



Yuba Community College District

RFP # 13-03

LEARNING MANAGEMENT SYSTEM

Request for Proposal

Release date: July 22, 2013

Written Questions Due before: 5:00 p.m., July 31, 2013

Proposals Due before: 12:00 p.m., August 9, 2013



Yuba Community College District

Learning Management System

RFP # 13-03

GENERAL CONDITIONS

1. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The Board of Trustees reserves the right to reject any or all proposals, or any part of a proposal, or waive any irregularity of any proposal to the maximum extent allowed by law. Failure of the Contractor to provide in its proposal any information requested in this RFP, including the Contract, Respondent Questionnaire, etc., may result in rejection for non-responsiveness.
2. **PROPOSAL REQUIREMENTS:** Three (3) copies of the proposal must be submitted by the date and before the time specified, in a sealed envelope with the envelope clearly marked **“SEALED RFP NO. 13-03, OPENING August 9, 2013: YCCD Learning Management System”** addressed to Kuldeep Kaur, Chief Business Officer, Warren Hall, Building 1600, Suite H, Marysville, CA 95901 to be considered. No late proposals, telegraphic, electronic, or telephone proposals will be accepted. The District will not be responsible for, nor will accept postmarks from the U.S. Postal Service or other facsimile record of other carriers as proof of timeliness.

An authorized officer or agent of the bidder shall sign all bids.

3. **ASSIGNMENT PROHIBITED:** No contract awarded under this proposal shall be assigned except with the approval of the Board of Trustees. Any attempted assignment in violation of the provision shall be voidable at the option of the Board.
4. **INABILITY TO PERFORM:** In the event that the Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood, earthquake, labor or transportation problems, war, acts of government, or any other similar cause commonly known as an “act of God,” which is not the fault of the Bidder, the Bidder shall not be required to deliver or perform, subject to the following requirements:

- a. The Bidder shall send written notice to the Clerk of the Board of Trustees of the Bidder's inability to perform in accordance with the contract. The notice shall contain all facts, which show the condition that prevents performance. The Bidder shall send such notice as soon as possible, but in no event later than the date specified in the contract for delivery of services.
 - b. The District may cancel the contract, entirely or in part.
5. **FEDERAL OR STATE REGULATIONS:** The Bidder's proposal and any contract entered into are subject to all applicable statutes of the United States or of the State and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
6. **PATENT RIGHTS, COPYRIGHTS, AND TRADEMARKS.** The Bidder shall save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims of damages, costs or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyrights, or trademarks of any person in consequence of the use by the District, or by any of its officers or agents of items to be supplied by the Bidder.
7. **DEFINITION OF TERMS:** Whenever the words and terms set forth in the paragraph appear in any of the Contract Documents, they shall have the following meaning:

"STATE" as used herein means the State of California.

"Bidder" as used herein includes: A Bidder who submits a bid proposal, a Bidder to whom a contract is awarded, and a Bidder who has entered into a contract with the District.

"Buyer" and "District" as used herein means Yuba Community College District.

"Use of Singular" as used herein, unless the provision or the context requires otherwise, the singular includes the plural and the plural includes the singular.
8. **ASSIGNMENT OF UNFAIR BUSINESS PRACTICES CLAIMS:** The bidder agrees to assign to the District, all rights, title, and interest in and to all causes of action they may have under section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials.

9. EQUAL OPPORTUNITY EMPLOYMENT: Bidder, in submitting the proposal states that Bidder is an Equal Opportunity Employer, and shall certify that Bidder is in compliance with the Civil Rights Act of 1964, the State Fair Employment and Housing Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including to the extent applicable, Executive Order No. 11246 of September 24, 1965.
10. NON-APPROPRIATION CLAUSE: Any agreement made under the conditions of this Invitation to Submit Proposal will terminate without penalty, liability or expense of any kind to the District at the end of any fiscal year in the event funds are not appropriated for the next fiscal year.

SPECIFICATONS

Yuba Community College District Description:

Yuba Community College District (YCCD) consists of two colleges, Woodland Community College located in Woodland, CA and Yuba College located in Marysville, CA and three large outreach centers located in Yuba City, Clear Lake, and Williams and one small center located at Beale Air Force Base. Our FTES is approximately 6,915 for 2011-2012 with a headcount of approximately 14,000 per year.

