory.

8.12. **Fraud or Misappropriation.** CONSULTANT certifies that none of its officers has been convicted of fraud or misappropriation of funds.

8.13. **Disclosure of Legal Matters.** CONSULTANT represents that it has completely disclosed to DISTRICT prior to the execution of the AGREEMENT, and if applicable will disclose in the future, with respect to CONSULTANT, its officers, current employees, and the past and present enterprises of its officers:

(a) citations, civil judgments, criminal convictions, settlements, penalties, fines, and the like imposed by government entities;

(b) charges or investigations by government entities, including but not limited to S.E.C. and A.T.F. investigations and grand jury charges;
ARTICLE 9. CONFIDENTIALITY

9.1. Duty to Keep Information Confidential. The DISTRICT shall furnish to CONSULTANT such information, proprietary data, access to the DISTRICT’s personnel, equipment, and materials as may be reasonably necessary and appropriate for CONSULTANT to provide the SERVICES, the confidentiality of which gives the DISTRICT a competitive advantage in its business (all such information and access so furnished being the “INFORMATION”). As used herein, the term “INFORMATION” is to be broadly defined and includes, but is not limited to, (a) presentations, ideas, trade secrets, processes, systems, techniques, formulas, source and object code, data, programs, know-how, flowcharts, methods, compounds, diagrams, drawings, models, specifications, improvements, discoveries, developments, designs, and other works of authorship, whether patented or registered for trademark or copyright protections, if any, (b) information regarding marketing, sales, licensing, accounting, product development, competitive analyses, unpublished financial statements, budgets, forecasts, prices, costs, business plans, research and development plans, students, student marketing, research and any other confidential student, supplier, or employee information, and (c) any other information of the type which the DISTRICT has a legal obligation to keep confidential or which the DISTRICT treats as confidential or proprietary, whether or not owned or developed by the DISTRICT. As a material condition to CONSULTANT providing the SERVICES, CONSULTANT acknowledges a continuing responsibility with respect to the Information and agrees:

(i) that the INFORMATION is, shall be, and shall remain the exclusive property of the DISTRICT and CONSULTANT shall neither have nor acquire any right, title, or interest therein;

(ii) to keep all INFORMATION confidential and not to copy, publish, transmit, or disclose to others or allow any other party to copy, publish, transmit, or disclose to others any INFORMATION, except in accordance with CONSULTANT’s responsibilities to the DISTRICT pursuant to this AGREEMENT and in furtherance of the interests of the DISTRICT; and,

(iii) to use the INFORMATION exclusively for the purpose of providing the SERVICES under this AGREEMENT.

(b) During the time that this AGREEMENT remains in effect and at all times thereafter, CONSULTANT agrees to keep the INFORMATION confidential and not to copy, publish, transmit, or disclose to others or allow any other party to copy, publish, transmit, or disclose to others, any INFORMATION without the DISTRICT’s prior written approval.

(c) Upon termination of this AGREEMENT, CONSULTANT shall return to the DISTRICT any and all INFORMATION, Third Party INFORMATION (as defined below), and any other materials, notes and copies relating to the DISTRICT and/or any assignments (“DISTRICT Materials”) in CONSULTANT’s possession or under CONSULTANT’s control and shall not subsequently use the INFORMATION, Third Party INFORMATION or DISTRICT Materials in any manner, whether adverse to the DISTRICT or otherwise.
(d) The foregoing confidentiality obligations of CONSULTANT shall not apply to any INFORMATION that (a) is a matter of public knowledge (from a source or sources other than CONSULTANT), (b) is independently developed by a person not a party to this AGREEMENT without the use, directly or indirectly, of INFORMATION, or (c) is required by law or the order of any court or governmental agency, or in any litigation or similar proceeding to be disclosed, provided that CONSULTANT shall, prior to making any such required disclosure, notify the DISTRICT in sufficient time to permit the DISTRICT to seek an appropriate protective order.

