



Request for Proposal (RFP) No. 20-06

Executive Recruitment

**Proposal Due Date:
March 31, 2020 at 4:00 p.m.**

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

No late proposals will be accepted

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NOTICE IS HEREBY GIVEN by the San Diego Community College District of San Diego County, California, hereinafter referred to as the District, acting by and through its Governing Board, will receive up to, but not later than 4:00 p.m. on Tuesday, March 31, 2020, responses to this Request for Proposal. Responses are to be delivered to the Purchasing and Contract Services Department, Room 270 located at 3375 Camino del Rio South, Suite 270, San Diego, CA 92108.

Please submit all RFP questions/requests for clarification via electronic mail to RLowe@sdccd.edu (subject line on e-mail must read "RFP 20-06 Questions") no later than 3:00 p.m. on Friday, March 20, 2020. All questions/requests for clarification will be addressed with an addendum.

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

RFP 20-06 SCHEDULE

March 16, 2020	RFP posted on District website
March 20, 2020	Deadline for Submission of RFP Questions by 3:00 p.m. PST
March 24, 2020	District will Respond to RFP Questions
March 31, 2020	Proposals Due (hard copy) by 4:00 p.m. 3375 Camino del Rio South, Suite 270 San Diego, CA 92108
April 9, 2020	Interviews of Semi-finalists (if required) Individual interview appointments for each Proposer <i>No substitute Dates will be available for interviews</i>
May 14, 2020	Anticipated Governing Board Approval

1 INFORMATION AND SCOPE

SAN DIEGO COMMUNITY COLLEGE BACKGROUND

As one of the largest of California's 73 community college districts, the San Diego Community College District (SDCCD) serves approximately 100,000 students annually at its three, credit colleges, San Diego City College, Mesa College, Miramar College, and seven campuses of San Diego Continuing Education.

The colleges offer associate degrees, and Continuing Education and the colleges offer career technical certificates that prepare students for transfer to universities and/or career pathways with higher paying jobs. In addition, Mesa College now offers a bachelor's degree in Health Information Management as part of California's Baccalaureate Pilot Program.

The SDCCD maintains active partnerships with local industry, the community, the military, and educational institutions to ensure students have clear pathways to careers and the next stage of their education.

The District and its graduates have a combined economic benefit to the region of \$5.5 billion annually – 98 percent of the District's students remain in the region after completing their education. The District also proudly serves more than 12,000 active-duty military personnel, veterans, and dependents.

REQUEST FOR PROPOSAL SCOPE

The San Diego Community College is seeking Executive Recruitment services for the position of Chancellor. The Evaluation Criteria is detailed in Proposal Form B.

2 INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS

PURPOSE OF RFP

The purpose of this “Request for Proposal” is to select and award one contract to a responsive, responsible, and qualified Offeror who has the knowledge and experience to provide the San Diego Community College District with Executive Recruitment Services. The entirety of this RFP document sets forth the District’s requirements.

PROPOSAL QUESTIONS

All questions regarding this Request for Proposals are to be sent to Rochelle Lowe at: RLowe@sdccd.edu only. Questions must be sent via e-mail. Questions will only be accepted until March 20, 2020 3:00pm PST. Answers to all questions will be addressed via a RFP addendum posted on the District’s Purchasing and Contract Department webpage. No direct responses will be sent to the company asking the question.

PROPOSAL SUBMISSION

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

Proposals are to be submitted to the Purchasing Department as one original and SIX (6) copies no later than 4:00 p.m. on Tuesday, March 31, 2020. Additionally, a copy of the entire proposal response on a USB thumb drive is to be included with the original and SIX (6) copies. The original proposal is to be submitted on 8 ½” x 11” white paper, font size no smaller than 12 pitch (recommend Arial or Times New Roman) with a 1” margin for top, bottom, right, and left of each page of the proposal.

The entire proposal submission is limited to 50 pages. The use of excessive color text, overly elaborate graphics, glossy paper, or small font size to meet page limitations is not encouraged. The official proposal submission is the original hard copy. If there is a discrepancy between the original hard copy and the USB thumb drive, the original hard copy will be considered Offeror’s official submittal.

The Proposal must be mailed or delivered to:

San Diego Community College District
3375 Camino del Rio South, Suite 270
ATTN: Rochelle Lowe, RFP 20-06
San Diego, CA 92108

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

NO LATE PROPOSALS WILL BE ACCEPTED

RIGHT TO REJECT

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

PROPRIETARY INFORMATION

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

PROPOSAL

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

WITHDRAWAL OF PROPOSAL

Any Proposer may withdraw their proposal by written request via e-mail to RLowe@sdccd.edu at any time **prior** to the RFP due date. The subject line of the e-mail should include and read: "Withdrawal of RFP No. 20-06 Proposal Submission." No proposal may be withdrawn or modified after the due date. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided that they are then fully in conformance with the general terms and conditions of the RFP.