Goal:

Yuba Community College District (YCCD) has released this Request for Proposal with the intent of soliciting solutions to replace our Learning Management System (LMS), WebCT CE 8.6.

Responses to this RFP should, at a minimum, achieve the following objectives:

- The hosted LMS **must** be reliable and robust (stable, high quality assurance, high uptime, fault tolerant);
- Must be able to serve all of our students;
- Design must be clean and incorporate best web design practices;
- Ease of use (intuitive for students and faculty, efficient to manage for administrators);
- Integration with Shibboleth or Microsoft Active Directory for authentication;
- System is scalable and can expand with District growth;
- Must meet all Federal and STATE Americans with Disabilities Act (ADA) standards and compliance.

Nature and Scope of the Proposal:

This proposal shall provide a managed, cloud based, Learning Management System which meets all of the general objectives listed in the goals. In addition, the following two tables contain Essential (Table 1) or Desired (Table 2) features, services, and integrations of your solution. If a feature is rated 'Yes', any corresponding costs must be included in the proposal specification.

Table 1: Essential Features and Functions

Note: Do not change the order of items or add additional items to this list

System	Yes	No
Support multiple institutions within a single account for all students/classes		
Managed, cloud based, solution		

Provide a test, or “sandbox” environment in addition to the production account		
Fully compatible with common web browsers across a variety of platforms		
Complies with 508 accessibility standards and the Web Accessibility Initiative (WAI). Integrates with assistive technologies, including screen readers such as JAWS and NVDA.		
Provides accessibility from browser-enabled mobile devices and includes mobile apps.		
Tests, Surveys & Assignments		
Quiz and Assignment grade book columns are automatically included into course grade book		
Assignment drop box (with instructions and due date) is available, attachments or text can be submitted.		
Can provide feedback with an attachment or written assignments.		
Can download written assignments to review and/or grade offline.		
Polling tool is available		
Quizzes and Surveys		
Ability for instructor to reset a test		
Ability to control the time the test is open		
Can randomize questions with an assessment		
Can copy (or import/export) quizzes from one section to another		
Quizzes / Assessments are auto-graded (those with a defined		

answer – multiple-choice, true or false, etc.).		
Global item grading, can view the answers of one question and grade each students for the one question (example: can view Question 1 for each student and grade just Question 1)		
Browser lockdown option available		
Proctor password can be set		
Question Types		
Multiple choice and/or True/False question type		
Multiple answer question type		
Matching question type (using uploaded images)		
Essay question type		
Fill in the blank question type		
Discussions Tool		
Instructor can filter posts by student for grading		
Asynchronous discussion/forum/bulletin board tool is available (with option for faculty to enable spell check)		
Tracking available for student participation in discussions		
Auto grading of discussions based on some criteria (quantity and/or date and/or keyword) is possible		
Discussions are threaded		
Can create a moderated topic		
Common discussion board for multiple sections of same course		

Instructor can hide and or remove inappropriate postings		
<i>Chat / Virtual Classroom</i>		
Synchronous chat tool is available		
<i>Course Mail / Messaging</i>		
Messaging tool is available within each section (internal with notification or external)		
Ability to correspond from e-mail/mobile devices back into mail		
Can forward or send a notification to external e-mail when a Message/LMS Mail is received		
<i>Announcements Tool</i>		
Can post announcements to a specific section		
Ability to restrict announcement availability by date/time/student		
<i>Alerts and Notifications</i>		
Can create alerts based on items within grade book		
Instructor specified alerts		
Customize alerts on an institution level		
Alerts can be targeted to specific user roles		
Alerts can be forwarded to email, Short Message Service (SMS) or Really Simple Syndication (RSS) feeds		
Can create alerts based on faculty actions (i.e. to monitor faculty responsiveness)		
Can create an alert based on student action		
<i>Calendar / Schedule</i>		

