



Peralta Community College District

REQUEST FOR PROPOSAL

RFP No.: 17-18/03 DISTRICT-WIDE PEOPLESOFT MODERNIZATION PROJECT

The Peralta Community College District (PCCD), Oakland, California, through the Department of Purchasing, is hereby requesting proposals for the above mentioned services.

The successful vendor will be required to furnish all labor, material, equipment, supplies, and applicable taxes to complete all deliverable for this Request for Proposals this project.

Proposal Information

Proposal Description	Professional Services to assist in the Upgrade, Deployment and Adoption of PCCD PeopleSoft Implementation.
Project Type	Professional Services
Proposal Number	17-18/03
Proposal Issued	August 25, 2017
Project Number	2455
Department	IT Department
Scheduled Publication Dates	August 25, 2017 September 1, 2017
Mandatory Pre-Bid Meeting Date	September 6, 2017 10:00am at Peralta Community College District Department of General Services Conference Room #1 333 East 8th Street Oakland, CA 94606
Project Duration	55 days This project is to be completed within the above number of calendar days from the date that the District issues a Notice to Proceed.
Proposal Due Date	September 15, 2017 at 1:00pm

Instructions for Submitting Proposals

Submittal Address	Peralta Community College District Purchasing Department Attn: Seraphine Nzomo 501 5 th Avenue Oakland, CA 94606
Submittal Copies	One (1) Original copy clearly marked "Original" and Eight (8) Copies marked "copy".
Submittal Envelope Requirements	Proposal must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none"> • Proposal Number and Name of Project • Name of Your Company • Address • Phone Number
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:

Available	Location
Yes	Peralta Community College District Purchasing Department 501 5 th Avenue Oakland, CA 94606 Monday through Friday 9:00 AM to 4:00 PM (510) 466-7225
Yes	Website: www.peralta.edu Click "Quick Links", then click "Purchasing" and then click "Current Bids, RFPs and RFQs" to download the Proposal packet.

Contract Document Review

All services will be managed and coordinated by the Vice Chancellor of IT Department or an assigned staff member of the IT Department. All strategies and negotiations shall be directed by and coordinated through the Department of General Services. In transactions involving District staff, the Department of General Services will act as liaison for all parties to assure that objectives are being met throughout the entire transaction.

Contract Documents can be reviewed at the Peralta Community College Department of General Services.

Peralta Community College District
Department of General Services
333 East 8th Street
Oakland, CA 94606
Monday through Friday 9:00 AM to 5:00 PM
(510) 466-7346

Questions about the Request for Proposals

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by email as follows:

Primary Contact	Seraphine Nzomo Fax: (510) 587-7873 Email: Seraphine Nzomo <snzomo@peralta.edu>
Question/RFI Due Date	September 8, 2017 at 4:00 p.m. Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below.
Response Date	September 11, 2017 All pertinent questions will be responded to via addendum faxed (or emailed) to all prospective bidders, and placed on the District's website. Proposer who did not receive a copy of the addendum should download it from the District's website. See "How to Obtain Proposal Documents" section for our web address. All addendums must be acknowledged on the RFP Acknowledgement and Signature form.

Full Opportunity

The Peralta Community College 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.

Peralta Community College 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 Peralta Community College District.

Dr. Sadiq Ikhara
VC Department of General Services

Table of Contents

I. Project Overview	1
II. Scope of Services	1
III. Submission Requirements	3
IV. Evaluation Criteria	5
V. Additional Requirements.	6

Attachments:

Title		Must Be Returned with Proposal
1	Vendor Questionnaire and Certificate by Compliance	Yes
2	Environmentally Sustainable Procurement	Yes
3	Certificate Regarding Workers' Compensation	Yes
4	Statement of Equal Employment Opportunity	Yes
5	Small Local Business Enterprise/Small Emerging Local Business Enterprise Program	Yes, If applicable
6	SLBE/SELBE Self Certification Affidavit	Yes, If applicable
7	Non-Collusion Affidavit	Yes
8	General Provisions	
9	RFP Acknowledgement and Signature Form	Yes
10	Peralta Sample Agreement	No

I. Project Overview

The IT Department at the Peralta Community College District (PCCD) is conducting a formal request for proposal from qualified professional individuals or firms to assist in the upgrade, deployment and adoption of our PeopleSoft implementation.

The Peralta Community College District is comprised of 4 colleges and the District Office all in Alameda County, California. The district consists of Berkeley City College in Berkeley, College of Alameda in Alameda, Laney College in Oakland, Merritt College in Oakland, and the District Offices in Oakland.

