

UNIVERSITY OF CALIFORNIA, MERCED REQUEST FOR PROPOSAL

ISSUE DATE: March 16, 2009
RFP NO: UCM1309DG-HR
DUE DATE: APRIL 10, 2009
TIME: 4:00 p.m. (PDT)

Proposals must be received by the due date and time to be considered.

All qualified, interested suppliers are invited to submit proposals for:

Employment Advertising Services

for

University of California, Merced



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1 RFP Purpose and Background

1.1 ORGANIZATIONAL CONTEXT

1.1.1 University of California

Founded as the state's first and only land grant institution in 1868, the University of California is a system of 10 campuses with approximately 180,000 undergraduate and graduate students. The official research arm of the State of California, UC has five medical schools, four law schools and the nation's largest continuing education program. It also manages three national laboratories that are engaged in energy and environmental research and approximately 130,000 acres of natural habitat in California for research, teaching and outreach activities. The University's fundamental mission is teaching, research and public service.

1.1.2 University of California, Merced

UC Merced opened September 5, 2005 as the 10th campus in the University of California system and the first American research university of the 21st century. The campus significantly expands access to the UC system for students throughout the state, with a special mission to increase college-going rates among students in the San Joaquin Valley. It also serves as a major base of advanced research and as a stimulus to economic growth and diversification throughout the region. Situated near Yosemite National Park, the university is expected to grow rapidly, adding approximately 1000 new students each year topping out at approximately 25,000 students within 30 years.

1.2 RFP PURPOSE

The University of California, Merced (UC Merced), requests qualified vendors to submit proposals for providing employment advertising services for employment opportunities at UC Merced.

The goal of this RFP is to identify a preferred vendor(s) to work closely with the University in developing, producing, and processing of ads, as well as placement of ads with various and multiple media outlets. This RFP will describe different types of ads and advertising that are representative of the types of services that the University will need. This information is intended to provide a basis for the selection of, and pricing of services, for selected vendor(s). Responders are requested to treat this as a sample project for which a complete, priced proposal should be developed. This proposal will be used for the purposes of evaluating bids only, and not as an actual basis for an order. Responders must specify the basis (list prices, educational pricing, discount levels, etc.) upon which the quoted prices are based along with itemized costs for each separate process. UC Merced requests that bidders extend the prices/discounts, terms and conditions in any resulting contract to other UC Campuses.

1.3 INITIAL AGREEMENT PERIOD

It is anticipated that the initial Contract term will be for a period of two (2) years. The University reserves the right and the Bidder agrees to allow the University the option to renew, at the University's sole discretion, for up to two (2) additional one-year periods.

1.4 AGREEMENT EXTENSION PERIOD

The University, at its sole option, reserves the right, and Supplier, as a condition of this RFP solicitation, agrees to allow the University the option to extend the contract for a maximum two (2) additional one-year period(s), realizing the same price(s) and/or pricing structure, terms and conditions as stated in the Proposal response and subsequent contract. Supplier recognizes and agrees that current and projected business objectives within the University within said extension period(s) will constitute sole consideration for extension.

In the event that any of, or a portion of, the extension options are not exercised and additional time is required by the University to initiate a new RFP and subsequent contract, Supplier agrees to continue to provide goods and/or services to the University on a month-to-month basis, for a period not to exceed six (6) months, at the prices, terms and conditions currently in effect at the contract expiration date.

2 Instructions to Bidders

2.1 ISSUING OFFICE AND UNIVERSITY CONTACT

This RFP is being issued by the University of California, Merced Purchasing Department which is the only office authorized to change, modify, clarify, etc., the provisions of this RFP and to award any contract(s) resulting from the RFP.

The single point of contact for administrative and technical issues regarding this RFP is:

Denise Garcia
 Senior Buyer
 UC Merced Purchasing Department
 1715 Canal Street
 Merced, CA 95340
 Phone: (209) 228-4085
 Fax: (209) 228-2925
 E-mail: dgarcia@ucmerced.edu

2.2 SCHEDULE OF EVENTS

1. Release of RFP.....March 16, 2009
2. Deadline for RFP Questions.....March 24, 2009
3. Responses to Questions.....March 31, 2009
3. Bid Due Date.....April 10, 2009 4:00PM (PT)
4. Anticipated Award Date.....May 1, 2009

Note: The above dates are subject to change at the option of the University.

