

GRAND RAPIDS COMMUNITY COLLEGE
143 BOSTWICK, N.E. - GRAND RAPIDS, MI 49503-3295
PHONE: (616) 234-3850 - FAX: (616) 234-3855

REQUEST FOR QUOTATION
THIS IS NOT AN ORDER



Public Bid Notice

GRCC Website Redesign



Bid Number:	1011-8143
Date:	August 2, 2010

[XX] An "X" in this box indicates a sealed bid. The bidder, to be considered, must indicate bid number and date and time of opening outside of bid reply. Sealed bids will be accepted until the time and date shown below, at which time they will be opened and read aloud at 415 Fulton St. E., Grand Rapids, MI 49503.

PLEASE NOTE CAREFULLY:

You are invited to quote on the following items. This inquiry implies no obligation on the part of the buyer. Fill in complete information before returning this copy. Quote best price and delivery based on the referenced specifications without affecting quality. Alternate quotations to be considered must be accompanied by detailed descriptive literature and specifications. Samples must be submitted with quotation when requested.

To be considered, your quotation must be returned by 3:00P.M., Tuesday, August 10, 2010.	F.O.B. DELIVERED	THIS IS NOT AN ORDER	FOR INTERNAL USE ONLY
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QTY	UNIT	ITEM AND DESCRIPTION	UNIT COST	TOTAL
		Grand Rapids Community College is soliciting bids for "GRCC Website Redesign" - per the following: Low bid does not necessarily guarantee award of the contract. The Board of Trustees has the right to reject any or all bids as deemed necessary in the best interest of the college. Any questions regarding this bid should be sent in writing to Mansfield Matthewson, Director of Purchasing, mmattthew@grcc.edu, (616) 234-3850		

[] An "X" in the box indicates that a BID BOND is required for this bid. Bid security in the amount of 5% (five percent) of the base bid must accompany the bid. Bid security shall be a certified check, cashiers check, money order or bid bond.	[] An "X" in the box indicates that a PERFORMANCE BOND is required for this bid. The bidder shall indicate the cost to provide a performance bond in the amount of 100% (one hundred percent) of the contract amount.
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The original copy of your proposal, accompanied by three (3) photocopies and one (1) electronic media (CD) copy, must be received in the Purchasing Department of Grand Rapids Community College no later than **3:00 p.m. - Tuesday, August 10, 2010**. Bids must be clearly marked "**RFQ #1011-8143 - GRCC Website Redesign**". Failure to do so could result in rejection of the bid.

Mailed responses to: Grand Rapids Community College, 143 Bostwick NE, Grand Rapids, MI 49503, Attn: Mansfield Matthewson	Delivered responses to: Grand Rapids Community College, Peter C. Cook Administration Building, 415 Fulton St. E., Grand Rapids, MI 49503, Attn: Mansfield Matthewson
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BIDDER MUST COMPLETE THE FOLLOWING:		GRAND RAPIDS COMMUNITY COLLEGE  Mansfield W. Matthewson Director of Purchasing PURCHASING OFFICE
TERMS:	PRICE IS VALID UNTIL:	
DELIVERY TO BE COMPLETED WITHIN ____ DAYS AFTER RECEIPT OF ORDER.		
THE UNDERSIGNED OFFERS PRICES, TERMS AND DELIVERY HEREON SET FORTH.		
ADDENDA		
ACKNOWLEDGED	Please circle: 1 2 3 4	
SUPPLIER:	CONTACT:	
ADDRESS:	EMAIL:	
CITY, STATE:	PHONE:	
ZIP:	FAX NO:	
SUBMITTED BY: _____		AFTER FILLING IN COMPLETE INFORMATION, RETURN THIS COPY TO THE PURCHASING OFFICE AT THE ABOVE ADDRESS
Signature		