PCCD is seeking outside consultants to assist with the upgrade and redeployment of PeopleSoft (PSFT) Finance, Human Capital Management and Campus Solutions. PCCD is seeking a vendor to provide project oversight, engage stakeholders in business process development, provide change management services, provide security analysis, and deliver production support for a complete system upgrade from PeopleSoft 9.0 to 9.2.

PCCD looks to complete all upgrade and associated development work and go live on the new system for the 2018-2019 fiscal year (July, 2018). Work to implement new modules or improve existing business processes may launch after upgrade go-live.

PCCD currently hosts PeopleSoft in our in-house datacenter in a Windows server environment using Microsoft SQL Server as a database. As part of the upgrade and modernization, PCCD will move the PeopleSoft environment to an external public cloud environment. PCCD's current preference is to continue using the current Microsoft stack in production.

Through the implementation of new business processes, improved self-service, reduction in paper handling and improved process visibility, PCCD expects a minimum of a 10% reduction in the amount of time and effort required to execute key processes. Through improved student experience with admissions, financial aid, registration and records, PCCD expects to grow our student FTE by at least 200 within two years of project implementation.

II. Scope of Services

PCCD is seeking services of Consultants to provide functional, fit/gap and business process assistance in the upgrade of PeopleSoft 9.0 to 9.2. The District is looking to use the upgrade process to streamline and transform backend processes, enable self-service whenever possible, and improve the student experience of District administrative procedures. The District seeks to minimize customizations to the 9.2 platform while ensuring regulatory compliance and improved student experience.

Consultants must provide expert functional support for the following PeopleSoft 9.2 modules:

<p>Financial Management Solution (FMS) 9.2</p> <ul style="list-style-type: none"> a. General Ledger b. Account Payables c. Commitment Control (KK) d. Asset Management – <i>(Currently Partially implemented)</i> <p>Supply Chain Management (SCM) 9.2</p> <ul style="list-style-type: none"> a. Purchasing 	<p>Human Capital Management</p> <ul style="list-style-type: none"> a. Payroll for North America b. Benefits c. Workforce Administration d. Self Service (partial) e. Position Management f. Benefit Administration (partial) <p><u>OPTIONAL: New Implementation</u></p> <ul style="list-style-type: none"> a. Time & Labor b. Absence Management 	<p>Campus Solutions</p> <ul style="list-style-type: none"> a. Campus Community b. Financial Aid c. Student Admission d. Student Records e. Curriculum management f. Student Financials g. Academic advisement h. 3C engine and equations i. Self Service (partial)
<p>Target Technical Environment</p> <ul style="list-style-type: none"> 1. PeopleSoft PeopleTools Rel. 8.56 (We will begin upgrade with 8.55 and upgrade to 8.56 before go-live assuming 8.56 will be stabilized by then) 2. PeopleSoft 9.2 		

To successfully implement and deploy the desired functionality, the Consultant should provide a comprehensive suite of services. Adoption of the new system is a key project success criterion and all proposals must include change management, training and go live support.

Specific Requirements

All responses must address the Consultant's approach and methodology for the specific requirements. All responses to optional requirements must be described separately within the

narrative and the pricing document. The District may choose to include or not include optional services in the contract at their discretion.

1. Project oversight
 - 1.1. Project work plans, risk identification and mitigation, management of consultant provided onsite staff.
2. Change management
 - 2.1. Change management readiness assessments, leadership alignment, communications planning and development, change impact assessments and change management / organizational transformation coaching.
 - 2.2. End user training materials development
 - 2.3. OPTIONAL: Perform end user training and coaching for up to 1800 district staff.
3. Core organizational structure reimplementation

Provide District with cost / benefit analysis to split the organization into four colleges and the district office, instead of the current single organization configuration.