2.3 PROPOSAL RECEIPT

Proposals are to be addressed and delivered as follows:

One (1) each original and three (3) copies to:

In Person or via FedEx : Denise Garcia
 UC Merced Purchasing
 1715 Canal Street
 Merced, CA 95340
 Ph (209) 228-4085

Via Mail: Denise Garcia
 UC Merced Purchasing
 PO Box 2039
 Merced, CA 95344

Proposals shall be in a sealed envelope marked:

Name of Bidder

RFP Number UCM1309DG-HR

Date and Time Proposal Due

No telephone, email, or facsimile proposals will be considered. Proposals received after the time for closing will be returned to the bidder unopened.

2.4 BIDDER QUESTIONS

Bidders are expected to exercise their best professional independent judgment in analyzing the requirements of this RFP to ascertain whether additional clarification is necessary or desirable before responding. If there are any discrepancies in, or omissions to the RFP, or if there are any questions as to any information provided in the RFP or by any other source, a request must be submitted via email or fax for clarification, interpretation or correction by the date listed above. Such inquiries must be directed to the buyer listed below. The University may be unable to respond to inquiries received too close to the bid submission deadline to permit a timely and comprehensive reply to all prospective Bidders.

Questions regarding this RFP must be submitted using the form as provided in Section 9 of this RFP document no later than 4pm on March 24, 2009. Please submit via email (preferred) or fax to:

Denise Garcia
UC Merced Purchasing Department
Phone: (209) 228-4085
Fax: (209) 228-2925
dgarcia@ucmerced.edu

2.5 RESTRICTION ON COMMUNICATIONS

Except for the designated contact(s) listed above, Bidders are not permitted to communicate with University staff regarding this solicitation during the period between the Request for Proposal issue date and the announcement of awards.

If a Bidder is found to be in violation of this provision, the University reserves the right to reject the bid.

2.6 PROPOSAL FORMAT AND REQUIRED SUBMITTALS

Bidders are to provide a written proposal addressing the full scope specified under this RFP.

Proposals shall be submitted in the following format. Proposals in any other format will be considered informal and will be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. If the bidder fails to provide any of the following information, with the exception of the mandatory proposal certification, The University may at its sole

option, request that the bidder provide the missing information or evaluate the proposal without the missing information.

Proposals must include all of the elements listed, be clearly indexed and assembled (in accordance with the numbers and order listed below) and reference the corresponding RFP Sections and paragraphs.

1. Table of Contents - Proposals must include a table of contents with page numbers covering all parts including exhibits and addenda, with sufficient detail to facilitate easy reference to all requested information.
2. Signed Proposal Certification - RFP Section 9.
3. Introduction and Management Overview - This section should present an introduction and general description of the company's background, nature of business activities, and experience in providing the required products and related services. This section should also provide a statement of the Bidder's understanding of the major objectives of the solicitation and the Bidder's approach to fulfilling the University's requirements.
4. Technical Response as required by RFP Section 3.
5. Bidder Qualification Information and Completed Business Information Form – RFP Section 4.
6. Terms and Conditions Acceptance - Indicate acceptance/compliance with all items in RFP Section 6.
7. Bid Sheet/Cost Proposal – RFP Section 7.
8. Supplementary Information and Additional Comments as desired

2.7 RFP EXCEPTIONS

- Technical Exceptions: The Bidder shall clearly describe any and all deviations in its Proposal from the functional requirements stated in this RFP and also describe any Product enhancements that could be made by the Bidder to satisfy those requirements.
- General Exceptions: The Bidder shall also clearly state its objections, exceptions, or alternatives to the general (non-technical) requirements stated in this RFP. If the Bidder has no general exceptions to present, this fact should be stated in the Proposal.
- The University will not consider the submission of the Bidder's standard software license and maintenance agreements to be a presentation of exceptions. Every exception must be stated as such in the document mentioned above.
- Bidders are cautioned that if the University is unwilling or unable to approve a request for exception to the RFP requirements and the Bidder does not withdraw the request, the proposal will be deemed to be non-responsive and ineligible for contract award.

2.8 PROPOSAL MODIFICATIONS OR WITHDRAWAL

No modification of submitted proposals will be permitted in any form. Any proposal may be withdrawn prior to the time set for the receipt of proposals. No proposal shall be withdrawn for a period of (120) one hundred and twenty calendar days thereafter.