Instructor can add/edit/delete items manually to a calendar for each section		
Due dates can be dynamically added to each section calendar		
Calendar items are 'public' by default and can be changed to 'private'		
Each user can add items to their personal calendar		
Can export calendar items in various formats (.ical, .ics, etc.)		
Can import calendar items in various formats (.ical, .ics, etc.)		
Send automatic notifications of calendar events and changes		
Administrator can add global dates (holidays, institution specific) to the institution calendar		
Users can see dates from all calendars in one global view (all due dates, institutional items, private entries)		
Can link to activities (assignments, quizzes, discussions) from a calendar entry		
<i>Reporting and Statistics</i>		
Monitor student engagement		
Ability to use analytics to predict the need for intervention or to determine probable student success		
Early alert reporting		
Track student learning outcomes		
Track usage (faculty and students)		
<i>User Profile / Home page</i>		
Students can generate a personalized profile and/or homepage		

Avatar or photo of student appears throughout the LMS (not just within a roster/list)		
<i>Roster Management and Student Tracking</i>		
Instructor has access to student tracking report specifying the last login time and time spent in the section for each student		
Student tracking shows time/date/length of time for each student access to content and activities (this information can be archived when class site is deleted)		
Ability for students to have different start dates for the class and for the start date of each student to appear in the roster		
Ability to view and access a student's contact information from the roster		
<i>Grade Management / Interface</i>		
Can create grading rubrics for discussions and written assignments that both the instructor and student can view		
Can export from the grade book into an excel readable format		
Item in any content area should push to the grade book (single point of data entry)		
Ability to reorder grade book columns after they have been created		
If a student withdraws from a section, their grades, classroom work and contact hours can be preserved in the grade book		
Ability to enter grades for all students for a specific grade book		
Ability to create grading comments that are viewable to the students and instructors		
Customizable calculated formulas can be created (e.g. drop lowest score, double highest score, etc.)		
Ability for faculty to view the grade book from a student's perspective		

Ability for faculty to hide grade book columns from student view		
Ability to enter grades for all assignments for a specific student		
Ability to create offline assignments in the grade book		
<i>Content Management / Interface</i>		
Ability to provide metadata tagging on content		
Search tool available and can search for content within files or tools (discussions, quizzes, etc.)		
Ability to link to subscription (RSS) based Media		
Ability to integrate multimedia content such as QuickTime, Flash, Windows Media Player, PDF, Silverlight, etc.		
Ability to create podcast and/or vodcast		
Ability to create/provide video captioning		
Faculty can view course content from the student's perspective		
Ability for faculty to organize course activities and content into learning sequences		
Supports online document preview without downloading the document		
Provides the ability to make both private and public courses (a public course would be available without requiring a login)		
Provides copying of course content from one course to another		
<i>Institutional Assessment</i>		
Section level outcomes are available		
Program/Department/Group level outcomes are available		
Institution level outcomes are available		

Server level outcomes (at the highest level across all institutions) are available		
Ability to assess student outcomes and competencies through an integrated system		
Ability to aggregate course-level student learning outcomes across multiple sections of the same course		
Language Support		
Instructor can change the language of the interface for a section		
Users can change the language of the interface for themselves		
Can submit assignments and grade (provide feedback) in multiple languages (Unicode support)		
Time Zone Support		
Users can change the Time Zone of the interface for themselves		
WYSIWYG Editor		
WYSIWYG editor is available		
Spell checker is present in the WYSIWYG Editor (with customizable dictionary)		
Can insert and upload images using the editor		
Equation editor is available		
Release of Content / Due Dates		
Can release content or activities based on date		
Can release content or activities based on group membership		
Can release content or activities based on a score in the grade book		

Can control due dates based on student start date		
Can backup course content and student data into a downloadable file that can be used for full recovery of course information		
<i>File Management</i>		
Can upload multiple files one at a time (drag and drop preferred)		
<i>3rd Party Tools / Integration</i>		
Ellucian Colleague Integration		
User account created based on Colleague data		
Enrollment of users in sections occurs based on Colleague data		
Students can be dropped/withdrawn from within the course roster and updated Colleague data		
Grades can automatically be exported from the LMS to Colleague		
Integrates with TurnItIn.com		
Respondus Quiz/Survey software		
Supports Single SignOn (SSO)		
Second Life		
Twitter		
Facebook		
Google/Office 365 Applications Integration		
Integrates with a web conferencing utility		
Microsoft Live Meeting		

