

**REQUEST FOR PROPOSAL Q01066**  
**Curriculum and Catalog Information Management System**

- Deadline for any questions  
Regarding this project:** August 8, 2022, 2:00 p.m. Central Standard Time
- Proposal Deadline:** August 31, 2022, 2:00 p.m. Central Standard Time
- Number of Copies:** Submit (3) Hard Copies of Proposals  
One marked "**Original**"  
One additional copy the Proposal & Pricing on a flash drive  
(2) Copies of the Pricing (Separate Sealed & Marked Envelope)
- PLEASE MARK THE  
RETURN ENVELOPES:**
1. Curriculum and Catalog Information Management System
  2. August 31, 2022, 2:00 p.m.
  3. Q01066
- RETURN PROPOSALS TO:** Harper College Purchasing Department  
"A" Building, Room A217  
1200 W. Algonquin Road  
Palatine, IL 60067
- ISSUED BY:** Jewell Jackson  
Manager of Purchasing

*PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED*

## LEGAL NOTICE

Harper College will accept Proposals for Curriculum and Catalog Information Management System, Specification and Contract Number Q01066, until 2:00 p.m. Central Standard Time on August 31, 2022.

Proposals shall be submitted to: Harper College Purchasing Department  
"A" Building, Room A217  
1200 W. Algonquin Road  
Palatine, IL 60067-7398

Interested parties may contact the Purchasing Department for the Request for Proposals documents. Questions should be addressed to Jewell Jackson at [purchasing@harpercollege.edu](mailto:purchasing@harpercollege.edu). The last day to submit questions is August 8, 2022, 2:00 p.m. Central Standard Time. Questions received after this time may not receive a written response.

Offers may not be withdrawn for a period of 120 days after closing date without the consent of the Board of Trustees.

Any responses submitted unsealed, unsigned, fax transmissions or received after the deadline to submit proposals, may be disqualified and returned to the submitter.

Bidders shall comply with Business Enterprise Program: Participation and Utilization Plan developed by Harper College. There is a 30 percent aspirational goal on this contract.

Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.

Jewell Jackson  
Manager of Purchasing

## REQUEST FOR PROPOSALS (RFP)

### GENERAL PROCESSING AND SELECTION PROCEDURES

The committee prepares a project description, criteria for selection and requirements for the specific contract. A Request for Proposals package is e-mailed to interested parties and a legal notice of the intent to contract for services is published.

1. The committee receives written RFP responses. The RFP responses should include a resume of the firm, references from past and present clients, similar experience, the names and background of project implementation personnel, a narrative or work plan describing their approach to the specific project, a project task schedule (as applicable), and any other submittals requested within the document.
2. Proposals submitted should meet William Rainey Harper College's requirements, as listed in the RFP "Critical Criteria for Proposed Software" section of this RFP and should focus on products and services that best satisfy William Rainey Harper College's needs, as presented in this RFP.
3. William Rainey Harper College's selection committee will evaluate vendors' written responses with respect to William Rainey Harper College's needs and important criteria, as presented in this RFP. Shortlisted vendors will be invited to continue in the procurement process.
4. Shortlisted vendors will be asked to perform in-depth product demonstrations. Such demonstrations will be based upon William Rainey Harper College's specific functional needs and requirements.
5. After a thorough evaluation of vendors' proposals and on-site demonstrations, William Rainey Harper College may ask shortlisted vendors to refine their proposals for various products and services. At the conclusion of this process, William Rainey Harper College will make a final recommendation to William Rainey Harper College's Governing Board to authorize a contract.
6. Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures; to negotiate with any of the shortlisted vendors and to award the contract in a manner best serving the interest of the College.

## GENERAL INFORMATION

### REQUEST FOR PROPOSALS (RFPs)

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#### A. REQUEST FOR PROPOSALS

##### A.01 General:

###### A.01.1 Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible Respondents and revisions to responses prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

###### A.01.2 Familiarity with Conditions:

Respondents are advised to become familiar with all conditions, instructions and specifications governing this RFP. Once the award has been made, failure to have read all the conditions, instructions and specifications of this Request for Proposals, and any subsequent contract, shall not be cause to alter the original Project or request additional compensation.

##### A.02 Discussion of Proposals:

A.02.1 All Respondents are advised that in the event of receipt of an adequate number of RFPs, which in the opinion of the Selection Committee requires no clarification and/or supplementary information, such RFPs responses may be evaluated without discussion. Hence, Proposals should be initially submitted on the most complete and favorable terms which Respondents are capable of offering to the College.

A.02.2 The Selection Committee may conduct discussions with any Respondent who submits acceptable or potentially acceptable Proposals. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of responses. During the course of such discussions, the Selection Committee shall not disclose any information derived from one Qualification response to any other Respondent. The Selection Committee reserves the right to request the Respondent to provide additional information during this process. Neither the Selection Committee nor any other member of Harper's staff will conduct debriefings regarding the RFP process.

A.02.3 During discussions, the Respondent shall be prepared to cover the following topics:

A.02.3.1 The specific services to be provided;

A.02.3.2 Proposals of the Respondent, including work on similar projects, experience of personnel, etc.;

A.02.3.3 The working relationship to be established between the College and the Respondent, including, but not limited to, what each party should expect from the other.

- A.03 Negotiations:  
Harper College reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The College may require the RFP and the Respondent's entire response be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the Respondent during discussions or negotiations will be held by Harper College as contractually binding on the successful Respondent.
- A.04 Notice of Unacceptable Responses:  
When the Selection Committee determines a firm's RFP response to be unacceptable, such Respondent shall not be afforded an additional opportunity to supplement its RFP Response.
- A.05 Confidentiality:  
The Purchasing Department shall examine the Proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the Respondent pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Purchasing Department. All data, documentation, and innovations developed as a result of these contractual services shall become the property of the College. Based upon the public nature of these RFPs, a Respondent must inform the College, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.

Harper College is a public body and subject to the Freedom of Information Act, 5 ILCS 140/1 (FOIA). Any information submitted to Harper College by the respondent/bidder is subject to disclosure to third parties in accordance with FOIA.