THIS IS NOT AN ORDER
GRAND RAPIDS COMMUNITY COLLEGE
TERMS AND CONDITIONS

1. The Board of Trustees reserves the right to reject any and or all bids and to award by item, combination of items or lot.
2. The Michigan State sales and use taxes and the Federal excise tax do not apply. Exemption certificates will be furnished upon request. Our tax exempt number is F38-2980195.
3. Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions employment and purchasing. Persons and organizations doing business with the Board of Trustees are expected to adopt and implement the same equal employment opportunity practices.
4. Grand Rapids Community College requires all contractors and suppliers of services of goods to prepare and submit a workforce analysis for review. If the bidders workforce is not representative of the labor market, an affirmative action program shall be required.
5. Unless otherwise provided, bid and acceptance shall constitute the contract.
6. In case the bidder fails to make delivery of any item or items within the terms herein specified, or shall make delivery of goods not in accordance with the terms and specifications, the Board of Trustees shall have the right to declare the order cancelled and either accept the next lowest bid or again advertise for bids and to hold the original bidder liable for the difference between the amount of it's bid and the amount that the Board shall in either of such cases be required to pay, or the Board of Trustees may elect to receive the item or items not delivered within the time specified and hold the bidder responsible for an amount equal to ten percent of the amount bid on items as liquidated damages for the delay, and said bidder in such case agrees to make payment accordingly.
7. Instructions, manufacturer's catalog numbers, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance desired and shall not be construed to exclude proposals based on furnishing other types of materials and service. However, any substitution or departure proposed by bidder must be clearly noted and described; otherwise, it will be understood the bid intends to exactly meet the specifications. Samples must be submitted with quotation when requested.
8. Samples requested must be furnished, free of expense prior to the time designated for the reception of bids and if not destroyed or required in connection with the award of delivery will, upon request, be returned at the bidder's expense. The Board of Trustees will not be responsible for samples mutilated or destroyed if considered necessary for testing purposes.
9. F.O.B. – Destination
10. Overruns and underruns must not exceed 10 percent.
11. In the event goods are rejected by the Board of Trustees as not being in accordance with these specifications, a matter in which the Board of Trustees shall be the sole judge, such goods shall be removed by said bidder upon notice, and if required by the Board of Trustees, replaced with new materials which shall be subject to a like inspection and approval by the said Board, or the said Board at it's election may procure the materials from other sources as provided in paragraph six.
12. In accordance with the "MICHIGAN RIGHT TO KNOW LAW" all shipments containing hazardous materials must be accompanied by Material Safety Data Sheets.
13. The equal opportunity clauses in Section 202 of the Executive Order 11246, as amended; 38 USC 2012, Vietnam Era Veteran's Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; as amended, relative to equal opportunity and implementing rules and regulations of the Secretary of Labor are incorporated herein by specific reference.
14. Grand Rapids Community College is a tobacco free campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in College buildings, vehicles and premises. All individuals are expected to acknowledge the tobacco free policy and provide full compliance.

See www.grcc.edu/tobaccofree for additional information.



GRCC Website Redesign

RFP #1011-8143

**Communications Department
143 Bostwick Avenue NE
Grand Rapids, MI 49503-3295**

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QUICK FACTS

RFP Number: 1011-8144

Title: Website Redesign

Issue Date: Monday, August 2, 2010

Intent to Respond Due Date: **5:00PM, Tuesday, August 3, 2010**

Proposal Due Date: **3:00PM, Tuesday, August 10, 2010**

GRCC Contact: Mansfield Matthewson
Director of Purchasing

Email: mmatthew@grcc.edu

GRCC Proposal Mailed Delivery: Mansfield Matthewson
Director of Purchasing
Grand Rapids Community College
143 Bostwick NE
Grand Rapids, MI 49503

GRCC Proposal Hand Delivery: Mansfield Matthewson
Director of Purchasing
Grand Rapids Community College
Peter C. Cook Administration Building
415 Fulton St. E.
Grand Rapids, MI 49503

Vendors intending to submit a response to this RFP should read this document in its entirety and submit an *Intent to Respond* as specified above when planning to submit a proposal.

1.0 Purpose and Conditions

1.1 Purpose for the Request for Proposal

The objective of this RFP is to solicit proposals from a responsive Vendor to provide Grand Rapids Community College (GRCC) with a refresh and new CMS system for GRCC website.

1.2 GRCC Background

The Grand Rapids Board of Education founded Grand Rapids Junior College (GRJC) in 1914 after the University of Michigan's faculty passed a resolution which encouraged the establishment of junior colleges in Michigan. Now named Grand Rapids Community College (GRCC), the eight-block downtown campus is comprised of several classroom buildings, which includes a learning center (including the Diversity Learning Center) and library, the Spectrum Theater, the Applied Technology Center (which features a green roof), a remodeled music building, a field house with natatorium, a student center, Bostwick Commons, and the Calkins Science Center. GRCC also added the off-campus Wealthy Learning Corner to serve the East Hills and Eastown neighborhoods and the Westside Learning Corner to serve the west side of Grand Rapids.

