

OWENS VALLEY CAREER DEVELOPMENT CENTER

*TUNIWA NOBI FAMILY LITERACY, FAMILY LITERACY, NUMMA YADOHA LANGUAGE PROGRAM,
TRIBAL TANF, CAREER EDUCATION, KERN INDIAN EDUCATION CENTER
2574 DIAZ LANE. (93514) - P.O. BOX 847 - BISHOP, CA 93515 - (760) 873 -5107*

Request for Proposals 10-11-85

DATE: May 13, 2011

PROJECT TITLE: OVDC Business/Governmental Management Information Systems

PROPOSAL DUE DATE: Proposals must be received by 5 p.m. on July 8, 2011. In the event no proposals are received from qualified bidders by the close date; this RFP will remain open until agreement(s) is/are awarded.

SUBJECT/PURPOSE OF MEMO: Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OVDC receives and administers several Federal and State Grants, including Career Education Grants, Indian Education Grants and Tribal TANF Grants for the benefit of Tribes and communities in Inyo, Kern, Tulare, Kings and Fresno Counties. **OVDC is soliciting proposals from responsible qualified business/governmental management information systems vendors to provide assessment and implementation planning and report, hardware specifications, software, implementation and training on an integrated management information data system or combination of systems capable of integration for Human Resources, Financial, Asset Management and Purchasing Management. This project will be funded entirely with Government Grant funds.**

A licensing and warranty/service level/support Agreement is anticipated as well as consulting agreements for implementation and training. OVDC may extend any agreement awarded at its sole discretion and in compliance with Federal Government purchasing requirements.

All OVDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e(b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring OVDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. For Indian Preference to be applied to American Indian owned and controlled businesses, proof of American Indian business ownership with more than 50% control must be submitted with the proposal.

ACTION REQUIRED: You are invited to review and respond to the Request for Proposals ("RFP"): For questions on this Request For Proposals please contact OVDC:

PROPOSAL:

Proposals should be sent to:
**Owens Valley Career Development Center
Purchasing/Contracts Administrator
P.O. Box 847 (93515)
432 North Barlow Lane (93514)
Bishop, CA
Telephone: (760) 873-5107 ext 275
FAX (760) 873-3231
Email: contracts@ovcdc.com**

CONTACT FOR FURTHER INFORMATION:

**Purchasing/Contracts Administrator
Telephone: 760-873-5107 Ext. 275
FAX: 760-873-3231
E-MAIL: contracts@ovcdc.com**

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I. DESCRIPTION/SPECIFICATIONS

A. STATEMENT OF WORK

1) Description of Organization and Project

The Owens Valley Career Development Center (OVCDC) was founded in 1977 by the Owens Valley Board of Trustees, a Tribal Government Board comprised of members of the Big Pine, Bishop and Lone Pine Tribes, in response to demonstrated adult basic education and vocational training needs of Tribal members. OVCDC provides educational and economic opportunities to the Indian population and to all members of the communities in Inyo, Kern, Tulare, Kings and Fresno Counties to enhance lives by offering individuals and families opportunities for self-sufficiency through education, training and encouragement. OVCDC receives its funding through grants from various Federal and State funding agencies.

The Owens Valley Career Development Center is seeking bids (quotes) from responsible qualified business/governmental management information system vendors to provide assessment and implementation planning and report, hardware specifications, software, implementation and training on an integrated management information data system or combination of systems capable of integration for Human Resources, Financial, Asset Management and Purchasing Management to meet the following OVCDC goals, needs and specifications:

A. Current HR Systems:

OVCDC HR currently utilizes Taleo recruiting services which is a cloud based service for recruiting and on line applications for positions; ABRA HRMS (licenses expired) for tracking certain employee personal data, performance data, training data and benefits data and Prospera which is a cloud based HR set of tools for Policies & Procedures, Job Descriptions, interviewing questions and additional tools such as compliance information. OVCDC HR primarily accesses Provider websites for specific employee benefits information. Many employee actions are processed on paper or via email to be printed out once approved and information is stored in secured (fire safe) personnel files. Taleo and ABRA are different data bases and currently do not share information or data entered between the two meaning that if an applicant is hired the applicant information must be manually reentered into the HRMS system. OVCDC currently has approximately 190 employees with 36 in a Director/Manager capacity.