Adobe Connect		
Support		
Administrative Support M-F		
Provide built-in context sensitive help and task oriented wizards		
Provide on-line video tutorials		
Online bug and support call tracking viewable by customer		
Tiered escalation path		
Migration Services		
Disaster Recovery		
Recovery of a single course		
Offsite backup		
Security		
User Community		
User Groups		
Webinars		
Website/Forums		
User and Role Management		
Ability to assign multiple instructors to a course		
Student and Instructor roles are available		
Initial training (on-line)		

System Administrators		
Faculty		
Course Migration		
Existing materials (video, tutorials) available		
<i>Documentation</i>		
User Documentation (both faculty and students) available on-line		
User Documentation for administrators available on-line		
Hosting guidelines		

Table 2: Desired Features and Functions

System	Yes	No
24X7X365 support for all users (students/faculty)		
Onsite faculty training (two days)		
Hosted monthly LMS Q&A session (limited participants)		
ePortfolio for students		
Provide Single SignOn from Microsoft Sharepoint		
Site Branding		
Assignments / Drop Box		
Section level (open) drop box is available (no specific instructions or due date attached)		
Can provide online feedback on written assignments		
Quizzes and Surveys		
Institution (higher level) test banks can be created and shared to sections. Can import and export to a test bank (outside of the section)		
Institution level assessments that can be shared between sections		
Can copy (or import/export) questions from one section to another		
Can randomize answers within a question		
Ability to set a time limit on an exam but allow students to go over the time limit (the system can mark it as over)		
Can specify individual time limits for students needing accommodations		
Question Types		

Multimedia (audio, video, links) can be posted within a question, either within the question text or using a specific question type		
Students can submit attachments to a quiz question (an attachment question type)		
Students can submit audio to a quiz question (an audio/multimedia question type)		
Can use a WYSIWYG editor or HTML code in question text to insert images, web links, and/or multimedia		
Mathematical/Science equation editor available for students to use when responding to a quiz question and/or assignment		
<i>Communications / Collaboration Tools</i>		
Section Blog can be created		
Wiki tool is available		
Shared File Storage for groups or a section can be created		
<i>Discussions Tool</i>		
Can set a reading restriction such that a student cannot view the posts of others until after the student's first post		
Ability to reply from e-mail/mobile devices back into discussions		
Discussions can be locked / closed so that students can access and read but cannot post or modify existing posts		
<i>Instant Messaging</i>		
An Instant Messaging tool is available for Instructor and student to interact with and is presence-aware (you can see who is 'online' by name/photo/avatar)		
<i>Chat / Virtual Classroom</i>		
Can draw on a whiteboard with participants within the chat tool		

Can draw on uploaded images with participants within the chat tool		
Has a hand raise mode for moderation		
Chat tool allows the moderator to use audio (microphone) in addition to text		
Chat tool allows the moderator to use video (camera) in addition to text		
Chat log (text) is kept of each session		
Chat recordings (full video of each session) can be created (if more than text chat is available)		
Can share / upload files to the chat tool		
Can create a poll and have attendees answer		
Can share computer screen (desktop sharing)		
<i>Announcements Tool</i>		
Can post announcements to specific user roles		
Can post announcements to all users		
Ability to reuse announcements		
Can post an announcement containing attachments and/or multimedia		
<i>Grade Management / Interface</i>		
Ability to create and weigh grading categories		
Can email student from within the grade book		
Can e-mail grade book reports		
Instructor can adjust column width to view grade book most efficiently		

Ability to sort grade book by selected column (example: by last name, by highest grade, by first name)		
Ability for students to have all grades for all sections display in one view		
Ability of faculty to view the grade book from a student's perspective		
Ability for faculty to assign final grade from within the grade book. Final grade can be automatically exported to Ellucian's Colleague		
<i>Hierarchy and Organization</i>		
Course and a Section hierarchy exists in the LMS (Example: You may have an ENG101 'course' that allows for multiple sections to be attached to it)		
An Intermediate hierarchy exists: Programs/Department/Group hierarchy exists in the LMS		
Institution level hierarchy exists in the LMS to allow for individuality at the college institution level		
System has the ability to allow for ad-hoc 'communities' to be created outside of the traditional course and section hierarchy, (e.g. groups, clubs, committees can be supported within the system outside of SIS)		
Ability to allow department chair access to all courses within a specific department.		
<i>Portfolios</i>		
There is a portfolio tool available within the LMS		
Portfolios can be created at the individual level		
Students can create portfolios for a course/section		
Ability to export a portfolio and download it for students to 'take with' them		