If the respondent intends for Harper College to withhold trade secrets, commercial information or financial information from disclosure to a third party in response to a FOIA request, the respondent must specifically mark information that is proprietary, privileged or confidential and would cause competitive harm if released at the time of the proposal/bid is submitted to Harper College. 5 ILCS 140/7(1)(g). Any content not so marked by the bidder/respondent at the time of the proposal/bid submission will be presumed to be open to public inspection. The respondent/bidder may be required to substantiate the basis for its claims at a later time.

Notwithstanding timely notice received from a respondent/bidder, Harper College reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request.

It is unacceptable for a proposal/bid to be marked proprietary, privileged and/or confidential in its entirety. A proposal/bid marked as such may be deemed non-responsive by Harper College.

|      |  |  |
|------|--|--|
| A.06 | <u>Proposed Timeline:</u>                          |  |
|      | RFP Issued.....                                    | August 1, 2022   |
|      | Last day to submit questions for a response .....  | August 8, 2022   |
|      | Final Addendum Issued .....                        | August 10, 2022  |
|      | RFP Deadline .....                                 | August 31, 2022  |
|      | Oral Interviews and Vendor Demonstrations* .....   | WEEK September 12 <sup>th</sup> or 14 <sup>th</sup> , 2022 |
|      | Approval by Harper College Board of Trustees ..... | October 2022   |
|      | Implementation Begins .....                        | November 2022  |

**TERMS AND CONDITIONS**

- B.01 Authority:  
This Request for Proposals is issued pursuant to applicable provisions of Harper College’s Purchasing Policy.
- B.02 Errors in Proposals:  
Respondents are cautioned to verify their RFP response prior to submission. Negligence on the part of the Respondent in preparing the RFP response confers no right for withdrawal or modification of the RFP response.
- B.03 Reserved Rights:  
Harper College reserves the right at any time and for any reason to cancel this Request for Proposals process or any portion thereof, to reject any or all submittals, or to accept alternate submittals. The College reserves the right to waive any immaterial defect in any RFP response. Unless otherwise specified by the Respondent, the College has One hundred and eighty (180) days to accept. The College may seek clarification from a Respondent at any time and failure to respond promptly is cause for rejection. The College may require submission of best and final offers.
- B.04 Incurred Costs:  
Harper College will not be liable in any way for any costs incurred by Respondents in replying to this RFP.
- B.05 Award:  
Award shall be made by the Harper College Board of Trustees to the responsible Respondent whose Proposals are determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein. Harper College reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.
- B.06 Evaluation Considerations:  
Evaluation Criteria are shown below. The Selection Committee shall consider the following when judging the ability of Respondents to meet the requirements of this Request for Proposals.
  - B.06.1 Compliance with Request for Proposals [Mandatory]. This refers to the adherence to all conditions and requirements of the Request for Proposals.

B.06.2 Quality of Response.

B.06.2.1 Clearly demonstrated understanding of the work to be performed.

B.06.2.2 Completeness and reasonableness of the Respondent's plan/Proposals for accomplishing the tasks.

B.06.2.3 Level of creativity demonstrated by the Respondent's proposed methodologies for meeting the requirements of this Request for Proposals.

B.06.3 Services to be Provided. This refers to the exact type and nature of the Respondent's proposed services and how they accomplish the objectives of the project, as well as the ability to rapidly respond to the College's needs, as defined in the Evaluation Criteria set forth herein.

B.06.4 Schedule. This refers to the Respondent's proposed delivery schedule. The schedule shall be a critical element of this contract.

B.06.5 Proposals of the Consultant. Respondent's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability which will assure good faith performance, as well as satisfactory reference verification. This criteria includes:

B.06.5.1 The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other Colleges or organizations.

B.06.5.2 Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and

B.06.5.3 Other areas addressed in the *Statement of Work* herein.

B.06.6 Costs (Price). This refers to the proposed contract fee. (Please note that price is only one factor for consideration of award). **Pricing will be submitted within a separate sealed envelope so marked.**

B.06.7 Acceptability of Proposals:

The Offer shall be evaluated solely in accordance with the criteria set forth herein. The Proposals shall be categorized as follows:

A. Acceptable;

B. Potentially Acceptable; that is reasonably susceptible of being made acceptable; or

C. Unacceptable.

B.07 Budget:

B.07.1 When requested, Respondent shall propose a not-to-exceed amount for complete execution of this project as detailed in the Specifications or Statement of Work herein.

B.07.2 If proposing costs which may include alternate programs or services not covered in the base bid pricing, the Respondent, when offering such alternative services must provide a detailed explanation of additional optional services to be offered.

B.08 Contract Period:

The contract period will be three (3) years with an option to renew for a one (1) year period.

B.09 Taxes:

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax. Tax Exempt letter will be provided upon request.

B.10 Hold Harmless Clause:

The Respondent agrees to indemnify, save harmless and defend Harper College, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the negligent conduct of Harper College, its agents, servants, or employees or any other person indemnified hereunder.

B.11 Insurance Requirements:

Respondents shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois, as enumerated in Harper College's insurance requirements. **Please state your professional liability coverage if applicable.**

Upon notice of acceptance of proposal, the successful bidder shall, within ten (10) calendar days of said notice, furnish to the College a certificate of insurance evidencing coverage by the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the College, licensed to do business in the State of Illinois, and with a minimum insurance rating of A: VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing Harper College at least thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect until such time as the subject equipment has been approved and accepted by the College.

MINIMUM INSURANCE REQUIREMENTS:

|                      |                            |             |
|----------------------|----------------------------|-------------|
| General Liability    | General Aggregate          | \$2,000,000 |
|                      | Products-Comp/Op Agg       | 2,000,000   |
|                      | Personal Injury            | 1,000,000   |
|                      | Each Occurrence            | 1,000,000   |
| Excess Liability     | Each Occurrence            | 1,000,000   |
|                      | Aggregate                  | 1,000,000   |
| Automobile Liability | Bodily injury (each acc)   | 1,000,000   |
|                      | Property damage (each acc) | 1,000,000   |



|                       |                       |         |
|-----------------------|-----------------------|---------|
| Worker's Compensation | Statutory Limits      |         |
|                       | Each accident         | 500,000 |
|                       | Disease-Policy limit  | 500,000 |
|                       | Disease-Each employee | 500,000 |

Contractor shall cause each subcontractor employed by contractor to purchase and maintain insurance of the type specified above. When requested by the College, contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor. William Rainey Harper College shall be named as an additional insured.