2.9 BIDDER REPRESENTATION

Each bidder, by submitting a proposal, represents that he/she has:

- Read and completely understands the RFP and associated documents.
- Based the proposal upon the requirements described in the RFP.

2.10 SIMPLICITY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Bidder's capability to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Special bindings, color displays, etc., are not desired. Promotional materials are especially discouraged.

2.11 COMPLETE BIDS

All bids must be full and complete at the time of bid opening.

2.12 SPECIFICATIONS

Bidders are expected to meet or exceed the specifications in their entirety. Each bid shall be in accordance with this specification. If products and/or services as bid do not comply with specifications as written, bidder shall attach to bid proposal a complete detailed itemization and explanation for each and every deviation or variation from these specifications. Absence of any such itemization and explanation shall be understood to mean that bidder proposed to meet all details of these specifications. Successful bidder (contractor) delivering products and/or services pursuant to these specifications shall guarantee that they meet specifications as set forth herein. If it is found that materials/equipment and/or services delivered do not meet requirements of this specification, the successful bidder shall be required to correct same at bidder's own expense.

2.13 AMENDMENTS TO RFP BEFORE DUE DATE

No individual is authorized to amend any part of this bid in any respect, by an oral statement, or to make any representation of interpretation in conflict with provision of this RFP prior to the proposal submission date. However, if necessary, supplemental information in addenda form will be provided to all prospective Bidders who have received this RFP from The University Purchasing Department. Failure of any Bidder to receive such addenda shall not relieve the Bidder from any obligation under their bid as submitted. All addenda so issued shall become part of this RFP.

All quotes shall be based on F.O.B. Destination, freight prepaid and allowed (if applicable). University shall not be responsible for paying freight charges.

2.14 UNIVERSITY OF CALIFORNIA BUSINESS INFORMATION FORM

All Bidders must complete the attached University of California Business Information Form and return it as part of the bid.

2.15 FIRM PROPOSALS

All Proposals shall be firm and fixed for 120 days following the deadline for RFP submissions, or until a contract is signed which establishes future pricing/discounts, whichever comes first. The Bidder warrants that the prices offered herein are equal to or lower than those offered for equivalent quantities of products or services to similar institutional accounts. If Bidder offers a general price reduction that lowers the cost for any product or service below the cost provided in a resulting contract, the Bidder shall offer the appropriate cost reductions to the University.

3 Specifications

3.1 ADVERTISING EXAMPLES

The following examples represent typical information that may go into employment ads that are placed on behalf of UC Merced. For bid submissions, they are to be used to create ads for evaluation purposes only. Each job is to be priced out separately per the Cost Proposal (Section 7).

3.1.1. University of California

UC Merced

You Belong Here!

Join UC Merced, the first American research university built in the 21st century. We're bringing the University of California's historic commitment to excellence in teaching, research and public service to the San Joaquin Valley.

Public Safety Dispatcher Police Department Job #SPD1679A

McNair Program Specialist (Administrative Specialist) Academic Affairs Job #SAA1676A

Senior Recreation Supervisor Campus Recreation Job #SCR1683A

For complete information and to apply online, please visit our website or call 1-866-669-JOBS. EOE

www.ucmerced.edu

3.1.2. UC Merced

Everyone here makes a difference.

The University of California, Merced is the newest and tenth campus of the University of California system and the first American research university built in the 21st century. UC Merced attracts some of the most qualified staff and faculty with diverse racial, ethnic and socioeconomic backgrounds. The University is committed to a culture of inclusion with vitality and cultural richness that is driven by our diversity.

UC Merced is a growing, thriving university where everyone plays a major role in the institution's development. We're working to educate future generations of diverse leaders and to find the solutions to some of the world's most pressing challenges through our cutting edge research.

We seek diverse, innovative employees who have strong work ethics and people who want to contribute their talents and expertise to support our campus.

Visit ucmerced.edu/jobs and discover how you can make a difference.

3.2 SAMPLES

Provide five (5) samples of finished ads that were designed and produced by your firm.