- 3.1. Provide a migration plan to re-engineer the data structure for each pillar after upgrade go-live.
4. Process analysis and business process alignment
 - 4.1. Fit gap analysis of current business processes and PeopleSoft 9.2 in HCM, Fin and CS. Provide expertise in identifying functional and technical upgrade issues and processes that require in-depth attention on the part of the District as part of the fit/gap process.
 - 4.2. Business process development with stakeholders, process change analysis, alignment of District processes with out of the box functionality for critical business processes.
 - 4.3. Implement business processes designed in development workshops using PSFT 9.2 configuration and business process tools as much as possible.
 - 4.4. Integrate Interaction Hub with PCCD single sign-on architecture, including Active Directory synchronization.
 - 4.5. OPTIONAL: Implement Benefits Administration, Time and Labor, and Absence Management. These modules are currently not used by PCCD
 - 4.6. OPTIONAL: Perform business process re-engineering for admissions and enrollment processes.
 - 4.7. OPTIONAL: Perform business process re-engineering of purchasing processes.
 - 4.8. OPTIONAL: Provide business process re-engineering training for PCCD functional staff.
5. Application upgrade / migration
 - 5.1. Upgrade Portal (Interaction Hub), HCM, Fin and CS applications ~~in dev, test and production.~~
 - 5.2. Provide support and technical services for required data cleaning / data mapping
 - 5.3. Analyze and perform split and integration of HCM and CS database
 - 5.4. Perform upgrade and data conversion for all modules listed above.
 - 5.5. Evaluate configuration for correctness and data quality. Provide functional expertise to improve configurations, business processes and data structures to ensure data quality
6. Testing
 - 6.1. Provide automated tests in the PeopleSoft Test Framework and testing support to ensure functionality as specified.
7. Security architecture
 - 7.1. Work with PCCD team to develop role-based PeopleSoft security architecture.
 - 7.2. Implement the agreed architecture and provide documentation and training.
 - 7.3. Safeguard PCCD data. Ensure compliance with Federal and state data privacy regulations (HIPAA, FERPA, etc).
8. Go Live support
 - 8.1. Provide cutover and go-live support for all three pillars for technical and functional users.
 - 8.2. Provide process documentation and training materials for all processes implemented in the new system.

9. Production support and maintenance
 - 9.1. Provide the PCCD team ongoing production support and maintenance for 90 days post go live.
 - 9.2. OPTIONAL: Provide options for 180 and 365 days of production support

Service outcomes

Consultants must provide an evaluation and measurement plan to ensure business outcomes. PCCD anticipates the delivered services will result in:

1. Modernization of all key business processes in HCM, Fin and Campus.
2. Minimal customization and custom code development - a target of 10% as measured by code analysis tools.
3. The district will maintain and improve regulatory compliance in all processes. As much as possible, regulatory compliance will be configured into process logic to avoid manual compliance auditing.
4. User satisfaction with the development process average of 4.0 out of 5.0 as measured by a mutually agreed satisfaction measure.
5. Project delivered within 10% of the project schedule time estimate.
6. Improved business processes will reduce time and step count requirements for re-engineered critical business processes by an average of 10%.
7. Improved user experience will result in student satisfaction with district administrative interfaces of at least 4.0 out of 5.0.

III. Submission Requirements

Please respond to the following submission requirements in a concise response to each requirement. Vendor proposal must include the following sections.

1. **Company Information**
 - a. Company Name
 - b. Primary contact information
 - c. Brief company history with attention to relevant experience and capabilities needed to successfully execute the work.
2. **Project plan**
 - a. A high-level project plan, including key vendor personnel, and a scope of work for each project deliverable or milestone.
 - b. Outline of project management and risk management methodologies.
3. **Service methodology and approach**
 - a. For each non-optional item in the specific requirements, describe your approach, methodology and anticipated timeline.
 - b. For each optional item you would like the District to consider, describe your approach, methodology and anticipated timeline.
4. **Service outcomes and evaluation**
 - a. Describe your methodology and proposed evaluation metrics and tools.
5. **Personnel and experience**
 - a. Brief (one paragraph) description of the level and type of experience you can provide for each key role. If specific personnel can be identified, provide a brief biography instead.
 - b. Ensure roles include:
 - Technical Expertise:
 - Experience providing guidance with the upgrade process.
 - Routine development support as required by PCCD using PeopleTools, PeopleCode, Application Engine, Equation Engine, Workflow, Query/Crystal, and other related technical tools;

- Troubleshooting and tuning of Oracle/PeopleSoft application environment to complete upgrade move to production;
- Testing system and components;
- Guidance on new features or functionality delivered with PeopleSoft Security; and

- **Functional Expertise**

- Identification of resource requirements for both functional and technical staff required to complete upgrade or implementation in a timely manner.
- Assistance and guidance with fit/gap analysis and systems analysis, especially identifying and communicating impact of changes.
- Assistance in validating the current set up, identifying necessary changes, and as appropriate, identification of opportunities for improvement.
- Assistance with testing, including evaluation of results.
- Assistance with current and future anticipated projects that may arise.
- On-site assistance with the final "pass" to production.

C. Provide evidence of two to three similar projects you have successfully completed. Highlight experience with community colleges, especially multiple college institutions. Experience with California higher education, specifically community colleges, should be included if possible. Include contact information for all reference clients.

6. Payment terms and conditions:

- a. Vendors must propose project deliverables or outcomes for payment milestones. The definition of the milestone is left to the individual proposal.
- b. Each payment milestone must include a cost estimate for the milestone.
- c. Each price proposal must include an overall, not-to-exceed, price for all services anticipated in delivery of the proposed outcomes.
- d. Vendors must include a rate card for all project roles to enable pricing of out of scope demand requests.