COST OF PREPARING PROPOSALS

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

PROPOSAL PRESENTATIONS

Offerors may, after opening and prior to award, be required to make verbal and visual presentations at the request of the District. The District will notify Offerors selected of

the time and location for any presentations requested. The verbal presentation, if applicable, will be evaluated. The presentation will not allow the Offeror to revise their proposal submission or make any substantial changes to their proposal. Offerors are encouraged to ensure their original proposal submission is their best offer at the time of submission.

AWARD WITHOUT DISCUSSION

The District reserves the right to make an award without further discussion based upon the proposal received. It is therefore critical that all proposals be submitted with the most favorable terms possible, both economically and technically.

CONTRACT COMMENCEMENT/TERM

It is the intent of the District to commence the resulting contract as soon as possible after evaluation of the proposals. A written Notice of Award will be made prior to commencement of performance.

ADDENDUMS

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

3 EVALUATION OF PROPOSALS

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

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

- Sourcing Process
- Proposer's Background and Industry Expertise
- Organization and Staffing
- Fee Structure
- Performance Guarantees

4 SPECIAL TERMS AND CONDITIONS

The contract awarded for this work will be Fixed Price. Payment terms are Net 30.

AWARD OF CONTRACT

It is anticipated that a contract will be awarded by the Board of Trustees at a regularly scheduled meeting on May 14, 2020. At the time of the formal award, the apparent successful Offeror must have agreed to Contract terms representing the understandings between the parties and the obligation of each party for performance of the Contract.

FINAL CONTRACT

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

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

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

ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

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

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

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

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

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

NON-COLLUSION AFFADAVITS

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

EQUAL OPPORTUNITY AFFERMATIVE ACTION STATEMENT

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

PROPOSER CONDUCT

During the RFP window (from release of this RFP to final award), Offeror is not permitted to contact any SDCCD employees or members of the Governing Board unless at the request of SDCCD's designated contact person or to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification.

ORDINANCES, LAWS AND REGULATIONS

The Offeror shall comply with all ordinances, laws, and regulations pertaining to the operation contemplated hereby, including, but not limited to, the California Workers' Compensation Act, the Federal Equal Employment Opportunities Act, and the Americans with Disabilities Act. The Offeror shall apply for, obtain, and maintain in force all permits and licenses required by the various agencies of Federal, State, and local government having jurisdiction over the Offeror's operations.

PROPOSAL FORM A General Information

1. Cover Letter

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

- The Offeror's name, address, e-mail, telephone, and facsimile number.
- The Offeror's Federal Employer Identification Number and Corporate Identification Number, if applicable.
- The name, title or position, and telephone number of the individual signing the cover letter.
- A statement indicating the signature is authorized to bind the Offeror contractually.
- The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.
- A statement to the effect that the proposal is a firm and valid for 120 days. Please complete Proposal Form A through D and Appendix A through F as part of your RFP response.
- A statement expressing the Offeror's willingness to perform the services as described in this RFP.
- A statement indicating that all forms, certificates and compliance requirements included in this RFP are completed and duly submitted in the proposal response.
- A statement expressing the Offeror's availability of staff and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFP. Resumes for key personnel shall be included with Offeror's proposal.

2. Profile and Overview of Offeror

- General overview of the company.
- Years of experience in providing executive recruitment services to higher education institutions of similar size to SDCCD, and especially with community colleges if any.
- References.

3. Offeror Corporate Information

- Type of Firm: Corporation: _____ Proprietorship: _____ Partnership: _____
Joint Venture: _____ Other (please describe): _____
- Business License Number: _____
- Number of years in business under firm name: _____
- Full name of firm's officers and managing employees as related to this Proposal:
- Has the firm changed its name within the past 3 years?
YES NO
If yes, provide former name(s): _____

- Have there been any recent (within the last three years) changes in control/ownership of the firm?
YES NO
If yes, explain. _____

- Have officers or principals of the firm ever had their business license suspended or revoked for any reason?
YES NO
If yes, please explain. _____

- Has your firm ever been on the Federal debarment list?
YES NO
If yes, please explain. _____

**PROPOSAL FORM B
EXECUTIVE RECRUITMENT SERVICES**

EVALUATION CRITERIA

The evaluation criteria listed below are in descending order of importance and will be considered in the evaluation of the Proposer's written and oral proposal accordingly. Proposals should give clear, concise information in sufficient detail to allow an evaluation based on these criteria.

Proposal submitted is to be tabbed and submitted in this order.

Order of importance beginning with the most important is:

Section 1: Sourcing Process

- Describe your firm's approach to understanding District needs, assessing candidates, arranging and managing interviews.
- Include tools and processes your firm uses to search for candidates and the vetting process for those candidates.
- Detail the firm's understanding of the position requirements and the extent to which your firm will be able to support the requirements and provide viable candidates with the requisite work experience, background, and education.