3.3 NARRATIVE RESPONSE ITEMS

1. What is your proposed plan for managing the UC Merced account? Describe the roles and organization of a dedicated account support team including a corporate support team.
2. Describe your company's capabilities in the following areas:
 - a. Design, production, and placement of College and University ads;
 - b. Specialization in higher education/academic resources

- c. Knowledge of the academic marketplace
 - d. Database of recruitment resources (local and national), how large is it?
 - e. Knowledge of media: international, national, regional, local
 - f. Flexible design and development capabilities for print and internet ads
 - g. Targeting passive job seekers
 - h. Media consultations (at no extra cost)
 - i. High quality diversity campaigns
 - j. Awards received for ad design or production work
3. Describe your company's operation, including number of shifts, hours of operations, and number of in-house customer service representatives.
 4. Describe your company's policies for cancellations and changes, reimbursement/credit and resolution of errors/mistakes.
 5. Describe any standard value-added services you provide.
 6. What characteristics set your company apart? Describe unique examples of product, service or added value.
 7. Specify any processes that your company subcontracts out.
 8. What new technology and development does your company plan to utilize in the near future that would be advantageous to the University?
 9. Will your organization extend contract prices, terms and conditions awarded as result of this RFP to other UC Campuses?
 10. Describe your company's green practices.
 11. Include any other information that may reflect value to the University.

4 Bidder Qualification

4.1 MINIMUM QUALIFICATIONS OF BIDDERS

The University believes that the Bidder's previous experience, financial capability, expertise of personnel, and related factors are important in assessing the Bidder's potential to successfully fulfill the requirements defined in this solicitation

Accordingly, prospective bidders are to provide the following information and meet the University's minimum qualification standards in order to be considered for award. Please respond to each point below in your proposal noting the section and item number. Verbosity is not required.

- 4.1.1 Bidders are to provide the following information about their company.
 - Description, including a short history, business plan and services offered
 - Years In Business
 - Business Information Form (attached) must be completed.
- 4.1.2 Provide three customer references representative of large institutions or universities.
- 4.1.3 Bidder must be able to demonstrate a record of past financial stability and positive indicators for future performance. Bidders are to submit an audited annual report or audit annual financial statement for the past two (2) years for which such reports or statements are available (including all notes), or tax returns for the two (2) most recent tax years.

In addition to the foregoing information submitted by bidders, the University shall have the right to consider other verifiable information bearing on financial stability and strength, including other independent reports or publicly available data.

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4.2 POST-QUALIFICATION AND VENDOR SITE VISIT

All Proposals submitted from Vendors, who have not been pre-qualified, as a Vendor to the University will be subject to post-qualification. Qualified status is based on such factors as financial resources, past performance with the University of California, delivery capability, experience, organization, personnel, technical skills, operations controls, equipment, warehouse, facilities, quality control and other related factors which may be an indicator of a Vendor's ability to perform. UCM may visit a Vendor's site to further clarify and verify that Vendor will meet RFP requirements.

5 Method of Award

5.1 PROPOSAL EVALUATION METHOD

Proposals will be evaluated using a two-step evaluation method. Proposals will be evaluated based on vendor qualification information provided in response to Section 4 of this RFP. Bidders that meet the University's minimum qualification level will be further evaluated based on the criteria listed below.

Award shall be made to the responsive, responsible vendor whose proposal is determined to be the most advantageous to the University taking into consideration the evaluation factors set forth in the solicitation. The University will evaluate proposals based on the criteria set forth below and intends to award a contract based on the lowest cost-per-quality point as determined by the University. Proposals receiving less than 75% of the total quality points available will be considered non-responsive and eliminated from further consideration. Price, although a consideration, will not be the sole determining factor.

5.2 EVALUATION CRITERIA

Quality Points will be awarded for each of the following criteria:

1. Overall proposal and response to University's business requirements as specified.
2. Company's quality of work as evidenced by submitted samples.
3. Company's overall capabilities and operation.
4. Company's green practices.

5.3 COST BASIS AND COST PER QUALITY POINT CALCULATION

The total proposed cost based on UC Merced's estimated initial requirements will be divided by the quality point score to determine the cost-per-quality point score for each proposal. The following formula will be used to compute the Bidder's cost-per-quality point score:

$$\frac{\text{Cost}}{\text{Quality Point Value}} = \text{Cost-per-quality point score}$$

5.4 BIDDER REFERENCE CHECKS

The evaluation committee reserves the right to contact, interview and evaluate the Bidder's references; contact any Bidder to clarify any response; contact and interview any current users of a Bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.