- B.12 Meetings:  
Respondent may be required to meet with various College and outside officials as required, throughout the project.
- B.13 Equal Employment Opportunity:  
Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Respondent shall comply with the Public Works Employment Discrimination Act, 775ILCS 10/0.01 et seq., as amended. Furthermore, the Respondent shall comply with Public Act 98-107 which requires nearly any party that contracts with a community college to postemployment of vacancies with the state's job board IllinoisJobLink.com. Additionally, the Respondent shall comply with the Harper College Fair Employment Ordinance.
- B.14 Responsibility & Default:
- B.14.1 The awarded Respondent shall be required to assume responsibility for all items listed in this Request for Proposals. The successful Respondent shall be considered the sole point of contact for purposes of this contract.
- B.14.2 Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the College reserves the right, without liability, in addition to its other rights and remedies, to terminate the Contract by written notice effective when received by the Respondent, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such a manner as the Purchasing Department may deem appropriate, and charge the Respondent with any or all losses incurred. The College shall be entitled to recover its attorney's fees and expenses in any successful action by the College to enforce this contract.
- B.15 Payments:
- B.15.1 The Respondent shall furnish the College with itemized invoices as required as determined through negotiations with the Selection Committee.
- B.15.2 All payments to be made in accordance with applicable provisions of the "Local Government Prompt Payment Act." 50 ILCS 505/1, *et seq.*
- B.15.3 Milestone Payments can be negotiated as a term and condition of the final contract.
- B.16 Consultant Responsibilities:  
The selected Respondent will be required to assume responsibility for all services offered in

this Request for Proposals. The College will consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Sub-contracts will be permitted only upon specific, written permission of the College.

B.17 Interpretation or Correction of Request for Proposals:

B.17.1 Respondents shall promptly notify the Purchasing Department of any ambiguity, inconsistency or error, which they may discover upon examination of the Request for Proposals. Requests for interpretation of specifications may be made in writing and directed to the Purchasing Department. All such requests must be delivered in a timely fashion.

B.17.2 Interpretations, corrections and changes to the Request for Proposals will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding.

B.18 Law Governing:

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

B.19 Compliance with Laws:

The Respondent shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and College policy, which may in any manner affect the contract.

B.20 Termination for Lack of Funding:

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the Respondent in the event that sufficient funds to complete the contract are not appropriated by the Harper Board of Trustees; provided that in the event of such termination, the Respondent shall be paid promptly for all services rendered by the Respondent through the effective date of termination.

B.21 Addenda:

B.21.1 Addenda are written instruments issued by the Purchasing Department prior to the date of receipt of Proposals, which modify or interpret the RFP by addition, deletions, clarifications or corrections.

B.21.2 Prior to the receipt of Proposals, addenda shall be distributed to all who are known to have received a complete RFP if required.

B.21.3 After receipt of Proposals, addenda shall be distributed only to applicants who submitted Proposals and those Respondents shall be permitted to submit new or amended Proposals as detailed within the addenda.

B.21.4 Each Respondent shall ascertain, prior to submitting a Proposal that all addenda issued have been received and, by submission of a Proposal, such act shall be taken to mean that such Respondent has received all addenda and that the Respondent is familiar with the terms thereof and understands fully the contents of the addenda.

B.21.5 Respondents shall acknowledge receipt and understanding of the addenda in their response.

- B.22 Regulatory Compliance:  
When applicable Respondent represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Respondent shall furnish applicable "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.
- B.23 Guarantees and Warranties:  
All guarantees and warranties required shall be furnished by the Respondent and shall be delivered to the Purchasing Department before final voucher on the Contract is issued.
- B.24 Right to Protest  
Any respondent wishing to file a protest regarding the RFP process may do so by giving written notice to the Manager of Purchasing within seven calendar days of the closing time and date. This notice should include the title of the requirement, the closing date, and the nature of the protest. Any disputes concerning a question of fact under this RFP which is not disposed of by agreement shall be decided by the College. The decision of the College for the determination of such appeals shall be final and conclusive.
- B.25 Contracting with Minority Firms and Women Business Enterprise  
Respondents should solicit and utilize minority firms to complete the accomplishment of this project where practicable. There is a 30% goal established for this contract.

**C. PROPOSALS (RFP Response)-FORM AND CONTENT**

- C.01 Submission of Proposals:
- C.01.1 To be considered, Proposals must be delivered directly to the Harper College Purchasing Department on or before the date and time specified in the Request for Proposals. Delivery methods are solely the responsibility of the respondent.
- C.01.2 Each Respondent shall submit the number of Proposals as enumerated on the cover page herein, one of which shall be the original.
- C.01.3 Proposals (RFP Response) shall be submitted in a sealed envelope, addressed as follows:
- William Rainey Harper College  
Purchasing Department  
1200 W. Algonquin Road  
Palatine, Illinois 60067

Late Proposals (RFP Responses) are grounds for rejection at the owner's discretion.

**C.02 CHANGES and INVOICING**

- C.02.1 Changes in Scope  
Unless otherwise agreed by the Board of Trustees in the original contract for professional services, any change in scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the

professional in an amount in excess of \$25,000 must be approved by the Board of Trustees. Any change in the scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in the amount of \$25,000 or less, may be approved by the College President or his designee.

C.02.2 Invoicing Requirements

Unless otherwise agreed by the Board of Trustees in the original contract for professional services, all invoices for professional services rendered must be itemized by the name of the individual doing the work, the date of the work, the time expended by the individual broken down into 10ths of an hour, with a description of the work. In addition, all costs must be itemized with a description of the purpose for which the cost was incurred. Unless otherwise agreed by the Board of Trustees in the original contract for professional services, fee and cost invoices must be provided to the College on a monthly basis.