In addition, GRCC has two Michigan Technical Education Centers (M-TECs) in West Michigan. The Patrick Thompson M-TEC, part of GRCC's Lakeshore Campus located in Holland, opened in Fall 2000 in partnership with the Ottawa Area Intermediate School District. The Leslie E. Tassell M-TEC ® in Grand Rapids opened in 2002. This world-class facility offers training in manufacturing, auto service, and building and construction trades. GRCC also offers courses at a variety of off-campus locations including GVSU's Meijer Campus in Holland and numerous local high schools.

In Fall 2009, more than 19,000 students enrolled in more than 1,900 liberal arts and occupational courses. The diverse student body represents students from Kent and surrounding counties as well as students from across the U.S. and 22 other nations. GRCC serves another 10,000 learners by non-credit instructional opportunities. In addition to traditional classroom environments, students may also receive instruction through community and distant service-learning offerings, seminars, workshops, training classes, distance learning options and other educational formats.

GRCC employs a faculty of more than 250 full-time and 350 part-time members as well as a staff of 650, each focused on the College's priorities to be student-centered, collaborative, and flexible. Throughout its 90-year history of academic excellence, GRCC has maintained a solid reputation as a premier transfer institution. The College is nationally recognized for both its liberal arts and occupational programs.

The College has recognized a need to enhance efficiencies in communications, consequently improving the quality of service to students, alumni, faculty, and employees of Grand Rapids Community College (GRCC).

We currently have Percussion and Webbuilder among other components for our web now. GRCC's website (<http://www.grcc.edu/>) provides additional information.

1.3 Definitions

1.3.1 The term "Vendor" means a business firm submitting a proposal/quote.

1.3.2 The terms "College" and "GRCC" mean the Grand Rapids Community College.

1.3.3 The term IT means the Information Technology Services unit of GRCC

1.3.4 The term "Respondent" means vendors that submit an official response to this RFP by the Submission Due Date.

1.4 Rules and Conditions

1.4.1 Communication

1.4.1.1 Any and all communication with GRCC shall be accomplished through the Purchasing Department, using the contact information provided in the Quick Facts page of this RFP. Any Vendors that deviate from this requirement will be subject to disqualification.

1.4.2 Intent to Respond

1.4.2.1 Vendors who receive this RFP and wish to respond, are requested to reply with their "intent to respond" by **5:00PM, Wednesday, August 4, 2010**. A vendor's intent to respond must be sent to Mansfield Matthewson, via e-mail at Mmatthew@grcc.edu. The subject title of the email should include "Intent to respond", the RFP number and the RFP title. The "Intent to Respond" should also include the name of a primary contact person, phone and fax numbers, and an e-mail address.

1.4.3 Vendor Questions

1.4.3.1 Any questions regarding interpretation or intent must be made in written form and emailed to Mansfield Matthewson, Director of Purchasing, at mmatthew@grcc.edu by **5:00 PM, Thursday, August 5, 2010**.

1.4.3.2 Vendors who have indicated intent to respond will be e-mailed answers to all questions received by **5:00PM, Friday, August 6, 2010**.

1.4.4 RFP Response Criteria

1.4.4.1 Vendors must follow the format of the RFP using the section titles and numbers of each information request (e.g., 1.10 – Warranty). If a reference to an attached document is used as part of the response to an information request, the reference must be specific. For example, "See page "8", paragraph three."

- 1.4.4.2 Proposals that do not follow the Rules and Conditions contained herein, follow the described format of this RFP, and/or do not provide responses to information requested may not be considered.
- 1.4.4.3 The official copy of the proposal submitted must contain complete responses and related materials.
- 1.4.4.4 The official copy must contain the signature of a duly constituted corporate official legally capable of binding the Vendor.

THREE copies of the proposal shall be included. Additionally, ONE electronic media (CD, USB drive) copy of the proposal is requested. The College will accomplish distribution to proper personnel. Emails, telegrams, faxes, phone or any other form of response other than sealed hard copies are not acceptable and will not be regarded as official submissions by the vendor.

1.4.4.5 Proposal Submission

The official sealed copy of your proposal must be received in the Purchasing Department of Grand Rapids Community College no later than **3:00PM, Tuesday, August 10, 2010**. Bids must be clearly marked **GRCC Website Redesign – RFP #1011-8143**.