5.5 FINALIST SELECTION

Further discussions may, at the University's sole option, be conducted with responsible Bidders who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the University shall not disclose information derived from proposals submitted by competing Bidders.

The University **may** elect to conduct the supplier selection process using a quality points system in two phases:

Phase I: - Selection of finalists

Phase II: - Selection of winning supplier (s) for the contract award

Finalists shall be awarded additional points based on the quality of their presentations and how well their plan, as presented, will meet the University's needs. These points will be factored into the existing cost-per-quality point score to produce the new lowest cost-per-quality point score.

Finalists may also be requested to submit a best and final cost proposal offer.

5.6 CONTRACT AWARD IN BEST INTEREST

The University reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all proposals without penalty, to split awards, make multiple awards or no award, to waive any informalities or irregularities therein, and to contract as the best interest of the University may require in order to put an agreement in place which best meets the needs of the University, as expressed in this RFP. The University reserves the right to negotiate the modification of proposed terms and conditions with the bidder offering the best value to the University, in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory contract.

6 Terms and Conditions

6.1 APPENDIX "A"

The terms and conditions governing any contract resulting from this RFP shall be pursuant to those contained in this document as well as those contained in the "University of California Standard Terms and Conditions of Purchase Appendix "A."

Vendor is to either accept University's standard terms and conditions Appendix "A", attached, or use existing terms approved by the University. If vendor desires the latter, the bid document should so indicate.

6.2 UNIVERSITY OF CALIFORNIA EMPLOYEES

All proposals must indicate any/all known University of California employees and/or near relatives who hold a position in your organization or have been engaged as a consultant for your organization within the last two years. Also indicate any known University of California employees or near relatives that own or control more than a ten percent (10%) interest in your organization. If there are none, so state.

6.3 CONFLICT OF INTEREST

- Vendor shall not hire any officer or employee of the University to perform any service covered by this agreement.
- Vendor affirms that to the best of her knowledge there exists no actual or potential conflict between Vendor's family, business, or financial interest and the service provided under this agreement, and in the event of change in either private interests or service under this agreement, any question regarding possible conflict of interest which may arise as a result of such change will be raised with the University.
- Vendor shall not be in a reporting relationship to a University employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Vendor.

6.4 ETHICS

Supplier will exercise extreme care and due diligence to prevent any action or conditions which could result in conflict with the best interest of the University.

Throughout the term of any agreement resulting from the RFP, Supplier will not accept any employment or engage in any work which creates a conflict of interest with the University or in any way compromises the work to be performed under this RFP or any agreement resulting from this RFP. The supplier and its employees will not offer gifts, entertainment, payment, loans, or other gratuities or consideration to University employees, their families, other Suppliers, subcontractors, or other third (3rd) parties for the purpose of influencing such persons to act contrary to the University's interest or for personal gain. The supplier will immediately notify the University of any and all such violations of this clause upon becoming aware of such violations.

6.5 UNIVERSITY'S RIGHT TO REJECT OR MODIFY

Selection of a proposal does not mean that all aspects of the proposal(s) are acceptable to the University. The University reserves the right to negotiate the modification of the proposal terms and conditions prior to the execution of a contract, to ensure a satisfactory procurement.

6.6 SUPPLEMENTAL TERMS AND CONDITIONS/MODIFICATIONS

Any supplemental terms or conditions, or modification or waiver of these terms and conditions must be in writing and signed by Vendor and University.

6.7 DISCLOSURE OF RECORDS

All bids, supporting materials, and related documentation will become the property of the University.

This RFP, together with copies of all documents pertaining to any award, if issued, shall be kept for a period of five years from date of contract expiration or termination and made part of a file or record which shall be open to public inspection. If the response contains any trade secrets that should not be disclosed to the public or used by The University for any purpose other than evaluation of your approach, the top of each sheet of such information must be marked with the following legend:

“CONFIDENTIAL INFORMATION”

All information submitted as part of the bid must be open to public inspection (except items marked as trade secrets and considered trade secrets under the California Public Records Act) after the award has been made. Should a request be made of The University for information that has been designated as confidential by the bidder and on the basis of that designation, the University denies the request for information, the bidder may be responsible for all legal costs necessary to defend such action if the denial is challenged in a court of law.