9.2. Third Party INFORMATION. CONSULTANT understands that the DISTRICT has received and in the future will receive from third parties confidential or proprietary information (“Third Party INFORMATION”) subject to a duty of the DISTRICT to hold such information in confidence and to use it only for the limited, authorized purpose of performing its obligations to its students or employees. Both during and after the term of this AGREEMENT, CONSULTANT will hold all Third Party INFORMATION in the strictest confidence and will not disclose or use it, except as required by the SERVICES for the DISTRICT or expressly authorized in writing by an authorized officer of the DISTRICT. CONSULTANT represents that performance of this AGREEMENT shall not, does not, and will not breach any other agreement to which CONSULTANT prior to the commencement of this AGREEMENT. CONSULTANT further represents that CONSULTANT has not entered into, and agrees not to enter into, any agreement, either oral or written, in conflict herewith.

9.3. Breach of Confidentiality. Both parties agree that in the event of a breach, threatened breach, violation, or evasion of the terms of this Article 11, immediate and irreparable injury shall occur to the injured party, that such injury shall be impossible to measure or remedy in monetary damages, and the DISTRICT shall be authorized to seek recourse to all equitable remedies, including injunctive relief or specific performance, provided however that such remedies shall not be exclusive of other legal or equitable remedies otherwise available under this AGREEMENT and/or at law.

9.4. Return of Information. Upon termination of this AGREEMENT or upon request by the DISTRICT, CONSULTANT will promptly deliver to the DISTRICT all drawings, notes, memoranda, presentations, brochures, specifications, programs, reports, and other documents and manifestations, with all copies and any other materials containing or disclosing any Third Party INFORMATION, INFORMATION or any other materials related to the DISTRICT, whether prepared by CONSULTANT or another party. CONSULTANT agrees not to retain any written or other tangible material containing any material concerning or disclosing any Third Party INFORMATION or INFORMATION of the DISTRICT and to maintain the confidentiality of this INFORMATION and materials in the future.

9.5. Duration of Obligation. The obligations of the PARTIES pursuant to this article shall extend indefinitely beyond the AGREEMENT PERIOD.

ARTICLE 10. FINANCIAL STATUS, RECORDS, AND NOTICE

10.1. Financial Solvency. By signing the AGREEMENT, CONSULTANT affirms financial stability and continued solvency. At the request of DISTRICT, CONSULTANT will provide written evidence of its financial stability and solvency.
10.2. **Financial Misrepresentation in Response to Request for Proposal.** CONSULTANT certifies that CONSULTANT’S response to the request for proposal is complete and accurate. Any misrepresentation or failure to reveal material information in said response may be deemed sufficient cause for DISTRICT to refuse to enter into or revoke the AGREEMENT.

10.3. **Accounting Records and Auditing.** CONSULTANT shall keep accurate and complete accounting records concerning performance of the AGREEMENT in accordance with generally recognized accounting principles and practices consistently applied. DISTRICT shall have the right at any reasonable time to examine, audit, and reproduce the records. If such records are not kept and maintained within a radius of 75 miles from DISTRICT’S main offices, CONSULTANT shall, upon request of DISTRICT, and at no cost to DISTRICT, make such records available to DISTRICT for inspection at a location within said 75 mile radius. Such records shall be available for five (5) years after the latest of: (i) delivery of the SERVICES; (ii) termination of the AGREEMENT; or (iii) resolution of any pending issues between DISTRICT and CONSULTANT with respect to the AGREEMENT. CONSULTANT agrees to allow interviews of any of its employees who might reasonably have information related to such records and to otherwise assist DISTRICT in its auditing procedures at no cost to DISTRICT. The provisions of this section shall be specifically enforceable.

10.4. **Hazardous Materials Records.** CONSULTANT shall maintain all records pertaining to hazardous materials for at least thirty (30) years.

10.5. **Return Documents.** If CONSULTANT has accepted any forms or other writings on DISTRICT’S behalf, those forms and writings shall be returned to DISTRICT at the end of the AGREEMENT PERIOD or upon earlier termination of the AGREEMENT, at no cost to DISTRICT.

