



## Antelope Valley College District

Business Services - Purchasing and Contract Services

3041 W. Avenue K | Lancaster, CA 93536-5426

661-722-6310 | [purchasing@avc.edu](mailto:purchasing@avc.edu)

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### REQUEST FOR PROPOSALS FOR INDEPENDENT AUDIT SERVICES RFP No. AVC2016/2017-8

Notice is hereby given that Antelope Valley Community College District, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to but no later than **11:00 a.m. (PST) on March 14, 2017** sealed submittals for **RFP No. AVC2016/2017-8**. Such submittals must be submitted in the format specified in the RFP, and received by the Purchasing Department, 3041 West Avenue K, Adm. Bldg., Room #154, Lancaster, CA 93536-5426. All documents and any addenda or notices related to this solicitation will be posted by the District on the Purchasing website at: [https://www.avc.edu/administration/busserv/\[RFQ/RFB/RFP\]biddocs](https://www.avc.edu/administration/busserv/[RFQ/RFB/RFP]biddocs) and the Public Purchase website. Bidders desiring to do business with the District should register as a vendor through Public Purchase at: <https://www.publicpurchase.com/gems/register/vendor/register>. Registering will allow Bidders to receive up-to-date RFP notifications, updates on any Addendums that may be filed, and questions/answers submitted pertaining to the above-referenced RFP.

Each submittal must conform and be responsive to this invitation. The District reserves the right to reject any and all Proposals, or parts of any Proposal, and to waive any irregularities or informalities in any Proposal. All inquiries must be submitted in writing by the date/time specified in the RFP under "Project Specific Dates" to [mihernandez@avc.edu](mailto:mihernandez@avc.edu).

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

Mina I. Hernandez  
Manager, Purchasing and Contract Services

Publication Dates:

1st: 2/16/17

2nd: 2/23/17



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**NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that the governing Board (“Board”) of the Antelope Valley Community College District (“District”) is presently accepting Proposals for the following project (“Project”):

**INDEPENDENT AUDIT SERVICES  
RFP No. AVC2016/2017-8**

Sealed Proposals must be received by, but **no later than 11:00 A.M. (PST), March 14, 2017**. Any changes to this RFP are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any questions as to changes to the content of this document, the District’s copy shall prevail.

This RFP may be obtained from the District by contacting the District’s Purchasing and Contract Services Department whose contact information is noted herein. The RFP is also available online at [https://www.avc.edu/administration/busserv/\[RFQ/RFB/RFP\]biddocs](https://www.avc.edu/administration/busserv/[RFQ/RFB/RFP]biddocs) and the Public Purchase website. Bidders desiring to do business with the District should register as a vendor through Public Purchase at: <https://www.publicpurchase.com/gems/register/vendor/register>. Registering will allow Bidders to receive up-to-date RFP notifications, updates on any Addendums that may be filed, and questions/answers submitted pertaining to the above-referenced RFP. In the event this RFP is obtained through any means other than the District’s distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

**Bidders Submittal of Proposal.** To facilitate the evaluation process, **one (1) complete electronic version on a flash drive, (1) original AND (3) additional copies of the Proposal shall be provided.** All materials submitted in response to this RFP shall be on 8 ½” x 11” paper, in portrait orientation, 11 or 12 point Arial, Calibri or Times New Roman font with 1” page margins on all sides. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate discrete sections of the RFP materials which correspond format and contents. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the Proposal.

Delivered Proposal shall be enclosed and sealed in an envelope or container bearing the title of the project, the project’s number and the name of the Bidder, and delivered in one of the following methods:

<p><u>Hand-delivered to:</u> Antelope Valley Community College District Attention: Purchasing &amp; Contract Services Department 3041 West Avenue K, Adm. Building Room 154 Lancaster, CA 93536-5426</p>	<p><u>U.S. Postal Service, UPS, FedEx, or other common carrier delivered to:</u> Antelope Valley Community College District Attention: Purchasing &amp; Contract Services Department 3041 West Avenue K, Adm. Building Room 154 Lancaster, CA 93536-5426</p>
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**EMAIL OR FAXED PROPOSALS WILL NOT BE ACCEPTED.**

**Opening of Proposals.** Sealed Proposals will be opened publicly and name of Bidders will be read aloud at the time, date and location noted in the timeline under Project Specific Dates.