Quotas		
Can set section level quotas		
Can set user-level quotas		
Can set quotas based on role (instructors, students)		
Can adjust quotas for exceptions		
Course / Section / Template Management		
Can create a section of a course based on 'template' or another existing section. This allows content to be reused		
Can create default 'template' for each institution (to allow each college to have a default template for new sections that are created)		
Automatically create/update assessment and due dates in new courses based on student start date from a master course template		
User and Role Management		
Can create custom user roles		
TA role is available		
Guest or Auditor role is available		
Ability to implement faculty evaluations from within the LMS		
3rd Party Tools		
Integrates with a plagiarism detection tool		

Implementation:

- YCCD will require implementation services for all proposed solutions components.
- YCCD will require data migration services from their existing environment to the new solution.

Pricing:

- Pricing provided for a three, four, and five year contract.
- Proposal shall provide an “out clause”, with no penalties, in the event that the California Community College Chancellor’s Office provides a Learning Management System (LMS) that is available to all California community colleges.
- All proposals shall have two sections;
 - Part 1 shall contain:
 - License cost
 - Base product cost if different from license for all students/sections based on YCCD enrollment information
 - Hosting fees
 - Cost of documentation and/or training materials
 - One time fees
 - Any additional costs associated with items marked as “Yes” in Table 1 that are not included in the items above including modules, implementation, training, and travel costs associated with any of the previous items.
 - Part 2 shall contain those items marked as “Yes” in Table 2 or additional items that may show a strategy that helps us optimize our environment through consolidation of resources and ease of management. To this end we will accept proposals that make recommendations beyond the minimum objectives. If the item in Table 2 is already included in the price of Table 1 do not duplicate the cost here.

No billing will be accepted that shows any other costs than those listed in the contract. This includes, but is not limited to, travel, any out-of-pocket costs, meetings, secretarial, printing, delivery, rent, phone calls, postage, overnight mail service, accounting, fuel charges, office supplies, etc.

Evaluation Criteria:

The following is a listing of general and specific criteria used for the evaluation of this RFP. The areas include, but are not limited to:

- General quality of responsiveness of proposer:
 - Ability to meet all terms and conditions
 - Completeness and thoroughness of proposal

- Grasp of scope of work to be performed
- Experience and past performance
- Specific areas that will be evaluated and scored:
 - The professional, technical and managerial qualifications and experience of the firm and the personnel to be assigned to this program
 - Past experience in providing comparable services to other clients.
 - Responses to Scope of Work
 - Responses to Minimum and Specific Requirements.
 - Respondent Questionnaire responses
 - Pricing to include package and itemized by possible components

Proposals will be evaluated in accordance with the following three-step process:

STEP ONE - Verification of each proposer's compliance with the RFP general terms and conditions.

STEP TWO - Verification of each proposer's compliance that all required written responses/confirmations are thoroughly submitted.

STEP THREE – All proposals meeting the criteria as presented in Steps One and Two will then be subjected to a "points-earned compliance matrix". An evaluation committee will evaluate and score the proposals. The proposals will be ranked on a "points-earned" technical, service and financial compliance matrix. Due to this type of evaluation procedure, the lowest dollar priced service **may** or **may not** indicate the successful proposer. Price constitutes only one of several evaluation criteria.

Mandatory Response to RFP:

Please provide the following information in response to this RFP to Yuba Community College District no later than August 9, 2013 by 12:00 p.m. Responses submitted via mail shall be addressed to Kuldeep Kaur, Chief Business Officer, 2088 North Beale Rd, Warren Hall Building 1600, Suite H, Marysville, CA 95901. Responses submitted after this date and time will not be accepted. The following qualifications must be submitted as part of the proposal:

- Cover letter stating interest
- Signature page
- Respondent Questionnaire
- References. Please include contact person(s) and phone number
- Completed Rating tables displayed above
- Proposed contract

- Financial Reports including:
 - Statement of Income and Retained Earnings for the last two years as applicable
 - Balance sheet for the last two years as applicable
 - Opinions concerning financial statements from a Certified Public Accountant for the last two years as applicable
 - Latest interim balance sheet and income statement

All materials submitted in response to the RFP become the property of the Yuba Community College District. Materials will not be returned.