10.6. **Evaluation.** In accordance with procedures established by DISTRICT, CONSULTANT’S performance under the AGREEMENT will be evaluated. The evaluation shall include quality and adequacy of performance and whether performance is timely. Evaluation records shall be kept by DISTRICT and may be used in future selection of contractors.

10.7. **NOTICE.** PARTIES shall provide notice (“NOTICE”) to each other in the form of a writing sent by certified mail with return receipt requested or by overnight courier or delivery service with signature required, to the notice contact specified in Exhibit I Notice Contacts. NOTICE will be deemed given on the date of receipt by the designated recipient.

**ARTICLE 11. MODIFICATION OF AGREEMENT**

11.1. **AUTHORIZED AGENTS.** Each PARTY shall specify at least one agent with authority to modify the AGREEMENT (“AUTHORIZED AGENT”) in Exhibit H Authorized Agents.

11.2. **Modifications.** No modification, including but not limited to amendments, limitations, waivers, change orders, and supplements, shall bind either PARTY unless it is in writing and signed by the AUTHORIZED AGENTS of both PARTIES. The PARTIES expressly recognize that DISTRICT personnel who are not AUTHORIZED AGENTS cannot order
or approve additions, deletions, or revisions in the SERVICES ("CHANGES"). Failure of CONSULTANT to secure proper authorization for CHANGES shall constitute a waiver of any and all right to adjustment in payment or delivery timetable due to such unauthorized CHANGES, and CONSULTANT thereafter shall be entitled to no compensation or reimbursements whatsoever for the performance of such CHANGES.

11.3. Change Order Requests. No later than twenty (20) calendar days after CONSULTANT provides NOTICE of a request for a change order, CONSULTANT shall provide NOTICE to DISTRICT of the effect, if any, of the CHANGES on the payment, delivery timetable, and any right or obligation of the PARTIES under the AGREEMENT. As soon as reasonable after DISTRICT receives such NOTICE, DISTRICT and CONSULTANT shall meet and negotiate in good faith an equitable adjustment to the payment, delivery timetable, and any other rights and obligations of the PARTIES under the AGREEMENT.

11.4. Change Order Record Keeping. The cost of CHANGES as reported in the change order shall be determined on the basis of reasonable direct costs and savings of supplying the CHANGES. CONSULTANT shall keep and present, in such form as DISTRICT may prescribe, an itemized accounting of such costs and savings with appropriate supporting documentation.

11.5. Renewal. Upon the mutual agreement of PARTIES, this AGREEMENT may be renewed. Renewal of the AGREEMENT shall be authorized in writing by AUTHORIZED AGENTS of both PARTIES. Renewals shall include all terms of the AGREEMENT unless expressly modified in the renewal contract.

11.6. Provision of Reports. Notwithstanding any other provision in the AGREEMENT, CONSULTANT shall deliver any report requested by DISTRICT during the AGREEMENT PERIOD that CONSULTANT agrees, either orally or in writing, to provide. Failure by CONSULTANT to submit the report within the time frame agreed upon by both PARTIES will be considered a breach of the AGREEMENT. CONSULTANT shall provide DISTRICT with status reports, at no cost to DISTRICT, upon NOTICE of a request by DISTRICT.

11.7. Assignment. CONSULTANT may neither assign the AGREEMENT, in whole or in part, nor any money payable under the AGREEMENT without DISTRICT’S prior written consent. Any such assignment without DISTRICT’S prior written consent shall be null, void, and of no force and effect whatsoever. DISTRICT reserves the right to assign the AGREEMENT to an affiliate of or contractor of DISTRICT with the prior written consent of CONSULTANT which shall not be unreasonably withheld, provided that at any time after CONSULTANT has been paid in full for work then provided, DISTRICT may, without the consent of CONSULTANT, assign the AGREEMENT to an affiliate or a contractor of DISTRICT upon NOTICE to CONSULTANT.

ARTICLE 12. TERMINATION

12.1. Termination for Cause. DISTRICT may terminate performance under the AGREEMENT, in whole or in part and subject to the cure language in Section 8.4 Opportunity to Cure, should CONSULTANT commit a material breach. If DISTRICT elects to terminate the AGREEMENT for cause, DISTRICT shall provide NOTICE to CONSULTANT of its breach and of the extent to which performance shall be terminated. CONSULTANT
shall immediately upon receipt of said NOTICE cease performance per the terms of the NOTICE and mitigate damages.