It is the responsibility of the Bidder to verify that its Proposal has been received by the District prior to the opening date. Verification of receipt can be made by emailing [purchasing@avc.edu](mailto:purchasing@avc.edu).

PROPOSALS DELIVERED OTHER THAN THE ABOVE STATED ADDRESSES, OR RECEIVED AFTER THE SCHEDULED SUBMITTAL DEADLINE, WILL BE REJECTED AND RETURNED UNOPENED TO THE BIDDER. It is the Bidder's sole responsibility to ensure that its Proposal, inclusive of any or all addendums, is received to the proper place at the proper time. Postmarks will not validate Proposals which arrive after the deadline date/time listed. Any Proposal received after the scheduled closing time for receipt of same will be returned to the Bidder unopened. Proposal may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFP prior to the scheduled closing time for receipt of Proposal. The award shall be subject to final contract documents and scope of work between the District and selected Bidder.

Bidders shall be bound to the pricing terms contained within their submitted Proposal, which shall remain in effect as stated until at least six (6) months after the due date for Proposal. Proposal shall be signed by an authorized individual or officer submitting the Proposal. If the Bidder is a corporation or limited liability company, the Proposal shall be executed by either the chairman of the board, president, or vice president, the secretary, or the chief financial officer.

**END OF SECTION**



### INTRODUCTION AND GENERAL OVERVIEW

Antelope Valley Community College District (the “District”) is within the California Community College system in Los Angeles County. From its humble beginnings in a classroom at Antelope Valley Joint Union High School in 1929 with an enrollment of 20 students, the District has grown to a campus of over 135 acres with 890 employees and an enrollment of over 14,000 students per semester. Throughout its 85 years, the college has gained a national reputation for its service to the community and industry. In addition to traditional classes, the District’s Lancaster campus is home to the award winning early college SOAR High School and a state-funded laboratory preschool. The campus also hosts upper division and graduate-level programs offered by California State University Bakersfield with its own satellite campus. In March 2015, the District was approved as one of only 15 community colleges in the state to begin offering a bachelor degree. The District’s Airframe Manufacturing Technology program is designed to meet the needs of the local aerospace industry for aircraft manufacturing leads. The program's curriculum will start no later than fall 2017 addressing airframe manufacturing, aircraft fabrication (structures and composites), electronics, and welding. To learn more, please visit the District’s website at <http://www.avc.edu/>.

#### PURPOSE OF RFP

The District is seeking Proposals from qualified firms to provide professional Independent Audit Services for the District. The selected Bidder will perform the District’s annual financial audits for fiscal year 16/17 through fiscal year 20/21. The District’s intent is to enter into an Agreement for a period of five (5) years.

**Project Specific Dates:** The following table identifies the estimated dates/time frame for receipt, evaluation and award of this RFP. Please note the following key dates when preparing your responses:

RFP ACTIVITY	DATE & TIME (PST)*
Bid Advertisement Dates	1st: 2/16/17 2nd: 2/23/17
Last Day for Bidders to submit questions	2/28/17 before 6:00 p.m.
Last day for District to Respond to questions	3/7/17 before 6:00 p.m.
<b>DEADLINE FOR SUBMISSIONS</b>	<b>3/14/17 before 11:00 a.m.</b>
Public Opening 3041 W. Avenue K, Adm. Room A140 Lancaster, CA 93536	3/14/17 at 11:15 a.m.
Interviews (optional)	To be Determined
Anticipated Board Approval	April 10, 2017

*\*Dates may change with or without notice*

**Evaluation of Proposals:** The Proposal review process used to select qualified Bidders will be as follows:

- a. The District will review and evaluate all Proposal received using the criteria noted in following section. Incomplete Proposal may be rejected as non-responsive, and may result in being excluded from this legal resource pool.
- b. A District Evaluation Committee may elect to conduct oral interviews of selected Bidders. The District may request selected Bidders to make an oral/visual presentation in connection with the oral interview.