C.02.3 Termination for Default

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure by the bidder to perform any provisions of this Project or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the College may procure, upon such terms and in a manner as the Purchasing Department may deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Department that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

C.02.4 Termination for Convenience

The College may terminate this contract at any time upon a written notice to the bidder, should it be determined that these services are no longer required, or if sufficient funds are not available to cover the estimated requirement, or for any other reason in the College's sole and exclusive discretion. Payment for work performed prior to the effective date of termination shall be based upon an estimate of the services actually performed and shall be mutually agreed upon by the College and the bidder. Such payment so made to the bidder shall be in full settlement for services rendered under this contract.

#### C.02.5 Conflict of Interest

It shall be a breach of ethical standards for any employee of the College to participate directly or indirectly in procurement when the employee knows that:

- The employee has financial interest pertaining to the procurement.
- A business or organization in which the employee has a financial interest pertaining to the procurement is involved in the procurement.
- Any other person, business, or organization with which the employee is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

*Employees who violate this standard will be subject to discipline in accordance with applicable State, County and local codes. Upon discovery of an actual or potential conflict of interest, an employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.*

#### C.03 Form of Proposals:

All Vendors are required to follow the format as specified below. The proposal should be concise, well-organized and clearly demonstrate the Vendor's qualifications and experience as described below.

|   |
|---|
| <b>Section 1: Executive Summary</b>   |
| Provide an executive summary that summarizes the proposal including implementation services. At a high level, provide an implementation plan. Identify any third-party applications which will be required to meet our objectives.  |
| <b>Section 2: Vendor Profile</b>  |
| Provide the following information: <ul style="list-style-type: none"><li>• Name of vendor</li><li>• Vendor's mailing address, telephone number, FAX number, and web site address</li><li>• Vendor's primary contact person</li><li>• Primary contact person's title, mailing address, telephone number(s), FAX number, and email address</li><li>• Brief overview of the vendor's company, products, and services</li></ul> |
| <b>Section 3: Vendor's Understanding of the RFP</b>   |
| <ul style="list-style-type: none"><li>• Provide a statement that acknowledges the vendor's understanding of the "Procurement Process," as presented in the RFP.</li><li>• Provide a statement that acknowledges the vendor's understanding of the "RFP Instructions and Requirements," as presented in the RFP.</li></ul>   |
| <b>Section 4: Critical Criteria for Proposed Software</b>   |
| Provide responses to each of the items within the "Critical Criteria for Proposed Software" section of the RFP.   |

### **Section 5: Proposed Software Products**

- Identify all application software that is proposed or required.
- Identify all database technologies and/or file management systems that are proposed or required
- Identify all required ancillary software (e.g., middleware, compilers, and report writers) that William Rainey Harper College should consider.
- Identify all optional ancillary software (e.g., middleware, compilers, and report writers) that William Rainey Harper College should consider.
- Summarize the features, functionality, and characteristics associated with each software product.

### **Section 6: Supplementary and General Technical Questions**

Provide a response to each of the items within the “Supplementary Questions” section of the RFP.

### **Section 7: Detailed System Requirements and Availability Checklist**

Provide a response to each of the items within the “Detailed System Requirements and Availability Checklist” section of the RFP.

### **Section 8: Implementation Services**

Provide a response to each of the items within the “Implementation Services” section of the RFP.

### **Section 9: Additional Services**

- Describe all additional services (e.g., remote technical support) that are required, recommended, and available or provided for each proposed product.
- Provide information about the internal staffing requirements that William Rainey Harper College will encounter with the proposed system.
- Provide information about national, regional, and state specific Users Groups that are supported by your company. Include contact information for Officers of those Users Groups.

### **Section 10: Data Conversion and System Interfaces**

Describe the products, utilities, processes, and services that are recommended or needed for the conversion of William Rainey Harper College’s existing data if applicable.

### **Section 11: Software Maintenance and Enhancements**

- Describe the benefits, impacts, and schedules of new releases and modules. State the circumstances under which such releases are mandatory or optional.
- Describe the procedures, both during and after the warranty period, for obtaining product support.
- Explain how custom modifications can be made by the vendor and/or William Rainey Harper College. In addition, describe the alternative mechanisms for maintaining such modifications over time.

### **Section 12: Vendor’s Corporate Strength**

Describe the vendor’s corporate history, market segment(s), client base, employee base, research and development programs, and financial well-being.

### **Section 13: Optional Products and Services**

Describe, in detail, all optional products and services. Vendors are hereby advised that William Rainey Harper College may want to procure an optional item but might not be able to do so if it is not formally declared in this section. Optional products might include query tools, workflow systems, IVR solutions, utilities, documentation, training materials, etc.

### **Section 14: Contracts**

Provide proposed contracts for all license agreements, maintenance agreements, service level agreements, service offerings, etc. including those for third party offerings.

### **Section 15: Client References**

Provide a response to each of the items within the "References for Harper College" section of the RFP.

### **Section 16: Additional Information**

Provide any additional information that William Rainey Harper College should consider in its evaluation of proposals. Disclose whether your company is currently involved in litigation with any of your clients. Do not provide marketing brochures or generic information that does not meet your specific solution to this Request for Proposal.

### **Section 17: Acknowledgement of Addenda**

Provide attached proposal form that acknowledges understanding and compliance with RFP conditions and acknowledges the issuance and receipt of any RFP addenda, if applicable.

### **Section 18: Contact Information Page**

Provide the following contact information

- a) Company Name
- b) Mailing Address
- c) Telephone Number
- d) Fax Number
- e) Authorizing Signatory Information
  1. Individual:  
Name & Title
  2. Partnership:  
Name, Title
  3. Corporation:  
Name, Title, Position, Corporate Seal

## **STATEMENT OF WORK**

### **College Background**

William Rainey Harper College is one of forty-nine community colleges in the state of Illinois that make up the Illinois Community College System. Harper College's credit full-time equivalent (FTE) including CE enrollment for FY '21 was 8,658.

Harper is a comprehensive community college which offers transfer curriculum, occupational training, adult enrichment classes and a variety of community services. The College offers certificates and associate degrees in a wide range of program areas.