B. Human Resource Project Goals:

To upgrade OVCDC Human Resources computerized systems to achieve best standards and practices for entry of information and data and user defined access to employee information and data for OVCDC management and staff. In addition, to upgrade time keeping and payroll systems to allow automation of various internal requests and approvals allowing for cross

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over capabilities and compatibility of data between OVCDC HR and OVCDC Finance. The product or products should be able to use a common or compatible data format and be designed to perform the following HR functions and tasks in a user friendly and efficient manner:

- 1. Recruiting:** Solution will allow for management of job descriptions including the ability to update and route job descriptions for internal approvals; electronic storage and access to all OVCDC approved positions; routing of job openings and internal approvals of recruitment requisitions; automated job postings on OVCDC website and outside posting services (such as Monster or Jobs.com etc.); collection of all applicant information by online application electronically and by the applicant manually submitted on hand written applications (solution capable of scanning and attaching hard copy applications to applicant record or converting hard copy applications into usable entered data preferred); management of recruitments by requisition to include applicants for positions, applicant screening, interviews and interview package routing internally to interview teams; applicant scoring and maintenance/storage/retrieval of applicant information for future recruitments. Ideal solution will allow for 7 year background check processing and other financial, employment or background checking capabilities. Solution may be compatible with outside screening services or may provide screening services directly.
- 2. Hiring (Onboarding):** Solution will provide for development of electronic hiring package including all required forms (I9's, W4s etc.) as well as OVCDC internal required forms for acknowledgement of OVCDC Policies and Procedures and Purchasing Code of Conduct (Conflict Disclosure requirements). Product will be able to generate new hire name specific hiring packages to be made available electronically or in hard copy to new hires. Required acknowledgements and forms will attach to Employee electronic record.
- 3. Learning and Development:** Solution will allow calendaring of training requirements and reminders for staff. Solution may allow links to training programs or materials for Employee access and participation. Solution will allow management of employee training by Staff Development Specialist including ability to issue record of completion of training programs and requirements. Training items will attach to employee electronic record.
- 4. Performance Management:** Solution will allow for calendaring, reminders and tracking of required annual performance evaluations. Solution will allow employee self evaluation. Solution will allow Manager's notes on employee during the year and performance evaluation tracking of direct line staff. Solution should allow for assistance and standard format in preparing performance evaluations. Performance evaluations will attach to employee electronic record.

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- 5. Task Management:** Solution will allow for leave management including FMLA and routing of employee leave requests for approvals and processing. Solution should provide for qualification tracking and disciplinary action tracking, routing and processing (may be in performance management component). Task management will attach to employee electronic record.
- 6. Time and Attendance:** Solution will provide for organization wide time management by both swipe card system and internal network (LAN-employee log in) system. Solution must serve 15 locations over wide geographical area (Inyo, Kern, Tulare, Fresno & Kings County office locations in CA). Solution will provide for manager review of weekly time records and time edit tracking as well as approvals. Ideal solution will be compatible with OV CDC financial or HRMS payroll solutions providing an integrated time & attendance and payroll solution. All time management data will attach to employee electronic record.
- 7. Benefits:** Solution will aid in eligibility determinations. Ideal solution will allow employee entry of benefits elections, dependent and other open enrollment employee benefits information. Solution must provide for Human Resource Benefits Administrator review and approval or disallowance of employee changes to benefits information. Solution must handle health, dental, vision and life benefits as well as provide information on EAP programs. 401K management capabilities would be ideal. Ideal solution will be able to interact with Insurance coverage provider websites and allow electronic updating and exchange of electronic information between OV CDC Human Resources and providers. Benefits information will attach to employee electronic record.
- 8. Payroll:** Solution will have payroll integrated or be capable of data transfer to or from OV CDC financial software. OV CDC is seeking an integrated payroll system so that both HR and Finance can share information on payroll electronically and ideally a web type portal allowing employees to review payroll and other employee specific personnel information. The payroll system must be compatible/integrated with the time and attendance system. If a solution has a compatible financial software system that will integrate with HRMS systems, OV CDC will consider this Financial software. Ideally, OV CDC would implement a compatible integrated HR and Financial solution but OV CDC will consider solutions that have the ability to transfer data back and forth if not integrated. Payroll information will attach to employee electronic record.
- 9. Separation (Offboarding):** Solution will have electronic checklist for separation including final pay, employee elections on benefits, return of property and keys, change of codes, IT accounts and access termination and exit interview. Ideal solution will maintain separation record

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including status of rehire recommendation and new employer request and response tracking. Separation information will attach to employee electronic record.