7. SLA's and warranties

- a. Vendor must propose service level measures to meet the expected outcomes.
- b. Vendor should provide their anticipated service warranty for meeting expected outcomes, including any penalties, time to remedy, and dispute resolution processes.

8. Project price proposal

- a. Provide your price proposal, including anticipated payment milestones
- b. Clearly indicate whether the proposal is fixed price, not to exceed, or time and materials.
- c. The district prefers fixed price or not to exceed pricing proposals.

9. Key role rate card

- a. Provide billing rates for all key roles anticipated for the project. The rate card will be used to determine pricing for change orders under fixed price or not to exceed pricing proposals.

10. Insurance The Inspection firm(s) will be required to furnish Evidence of Insurance, naming the District and their designated agencies as additional insured and in accordance with the District's requirement for coverage. See Appendix A of the General Professional Services Agreement

11. 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 considered for this project.

- 12. 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 whose products and services directly meet the District's Environmentally Sustainable Procurement goal.
- 13. Required Forms:** The Vendor must fill out all forms included in the RFP (listed in the attachments section) and return them with your Proposals. Failure of the vendor to provide any information requested in the RFP, may result in rejection for non-responsiveness. (These required forms will not count against the maximum page count for your response.)

IV. Evaluation Criteria

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, equipment/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 evaluating your Proposals 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.

A. Evaluation Criteria:

Submissions will be scored according to the following:

Item	Criteria	Points
1	<u>Company Background, Key Personnel and References</u> Vendor's capacity to provide professional services as evidenced by past performance, resources, and from list of role experience or key personnel. (Item 3)	25
2	<u>Propose project plan</u> Vendor's proposed service schedule, staff and assignments (Item 2)	20
3	<u>SLAs and Warranties</u> Vendors proposed SLA and Warranty in meeting the proposed outcomes (Item 5)	15
4	<u>Project price proposal</u> Total not-to-exceed cost proposal and proposed billing milestones	20
5	<u>Key role rate card</u> Proposed bill rates for all anticipated roles	10
6	<u>Environmentally Sustainable Procurement</u> Does your product or service meet the District's Environmentally Sustainability initiatives? (Item 6 of Submission Requirements section.)	5
7	<u>SLBE</u> Does your company meet the District's definition of an SLBE or SELBE?	5
	Total	100

B. Selection Procedure:

A technical screening committee comprised of PCCD personnel will initially evaluate and score all submissions according to the scoring criteria above. Based on these evaluations and reviews, the top three (3) scoring submissions **will** be invited to present their approach and methodology to the selection committee. From the results of these presentations, the proposers will be evaluated and reviewed again according to the criteria stated above in this RFP. The highest scoring proposer from the second evaluation will be selected to provide the upgrade and implementation service.

Award will be based on best value, not necessarily lowest price.

C. Compensation:

Following the selection process fees for services will be negotiated with the qualified individuals or firms and the Peralta Community College District. If an agreement on fees cannot be reached in a timely manner, the District will seek to reach an agreement with the next best qualified Respondent.

V. Additional Requirements:

A. Cost of Participation in Selection Process

Costs for developing responses to this RFP are entirely the responsibility of the firm and shall not be chargeable to the District.

B. District Rights:

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

C. 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.

D. Public Records:

Except for materials exempted from disclosure such as Trade Secrets (as defined in California Civil Code 3426.1) that are specifically marked "Confidential" or "Proprietary", all material submitted in response to this RFP are deemed property of the District and public records upon submission to the District. The District is not liable or responsible for the disclosure of RFP 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 RFP Response deemed exempt from disclosure hereunder, by submitting a response to the RFP, 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.

E. 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.

F. False Statements

False statements in a proposal will disqualify the proposal.

G. Legal Proceeding Waiver

The Vendor relationship to PCCD shall be that of independent contractor and not deemed to be agent of PCCD.

H. Taxes

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

I. Grade of Service

The Vendor must provide professional service and maintain appropriate personnel to provide expedient and courteous service.

J. 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.

K. 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.

L. Award Consideration

Award of contract will be based on the information submitted as a result of this RFP and subsequent interviews.

M. Amendments

The Peralta Community College District may, at its sole discretion, issue amendments to this RFP 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 RFP by acknowledging the Addendum in the space provided on the RFP Acknowledgement and Signature Form. 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 RFP 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.

N. 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.

O. 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 RFP may result in rejection for non-responsiveness. Failure of the vendor to meet or exceed any stated minimums in the RFP may also result in rejection for reasons of non-responsiveness.