The College district is located in the northwest suburbs of Chicago. The 200-acre campus in Palatine also has extension facilities at the Learning & Career Center in Prospect Heights and the Harper Professional Center in Schaumburg. Further information about Harper College can be found on its website.

### **SCOPE OF WORK**

Harper has been using Omni Update to produce its catalog of program and course offerings since 2017, and Curricunet (now CurriQunet) to manage its curriculum development process since 2011. These two applications work together to facilitate the publication of a course from proposal to final approved outline, and to provide course information for catalog publication.

The Illinois Community College Board required the use of Curricunet until 2020 with direct submission of changes for approval via this software. With that requirement removed, with no direct integration between Curricunet and our SIS Ellucian Banner, and the catalog Omni Update, Harper would like to implement one product or complementary products that will provide the functionality of a curriculum management system and a catalog publishing application.

Requirements and criteria for software proposals follow in two parts: Curriculum and Catalog. Please read each of the sections carefully as requirements for each area are different. Following these two sections are general and technical questions that apply to the proposal as a whole.

Vendors may submit proposals on Software and/or Software services stand-alone of implementation solution if you are unable to provide a single integrated solution.



## CURRICULUM MANAGEMENT SYSTEM

### Application Software Integrations

If your response requires clarification, provide details. Use additional sheets if needed. Compliance to this section represents a significant portion of the evaluation and the ability to integrate your product with the following software.

| Systems Name                                     | Areas Directly Supported                                    | Functional Description  |
|--|---|---|
| Student Information System (SIS) Ellucian Banner | Students, Faculty, Staff                                    | Comprehensive software application which automates many functions in Student Services and instruction at the college. Services are provided to students, faculty, and staff through a common portal.  |
| ETHOS  | Students, Faculty   | Ethos is used to integrate to and from the Student Information System in real time. Currently only ILP uses Ethos to sync information from Banner to Blackboard. ILP syncs student accounts, faculty accounts, student enrollments, and faculty assignments.  |
| Degree Works                                     | Students, Advising, Registration and Records, Financial Aid | Degree Works is used for evaluations/audits and student educational planning. Audits are used to see how close a student is to degree completion by showing the requirements that are satisfied or missing. Audits are used by students, by advising when meeting with students, and during the graduation process. Plans are created for students by advising to give students more direction on how to complete their degree or certificate. Plans have detailed electronic notes that are used by the Financial Aid office during the SAP process. |
| Cognos   | Faculty, Staff  | Main reporting tool for operational data. <i>Reports are not real-time but rather end of business day, 8p.</i>  |
| SharePoint (Portal System)                       | Faculty, Staff, Students                                    | Enterprise information portal for employees and students  |
| LYNX   | Staff   | Interface system used by the CollegeNet 25 Live event management system. Used to import Banner class information as events into room assignments.   |

| Systems Name       | Areas Directly Supported | Functional Description  |
|--------------------|--------------------------|---|
| CollegeNet 25 Live | Staff/Faculty            | Holds most event information for campus events including classes held on the main campus and at the Prospect Heights location. Staff/faculty can request meeting space or event locations via the system; schedulers process and confirm event requests. Classes and class changes are imported real time through an interface from Banner to 25 Live with conflict notification via Lynx to authorized schedulers via email. Reporting tools included. |

**Critical Criteria for Proposed Software**

The vendor’s proposed software should meet all the following critical criteria:

1. Demonstrate a highly configurable system with customizable workflows and triggers that enable the automation of activities across different stages of the course proposal lifecycle based on a combination of complex business rules, and activities.
2. Describe how your system provides for the automation of business processes using a workflow engine, workflow modeling and workflow definition tool that will allow the College to automate many multi-step processes.
3. Be mobile, web-enabled, device responsive and include web-based self-service applications for faculty and staff as appropriate.
4. Demonstrate the ability of the system to provide for multiple levels of data security, including field-level security and demonstrate how the system ensures the integrity of the data being entered. User-level security must include curriculum origination limited to faculty-level initiatives only.
5. Describe the various levels of reporting capabilities, including custom reports. Demonstrate that they are able to easily access data for daily transaction and institutional research type of objectives. Can this reporting capability be used to create committee agendas?

### Critical Criteria (continued)

6. Describe how your system integrates with the SIS Higher Ed ERP (Ellucian Banner) and necessary third-party applications. Vendors should demonstrate that their systems reduce/eliminate redundant entry of data. Please specify the nature of data access requirements, direction of data flow, and suggested frequency.
7. Demonstrate the process of exporting, importing of data and attachments.
8. Provide information regarding future development of your proposed and future products for the next three (3) to five (5) years and beyond.
9. Provide details on the authentication methods available and single-sign-on capabilities and if your solution allows for multi-factor authentication. Must integrate with Active Directory /ADFS.

## Detailed System Requirements and Availability Checklist

NOTE: All questions require a yes or no response in the “Available” column. In the “Approach” column, enter the appropriate code:

**B** Required functionality is met by the base package software

**M** Required functionality is met by modifying the base package software

**C** Required functionality is met through custom development

**T** Required functionality cannot be met by the Vendor’s application, but a third-party vendor has provided the requirement in the past. Identify the third-party vendor in the Comments column.

If your response requires clarification, provide details in the “Comments” column. Use additional sheets if needed. Compliance to this section represents a significant portion of the evaluation.