Mailed responses to:

Grand Rapids Community College
Mansfield Matthewson
Director of Purchasing
143 Bostwick NE
Grand Rapids, MI 49503

Delivered Responses to:

Mansfield Matthewson
Director of Purchasing
Grand Rapids Community College

Peter C. Cook Administration Building
415 Fulton St. E.
Grand Rapids, MI 49503

- 1.4.4.6 GRCC will not consider or examine late responses.
- 1.4.4.7 GRCC will consider amended responses only if received by the Purchasing Department on or before the Submission Due Date shown on the Quick Facts page of this RFP.
- 1.4.4.8 GRCC reserves the right to reject any and all proposals, wholly or in part, and waive any irregularities in the RFP process.
- 1.4.4.9 If any changes are made to this RFP by any party other than GRCC, the original document in GRCC's files takes precedence.
- 1.4.4.10 In the event it becomes necessary to revise any part of this RFP, an addendum will be provided to all Vendors who have indicated their intent to respond.
- 1.4.4.11 All proposals must include all elements listed in the RFP Response Requirements section below.

1.4.5 Delivery/Pickup

- 1.4.5.1 Shipping and handling of any equipment acquired by GRCC as a result of this RFP must be quoted F.O.B. our dock and delivered to the following address:

Grand Rapids Community College
151 Fountain NE
Grand Rapids, MI 49503
Attn: Shipping & Receiving

1.4.6 Warranty

- 1.4.6.1 Bids must specify the exact period(s) of warranty coverage for all specified equipment and supplies. Vendors should provide quotes for additional warranty periods for the equipment specified in this bid being sure to include any additional costs on the equipment in appendix B.

1.4.7 Proprietary Information

1.4.7.1 Vendors must provide a corporate financial statement. Responses will be opened, read publicly and will be made a matter of public record and as such may be reviewed by any interested party. Any proprietary information the Vendor does not want made available for public inspection must be enclosed in an envelope clearly marked "Proprietary Information". Pricing and contracts cannot be considered proprietary.

1.4.8 Freedom of Information Act

1.4.8.1 Respondents are advised that all materials submitted to GRCC for consideration in response to this solicitation will be considered the property of Grand Rapids Community College and will not as a matter of course be treated as confidential information.

1.4.8.2 GRCC reserves the right to distribute or not to distribute materials and information submitted by Respondents as it sees fit and/or as required by applicable law.

1.4.8.3 If a Respondent wishes to supply any information, which it believes is exempt from disclosure under the Act, that Respondent should summarize such information in a separate envelope. Each page submitted should be clearly marked "Confidential," but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the Respondent's own risk and Grand Rapids Community College assumes no liability for any loss or damage that may result from the College's disclosure at any time of any information provided by the Respondent in connection with its proposal.

1.4.9 Non-discrimination in Employment

1.4.9.1 Equal Opportunity

1.4.9.1.1 Grand Rapids Community College, as an Equal Opportunity Employer, complies with federal and state laws prohibiting discrimination, including Title VI and Title VII (with

Amendments) of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1974 as amended 38 USCO20-12. It is the policy of the Board of Trustees that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, sexual orientation or veteran status, shall be discriminated against in employment, educational programs and activities, or admission. Inquiries or complaints should be addressed to Kathy Keating/EEO Office, 143 Bostwick NE, and Grand Rapids 49503-3295, (616) 234-3453.

1.4.9.2 Fair Employment Practice Agreement

Grand Rapids Community College requests that the enclosed *Fair Employment Practice Agreement* (Appendix “A”) be submitted with the Vendor’s proposal, however submission is not mandatory.

1.5 **Contracts**

1.5.1 Any contract(s) resulting from this RFP:

- 1.5.1.1 Shall be governed under, and the rights and obligations of the parties hereto be determined in accordance with, the laws of the State of Michigan; and
- 1.5.1.2 Shall incorporate the responses of the successful Vendor and such responses shall constitute material terms of any contracts; and
- 1.5.1.3 Are dependent upon approval by the College’s Board of Trustees.

1.5.2 GRCC reserves the right to terminate the contract within thirty (30) days of written notice and prior to any Contract Termination data, if either service, equipment or contract performance and conduct, as judged by GRCC, does not meet acceptable standards.

1.5.3 A Vendor must attach any Contracts, Support Agreements, End User License Agreements and/or any Hardware, Software, or Support use

Terms and Conditions or Contracts that must be completed, applicable to any services or products acquired by GRCC as a result of this RFP.

1.6 Tobacco Free

1.6.1 GRCC is a tobacco free campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in College buildings, vehicles and premises. All individuals are expected to acknowledge the tobacco free policy and provide full compliance. See www.grcc.edu/tobaccofree for additional information.