10. Electronic Document Solution: Solution will provide for electronic document scanning, archiving and storage. Objective is to have paperless human resource and financial records that is integrated and allows prompt retrieval of scanned electronic documents.

11. Additional Capabilities: OVDC is not involved in sales, manufacturing or customer relations. OVDC is open to bids on other HRMS solutions and tools such as scheduling, workforce planning, absence management, labor management, selection specific tools such as "Targeted Selection" or equal products or succession planning.

12. Time and Attendance: Solution will provide for organization wide time management by both swipe card system and internal network (LAN-employee log in) system. Solution will provide for manager review of weekly time records and time edit.

C. Financial Project Goals:

OVDC Finance is located in Bishop, California, with the CFO located in Fresno California, and has 8 staff. OVDC is a government Tribal Consortium entity that administers State and Federal grants on behalf of 10 self governing tribes and serves all indigenous clients in Inyo, Kern, Tulare, Fresno and Kings counties in California. OVDC is not a non-profit State or Federal corporate entity but is a Tribal entity and currently does not make profit while administering State and Federal grants. OVDC administers Temporary Assistance to Needy Families and Native American Career and Technical Education grants primarily, with other grant sources as well, and does not perform sales or commercial customer based functions at this time. OVDC has, manages and depreciates assets but does not manage inventory or sell products at this time. Capabilities for customer relations/management or inventory management are not required by this solicitation. OVDC has 195 employees with approximately 36 in management level positions. OVDC has standard government approval processes for all financial expenditures and is seeking a solution that will automate these processes.

OVDC is soliciting a new user friendly Financial software solution capable of performing government fund accounting and providing Director and Manager permission based access to real time financial information on budgets and expenditures through a LAN, VPN or cloud based solution.

OVDC would like a solution that would lead the Finance Department into a paperless office. OVDC requires a solution that will allow drill down

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viewing on expenditures to include vendor, amount and electronic viewing of the invoice and supporting documentation for each expenditure. The solution must include the following capabilities or be compatible or able to link with other solutions to achieve capabilities:

- 1. Budgeting:** Must be capable of creating and managing budgets by funding source and line item including revisions. OV CDC uses a coding system of four fields including:

Funding Source	Line Item	Site Location	Optional 2 digit
40	5300	01	11

Solution should handle multiple funds (funding sources, currently 7 separate funds), line items (currently 52) and Departments/Sites (currently 32). Solution must be capable of tracking budgeted amount and expenditures by coding as well as combined by fund, and line item and site. Solution must be able to take historical data and make projections for future budget periods based on a few set criteria for several budgets.

- 2. Accounting Functions:** Capable of annual close outs and journal posting to prior year. Automatic “due to” and “due from”. Maintaining audit trails and tracking on transactions.
- 3. Reporting:** Standard reports: GASB 34 Statements of Net Assets, Balance Sheets, Statement of Revenues – Expenditures and changes in Fund Balance and other management reports. Capable of exporting reports to Excel, PDF, HTML or CSV.
- 4. Payroll:** Solution will have payroll integrated or be capable of data transfer to or from OV CDC HR software. OV CDC is seeking an integrated payroll system so that both HR and Finance can share information on payroll electronically and ideally so that employees can review payroll and personal data through an employee portal. The payroll system must be compatible/integrated with the time and attendance system. Solution must have the ability to allocate employees time to several departments/funds, track accrued sick, vacation, management leave times and prepare W2’s. Solution must provide management reports that are easy to review on payroll changes and audit tracking of changes made to the accounting system. Currently, payroll data must be capable of being transferred to or from Blackbaud Fundware. Payroll information will attach to employee electronic record.
- 5. Accounts Payable:** Capable of allowing scanning of invoices or other supporting documentation and attaching to the electronic payment entry. Issuing 1099’s. Capable of recurring payments.

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6. **Basic Accounts Receivable:** OVDC has very limited need for billings and invoicing for books and tuition or outstanding client obligations. Capable of tracking and reminder notices on outstanding debts. Ability to generate standard notice and demand letters is desired.
7. **Asset Management and Tracking:** To include Capital Asset and Depreciation capabilities. Capable of accepting data from asset tags and bar code scanner for asset entry into system.
8. **Purchase Order & Contract Management, Approval Routing and Reporting:** Allow for routing of Service requisitions for appropriate financial approval including electronic signature. Generate purchase orders or standard contracts. Allow posting and daily tracking of agreement obligations/encumbrances including purchase orders. Allow generation of monthly reporting of contracts and purchase order status including OVDC program charged, vendor name, contract or purchase order number, dates of contract term (start & end), obligation/encumbrance amount, amount expended, remaining balance, monthly expenditures by individual contract and in total by line item or by OVDC program. Track and report encumbrances by Program charged and line item coding including coding of one contract to multiple programs/line items.
9. **Requisition Management and Approval Routing:** OVDC has government organizational chart approval of all purchasing requisitions for goods and services. Solution must be capable of electronic generation and approval routing with tracking of status by Managers/Director and staff submitting for approval.