| Item # | Required Functionality  | Available (Yes/No) | Approach (B/M/C/T) | Comments (Attach sheet if needed) |
|--------|---|--------------------|--------------------|-----------------------------------|
| 1      | Ability to build business rules to automate and trigger communication and workflows.  |                    |                    |                                   |
| 2      | Interface approved changes into the SIS with effective term date-stamping. Includes title changes, course descriptions, credit hours, lecture-lab ratios.   |                    |                    |                                   |
| 3      | House official institutional course outlines including information not requiring Committee nor ICCB approvals (textbooks/outcomes/methods of instruction and evaluation) Outlines to be built with specific format and fonts if possible. |                    |                    |                                   |
| 4      | Maintain archived versions of program changes and course updates in an easy to access listing most recent to oldest.  |                    |                    |                                   |
| 5      | Import effective-term active curriculum (programs and courses) into a future-edition of a catalog. Hold changes in process.   |                    |                    |                                   |
| 6      | Reporting capabilities of all active programs/courses.  |                    |                    |                                   |
| 7      | Generate an agenda of pending changes at a certain approval level of workflow   |                    |                    |                                   |
| 8      | Restrict origination of curriculum to faculty only. Approval levels can be campuswide.  |                    |                    |                                   |
| 9      | Allow super-users to add originators/approvers as needed. Super-users can build/alter workflow processes.   |                    |                    |                                   |

| Item #                | Required Functionality  | Available (Yes/No) | Approach (B/M/C/T) | Comments (Attach sheet if needed) |
|-----------------------|---|--------------------|--------------------|-----------------------------------|
| 10                    | System can either house validation tables for CIP codes, departments, divisions or access them in Banner. |                    |                    |                                   |
| 11                    | System can allow super users to delete/purge errors or change processes as needed.                        |                    |                    |                                   |
| <b>Knowledge Base</b> |   |                    |                    |                                   |
| 12                    | Solution provides a Knowledge Base feature.   |                    |                    |                                   |
| 13                    | Ability to provide multi-language support.  |                    |                    |                                   |
| 14                    | Provides an articles management tool.   |                    |                    |                                   |
| 15                    | Ability for customers to rate and provide feedback on articles.   |                    |                    |                                   |
| <b>Reporting</b>      |   |                    |                    |                                   |
| 16                    | Ability to create customizable reports  |                    |                    |                                   |
| 17                    | Ability to request on-demand reports.   |                    |                    |                                   |
| 18                    | Ability to add custom data fields to reports.   |                    |                    |                                   |
| 19                    | Ability to export data to Excel, other external databases, etc.   |                    |                    |                                   |
| 20                    | Ability to transfer information into SIS  |                    |                    |                                   |
| 21                    | Ability to manually and automatically purge and/or archive records based on business rules.               |                    |                    |                                   |

## CATALOG MANAGEMENT SYSTEM

### Application Software Integrations

If your response requires clarification, provide details. Use additional sheets if needed. Compliance to this section represents a significant portion of the evaluation and the ability to integrate your product with the following software.

| Systems Name                       | Areas Directly Supported | Functional Description  |
|------------------------------------|--------------------------|---|
| Curriculum Management System (TBD) | Students, Faculty, Staff |   |
| Omni CMS                           | Students, Faculty, Staff | Omni CMS is the primary content management system for the Harper College external website at <a href="http://www.harpercollege.edu">www.harpercollege.edu</a> . |

### Critical Criteria for Proposed Catalog Software

The vendor's proposed software *should* meet all the following critical criteria. Please describe your product's approach to meeting these criteria:

1. Embeddable content and modules can be rendered on PHP pages.
2. Individual catalog program and course info can be embedded on any harpercollege.edu page.
3. Publish location for pages can be set to harpercollege.edu URLs or a subdomain.
4. Can output a comprehensive, print-ready PDF containing all current programs and courses.
5. Catalog content/pages/modules can be routinely updated, styled, and republished by Harper College admins without direct intervention from the vendor.
6. User-facing catalog content/pages/modules can be accessed and rendered through a wide range of browsers/configurations/devices, such as screen readers and other assistive extensions, Google Translate browser extension, mobile devices, all major browsers (Chrome, Edge, Firefox, Safari, etc.) and can be indexed by web crawlers.
7. Can support multiple versions of catalogs, including future versions under development.
8. Syncs with companion Curriculum Management System.

## Detailed System Requirements and Availability Checklist

NOTE: All questions require a yes or no response in the “Available” column. In the “Approach” column, enter the appropriate code:

**B** = Required functionality is met by the base package software

**M** = Required functionality can be met by modifying the base package software

**C** = Required functionality can be met through custom development

**T** = Required functionality cannot be met by the Vendor’s application, but a third-party vendor has provided a solution in the past. Identify the third-party vendor in the Comments column.

If your response requires clarification, provide details in the “Comments” column. Use additional sheets if needed. Compliance to this section represents a significant portion of the evaluation.

| Item # | Required Functionality  | Available (Yes/No) | Approach (B/M/C/T) | Comments (Attach sheet if needed) |
|--------|---|--------------------|--------------------|-----------------------------------|
| 1      | Embeddable content/modules can be rendered on PHP pages.  |                    |                    |                                   |
| 2      | Individual catalog program and course info can be embedded on any harpercollege.edu page.   |                    |                    |                                   |
| 3      | Publish location for pages can be set to harpercollege.edu URLs or a subdomain  |                    |                    |                                   |
| 4      | Can output a comprehensive, print-ready PDF containing all current programs and courses.  |                    |                    |                                   |
| 5      | Catalog content/pages/modules can be routinely updated, styled, and republished by Harper College admins without direct intervention from the vendor.   |                    |                    |                                   |
| 6      | User-facing catalog content/pages/modules can be accessed and rendered through a wide range of browsers/configurations/devices, such as screen readers and other assistive extensions, Google Translate browser extension, mobile devices, all major browsers (Chrome, Edge, Firefox, Safari, etc.) and can be indexed by web crawlers. |                    |                    |                                   |
| 7      | Can support multiple versions of catalogs, including future versions under development.   |                    |                    |                                   |
| 8      | Syncs with companion Curriculum Management System   |                    |                    |                                   |

## Supplementary and General Technical Questions

The following items are important with respect to the evaluation of proposals. Vendors should provide clear and detailed responses to each item.