**Evaluation Criteria:** Bidders submitting a Proposal are advised that all responsive documents will be evaluated to determine each Bidder's ability to best meet the needs of the District. The District's evaluation will include a consideration of the following criteria:

- a. **Responsiveness.** Responsiveness of the Proposal clearly states the Bidder's practice areas, services, and in meeting the requirements of the RFP.
- b. **Qualifications.** The extent of the Bidder's previous experience and background in conducting similar auditing services. Such experience will also include assessment of the Bidder's outcomes for particular matters handled by the firm for higher education institutions.
- c. **Experience/Ability.** The District will evaluate the prior experience and success of Bidders to establish effective working relationships within the setting of a higher education institution. This shall include the quality of key personnel to deliver high-quality professional auditing services in a timely manner.
- d. **References.** Information obtained by the District from the Bidder's provided references and other clients.
- e. **Cost and Fee Structure.** The Bidder's proposed fees for services.
- f. **Other criteria as deemed appropriate.**

**Optional Interviews (optional):** At the Discretion of the District, it may also be necessary to conduct individual interviews with one or more of the Bidders who submitted Proposals. The Bidders will be notified of the time and exact location in advance of any interview. The purpose of this interview is to confirm information provided in Proposal submitted by the Bidders. This will also be another opportunity for the section committee to request additional clarifications. In these interviews, the Bidder may expand on the information provided in its key personnel present as the primary representatives during this process.

**Cancellation of Solicitation:** The District may cancel this solicitation at any time.

**Contract Award:** The District will select a Bidder that demonstrates to be the highest, responsive, and responsible Bidder. Responsive refers to meeting the terms, conditions, requirements and specifications of this RFP. Responsible refers to those who can provide, for example, evidence and references that support a history of compliant contract performance and sound business operation. The District has the right to inspect the facilities, services areas, and business practices of all Bidders submitting offers prior to the award of this contract. The purpose of an inspection is to determine the Bidder's potential ability to perform under the terms of this Proposal. The District also has the right to inspect the facilities and operations of the selected Bidder at any time during the contract period. See Instruction to Bidders for more details.

**Agreement:** The form of Agreement, which the successful Bidder will be required to execute, is included in the RFP and should be carefully examined by Bidders. The Agreement will be executed in the following counterparts: the Agreement as shown in the sample herein; the RFP; the subsequent successful Proposal as accepted by the District, including all modifications thereof and duly incorporated therein; and the Purchase Order. All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include (not limited to): all labor, materials, equipment and transportation necessary for the proper delivery of all



services called for in any contract which may arise as a result of this RFP. Should Bidder request edits to the Agreement for consideration, such requests must be clearly identified and noted on Exhibit D and submitted at the time of Proposal. No additional terms and conditions will be accepted following receipt of Proposal, and the District will consider such additional contractual terms and conditions as part of its evaluation process.

**Conflict of Interest/Restrictions on Lobbying and Contacts:** For the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contracts, no person or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contracts with any member of the District's Governing Board, selection members, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for disqualification of the Bidder.

**Limitations:** The District reserves the right to contract with any Bidder responding to this RFP. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to amend this RFP and the RFP process and to discontinue or re-open the RFP process at any time.

**Right to Negotiate and/or Reject Proposal:** Bidders understand that this RFP does not commit or obligate the District to accept any response submitted. The District reserves the right to accept or reject any or all of the responses, waive any irregularities, and to negotiate with selected Bidder(s) any price or provision, in part or in its entirety, whenever, in the sole opinion of the District, such action shall serve its best interests and those of the taxpaying public. The District further expressly reserves the right to postpone the Proposal opening date for its own convenience. Bidders are encouraged to submit their best prices in their Proposals, and the District intends to negotiate only with Bidders whose Proposal most closely meets the District's requirements at the lowest estimated cost. The Contract, if any is awarded, will go to the Bidder whose Proposal best meets the District's requirements and provides the greatest overall value to the District.