D. Data Migration, Implementation and Training Project Goals:

Professional Services—Conduct a professional assessment of the existing OVDC organizational structure, business processes, specific project needs, hardware, software and network architecture and provide a report with applicable test results and implementation plan including any needed hardware or equipment, timelines, milestones, deliverables and persons dedicated to the development and deployment of the solutions, including change over recommendations prior to implementation of management information systems.

Provide review of status of current OVDC Human Resource and Financial (including assets) data and prepare a report and recommendation for migration of data to new management information systems. Provide data migration services to bring selected data from ABRA, Blackbaud Fundware, Track It, Jantek and other OVDC data sources as needed and recommended.

Provide qualified specialist(s) to implement the new MIS systems and train staff on use of the new systems in accordance with the implementation plan provided.

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OVCDC Federal Information-Special Requirements for Cloud Vendors:

FISMA and OMB policy require external providers, including cloud providers, handling federal information or operating information systems on behalf of the federal government to meet the same security requirements as federal agencies. These security requirements also apply to external subsystems storing, processing, or transmitting federal information and any services provided by or associated with the subsystem. Federal data must be stored in a secure environment that has been granted authorization by a federal official. This applies to cloud providers, vendors, contractors, federal agencies, and any additional entities authorized to access the data. The Federal Risk and Authorization Management Program or FedRAMP has been established to provide a standard approach to Assessing and Authorizing (A&A) cloud computing services and products. FedRAMP allows joint authorizations and continuous security monitoring services for Government and Commercial cloud computing systems intended for multi-agency use. More information on FedRAMP can be found at this URL:

<http://www.cio.gov/pages.cfm/page/Federal-Risk-and-Authorization-Management-Program-FedRAMP>

Bidders of Cloud based products must clearly demonstrate ability and affirmatively agree to meet applicable requirements in proposal.

2) Requirements

The contractor will furnish all qualified personnel, facilities, equipment, and supplies to perform the project unless otherwise negotiated and agreed to by OVCDC.

3) Reports Required

a) If required by Agreement only.

b) The reports will be submitted to OVCDC at the following address:

OVCDC
Attn: Purchasing/Contracts Administrator
P.O. Box 847 (93515)
432 North Barlow Lane
Bishop, CA 93514

4) Entrance and Exit Conferences:

If required by Agreement, entrance and exit conferences will be held with OVCDC and must be coordinated with the OVCDC Purchasing/Contracts Administrator or Agreement designee. Written notice will be given to the OVCDC to assure availability of appropriate staff for each of these meetings.

II. PROPOSAL PREPARATION INSTRUCTIONS AND INFORMATION REQUIRED IN YOUR PROPOSAL

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In order to facilitate the evaluation of proposals and allow the best comparisons each proposal must include the following information presented in the order and format shown below:

A. SECTION I – PROPOSAL FORMAT (ALL COMPONENTS AND INFORMATION ARE REQUIRED)

- 1) Title Page: Please state Request For Proposal (RFP) subject and RFP Number in your proposal. Please state your name and/or the business name including address, telephone number, fax number, name of contact person and name of person with authority to sign Agreements. Please place the date on your proposal. OV CDC will not be responsible for any change in this information unless notification in writing is received.
- 2) Cover Letter: Please provide a one or two page letter stating your understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- 3) Table of Contents: If proposal contains more than 10 pages please provide a clear identification of sections and documents in the proposal listed by page number.
- 4) Profile: Please include location of office(s) and if applicable, number of partners, managers, supervisors, seniors, and other staff. If applicable, identify all subcontractors necessary to conduct the project. Describe the range of activities performed by you or your business/firm, including capability to fulfill the specifics of the project (ie. staff, equipment, workload etc.). Upon request, provide financial information which may include financial statements, audits and other information sufficient for OV CDC to determine the stability of your business. For agreements exceeding \$25,000.00 an employer ID or SSN must be provided for purposes of vendor clearance on the Excluded Parties List System.
- 5) Approach: Please provide a clear description of the approach and method to be used for implementing the statement of work.
 - a) Organization and Management: Please state tasks and work to be performed and identify the person or the project team that will complete the tasks and work identified. Subcontractors must be included if any will be used on the project and the tasks or work to be performed by the subcontractors must be stated.
- 6) Qualifications and Experience: Include a list of personnel to be used on this project and the qualifications of each person. For yourself and any key personnel please provide: résumé, including education, background, accomplishments and any other pertinent information. If there are no key personnel, employees or sub contractors then please just state information requested about yourself and your business.
- 7) If key personnel, staff or subcontractors will be used on the project; please