2.0 RFP Response Requirements

Proposals submitted **must** include the following:

2.1 Professional and Technical Expertise

- 2.1.1 Each Vendor must provide a brief description of its company, including the date established, and the organization's experience and history implementing Drupal content management systems.
- 2.1.2 Each Vendor shall include a brief description of the professional and technical experiences, background, qualifications and expertise of the organization's key personnel to be assigned to this project.

2.2 Reference Information

- 2.2.1 Each vendor must provide brief descriptions of deploying similar products and/or services at similar organizations within the last five years.
- 2.2.2 Each vendor must provide at five references with past/present similar environment and/or similar products (local Michigan higher education institutions preferred. References should include institution name, contact name, address, phone, fax and email address and contact information for the specific person who is knowledgeable about the vendor's record and performance. References may be contacted for consultation and/or site visits at our discretion.
- 2.2.3 References must not be from a person, company or organization with any

interest, financial or otherwise, in the Vendor organization.

2.2.4 GRCC, at its sole discretion, may contact other known clients of the Vendor for references.

2.2.5 GRCC may eliminate from further consideration in the RFP process any Vendor who, in the opinion of GRCC, receives an overall unfavorable report from client references.

3.0 Evaluation and Selection Criteria

3.1 Selection Criteria

3.1.1 The College reserves the right to reject any and all proposals, wholly or in part, and waive any irregularities in the RFP process.

3.1.2 GRCC will determine which responses are to be considered for evaluation and will determine the successful Vendor.

3.1.3 A team led by Information Technology, Communications and the Purchasing Department, following GRCC's policies and procedures, will conduct the evaluation and selection process.

3.2 Evaluation Criteria

The evaluation of responses will be based on, but not limited to

3.2.1 Vendor's ability to meet all the requirements and specifications contained in this RFP

3.2.2 Best value, cost and benefit for GRCC

3.2.3 Ability to meet GRCC's service, delivery, and timeline requirements

3.2.4 Financial strength of the Vendor

3.2.5 Quality of Proposal documentation and/or presentation

3.2.6 Vendor's experience in public higher education

3.2.7 Vendor's solicited and unsolicited references

The evaluation criteria listed below summarizes the elements that will be considered when evaluating submitted proposals

Evaluation Criteria	Weight
Experience • Ability to program Drupal (open source web program) • Ability to Oversee the graphic creation and have web site ready for content transfer (Drupal open source requested). • Ability to Create templated pages that include social networking for all departments (blogs/etc.,) • Ability to implement Blackboard and other components we have at the GRCC.edu site seamlessly • Ability to work successfully with internal staff • Customer references (past, present, similar environment)	35%
Complete Proposal Cost • Best Value • Total budget NTE \$30,000	35%
Proven Website Design Ability • Staff knowledge and responsiveness • Alignment with industry best practices • Secure templates • able to "test" and "see" the layouts as they are built (hidden/private access) • Ease of implementation • Work in organized coordinator of the move and help with checkpoint dates / accountability.	30%

4.0 Requirements & Standards

4.1 Requirements

This section is seeking detailed responses to each of the following areas for evaluation.

- Work with internal team at GRCC to build new website

Your work:

- Oversee the graphic creation and have web site (Drupal open source requested) ready for content transfer.
- Create templated pages that include social networking for all departments (blogs/etc.,)

- Work in organized coordinator of the move and help with checkpoint dates / accountability.
- We currently have Percussion and Webbuilder among other components for our web now.
- We'd want to be able to "test" and "see" the layouts as they are built (hidden/private access)
- To be able to implement Blackboard and other components we have at the GRCC.edu site seamlessly

Goal:

- To help students, faculty, staff, and community learn and have easy access to our educational services.
- New site implementation by January 1, 2011
- Easy updates and training for those who may need long term
- Secure templates
- Total budget not to exceed \$30,000.00

5.0 Quality and Performance Standards

5.1 Successful bidder shall include a description of their quality program program, including complaint resolution and corrective action procedures.

5.2 Successful bidder shall describe metrics that are tracked, the frequency at which they are tracked and guaranteed level of performance. Submission of quality and performance history is also encouraged.