P. Award and Length of Contract

The Board of Trustees shall not be bound to accept the lowest-quote fee. The Board will award the contract the firm select through the competitive process outlined in this RFP and recommended by the Vice Chancellor of General Service.

Q. 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. The Vendor's must rely solely on its own independent assessment as the basis for the submission of any offer made.



**PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/03
DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT**

VENDOR'S QUESTIONNAIRE AND CERTIFICATE BY COMPLIANCE

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

Date: _____

Firm Name **Telephone**

Business Fax **Email Address** **Website**

Street Address **City/State** **Zip Code+ 4®**

Mailing Address **City/State** **Zip Code + 4®**

Type of Organization (Check one) **Individual** **Partnership** **Corporation**

Name of Owner(s) **State of Incorporation (if applicable)**

Name of Partners **(I) Indicate (G) General (L)Limited**

Local Address

Amount of Annual Business



PERALTA COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESFT MODERNIZATION PROJECT

The District is identifying vendor ownership as follows:

	Asian-American (Chinese, Japanese, Korean, Vietnamese)	Black or African-American	Filipino	Latino (other than Mexican or Mexican-American)	Mexican or Mexican-American	Native – American	Pacific Islander, other Asian	White	Disabled	Veteran	Women	Subcontractor	Employee	Apprentice
Total #														
% of assets														

The District is identifying vendor workforce as follows:

	Asian-American (Chinese, Japanese, Korean, Vietnamese)	Black or African-American	Filipino	Latino (other than Mexican or Mexican-American)	Mexican or Mexican-American	Native – American	Pacific Islander, other Asian	White	Disabled	Veteran	Women	Subcontractor or Employee	Apprentice
Total #													
% of assets													

Explain whether current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state, or local). Use separate sheet if necessary.

Detail steps taken by vendor since inception to assure non-discriminatory recruiting, hiring, and apprenticeship, placement, promotion, demotion, layoff and termination practices. Use separate sheet if necessary.



**PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/03
DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT**

What are you interested in providing the District? (e.g., construction, consulting, goods or services).

--

Main Headquarters Office(s) Address/Telephone (List all as applicable)	1. 2. 3.
--	------------------------

Total # of Employees _____

Local Office(s) Address/Telephone (List all as applicable)	1. 2. 3.
--	------------------------

Total # of Employees _____

Name and list residential zip code for each employee, subcontractor, or apprentice for awarded contract (Please use the Zip+4®) Use separate sheet as Necessary	1. 2. 3. 4. 5. 6.
---	----------------------------------



**PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/03**

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

Contractor Name: _____ Title: _____

Authorized Signature: _____ Date: _____



PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/03
DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT
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) Be 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.

Contractor

By: _____

(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.)



**PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/03
DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT**

Statement of Equal Employment Opportunity

I hereby certify that _____
(Legal Name of Vendor/Consultant/Contractor)

Will not discriminate against any employee or applicant for employment because of race, creed, sex, color or national origin and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive order No.11375).

The vendor's questionnaire requests information for record keeping purposes only. The information requested will not be used as a basis for contract award.

However, after a contract is awarded to your company, the District requires your company to report:

- 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.

This report must be submitted to the District Department of General Services on a quarterly basis.

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 and is of my own personal knowledge.

BY: _____ Date

Print Name



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

SMALL LOCAL BUSINESS ENTERPRISE and SMALL EMERGING LOCAL BUSINESS ENTERPRISE PROGRAM

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 computation purposes to determine the winning bidder, 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 someone employed by the business.
- 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



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

- 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/SEBLE 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.

Firms that meet the District criteria for an SLBE and SELBE can complete the below self-certification affidavit signed under penalty of perjury. Firms claiming SLBE and SELBE status in the 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.



**PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/03**

DISTRICT- WIDE PEOPLESFT MODERNIZATION PROJECT

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.

Certification Status	Preference	Preference Claimed (check only one)
SLBE	5% of lowest bid	
SELBE	5% of lowest bid	
25% of Subcontractors are SLBE/SELBE	4% of lowest bid	
Not Applicable	None	

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 declare that the above provisions are attested to under penalty of perjury under the laws of the State of California.

RFP Number: _____ RFP Name: _____

Signed

Date

Printed or typed name

Title



**PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/03
DISTRICT- WIDE PEOPLESFT MODERNIZATION PROJECT**

NON-COLLUSION AFFIDAVIT

(To be executed by Proposer and submitted with your proposal)

State of California, County of _____

(Name) _____, being first duly sworn, deposes and

says that he or she is (title) _____ of

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

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

Date: _____ Signature: _____



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

GENERAL PROVISIONS

Definition: The words **Contractor** means any Bidder, Vendor or Proposer who provides a good, service or construction to Peralta Community College District (PCCD).