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include a statement in the proposal to the effect that “the key personnel assigned to this project as described in this proposal will not be removed from the project without prior approval of the Owens Valley Career Development Center.”

- 8) Specialized or Specific Qualifications and Experience: State professional and company experience which is relevant to the proposed project, i.e. experience working with OV CDC or other Government agencies and especially with other American Indian Tribal Governments or Tribal Organizations.
- 9) Additional Data: Since the proceeding sections are to contain data and/or information that is specifically requested, this section is for any additional information considered essential or important to the project. If there is no additional information to present, please state “None”.

B. SECTION II - COST PROPOSAL (REQUIRED-PROPOSALS WILL BE DEEMED NONRESPONSIVE WITHOUT THIS INFORMATION)

- 1) Please provide an amount per year you will not exceed absent specific need for additional legal services agreed to by both parties. Please provide as much detail as you believe will assist OV CDC in evaluating your proposal including hourly rates, retainer amounts or other pricing and payment structures you will use. An itemized cost statement must include all persons performing work on the project, various classes of staff and rates. Expenses and fees for the project must be broken down by task to be completed and all expenses or fees that are anticipated must be itemized (ie materials, travel, etc.). All costs must meet Federal Government cost requirements for travel and per diem. A “not to exceed amount” is required by this section for all proposals.

III. EVALUATION PROCEDURES

A. EVALUATION CRITERIA

Proposals will be evaluated by OV CDC using the following criteria, in order of descending priority:

- A. Product capabilities, ease of use and efficiency in implementation; (115 Points)
 1. HR Systems
 - i. Recruiting (5 points)
 - ii. Hiring (5 points)
 - iii. Learning and Development (5 points)
 - iv. Performance Management (5 points)
 - v. Task Management (5 points)
 - vi. Time and Attendance (5 points)
 - vii. Benefits (5 points)
 - viii. Payroll (5 points)
 - ix. Off Boarding (5 points)
 - x. Time and Attendance (5 points)

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- xi. Document Management (5 points)
- xii. Additional Capabilities (5 points)
- 2. Financial Systems
 - i. Budgeting (5 points)
 - ii. Accounting Functions (5 points)
 - iii. Reporting (5 points)
 - iv. Payroll (5 points)
 - v. Accounts Payable (5 points)
 - vi. Accounts Receivable (5 points)
 - vii. Asset Management and Tracking (5 points)
 - viii. Purchase Order & Contracts Management (5 points)
 - ix. Requisition Management (5 points)
- 3. User Friendliness (10 points)
- B. Ability to meet deadlines and operational requirements as requested including availability to perform the work and response time to OVCDC requests; (40 Points)
 - 1. Project Plan (10 points)
 - 2. Data Migration (10 points)
 - 3. System Configuration (10 points)
 - 4. Training Program (10 points)
- C. Pricing, payment structure, rates (including costs and expenses); (20 Points)
- D. Experience of organization and credentials of staff to be assigned to the project. (10 Points)
- E. Experience working with a Tribe or Tribal Organization, systems, governmental accounting and in multi-cultural environments. (5 points)
- F. Support, Service Level Agreement, Warranties; (10 Points)
- G. Indian and other Preference (Bids no more than 10% higher than the lowest bid or 10 additional points plus possible 10 points for statement regarding training and employment of Indians)

IV. INDIAN AND OTHER FEDERAL PREFERENCE APPLICABLE

All OVCDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e(b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring OVCDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. For Indian Preference to be applied to American Indian owned and controlled businesses, proof of American Indian business ownership with more than 50% control must be submitted with the proposal. **For all services provided on reservation applicable Tribal TERO requirements must be met which generally require a payment of a 4% fee and, when practical, use of Indian services.**

V. TYPE OF AGREEMENT

A licensing and warranty/support/service level Agreement is anticipated as well as consulting agreements.