1. Please provide detailed information about reference sites. Please include the following:
  - a. Names of institutions
  - b. Contact names, titles, telephone numbers, and email addresses
  - c. The production status of each, when they were implemented, and which release.
2. Please organize the information about reference sites with respect to the following categories:
  - a. Illinois Community College(s)
  - b. Community colleges outside Illinois
3. Please provide details on required secondary environments for test, development, training, etc.
4. Does your company have partnerships with and support integration to other systems we may already have?
5. Please indicate whether the proposed software is offered as a SaaS.
6. Please describe how your solution meets Section 508 accessibility requirements.
7. Please describe how your solution meets Illinois law related to PII.
8. Please describe all available tools to extract and import data from Spreadsheet, CSV.
9. Please describe your implementation and professional services. Include information on the following:
  - a. Are professional/implementation services included in the contract or is there an additional fee?
  - b. If services are included, how many hours are provided?
  - c. Do you provide onboarding, configuration, and system admin training?
    - i. If so, do you offer these services in person?
  - d. What is a typical timeframe to go live?
  - e. Is technical support available over the phone and on line?
10. Please describe any training materials that the College should consider.
  - a. Who is responsible for retraining users when system changes alter current processes?
11. Please describe data migration and integration API's or Web Services available within your solution.
12. Can your application be easily branded with the organization's colors and logos?



## **General Technical Questions**

Please provide the following technical information with respect to the proposed system:

### **Single Sign-on/Authentication**

1. What options do you support for authentication, SSO and user provisioning? (LDAP, AD, CAS, OATH, SAML, Shibboleth, proprietary API, etc.)

### **Mobile Responsiveness**

2. Does the application support Android and iOS operating systems? Is it responsively designed for use with the mobile devices?

### **Standards and Compliance**

3. Does the system store information that is subject to PCI, FERPA, HIPPA or any other federal, state or local compliance requirements? If so, please document all required compliance efforts and certifications.
4. Please provide your privacy policy.

### **Contingency Planning**

5. Describe backup/recover methodology including:
  - a. Frequency
  - b. Type (i.e. increment, differential, cold, hot, full, etc.)
  - c. Retention policy
  - d. Time to recover
  - e. Recovery point in time (i.e. 5 minutes, 10 minutes, etc.) in the event of data loss

### **Business Continuity**

6. Indicate contracted uptime SLA and SLA violation credit amounts and processes around your routine maintenance schedule.
7. Does your business have a plan in place to respond to major outages or disaster(s); and ensure continuity of operations? If so, please describe.

### **Data Breach Procedures**

8. Does your organization have a plan in place to address breaches? In the event of a data breach, describe your notification/escalation procedure.

## **Additional Security Questions**

9. Are security events logged? (e.g. log-on, log-off, timeout, switching privileges, repeated authentication attempts, attempts to use unauthorized privileges, application software, modification, changes to user privileges, read/update of Confidential data.)
10. Describe post subscription data retrieval and disposal processes.
11. What methodologies/processes do you use for security testing your products, systems, and network?
12. Audit Systems: To what extent are security events monitored and logged for research, analysis, and documentation?
13. Explain your server hardening process.
14. Who has access to it at your site?
15. How is our data secured?
16. What security is provided to ensure protection of data?
17. Will your company share information with other vendors, companies, etc.?
18. Please describe the data that is being stored.
19. If we discontinue service with your company, can and how would we get our data back?

## **Support**

20. What is the average turnaround time to 1) acknowledge receipt of a ticket, 2) complete a ticket with your Helpdesk, 3) resolve issues presented that are caused by a problem with your product?
21. Please describe a typical technical and support staff structure to maintain and support your solution for a college of our size (e.g., database administrators, analyst, system administration, programmers, help desk, etc.)
22. How many standard reports are available? Are custom reports an option? Is the reporting function built in or do we need to point a third-party reporting tool to your database?
23. Does the software have job scheduling capabilities?
24. Is there online documentation?
25. Is there an active support community or forum?
26. Is there an on-site training option available?
27. How many clients do you have using your solution?

28. How are major releases of the application handled? Will all your customers get the release at the same time, or can we opt to receive it, within a certain time frame of our choosing, for example in a window of 3 to 6 months?
29. Please explain your minor patching process (hot fixes).

### **Implementation Services**

1. Number of Higher Ed catalog and curriculum deployments have you done?
2. Number of Higher Ed catalog and curriculum deployments are in progress?
3. Provide case studies for engagements of similar scope and complexity
4. Description of the tools, templates, and accelerators that you believe are unique to your Higher Ed catalog and curriculum practice
5. Description of your approach, including the methodology of data conversion.
6. Describe your tools and integration methodology.
7. Post go-live, what is the transition plan of moving the support from your firm to our institution? How is production support provided in a phased deployment? Does the project team provide production support for the duration of the project on phased deployments?
8. Does your firm provide any ongoing post go-live deployment services? Please describe and specify the fees (if applicable) for ongoing support.
9. Provide a typical implementation schedule covering software implementation, configuration, data migration, content development, piloting, 'go-live', and at-scale implementation. This should include key activities and time estimates for both the vendor and college participants. Please clearly articulate activities that are required of William Rainey Harper staff to ensure effective implementation.
10. What are your expectations for our institution project team staffing, roles, and responsibilities?
11. What is your approach for assisting client with decision-making and change management?
12. What documentation and training do you provide? Please provide samples as well as a detailed list.
13. In your experience, what are the biggest challenges our institution will experience on this project?
14. Please provide a description of your typical deployment project team structure.
15. Please provide a timeline for completion of each module.
16. What are your pricing models, and do you expect any price increases over next five years?
17. In the event there are any cost overruns, please describe an hourly rate for each type of service and role.
18. How do you measure the success of a catalog and curriculum implementation? Please specify metrics and provide examples of metrics where institutions have seen an improvement after 1-year and after 3-years of tool use.
19. The College reserves the right to negotiate scope and pricing prior awarding a contract.

**Q01066 Curriculum and Catalog Management Information System  
Pricing Proposal**

**RETURN THIS PAGE IN A SEPARATE ENVELOPE MARKED "PRICING"  
(If submitting electronically, submit as a separate file.)**

TO: Harper College  
1200 W. Algonquin Road  
Palatine, IL 60067  
Attn: Purchasing Department

FROM: Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, to provide the services as enumerated within the "Specification" or "Statement of Work" herein for the Harper College in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.

In submitting a proposal in response to this request, the vendor certifies that he/she has read and is familiar with the importance of public records and the special security and handling considerations associated therewith, as well as those penalties at law that may be imposed for the unauthorized destruction or mishandling of public records in accordance with Illinois State Statute 815 ILCS 530/.

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this proposal document, the proposer hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 and of 2012, as amended.