6.8 FORM OF AGREEMENT

The contents of this RFP (including the attached appendices as appropriate), RFP Addenda, and the proposal document of the successful Vendor shall become contractual obligations as part of the Contract if acquisition action ensues. Failure of successful Vendor to accept these obligations in a contractual agreement shall result in cancellation of award. The University reserves the right to negotiate provisions in addition to those stipulated in this RFP or proposed by Vendor for the purpose of obtaining the best possible offer.

6.9 PERFORMANCE STANDARD

All work performed shall be first class in every respect and shall conform to the highest standards of the industry.

6.10 MARKETING REFERENCES

The successful bidder shall be prohibited from making any reference to University, in any literature, promotional material, brochures, or sales presentations without the express written consent of the University.

6.11 PROPRIETARY INFORMATION

Any restrictions on the use of data contained in a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the Request For Proposal will be handled in accordance with applicable University of California procurement regulations the Public Records Act. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented by vendors. All data, documentation, and innovations become the property of the University.

6.12 AUDIT REQUIREMENT

Any agreement resulting from this RFP shall be subject to an examination and audit by the University and the State of California for a period of three (3) years after final payment. The examination and audit shall be confined to those matters connected with the performance of the agreement, including but not limited to the costs of administering the agreement.

6.13 PROMPT PAYMENT DISCOUNTS AND INTEREST CHARGES FOR LATE PAYMENTS

The University accepts prompt payments discounts over 2% that are extended to the University for payments made within twenty (20) days after receipt of invoice or goods (whichever is later). The University will take all reasonable action to ensure that all invoices, discounted or not, are paid promptly to Supplier without delay. However, in the event payment is delayed beyond the thirty (30) day period, the University will not authorize and will not accept late charges that are added to University accounts.

6.14 PRICE REASONABLENESS

Bidder certifies that prices quoted in proposals submitted in response to this RFP are the lowest prices quoted to any other University, governmental agency, other educational customer or similar customer.

6.15 TERMS INCLUDED AND ORDER OF PRECEDENCE

In submitting a proposal in response to this RFP, Bidder acknowledges that this RFP, including all appendices and attachments, and including service, financial and program specifications and terms and conditions will be incorporated in its entirety in any award issued in response to this RFP. Other documents to be incorporated in the Agreement shall include the Bidder's entire proposal, including all brochures, attachments and supplementary information. However, in the event of any conflict between the RFP and the bid, the terms of this RFP shall control, and govern any matter set forth therein that is not explicitly modified, added or deleted by the provisions of the subsequent Agreement.

6.16 UNIVERSITY'S RIGHT TO NEGOTIATE

UC reserves the right to award all, part or none of the item(s) covered by this RFP and to contract as the best interests of the University may require. UC reserves the right to negotiate each and every aspect of any offer received in response to this RFP, and to reject or negotiate additional terms and conditions offered by the apparent successful Bidder prior to the execution of a contract. In addition, UC may require additional cost and pricing data or documentation prior to award of any contract in whole or in part which may result from this RFP. UC reserves the right to award a contract for all technical requirements to one Bidder, or to negotiate and award parts of the requirements to one or more Bidders, in any combination deemed to be in the best interests of the University. UC reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected Bidder.

6.17 SUBCONTRACTORS

Vendor shall provide to University, prior to commencement of the Work, a list of all Subcontractors to be used to perform the Work. No substitution of Subcontractors shall be made without University's written case-by-case approval.

The University reserves the right to accept or reject any or all quotations and to waive any irregularities. UC Merced reserves the right to make one award, more than one award, or no award. Awards will be made as the best interests of UC Merced may appear. Any resulting purchase order will incorporate the specifications, terms, and conditions set forth in this RFQ as well as all relevant provisions of the related quotation.

6.18 OWNERSHIP

All production materials furnished to or developed by the supplier for this job, including all originals, artwork, mechanicals and final production negatives are the property of the University.

6.19 AIR OR WATER POLLUTION VIOLATIONS

Unless the contract is less than \$5,000 or with a sole source contractor, Government Code Section 4477 prohibits the State from contracting with a person, including a corporation or other business association, who has been determined to be in violation of any State or Federal air or water pollution control law. Government Code Section 4481 requires the State Water Resources Control Board and the Air Resources Board to notify State agencies of such persons.