12.2. Payment Obligations. If DISTRICT terminates for cause CONSULTANT’S right to perform, then DISTRICT shall determine the cost to complete as soon as practicable, and:

(a) if the cost to complete exceeds the unpaid balance from the schedule of payments at the time of termination, CONSULTANT shall pay DISTRICT the amount of such difference within thirty (30) calendar days following receipt of DISTRICT’S NOTICE setting out a demand for such payment; or

(b) if the cost to complete is less than the unpaid balance from the schedule of payments at the time of termination, DISTRICT shall pay CONSULTANT the amount of such difference within thirty (30) calendar days following determination of the cost to complete.

CONSULTANT shall not be entitled to receive any further payments under the AGREEMENT, except that, in the case of a partial termination of CONSULTANT’S right to perform, DISTRICT shall pay CONSULTANT, pursuant to the terms of Exhibit B Payment Schedule, for SERVICES which is not terminated.

12.3. Suspension of Performance. DISTRICT may suspend, delay, or interrupt performance, in whole or in part, for such periods of time as DISTRICT may determine in its sole discretion. CONSULTANT shall immediately upon receipt of NOTICE of such decision cease performance per the terms of the NOTICE and mitigate damages. Suspension, delay, or interruption of SERVICES shall be treated as an EXCUSABLE DELAY EVENT.

12.4. Termination for Convenience. DISTRICT may terminate performance of the AGREEMENT, in whole or in part, for convenience upon its determination that such termination is in DISTRICT’S best interests. CONSULTANT shall immediately upon receipt of NOTICE of such decision cease performance per the terms of the NOTICE and mitigate damages. For portions of performance that are terminated, CONSULTANT shall be entitled to be paid for SERVICES satisfactorily performed to the termination date and for reasonable costs associated with the termination, but may recover no other cost, damage, or expense.

12.5. Termination for Illegality. DISTRICT may terminate performance of the AGREEMENT in whole or in part for illegality immediately upon its determination that an activity or operation supported by the AGREEMENT is no longer lawful for reasons including but not limited to court decision, legislative action, administrative decision, or advice of counsel. Upon receipt of NOTICE of termination or reduction based on a finding of illegality, CONSULTANT shall immediately cease performance of such activity and mitigate damages. CONSULTANT shall be entitled to be paid for SERVICES satisfactorily performed to the termination date and for reasonable costs associated with the termination, but may recover no other cost, loss, damage, or expense.

ARTICLE 13. DISPUTE RESOLUTION

13.1. Mediation. If a dispute arises under this AGREEMENT, the parties agree to first attempt in good faith to resolve the dispute with a mutually agreed-upon mediator in Alameda County, California. A party may initiate mediation by sending the other party a written
demand for mediation, which demand shall describe with specificity the nature of the dispute. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties. If the parties are unable to arrive at a mutually satisfactory solution through mediation, or if a mediator has not been chosen and a date set for mediation, within sixty (60) calendar days from the date of the demand for mediation, then the parties hereby agree to submit the dispute to a mutually agreed-upon arbitrator in Alameda County, California, pursuant to the terms of Section 1e.2, below.

13.2. **Arbitration.** Any action to enforce or interpret this AGREEMENT, or to resolve disputes with respect to this AGREEMENT (other than claims for preliminary injunctive relief or other pre-judgment or equitable remedies), shall be settled by binding arbitration in Alameda County, California, in accordance with the then current Commercial Arbitration Rules of the American Arbitration Association, if a mutually satisfactory resolution cannot be reached in mediation or if sufficient steps towards mediation have not been taken pursuant to Section 13.1, above. Arbitration shall be the exclusive dispute resolution process for all claims other than for preliminary injunctive relief or other pre-judgment or equitable remedies. Any party may commence arbitration by sending a written demand for arbitration to the other party and to the American Arbitration Association. Such demand shall set forth the nature of the matter to be resolved by arbitration.