**Preparation Expenses:** The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP. The sole responsibility for compliance with the requirements of this RFP lies with each Bidder submitting a response. Each Bidder is solely responsible for costs in preparing a response to this RFP and any and all other activities associated with same.

**Confidential and Proprietary Information:** All materials submitted relative to this RFP will be kept confidential until such time as an award is made or the RFP is cancelled. At such time, all materials submitted must be made available to the public. All information contained in Proposal submitted may be subject to the California Public Records Act (*California Government Code* Section 6250 et seq.), and information's use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Bidder as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

**Errors/Discrepancies/Clarification/Information of RFP:** Any errors, discrepancies, clarification or questions regarding information contained in this RFP should be immediately directed and submitted in writing to Mina I. Hernandez, Manager, Purchasing and Contract Services at [mihernandez@avc.edu](mailto:mihernandez@avc.edu).



Bidders are encouraged to submit their questions as soon as possible in order to give the District an opportunity to reply in a timely manner. Please see "Project Specific Dates" for specific deadline dates and times.

**Protest Against Award:** Any Bidder wishing to file a protest against this RFP document or a selected Proposal must do so in writing within 72 hours after Proposals are reviewed. All protests will be taken under advisement. Any protest received after that will not be recognized. A protest of any Bidder's Proposal will be delivered to the Antelope Valley Community College District, Attention: Mina I. Hernandez, Purchasing and Contract Services Department, 3041 West Avenue K, Lancaster, CA 93536-5426, by certified mail or by personal delivery during normal working hours.

**Post-Award Debrief:** An oral debrief by telephone may be requested by Bidders who were not selected. Such request should be made in writing to [mihernandez@avc.edu](mailto:mihernandez@avc.edu) within five (5) calendar days from the date winning Proposal is approved by Board.

**END OF SECTION**





## **SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

Effective, July 1, 2016, Antelope Valley Community College District ("District") became fiscally independent. The District's operating fund is \$68 million, financial aid is about \$37 million and grants/categorical programs are about \$20 million. Attachment 2 is the latest Preliminary Official Statement detailing the District's financials and other pertinent information.

**GENERAL REQUIREMENTS:** Education Code, Section 84040, requires that community college districts provide for an annual audit of the books and accounts of the District and include all funds of the District including associated students, food service, accounts and other funds under the control or jurisdiction of the District.

In addition to auditing the financial statements of the District, the District also needs audit services for three other areas:

1. The Other Post-Employment Benefits (OPEB) Trust, which has approximately \$1.2 million and will continue to contribute \$387K per year until the liability is covered. A Retirement Board of Authority (RBA) has been established and operating for the last three years.
2. The District has received voter authorization in November 2016 to issue \$350 million in Measure AV, Proposition 39 Bond proceeds. The Bond will need to be audited for financials statements and performance.
3. The District also has a Foundation 501(c)(3) with \$5 million in assets that will need to be audited.

The annual audits shall include all funds of the District for the following, but not be limited to:

1. Governmental Fund Types
  - a. General Fund
  - b. Special Revenue Funds
  - c. Debt Service Funds
  - d. Capital Projects Funds
2. Proprietary Fund Types
  - a. Enterprise
  - b. Internal Service
3. Fiduciary Fund Types
4. Trust and Agency Fund Types
  - a. Student Financial Aid
  - b. Scholarship and Loan
  - c. Investment Trust
  - d. Associated Students
  - e. Student Center Fee Fund
  - g. Other Trust

And any other funds and/or accounts under the control of the Governing Board of the District.