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VI. PERIOD OF PERFORMANCE

OVCDC anticipates implementation to be completed prior to the end of 2011. OVCDC may extend any agreement awarded at its sole discretion and in compliance with Federal purchasing requirements.

VII. TECHNICAL DIRECTION

The Owens Valley Career Development Center's primary contact for this agreement will be the CEO and OVCDC Purchasing/Contracts Administrator or designee.

- 1) OVCDC Purchasing/Contracts Administrator or designee is responsible for guiding the technical aspects of the project and for general monitoring of the work performed. The OVCDC Purchasing/Contracts Administrator or designee is authorized to fill in details or otherwise to complete the general description of the work set forth herein.
- 2) The OVCDC Purchasing/Contracts Administrator or designee is not authorized to make any commitments to any changes which constitute work not within the general scope of the Agreement, increase in total estimated cost or extension of the Agreement period of performance without the written approval of CEO and OVBT (Board of Trustees).

VIII. KEY PERSONNEL

The personnel specified in the Contractor's proposal are considered to be essential to the work being performed. Prior to changing any of the individuals specified in the proposal, the contractor will notify OVCDC CEO and Purchasing/Contracts Administrator or designee reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No change will be made by the Contractor without the prior written consent of the CEO.

IX. PAYMENT

A. PAYMENT AND SUBMISSION OF INVOICES

- 1) Payment for work performed under this Agreement will not exceed the agreed upon amount, unless additional payments are agreed upon in advance and in writing, signed by both parties.
- 2) Payment will be made to the contractor based on progress, work completed, materials consumed and valid expenses incurred. The contractor must submit each invoice in sufficient detail to document the work performed, time spent, materials consumed and expenses incurred with supporting documentation.
- 3) Invoices may not be accepted on more frequent intervals than twice a month and once per month or less often is preferred. Invoices requesting payments will be prepared and submitted in duplicate and contain the following information: Agreement number, description of services, time spent on each

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task and total cost for services.

X. RIGHTS

OVCDC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement or obligation and in no way is OV CDC responsible for the cost of preparing the responsive proposal. One copy of a submitted proposal will be retained for official files and may later become a public record. Only written responses will be accepted. Responses should be sent in a sealed envelope, clearly marked with the RFP number, by registered, certified mail, overnight delivery with proof of delivery service, or by hand delivery to the name and address specified in the cover-letter to this RFP. Delivery to other than the name and address specified in this RFP may render the Bidder's proposal non-responsive.

XI. AGREEMENT TERMS AND CONDITIONS

The services requested will be provided under terms and conditions set forth in the OV CDC Standard Agreement. The Agreement will be provided upon request. The Agreement contains the Standard Provisions applicable to the services anticipated in this RFP. If the person or business submitting a proposal is unable to agree to the terms and conditions set forth in the Agreement, the proposal must indicate the specific sections of the Agreement that are not acceptable and submit alternate language that is acceptable to the person or business submitting a proposal. In addition, the person or business submitting a proposal will reference each specific language change and provide a narrative explanation of each proposed change. Although OV CDC will consider alternate language proposed by a person or business submitting a proposal, OV CDC will not be bound by Agreement language received as part of the response. If the person or business submitting a proposal requires that OV CDC be bound by some or all of the alternate Agreement language, the proposal may be considered non-responsive and may be rejected.

OV CDC will make a reasonable effort to execute an agreement based on this solicitation document within fifteen (15) days of selecting a proposal that best suits OV CDC. The Agreement will be signed by the Contractor and returned within five (5) business days of receipt of the Agreement. The period for execution may be changed by mutual agreement of the parties. Agreements are not effective, and work must not be performed, until the Agreement is signed by a person holding the required authority for both parties and full approval by OV CDC including the OV CDC Human Resources and Finance Departments.

Failure to execute the Agreement within the time frame identified above will be sufficient cause for voiding the award of the Agreement. If a successful person or business submitting a proposal refuses or fails to execute the Agreement, OV CDC may award the Agreement to the next qualified person or business submitting a proposal.

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XII. INTERVIEWS

An interview/presentation may be conducted with a person or business submitting a proposal(s) selected as finalists to offer an opportunity for the person or business submitting a proposal(s) to present the proposal and explain or clarify aspects of the proposal. The interview/presentations will be scheduled at the OVCDC offices in Bishop, California unless otherwise agreed.