A request for arbitration must be submitted within the same limitation periods that would be applicable in court and must be in writing. If either party fails to submit and serve a written request for arbitration within the applicable statute of limitations, that party agrees that it will have waived any right to raise said claim, in any forum, regarding the dispute. The arbitrator shall be one that is mutually agreeable to both parties. Both parties shall have the right to conduct normal civil discovery, including the taking of depositions, prior to the arbitration hearing, and specifically agree that the provisions of Section 1283.05 of the California Code of Civil Procedure are incorporated into and made applicable to any arbitration, provided however that the arbitrator will retain his or her statutory discretion under that section to limit the number, and scope of, the depositions. The substantive law of the State of California shall be applied by the arbitrator to the resolution of the dispute.

The arbitrator shall be empowered to award either party any remedy at law or in equity that the prevailing party would otherwise have been entitled to had the matter been litigated in court, including, but not limited to, injunctive relief or specific performance; provided however that the authority to award any remedy is subject to whatever limitations, if any, that exist in the applicable law on such remedies. The arbitrator shall issue a decision or award in writing, stating the essential findings of fact and conclusions of law. The arbitrator shall have no jurisdiction to issue any award contrary to or inconsistent with the law. Following the evidentiary portion of an arbitration hearing, both parties shall have the right to prepare and file with the arbitrator a post-hearing brief not to exceed twenty-five (25) pages in length. Any such brief shall be served on the arbitrator and the other party within thirty (30) days of the close of the evidentiary portion of the hearing, unless the parties agree to some other time period. Should any part of this arbitration provision be declared by a court of competent jurisdiction to be invalid, unlawful or otherwise unenforceable, the remaining part shall not be affected thereby and the parties shall arbitrate their dispute without reference to or reliance upon the invalid, unlawful or unenforceable part of the AGREEMENT.
The parties shall share equally all initial costs of arbitration. However, the prevailing party shall be entitled to reimbursement of attorney fees, costs, and expenses incurred in connection with the arbitration and in association with the enforcement of said judgment. All decisions of the arbitrator shall be final, binding, and conclusive on all parties. Judgment may be entered upon any such decision in accordance with applicable law in any court having jurisdiction thereof. The arbitrator (if permitted under applicable law) or such court may issue a writ of execution to enforce the arbitrator’s decision.

13.3. Tort Claims Act. No provision of the AGREEMENT shall alter the requirements of the Tort Claims Act, California Government Code Section 810 et seq.

13.4. Forum Selection. The exclusive venue for all litigation arising from or relating to the AGREEMENT shall be in Alameda County, California.

13.5. Cumulative Remedies. The remedies provided in the AGREEMENT are cumulative. A PARTY who exercises a right or remedy will not be precluded from asserting any other right or from seeking any other remedies available to that party.

13.6. No Special Damages. Notwithstanding any other provision, in no event shall DISTRICT be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including but not limited to lost profits or revenue, arising out of or in connection with the AGREEMENT.

13.7. Reserve Right to Offset. DISTRICT reserves the right to offset the reasonable cost of all damages caused to DISTRICT against any outstanding invoices or amounts owed to CONSULTANT.

13.8. Statutes of Limitation. As between the PARTIES to the AGREEMENT, any applicable statute of limitations for any act or failure to act shall commence to run on the date of DISTRICT’S issuance of the final certificate for payment, or termination of the AGREEMENT, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause.

13.9. Course of Dispute. Unless the DISTRICT gives NOTICE to stop work or of its intent to terminate this AGREEMENT, nothing in the AGREEMENT shall allow CONSULTANT to discontinue the SERVICES during the course of any dispute, and CONSULTANT’S failure to continue the SERVICES during any and all disputes shall be considered a material breach of the AGREEMENT.