1. **ASSIGNMENT/DELEGATION:** Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

2. **STATUS OF CONTRACTOR:** The parties intend that CONTRACTOR, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONTRACTOR is not to be considered an agent or employee of DISTRICT and is not entitled to participate in any pension plans, insurance, bonus or similar benefits DISTRICT provides its employees.

3. **INDEMNIFICATION:**

(a) CONTRACTOR agrees to accept all responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release DISTRICT, its officers, agents and employees, from and against any and all actions, claims, damages, disabilities or expenses including attorney's fees and witness costs that may be asserted by any person or entity, arising out of or in connection with the tortuous acts or errors or omissions of CONTRACTOR hereunder, whether or not there is concurrent passive or active negligence on the part of DISTRICT, but excluding liability due to the sole negligence or willful misconduct of DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

(b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

4. **INSURANCE:** With respect to the performance of work under this Agreement, CONTRACTOR shall maintain and shall require all of its subcontractors to maintain insurance as described below:

A. INSURANCE REQUIREMENTS

The Contractor shall maintain in full force and effect and cause its subcontractors to maintain, for the period covered by the Contract, the following insurance:

1. Comprehensive or commercial general liability insurance with limits not less than \$1,000,000 per each occurrence combined single limit for bodily injury and property damage, including coverage for contractual liability, personal injury, independent contractors, explosion, collapse and underground (XCU), broad form property damage, products liability, and completed operations.
 - a. Should any of the required insurance be provided under a form of coverage that includes an annual general aggregate limit or provides that claims investigation or legal defense costs be included in such annual general aggregate limit, such annual general aggregate limit shall be two times the occurrence limits stipulated.
 - b. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this contract, and without lapse, for a period three years beyond the contract expiration, to the effect that, should occurrences during the contract term



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

give rise to claims made after expiration of the contract, such claims shall be covered by such claims-made policies.

2. Comprehensive or business automobile liability insurance with limits not less than \$1,000,000 per each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired automobiles, as applicable.
3. Workers' Compensation, including Employers' Liability Insurance with limits not less than \$1,000,000 each accident, occurrence or disease and \$1,000,000 aggregate.
 - a. The Workers' Compensation Insurance shall cover any compensation payable under the provisions of the act of legislature of the State of California, known as the "Workmen's Compensation Insurance and Safety Act" approved May 26, 1913, and all acts amendatory and supplemental thereto. If the Contractor fails to maintain such insurance, the District, at its sole option and without incurring any further obligation to provide insurance, may take out Workers' Compensation Insurance to cover any compensation payable under the provisions of the Act by reason of any employee of the Contractor being injured or killed, and to deduct and retain the amount of the premium for such insurance from any sums due the Contractor. If the injury occurs to any employee of the Contractor for which the employee, or its dependents in the event of its death, is entitled to compensation from the District under the provisions of said Act, or for which compensation is claimed from the District, the District may retain from the sums due the Contractor under these Contract Documents an amount sufficient to cover such compensation, as fixed by said Act, until such compensation is paid; and if the District is compelled to pay such compensation, it will deduct and retain from such sums the amount so paid.
 - b. The Contractor shall sign and file with the District the following certification prior to performing the Work of the Contract:

"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."
4. Builder's Risk Insurance on an All-Risk Form covering the new Work under the Contract, excluding earthquake and flood but including ensuing perils, with limits not less than the Contract Sum and any deductible not to exceed \$10,000.
 - a. Coverage for debris removal limits not less than \$1,000,000.
 - b. Such policy shall name the District as loss payee and shall be issued by carrier(s) satisfactory to the District and licensed through the Department of Insurance to conduct insurance business in California.
 - c. In the event of any damage except earthquake and flood, it shall be the Contractor's responsibility to perform at its expense all required repair and replacement including damage to adjacent areas.
 - d. The Contractor shall be responsible for all losses not covered by the policy, excluding earthquake and flood, including the deductibles.



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

5. In the event that the Contractor employs professional engineering services, the Contractor shall require the retained engineers to carry professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under this Agreement and any deductible not to exceed \$50,000 each claim. The Contractor shall provide the District with Certificates of Insurance for any such policy.
6. In the event that the Contractor is performing abatement of hazardous or contaminated materials work or employs a subcontractor or entity for abatement of hazardous or contaminated materials, the Contractor shall furnish or require the subcontractor or entity to maintain environmental liability insurance with limits not less than \$1,000,000, policy written on an occurrence form, with any deductible not to exceed \$25,000, including coverage for Contractor's pollution legal liability for contaminated soils, asbestos, lead, underground storage tanks, and other hazardous materials which may be encountered at the site.