At the conclusion of the annual audit, the District auditor is required to provide, at a minimum, the following in a published report:

- a) Introduction
- b) Independent Auditors' Report
- c) Financial information required for the District to complete the Managements' Discussion and Analysis (MD&A)
- d) Basic Financial Statements
- e) Notes to Financial Statements
- f) Required Supplementary Information other than MD&A
- g) Auditor's Report on information accompanying the Basic Financial Statements (Supplemental Information). (May be added to the auditor's report on the basic financial statements or may appear separately in the auditor-submitted document.)
- h) Supplementary Information
- i) Notes to Supplementary Information
- j) Independent Auditor's Report on Compliance and on Internal Control Over Financial Reporting based on an audit of basic Financial Statements performed in accordance with Government Auditing Standards
- k) Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133.
- l) Independent Auditor's Report on State Compliance
- m) Schedule of Findings and Questioned Costs
- n) Summary of auditor's results
- o) Management Letters
- p) Status of Prior-Year Findings and Recommendation

**AUDIT REPORTS:** Annual audits shall be completed and submitted to the District no later than December 15<sup>th</sup> following the fiscal year under examination and to the State Chancellor's office no later than December 31<sup>st</sup> following the fiscal year under examination. The District auditor will file all audit reports with all applicable reporting agencies and deliver the following to the District:

- One (1) unbound copy
- Twenty (20) bound copies
- One (1) electronic copy on CD-ROM

**ANNUAL AUDIT OF DISTRICT FUNDS:** The annual audit proposed herein shall be made in accordance with generally accepted auditing standards and shall include reporting requirements and audit procedures required by:

- California Community Colleges Contracted District Audit Manual, published by the Chancellor's Office of the California Community Colleges.
- Student Attendance Accounting Manual, published by the Chancellor's Office of the California Community Colleges.



- California Community Colleges Budget and Accounting Manual, published by the Chancellor's Office of the California Community Colleges.
- Auxiliary Organizations, Requirements for Accounting, Reporting and Auditing, published by the Chancellor's Office of the California Community Colleges.
- California Education Code, Title 5, California Code of Regulations, published by the Publications Section of the Department of General Services.
- Guidelines for Financial and Compliance Audits of Federally Assisted Programs, published by the U.S. General Accounting Office.
- Government Auditing Standards, Current Revision, published by the Government Accountability Office.
- Compliance Supplement for Single Audits of State and Local Governments and Non-Profit Organizations, published by the Superintendent of Documents of the U.S. Government Printing Office.
- Catalog of Federal Domestic Assistance, published by the U.S Services Administration, Current Revision.
- Financial Accounting Standards Board (FASB) and Government Accounting Standards Board (GASB).
- Office of Management and Budget (OMB) Circular A 133, Audits of States, Local Governments and Non-Profit Organizations.

**END OF SECTION**



## BIDDER INSTRUCTIONS

**Format and Content.** The Bidder's Proposal should fully state its experience and expertise referenced in the Scope of Work. The submitted Proposal should be organized and indexed in a format noted below that ensures the District can easily review to effectively evaluate the Bidder's Proposal.

### SUGGESTED FORMAT

- I. **Letter of Interest:** The individual who is authorized to bind the Bidder's business contractually, must sign the cover letter, which must accompany the Bidder'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 Bidder's firm. **An unsigned cover letter shall cause the Proposal to be rejected.** The cover letter must contain a statement that the Bidder acknowledges that all documents submitted pursuant to this RFP process will become a matter of public record. The letter must also contain the following:
  - a. The Bidder's name, address, e-mail, telephone, and facsimile number.
  - b. The name, title or position, and telephone number of the individual signing the cover letter.
  - c. A statement indicating the signer is authorized to bind the Bidder contractually.
  - d. 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.
  - e. A statement to the effect that the Proposal is a firm and irrevocable offer, good for six (6) months.
  - f. A statement expressing the Bidder's willingness to perform the services as described in this RFP.
  - g. A statement indicating that all forms, certificates, and compliance requirements included in this RFP are completed and duly submitted in the Proposal response.
  - h. Provide proof of CPA License is in good standing and include license number(s).
  - i. A statement expressing the Bidder's availability of staff, office locations, hours and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFP.
- II. **Table of Contents:** Include a detailed table of contents for all sections of the submittal.
- III. **Submission of Bidder's Information:**

Profile of the Independent Auditor: The profile of Bidder should include general background information, such as:

1. The organization and size of the firm, whether it is local, regional, national, or international in operations.
2. The location of the office from which the work is to be done and the number of professional staff, by staff level, employed at that office.
3. A description of the range of activities performed by the local office such as auditing, accounting, tax service, or management services.
4. A positive statement that the following mandatory criteria are satisfied:
  - a. An affirmation that the Bidder is properly licensed for practice as a Certified Public Accountant.