ARTICLE 14. INTERPRETATION

14.1. Integration. It is mutually understood and agreed that this AGREEMENT, the Exhibits, and any documents, provisions of law or District policies attached or referenced to herein are incorporated herein by this reference and together serve as the final, complete, and exclusive agreement of the PARTIES, setting out the entire intention of the PARTIES. Any and all prior agreements or representations are superseded hereby. No evidence of alleged prior dealings, usage of trade, or course of dealing or of performance not specifically and in terms set out herein shall be deemed in any sense relevant to supply any unexpressed term, to supplement or qualify this writing, or to engraft thereon any stipulation or obligation different from, or inconsistent with, law or
with the express provisions hereof. No oral evidence of allegedly consistent additional terms be admissible without a specific preliminary finding by the court or arbitrator that this contract is ambiguous and in what respect. All oral contracts and representations have been reduced to writing and are included in the AGREEMENT.

14.2. Defined Terms. Each term that is defined in the AGREEMENT shall have the same meaning throughout the AGREEMENT.

14.3. Governing Law. The AGREEMENT shall be deemed to have been executed in the City of Oakland, Alameda County, California. Enforcement of the AGREEMENT, including arbitration, shall be governed by, and construed and enforced in accordance with, the local, state, and federal laws in effect in the City of Oakland, Alameda County, California, including but not limited to California Government Code Section 818, but excluding California’s conflict of laws principles that would cause the application of laws of any other jurisdiction.

14.4. Severability. Should any provision, or part thereof, of the AGREEMENT be determined at any time to be unenforceable or in contravention of law, then the remaining provisions, and the remainder of such provision, shall be enforceable to the fullest extent permitted by law and construed to give effect to the intent of the AGREEMENT to the fullest extent possible.

14.5. Titles of Provisions. The titles given to the articles, sections, and subsections of the AGREEMENT are for ease of reference only and shall not be used in the construction or interpretation of the AGREEMENT or relied upon or cited for any other purpose.

14.6. No Third-Party Beneficiaries. Except as expressly provided, nothing in the AGREEMENT shall operate to confer rights or benefits on persons or entities that are not a party to the AGREEMENT.

14.7. Time Is of the Essence. For all performance under the AGREEMENT, time is of the essence.

14.8. CONSULTANT Is Independent of DISTRICT. CONSULTANT and its officers, agents, and employees are not to be considered agents or employees of DISTRICT; are not entitled to participate in any pension, insurance, bonus, or similar benefits DISTRICT provides its employees; and shall not sign contracts on behalf of or otherwise bind the DISTRICT.

14.9. Sovereign Immunity Reserved. Nothing herein shall be construed to waive or limit DISTRICT’S sovereign immunity or any other immunity from suit provided by law.

14.10. No Waiver of Performance. The failure of DISTRICT to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of the AGREEMENT, or to exercise any right herein, shall not be construed as a waiver or relinquishment of such term, covenant, condition, or right as to further performance. No waiver, properly authorized and in writing, of any breach of any provision shall be construed as a waiver of any continuing or succeeding breach of such provision, a waiver or modification of the provision itself, or a waiver or modification of any right under the AGREEMENT, unless the waiver so states.
14.11. **Independent Contractor Contract and All Other Exhibits.** When the terms of Exhibit J Independent Contractor / Consultant Services Contract or terms of any other exhibits conflict with any provision of the AGREEMENT, this AGREEMENT controls.

**ARTICLE 15. EXECUTED**

15.1. **Authority.** Signing of the AGREEMENT has been done in compliance with Board approval as outlined in the Board Policies for the Peralta Community College District. An AUTHORIZED AGENT for each PARTY shall sign.

15.2. **Executed.** The PARTIES have caused the AGREEMENT to be executed effective as of the EFFECTIVE DATE.