6.0 Pricing

- 6.1 Vendors must provide detailed pricing for their proposals making certain to itemize/detail the costs for all proposed products and services.
- 6.2 Any items, products or services that would result in additional charges must be clearly presented and explained.
- 6.3 Outline the pricing structure of your company. Pricing must be provided to include all costs related to the agreement.
- 6.4 Vendors must indicate what items have warranties and what the duration of the warranties are. Any quotas or limits of service must be clearly identified and remedies or additional costs explained.
- 6.5 All prices and rates are guaranteed to be firm for the first year. Please indicate pricing and/or discount percentage commitments for subsequent years (i.e. specific prices/discounts for years two and three; percentage increase maximums, or other defined methods). GRCC reserves the right to exercise the option to extend or close any awarded contract at the expiration of year one.
- 6.6 Any shipping costs to be incurred by the College must be quoted FOB our dock. Shipping costs must be provided by item and sub-totaled by system.
- 6.7 In addition to what has been specified, Suppliers are encouraged to provide “expressive bid” alternate pricing/proposals by suggesting alternate specifications, technology, terms and conditions, service conditions, etc. that could result in flexibility and cost savings for Grand Rapids Community College and for the Vendor. Vendors must insure that their alternate proposal meets or exceeds requirements and specifications as detailed throughout this RFP.
- 6.8 Payment terms will be net 30 days upon delivery of products and following completion of any services and receipt of invoice.

7.0 Contracts

- 7.1 Vendors must attach any purchase agreements and support agreements necessary to be completed as a result of this Request for Proposal. Such agreement should detail any minimum term requirements.

8.0 Taxes

- 8.1 Grand Rapids Community College is exempt from Michigan Sales Tax and will furnish a tax exempt certificate upon request.

APPENDIX A:

FAIR EMPLOYMENT PRACTICES AGREEMENT

This rider is attached to and made a part of the bidding form agreement between the Grand Rapids Community College and

Name of Company

During the performance of this contract, the above named firm agrees as follows:

1. Will not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran ("protected classes") unless necessary as a bona fide occupational qualification. Said company will take action to ensure that applicants are employed without regard to their membership in a protected class, as defined above. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, recall, or termination, rates of pay or other forms of compensation, and a selection for training, including apprenticeship. He/She agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. Will, in all solicitations or advertisements for employees placed by or on behalf of the company, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran unless necessary as a bona fide occupational qualification.
3. Will, as applicable, provide a written notice of the companies' commitments under the Fair Employment Practices Agreement to each labor union representative or worker(s) with which he/she has a collective bargaining agreement or other contract understanding. He/She further agrees to post a copy of the notice in conspicuous places available to employees and applicants for employment.
4. Will furnish all information and reports as requested by Grand Rapids Community College, including pertinent books, records, and accounts to ascertain compliance with Grand Rapids Community College nondiscrimination policies.
5. In the event of noncompliance with the nondiscrimination clauses of this contract or with any of the said policies, this contract may be canceled, terminated, or suspended in whole or in part, and the said company may be declared ineligible for further contracts in accordance with procedures established by the Grand Rapids Community College and such other sanctions may be imposed and remedies involved as provided by rule, regulation, order or statement of policy of the College or as otherwise provided by law.
6. The following provisions are required by the Elliot-Larson Civil Rights Act: The company and, where applicable, sub-contractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his/her hire tenure, terms, conditions or privileges of employment, because of his/her race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran unless necessary as a bona fide occupational qualification
7. **MINORITY OWNERSHIP**
Ownership Interest:
Public Act 428 of 1980 requires that the minority business owner or woman business owner own more than 50% of the shares or interest in the business and share in more than 50% of the net profit or loss of the shares or interest in the business which accrues to shareholders who are members of a minority or a woman owned business.

Completion of this Form is requested for Monitoring Purposes

CONTROL AND OPERATION

P.A. 428 of 1980 requires the minority or women to exercise the power to make policy decisions and be involved in the day-to-day management of the business.

Please check the following applicable criteria:

_____ Minority-Owned

_____ Female-Owned

Company Name: _____ Phone: _____

Address: _____

Type of Business: _____

_____ Independent Firm, or Owned/Controlled by: _____

Corporate Address of Parent Firm _____

Personnel as of (Payroll Date)						
JOB CATEGORIES	ALL PERSONS			PERSONS OF COLOR		PERSONS OF COLOR TOTALS
	M	F	TOTALS	M	F	
Officials & Managers						
Professionals						
Technicians						
Sales Persons						
Crafts Persons						
Operatives						
Service Workers						
Laborers (Unskilled)						
Apprentices						
All Others						
Total Employees						

Name of person providing data (please print): _____

Phone: _____ Date: _____

Title: _____ Signature: _____

Questions concerning the Fair Employment Practices Agreement should be directed to Labor Relations (616) 234-3453