B. INSURANCE BY OTHERS:

For General Liability, Environmental Pollution Liability and Automobile Liability Insurance, the Contractor shall include as additional named insureds, the District, the Architect, the District's Consultants, and all authorized agents and representatives, and members, directors, officers, trustees, agents and employees of any of them.

C. FORM OF POLICIES AND OTHER INSURANCE REQUIREMENTS:

1. Before commencement of the Work of this Contract, certificates of insurance shall be furnished to the District, with complete copies of policies to be furnished to the District promptly upon request.
2. Approval of the insurance by the District shall not relieve or decrease the extent to which the Contractor or subcontractor of any tier may be held responsible for payment of any and all damages, except damage caused by earthquake or flood, resulting from its operations. All policies of insurance and certificates shall be satisfactory to the District.
3. Liability insurance shall be on an occurrence basis; and said insurance shall provide that the coverage afforded thereby shall be primary coverage (and non-contributory to any other existing valid and collectable insurance) to the full limit of liability stated in the declaration, and such insurance shall apply separately to each insured against whom claim is made or suit is brought, but the inclusion of more than one (1) insured shall not operate to increase the insurer's limits of liability.
4. Each such policy shall provide that no cancellation, non-renewal nor any reduction in its coverage shall occur without the carrier giving to the District at least thirty (30) days' written notice prior thereto. All notices shall be made to:

Sadiq B. Ikhara
Vice Chancellor of General Services
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

5. The Contractor shall file with the District a certificate of the required new or renewed policy at least ten (10) days before the effective date of such cancellation, change or expiration, with a complete copy of new or renewed policy.



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

6. If, at any time during the life of this Contract, the Contractor fails to maintain any item of the required insurance in full force and effect, all Work of this Contract may, at District's sole option, be discontinued immediately, and all Contract payments due or that become due will be withheld, until notice is received by the District as provided hereinbefore that such insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to the District.
 7. Any failure to maintain any item of the required insurance may, at District's sole option, be sufficient cause for termination of this Contract.
- D. Insurance companies shall be legally authorized, licensed and admitted through the California Department of Insurance to engage in the business of furnishing insurance in the State of California. All insurance companies shall have an "A-,VIII" in Bests Rating Guide and shall be satisfactory to the District.

D CONTRACTOR ADDITIONAL INSURANCE REQUIREMENTS (For all projects)

- A. Notice to the District: Further the policy will provide not less than thirty (30) days prior written notice to District's Program Administrator or its Designee of any material change in the insurance or cancellation or non-renewal.
- B. Additional Insured: The District will be endorsed as "additional insured" on Contractor's and Subcontractors' policy or policies. Contractor and Subcontractors shall furnish Certificates of Insurance evidencing said coverage before commencing work on the Project.
- C. Contractor Construction Equipment Insurance: Any policies maintained by the contractor and subcontractors on their owned and/or rented equipment and materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the Owner and all other indemnities named in the contract.
- D. Professional Liability Insurance (Errors & Omissions): In the event any contract specifications requires your firm to provide professional services, such as but not limited to, architectural, engineering, construction management, surveying, design, etc., a certificate of insurance must be provided prior to commencing work evidencing such coverage with a limit of not less than \$1,000,000. Any material change in limits, coverages or loss of aggregate limit due to outstanding claims must be reported to the District within 30 days of any such event.
- E. Environmental and Asbestos Abatement Coverages: If this Agreement involves the removal of asbestos, the removal/replacement of underground tanks or the removal of toxic chemicals and substances, the Contractor will be required to provide adequate coverages, with limits not less than \$1,000,000 per claim basis, for such exposures subject to requirements and approval of the District.
- F. Hold Harmless clause: Work done on the premises, or in connection with the prosecution of this contract by the Contractor, shall be at the Contractor's risk and the Contractor shall assume any and all liability and shall hold harmless the District, their agents, servants or employees, from claims or demands, cost expenses, loss or damage due to bodily injury, sickness or disease, including death to employees of the Contractor or any other person, or damage of property including loss of use thereof suffered by employees of the Contractor or any other person; arising out of the performance of the contract, whether such are



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

based upon negligence of the District or any other person, firm, corporation or organization for whom such contract is being performed, their agents, employees or otherwise.