**CONSULTANT ACCEPTS AND AGREES:**

Signature: ____________________________________________________________

Print Name: __________________________________________________________

Title: __________________________________________________________________

Date: ________________

**DISTRICT ACCEPTS AND AGREES:**

Signature: ____________________________________________________________

Print Name: __________________________________________________________

Title: Chancellor, Peralta Community College District (Authorized Agent)

Date: ______________________

**APPROVED AS TO LEGAL FORM:**

Signature: ____________________________________________________________

Print Name: Thuy Thi Nguyen

Title: General Counsel, Peralta Community College District

Date: ______________________

**COLLEGE PRESIDENT APPROVAL (for internal reference only):**

Signature: __________________________________________________________________

Print Name: _____________________________

Title: President, (College Name: _____________________________)

Date: ______________________
EXHIBIT A: CONSULTANT SCOPE OF SERVICES/DELIVERABLES
# EXHIBIT C: REQUIRED INSURANCE COVERAGE FROM CONSULTANT

<table>
<thead>
<tr>
<th>INSURANCE POLICY</th>
<th>MINIMUM COVERAGE LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a</strong> Workers’ Compensation(^1) (W.C.)</td>
<td>Statutory</td>
</tr>
<tr>
<td><strong>b</strong> Employer’s Liability(^2) (E.L.)</td>
<td></td>
</tr>
<tr>
<td>Each accident</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Disease policy limit</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Disease each employee</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td><strong>c</strong> Commercial General Liability(^3) (C.G.L.)</td>
<td></td>
</tr>
<tr>
<td>General aggregate</td>
<td>Two Million Dollars ($2,000,000)</td>
</tr>
<tr>
<td>Personal / advertising injury</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Each occurrence</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Fire damage (any one fire)</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Medical expense (any one person)</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td><strong>d</strong> Products / Completed Operations Aggregate</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Bodily injury (per person)</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Bodily injury (per accident)</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Property damage</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
<tr>
<td>Or combined single limit</td>
<td>One Million Dollars ($1,000,000)</td>
</tr>
</tbody>
</table>

\(^1\) Coverage shall include U.S.L.&H., Jones Act, Outer Continental Shelf Land Act, if applicable. Coverage shall include all partners, proprietors, and executive officers. Coverage shall include California state coverage.

\(^2\) Coverage shall include all partners, proprietors, and executive officers.

\(^3\) Policy shall be endorsed to provide that aggregate limits apply on a per project basis. Coverage shall include: broad form property damage, independent contractor's liability, and coverage for hazards commonly referred to as X.C.U. Coverage will apply to CONSULTANT’S indemnity obligations to the extent the obligation arises from an otherwise insured event.

\(^4\) Coverage shall include all owned, non-owned, and hired vehicles.
<table>
<thead>
<tr>
<th></th>
<th>Professional Liability (Errors and Omissions)</th>
<th>One Million Dollars ($1,000,000) per claim and Two Million Dollars ($2,000,000) in the aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td>g</td>
<td>Excess Umbrella Liability&lt;sup&gt;5&lt;/sup&gt;</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<sup>5</sup> In excess of W.C., C.G.L., and A.L.
# EXHIBIT D: AUTHORIZED AGENTS

## DISTRICT’S AUTHORIZED AGENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>José M. Ortiz</th>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Chancellor</td>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>333 E. 8th Street</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oakland, CA 94606</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>(510) 466-7202</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Facsimile</td>
<td>(510) 268-0604</td>
<td>Facsimile</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

## CONSULTANT’S AUTHORIZED AGENTS

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Facsimile</td>
<td></td>
<td>Facsimile</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
### EXHIBIT E: NOTICE CONTACTS

#### DISTRICT'S NOTICE CONTACT

<table>
<thead>
<tr>
<th>Name</th>
<th>__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>__________________________</td>
</tr>
<tr>
<td>Address</td>
<td>__________________________</td>
</tr>
<tr>
<td>Telephone</td>
<td>__________________________</td>
</tr>
<tr>
<td>Facsimile</td>
<td>__________________________</td>
</tr>
<tr>
<td>Other</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

#### CONSULTANT'S NOTICE CONTACT

<table>
<thead>
<tr>
<th>Name</th>
<th>__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>__________________________</td>
</tr>
<tr>
<td>Address</td>
<td>__________________________</td>
</tr>
<tr>
<td>Telephone</td>
<td>__________________________</td>
</tr>
<tr>
<td>Facsimile</td>
<td>__________________________</td>
</tr>
<tr>
<td>Other</td>
<td>__________________________</td>
</tr>
</tbody>
</table>