Yuba Community College District reserves the right to reject any or all proposals.

Submit inquires/questions to:

Name	Karen Trimble
Title	Director Information Technologies
Organization	Yuba Community College District
Address	2088 North Beale Road Marysville, CA 95901
Telephone Number	(530) 749-3804
Fax Number	(530) 749-3801
Email Address	ktrimble@yccd.edu

Submitting Questions:

For any questions about the RFP process please contact Karen Trimble via email, ktrimble@yccd.edu, before 5:00 p.m., July 31, 2013. Responses to all questions will be posted on the Purchasing website on the date listed below. It is the responsibility of the bidder to review our website in determining if there are any questions/responses on this RFP at <http://www.yccd.edu/administrative-services/purchasing/bids.aspx>.

Addenda/Amendments Acknowledgment:

The District, at its sole discretion, may issue amendments/addenda to this RFP at any time prior to the time set for receipt of proposals. It is the responsibility of the bidder to check the District's website for such addenda at <http://www.yccd.edu/administrative-services/purchasing/bids.aspx>.

Each contractor shall acknowledge receipt of the addendum by signing the addendum/addenda and submitting it with the proposal. Failure to so acknowledge may result in the proposal being rejected as non-responsive. The District shall not be bound by any representations, whether oral or written, made at a pre-proposal, pre-contract or site meeting, unless such representations are incorporated in writing as an amendment to the RFP or as part of the final contract.

Award of Contract:

Award of a contract will be made to the Contractor offering the most advantageous proposal after consideration of all Evaluation Criteria; however, the District will not be limited solely to the evaluation factors in making its final decision. The criteria are not listed in any order of preference. The District shall not be obligated to accept the highest commission, or any commission offered, and will make an award in the best interest of the District after all factors have been evaluated.

RFP Timeline:

July 22 & 29, 2013	Advertisement of Request for Proposal
July 31, 2013	Written Questions due before 5:00 p.m.
August 2, 2013	Responses to Questions Posted on the District Website
August 9, 2013	Proposals due to District before 12:00 p.m.
Week of August 19, 2013	Board of Trustees Action to Accept a Proposal recommended by the Evaluation Committee

SIGNATURE PAGE — LMS RFP

(To be included with proposal submission)

To: Yuba Community College District
Attn: Karen Trimble
2088 N Beale Road
Marysville, CA 95901

Pursuant to and in compliance with this Request for Proposal, after carefully reviewing all the terms conditions and requirements contained herein, the undersigned agrees to furnish such services in accordance with this RFP, inclusive of items proposed.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this proposal response are true and correct.

NOTE: ALL ENTRIES SHALL BE LEGIBLE AND SHALL BE PRINTED ABOVE THE LINE PROVIDED.

Type or Print Name/Title

Signature

Date

Name of Company

Address

City, State, Zip Code

(_____) _____
Area Code Telephone Number

RESPONDENT QUESTIONNAIRE

The bidder has been engaged in business, under the present business name for _____ years. Experience in work of a nature similar to that covered in the proposal extends over a period of _____ years.

Describe your company and its history in successfully providing the services requested (in this document) to previous clients.

Describe your ability to successfully provide and/or comply with all of the items listed in this RFP.

Describe any other qualities, qualifications, and/or examples that further demonstrate your abilities to provide the services requested in the RFP.

Disclose the location of datacenters where the solution is to be hosted and data will reside.

Describe company health, including financials or current litigations.

The following contracts have been satisfactorily completed during the last four years for the persons, firm or authority indicated, and to whom reference is made:

Business/Agency Name	Contract Amount	Year
Contact	Telephone	
Business/Agency Name	Contract Amount	Year
Contact	Telephone	
Business/Agency Name	Contract Amount	Year
Contact	Telephone	