E PROOF OF CARRIAGE OF INSURANCE

A. Before work is started, the Contractor shall forward to the Owner two copies of a Certificate of Insurance or Memorandum of Insurance, evidencing that all required Contractor Furnished Insurance is in force, executed by an authorized representative of the insurance company, and naming Owner as additional insured as outlined below.

B. Certificates and insurance for contractor furnished insurance policies shall include the following clause:

"This policy shall not be cancelled or reduced in required limits of liability or amounts of insurance until notice have been mailed to the District. Date of cancellation or reduction may not be less than Thirty (30) days after date of mailing notice."

C. Certificates of insurance for contractor furnished insurance policies shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, and cancellation and reduction notice.

D. Certificates of insurance for contractor furnished insurance policies shall clearly state that the District is named as an additional insured under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.

E. Contractor furnished policies will be written by an insurer of satisfactory character including a Best's rating of not less than A- VIII and an admitted carrier in the State of California. If requested by the District, a certified copy of the actual policies with appropriate endorsement(s) and other documents shall be provided to the District.

F. In the event the contractor or any subcontractor fails to furnish and maintain required insurance or to furnish satisfactory evidence thereof, the Owner may procure and maintain such coverages for all parties on behalf of the contractor. Contractor shall furnish all necessary information and pay the premium cost to the District immediately upon presentation of a premium invoice.

G. Subcontractors. Should a contractor engage a subcontractor, the same conditions will apply to each subcontractor. Each subcontractor must be covered by insurance of the same character and in the same amounts as the Contractor, naming the Contractor and the Owner as additional insureds. Copies of certificates of insurance for subcontractors must be filed with the District within thirty (30) working days after issuance of a Notice to Proceed and at least five (5) working days before the subcontractor begins work on the site. Failure to provide evidence of such insurance shall result in the subcontractor being excluded from the site until proper coverage is verified. The cost of any resulting delay will be borne by the contractor.

5. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS:** A purchase order number must appear on all invoices and notices, bills and payments. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

Dr. Sadiq B. Ikhara
Department of General Services
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

CONTRACTOR:

and when so addressed, shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded "certified", or "registered" with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to who notices, bills and payments are to be given by giving notice pursuant to this paragraph.

6. **MERGER:** This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

7. **TRANSFER OF RIGHTS:** CONTRACTOR assigns to DISTRICT all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by CONTRACTOR in connection with the project, if any. CONTRACTOR agrees to take such actions as are necessary to protect the rights assigned to DISTRICT in this Agreement, and to refrain from taking any action which would impair those rights. CONTRACTOR'S responsibilities under this contract include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as CONTRACTOR may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of DISTRICT.

8. **NONDISCRIMINATION:** CONTRACTOR shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition, disability, transgender status or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

9. **EXTRA (CHANGED) WORK:** Only the Chancellor or designee may authorize extra (and/or changed) work. The parties expressly recognize that DISTRICT and College personnel are without authorization to either order extra (and/or changed) work or waive contract requirements. Failure of the CONTRACTOR to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

10. **CONFLICT OF INTEREST:** CONTRACTOR represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. CONTRACTOR further represents that in the performance of this Agreement, no person having such interest will be employed.

11. **OWNERSHIP OF WORK PRODUCT:** DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any design computations, plans, correspondence or other pertinent data and information gathered or computed by CONTRACTOR prior to termination of this Agreement by DISTRICT or upon completion of the work pursuant to this Agreement.

12. **CONTRACTOR'S WARRANTY:** DISTRICT has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby warrants that all its work will be performed in accordance with generally accepted professional practices



PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 17-18/03

DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of CONTRACTOR'S work by DISTRICT shall not operate as a waiver or release.

13. **TAXES:** CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on those earnings.

14. **DUE PERFORMANCE:** Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.

15. **NO THIRD-PARTY BENEFICIARIES:** There are no intended third-party beneficiaries of this Agreement.

16. **NO WAIVER OF BREACH:** The waiver by DISTRICT of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.

End of Section



PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/03
DISTRICT- WIDE PEOPLESOFT MODERNIZATION PROJECT

Acknowledgement and Signature Form

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Vendor's Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work listed in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the plans and specifications prepared, including any Addenda, within the time specified.

Addendum Acknowledgement

The following addendum(s) are acknowledged in this RFP: _____

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the services stipulated on this proposal.

Vendor Name: _____ Title: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

Contractor License #: _____ Expiration Date: _____

Federal Tax Identification Number: _____

Authorized Signature: _____ Date: _____

Decline Proposal:

We **do not** wish to submit a Proposal on this Project. Please state your reason below. Please also indicate if you would like to remain on our vendor list.

Reason:

Company: _____ Address: _____

Name: _____ Signature _____ Date: _____