- b. An affirmation that the Bidder meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Functions, 1981 revision, published by the U.S. General Accounting Office.
- c. An affirmation that the Bidder does not have a Record of Substandard Audit work.
- d. An affirmation that the Bidder meets all specific requirements imposed by state or local law or rules and regulations.
- e. An affirmation from Bidder stating they will follow the American Institute of Certified Public Accountants' "Interpretation 501-3, Failure to Follow Standards and/or Procedures or other Requirements in Governmental Audits."

Technical Experience: The technical experience of the Bidder should include the following information:

- A list of California school district/community college district clients and give the names, e-mail addresses and telephone number of client officials responsible for the audits listed. Also, discuss local, state, and national reputation for quality work performed in the public sector.
- Discuss ability to provide additional auditing, accounting, or management consulting services and provide a summary of specific projects completed both in the public sector and specifically for school districts/community college districts.

Qualifications:

1. Identify the audit partners, managers and field supervisors, and other staff who will work on audits, including staff from other than the local office. Resumes including relevant experience and continuing education for the auditor in charge up to the individual with final responsibility for the engagement should be included. (Resumes may be included as an appendix).
2. Provide specific details of proposed audit approach. The information should include, but is not limited to:
  - a. Sampling of techniques for transactions testing
  - b. Analytical procedures used to analyze results, and
  - c. Percentage of time to be scheduled for both preliminary and final audit work.

Approach to the Examination:

1. Submit a work plan to accomplish the scope defined in the RFP. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. Where possible, individual staff members should be named and their titles provided. The planned use of specialists should be specified.
2. The audit work plan should completely cover what audit work will be accomplished by all the auditors to render:
  - a. An opinions report on the financial statements.
  - b. A report on the study and evaluation and report on internal control systems.
  - c. A report on the organizations' control system to assure compliance and whether the organization has complied with laws and regulations that may have an effect on each major federal assistance program.
3. The audit work plan should demonstrate the auditor's understanding of the audit requirements of a single audit as specified in the OMB Circular A-133 and the audit tests and procedures to be applied in completing the audit plan.



Report Requirements: Bidder should state their understanding of and their ability to meet specific reporting requirements.

Time Requirements: If not already adequately covered in the Bidder's letter of transmittal, the response should detail information on how the Bidder plans to meet the timeline and reporting deadline requirements of the engagement.

**IV. Rate/Fee Schedule(s)**

- a) Total audit hours detailed by partner, senior manager, manager, field supervisor and other staff.
- b) Hourly rate detailed by partner, senior manager, manager, field supervisor and other staff.
- c) The maximum annual cost for the audit for each of the five (5) years.

**V. Certificate of Non-Discrimination (Exhibit A):** The Bidder shall submit a Certification of Non-Discrimination assuring that it will not discriminate in its hiring or employment practices on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, sexual orientation, gender, gender identity, gender expression, medical condition or physical or mental disability, or any other basis protected by law, in performing the work and services.

**VI. Non-Collusion Affidavit (Exhibit B):** Bidders shall submit the Non-Collusion Declaration with its Proposal. Bids submitted without the Non-Collusion Declaration shall be deemed non-responsive and will not be considered.

**VII. References Form (Exhibit C):** A minimum of three (3) verifiable references preferably from a California public or private educational institution and/or California public agency shall be listed on the "References" sheet provided in this RFP. This list may include current and former clients (with reason for cancellation if applicable), with all references being able to fully comment on the Bidder's related experience.