Section 2: Proposer's Background and Industry Expertise

- Describe your firm's experience in recruiting higher education candidates. Detail the extent to which the Proposer's background and experience support the District's goals and outcomes with regard to this Executive Recruitment
- Past Performance -- Include at least 3 past recruitments for higher education institutions where your firm has placed successful candidates.
- Describe geographic reach of Proposer's firm.
- Describe your firm's collaboration and discretion during a search process.
- References -- Include at least 3 references that the District can contact for which your firm placed successful candidates. The references should be for higher education institutions of similar size and structure as the San Diego Community College District.

Section 3: Organization and Staffing

- The extent to which the Proposer's organization and staffing support the District's goals and outcomes
- Include an organization chart and with key personnel identified who will support this Executive Search

Section 4: Fee Structure

- The Proposer's pricing, including overall costs to the District.

Section 5: Performance Guarantees

- Describe your firm's follow-up process once a candidate has been selected and offered a position.

Written proposals will be evaluated and selection of three (3) firms to move forward to oral presentations will be made. The two Board Sub-Committee members will meet with each of the three finalists, individually, on April 9, 2020.

Finalists will have 40 minutes to present to the Board Sub-Committee. Oral presentations will be held in a closed setting. Selected firms will have the assigned principal consultant and up to one colleague may join them for the oral presentation. The oral presentation shall not include information that was not part of the written proposal.

Tentative Date for Oral Presentation

April 9, 2020 – Conference Room TBD

1:00 pm Finalist 1

2:00 pm Finalist 2

3:00 pm Finalist 3

Final recommendation for a search Firm will be brought to the Board of Trustees at an open session for adoption.

PROPOSAL FORM C
General Terms and Conditions

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

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

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

Execution of a Contract: If awarded a contract, the Offeror agrees to execute a contract in accordance with this Proposal and the District's Instructions for Submittal of Proposals, Information for Proposers, General Conditions, and Service Requirements within twenty-one (21) calendar days of receipt of written notice of acceptance of the Proposal by the District.

Conflicts of Interest: All Proposers must disclose the name of any Board of Trustees member, officer, director, or agent who is also an employee of the San Diego Community College District, which includes any District employee. Further all Offeror's must disclose the name of any District or District employee, or Board of Trustees member, who has, directly or indirectly, any financial interests in the Offeror's firm or any of its branches. Submit this information on an attachment to the proposal which is titled "Conflict of Interest" and include the person's name, interest or position, and percent of ownership, if applicable.

Required Submittals: The Offeror's detailed responses to the District's specifications and evaluation criteria must accompany this Proposal.

District's Right to Award: The signer hereby acknowledges that the District reserves the right to make the award to the Offeror which the District judges to have submitted the proposal that presents the best value to the District, with the District being the sole judge thereof.

Legally Binding it is further certified that the person whose signature appears below is legally empowered to bind the company in whose name the proposal is entered.

SUBMITTED BY.

Company Name

Mailing Address

City, State, and Zip Code

Telephone Number

FAX Number

By: Signature

By: Printed Name

Title

PROPOSAL FORM E
Addenda Acknowledgement

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

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

APPENDIX A

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

State of California, County of _____, being first duly sworn, deposes and says that he or she is _____ (name) of _____ (company) the party making the foregoing

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

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

Signature

Date

APPENDIX B

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

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

Comprehensive General Liability Insurance:

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

OR

Commercial General Liability and Property Damage Insurance:

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

(a) Per occurrence (combined single limit).....\$1,000,000.00

(b) Project Specific Aggregate (for this project only) ...\$1,000,000.00

(c) Products/Completed Operations.....\$1,000,000.00

(d) Personal & Advertising Injury limit\$1,000,000.00

AND

Fire Insurance

Project Replacement Value at 100%
(One Hundred Percent)

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

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

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

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

Firm _____

Signed _____

APPENDIX C

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

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

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

Name of individual, company or corporation

By: _____

(Corporate Seal)

Title: _____

Address: _____

City State Zip Code

APPENDIX D

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700 in relevant part provides:

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

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

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

Name of individual, company or corporation

By: _____

(Corporate Seal) Title: _____

Address: _____

City State Zip Code

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

APPENDIX E

San Diego Community College District

MINORITY, WOMAN AND DISABLED VETERAN-OWNED BUSINESS ENTERPRISE CERTIFICATION

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

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

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

Name/Title of CEO or Authorized Officer

Company Name

Signature

Date

APPENDIX F

REFERENCES

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

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

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

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

APPENDIX G

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

 Vendor Name Phone Number Reporting Date

Address

1. Recruitment of new employees: How many new employees do you intend to hire during the next year? _____
2. My current (above reporting date) work force is composed of the following ethnic/racial distribution:

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

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

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

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

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

I hereby certify that _____
(Legal Name of Vendor)

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

Printed Name

Signature

Date