Prior to an award, the University shall ascertain if the intended awardee is a person included in notices. In the event of any doubt of the intended awardees identity or status as a person who is in violation of any State or Federal air or water pollution law, the State will notify the appropriate Board of proposed award and afford the Board the opportunity to advise the University that the intended award is such a person.

No award will be made to a person who is identified either by the published notices or by advice, as a person in violation of State or Federal air or water pollution control laws.

6.20 PRICING

Pricing is to be firm for a minimum of 120 days following the deadline for RFP submissions, or until a contract is signed which establishes future pricing/discounts, whichever comes first.

6.21 TERMINATION OF AGREEMENT

University may terminate the subsequent Agreement for cause or convenience, in whole or in part, at any time in accordance with the terms of Article 4 of the attached Appendix A. In the event of such termination, the University will provide a minimum of sixty (60) days prior written notice of the effective termination date and the extent thereupon.

If within ten (10) days of receipt of written notice to Supplier from the University of Supplier's breach of any term and/or condition of the Agreement, Supplier fails to remedy said breach, the University may, with prior written notice, terminate the Agreement in whole or part at any time.

7 Cost Proposal

7.1 PRICE QUOTATION FORMAT AND CONTENT

Provide the following pricing information:

- Completed Cost Sheet (Attachment 1)
- Price list. Showing pricing for various processes, i.e. design, development, placement, etc.
- The discount or other basis on which the prices were calculated.
- Show discounts that will be afforded UC Merced for each category of product and/or service throughout the term of the resulting agreement.
- If the Bidder offers early payment discounts, the conditions to qualify for the discounts shall be described fully in the Proposal.

8 Bidder Certification/Signature Page

AUTHORIZED SIGNATURE: The proposal must be signed with the full name and address of the Bidder; if a co-partnership, by a member of the firm with the name and address of each member; if a corporation, by an authorized officer thereof in the corporate name.

Certificate of Current Cost or Pricing Data

This is to certify that to the best of my knowledge and belief the cost or pricing data submitted to the University of California in response to this Request for Proposal is accurate, complete and current as of the date of execution of this certificate. If any cost or price furnished is incomplete, inaccurate or not current as certified, resulting in an increase of any price, including profit or fee, then such price or cost shall be reduced accordingly and the University made whole retroactive to the commencement date of the contract that may result from this solicitation.

The below-named individual, submitting and signing this proposal, verifies that he/she is a duly authorized officer of the company, and that his/her signature attests that all items and conditions contained in this Request for Proposal, for Proposal number UCM1309DG-HR University of California, Merced are understood and accepted.

DATE

AUTHORIZED SIGNATURE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP CODE

PRINT NAME OF AUTHORIZED SIGNATURE

TELEPHONE NO. WITH AREA CODE

As a supplier of goods and services to the University of California I/we certify that racially segregated facilities will not be maintained nor provided for employees at any establishment under my/our control, and that I/we adhere to the principals set forth in Executive Order 11246 and 11375, and undertake specifically to maintain employment policies and practices that affirmatively promote equality of opportunity for minority group persons and women, to take affirmative steps to hire and promote women , to take affirmative steps to hire and promote women and minority group persons at all job levels and in all aspects of employment, to communicate this policy in both English and Spanish to all persons concerned within the company, with outside recruiting services and the minority community at large to provide the University on request a breakdown of our total labor force by ethnic group, sex, and job category, and to discuss with the University our policies and practices relating to our affirmative action program.

9 Bidder Inquiry Form

RFP No. UCM1309DG-HR

Bidders should use this form to submit questions regarding the RFP. University will provide a complete list of questions received along with the University's responses to all bidders who participate. Questions will be listed without reference to the source.

Name of Company:

Company Representative:

Question(s)

Note: Reproduce this form as necessary.

Fax or email (preferred) this form to: Denise Garcia
UC Merced Purchasing Department
Fax #: (209) 228-2925
Email: dgarcia@ucmerced.edu

10 Attachments

**UNIVERSITY OF CALIFORNIA APPENDIX "A" (TERMS AND CONDITIONS FOR PURCHASE)
BUSINESS INFORMATION FORM
COST SHEET ATTACHMENT #1**