**VIII. Agreement to Terms and Conditions (Exhibit D):** Bidders shall complete and submit the Agreement to Terms and Conditions with its Proposal. Should Bidder request edits to the Agreement for consideration, such requests must be clearly identified and submitted with its Proposal. No additional terms and conditions will be accepted following receipt of Proposals. The District will consider such additional contractual terms and conditions as part of its evaluation process.

**IX. Addenda Acknowledgement (Exhibit E):** Bidders shall complete and submit the Addenda Acknowledgement form with its Proposal. It is the Bidder's responsibility for ensuring that they have received any and all Addenda. If not, they may be considered non-responsive. Bidders are to review the Notice to Bidders for instructions on how to obtain said addenda/addendums.

**X. Additional Materials:**

- a) Bidders may include other materials that they feel may improve the quality of their Proposal submissions and/or are pertinent to this RFP.
- b) Bidders are encouraged to include letters of reference and/or testimonials in their Proposal.

**END OF SECTION**



## SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Bidder's submission. It is only intended as a guide. Bidders are encouraged to use the following checklist when preparing their proposed Proposal:

- LETTER OF INTEREST
- SUBMISSION OF BIDDER'S INFORMATION
- RATE/FEE SCHEDULE
- EXHIBIT A – Certification of Non-Discrimination
- EXHIBIT B – Non-Collusion Affidavit
- EXHIBIT C - References
- EXHIBIT D – Agreement to Terms and Conditions
- EXHIBIT E – Addenda Acknowledgement
- ADDITIONAL MATERIALS (OPTIONAL)



**EXHIBIT A- CERTIFICATION OF NON-DISCRIMINATION**

**TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

Bidder hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Bidder shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**BIDDER** \_\_\_\_\_  
(Type or print complete legal name of Bidder)

**BY** \_\_\_\_\_  
(Signature)

**Name** \_\_\_\_\_  
(Type or print)

**Title** \_\_\_\_\_





**EXHIBIT B - NON-COLLUSION AFFIDAVIT**

**TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is \_\_\_\_\_ of 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 under the laws of the State of California that the foregoing is true and correct.

**BIDDER** \_\_\_\_\_  
(Type or print complete legal name of Bidder)

**BY** \_\_\_\_\_  
(Signature)

**Name** \_\_\_\_\_  
(Type or print)

**Title** \_\_\_\_\_



**EXHIBIT C - REFERENCES**

**Bidder shall provide a minimum of three (3) College/University Customer References with three (3) or more years' experience with the Bidder.**

**REFERENCE #1**

NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

**REFERENCE #2**

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

**REFERENCE #3**

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

**(ATTACH ADDITIONAL SHEETS IF REQUIRED OR DESIRED)**



**EXHIBIT D – AGREEMENT TO TERMS AND CONDITIONS**

Each Bidder must state below whether it accepts the attached Agreement and its attachments (if any) (“Agreement”). Any exceptions must be included, if at all, with Bidder’s Proposal submission.

**NOTE:** Exceptions taken to terms and conditions may be a negative factor in evaluation of Bidder’s Proposal or disqualification.

Initial the Appropriate Choice, below:

\_\_\_\_\_ Bidder **accepts** the form of Agreement **without exception**.

**OR**

\_\_\_\_\_ Bidder proposes **exceptions/modifications** to the form of Agreement. If this choice is selected, Bidder shall include all of the following:

1. Summarize any and all exceptions to the Agreement.
2. Provide written explanation to substantiate each proposed exception/modification.

**BIDDER** \_\_\_\_\_  
(Type or print complete legal name of Bidder)

**BY** \_\_\_\_\_  
(Signature)

**Name** \_\_\_\_\_  
(Type or print)

**Title** \_\_\_\_\_



**EXHIBIT E – ADDENDA ACKNOWLEDGMENT**

Changes or corrections to the RFP will be issued via a numbered addendum format prior to the Proposal deadline (See Section 1 - Project Specific Dates). 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: \_\_\_\_\_