It is the intent of William Rainey Harper College to pay for services as they are delivered. Services shall be considered delivered when they are deemed fully functional by Harper College. All pricing should reflect recommended services for this project, with William Rainey Harper College paying for services as milestones are completed, delivered, and signed off on by Harper College.

Please declare all assumptions that were made with respect to proposed pricing including information the basis for calculating prices such as FTE enrollment, employee count, seat license restrictions, concurrent vs. name users, Operating Budget, remote vs. locally hosted application.

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

In submitting these Proposals, it is understood that Harper College reserves the right to reject any or all Proposals, to accept an alternate Proposals, and to waive any informalities in any Proposals.

AUTHORIZED NEGOTIATORS:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

In addition to this document, Respondents shall furnish, with the Proposals, all submittals as required herein.

**BUSINESS ORGANIZATION:**

\_\_\_\_\_ Sole Proprietor: An individual whose signature is affixed.

\_\_\_\_\_ Partnership: State full names, titles and addresses of all responsible principals and/or partners on attached sheet.

\_\_\_\_\_ Corporation: State of Incorporation: \_\_\_\_\_

Please provide your Federal Employer Identification Number (F.E.I.N.): \_\_\_\_\_

Seal (affix seal below if applicable)

(List Name of Officers)

President \_\_\_\_\_  
Vice-President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

Attest:

\_\_\_\_\_  
Signature of Secretary

Respondent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Proposed Pricing for Software, Training, and Implementation Services**

|  | Estimated Number of Hours | Hourly Rate | Subtotal (Hours Multiplied by Rate) | Total Cost Year 1 | Total Cost Year 2 | Total Cost Year 3 | Total Cost Year 4 | Total Cost Year 5 |
|--|---------------------------|-------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Project Management   |                           | \$          | \$                                  | \$                | \$                | \$                | \$                | \$                |
| Software   |                           |             |                                     | \$                | \$                | \$                | \$                | \$                |
| Integration / Interface<br>Other _____<br>Other _____      |                           | \$          | \$                                  | \$                | \$                | \$                | \$                | \$                |
| Ancillary Equipment/Services<br>Other _____<br>Other _____ |                           | \$          | \$                                  | \$                | \$                | \$                | \$                | \$                |
| Implementation   |                           | \$          | \$                                  | \$                |                   |                   |                   |                   |
| Training   |                           | \$          | \$                                  | \$                |                   |                   |                   |                   |
| Annual Maintenance   |                           |             | \$                                  | \$                | \$                | \$                | \$                | \$                |
| Annual Licensing   |                           |             | \$                                  | \$                | \$                | \$                | \$                | \$                |
| Total Estimated Hours to Complete Project                  |                           |             |                                     |                   |                   |                   |                   |                   |
| Total Not to Exceed Cost to Complete the Project           |                           |             |                                     |                   |                   | \$                |                   |                   |

## REFERENCES FOR HARPER COLLEGE

Per C.03.1 of General Information, list below current business references for whom you have performed work similar to that required by this RFP. *Please provide this information for each partner in a Joint Venture, and for all Sub-Respondents:*

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Complete this form and submit it with Form of Proposals.

Respondent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the bidder.

---

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain bidders, which are contained on the following pages of the bid documents.
3. That the undersigned knows of his own knowledge that the bidder is not disqualified from bidding under the aforesaid sections.

---

Authorized Signature

---

Type or Print Name

---

Title

SEAL

**Instructions: This is to be completely filled out and executed by the Chief Executive Officer or the bidder authorized to submit the certification.**



## DISQUALIFICATION OF CERTAIN BIDDERS

### PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a Contractor subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or bid rotating, or attempting to rig or rotate bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Antitrust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

**HARPER COLLEGE, ILLINOIS  
TAX COMPLIANCE AFFIDAVIT**

\_\_\_\_\_, being first duly sworn,

deposes and says: that he is \_\_\_\_\_  
(Partner, Officer, Owner, Etc.)

of \_\_\_\_\_.  
(Consultant)

The individual or entity making the foregoing Proposals or bid certifies that he is not barred from contracting with Harper College because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting such taxes, in accordance with the procedures established by the appropriate revenue act, The individual or entity making the Proposals or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, may have other serious legal consequences.

\_\_\_\_\_  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

SEAL

\_\_\_\_\_

**Failure to complete and return this form may be considered sufficient reason for rejection of the bid**

**HARPER COLLEGE, ILLINOIS  
ANTI-COLLUSION AFFIDAVIT AND CONSULTANT'S CERTIFICATION**

\_\_\_\_\_, being first duly sworn,

deposes and says: that he is \_\_\_\_\_  
(Partner, Officer, Owner, Etc.)

of \_\_\_\_\_.  
(Consultant)

The party making the foregoing Proposals or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid-rotating.

\_\_\_\_\_  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

SEAL

\_\_\_\_\_  
**Failure to complete and return this form may be considered sufficient reason for rejection of the bid.**

**CONFLICT OF INTEREST FORM**

\_\_\_\_\_, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the proposer, its owners and employees, and any official or employee of William Rainey Harper College.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Proposer has not disclosed any actual or potential conflict of interest, William Rainey Harper College may disqualify the proposal.

\_\_\_\_\_  
(Name of Proposer if the Proposer is an Individual)  
(Name of Partner if the Proposer is a Partnership)  
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public

***Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.***

**STATE OF ILLINOIS  
BUSINESS ENTERPRISE PROGRAM  
MINORITIES, FEMALES, PERSONS WITH DISABILITY  
PARTICIPATION AND UTILIZATION PLAN**

The Business Enterprise for Minorities, Females and Persons with Disabilities Act (BEP) establishes a goal for community colleges contracting with businesses that have been certified as owned and controlled by persons who are minorities (MBE), female (FBE/ also referred to as WBE), or persons with disabilities (DBE) (collectively, BEP certified vendor(s)). 30 ILCS 575

**Contract Goal to be Achieved by Vendor:** This solicitation includes a specific **BEP** participation goal of 30% of the total dollar amount awarded to MBEs and FBEs, with at least 50% of the total dollar amount awarded to FBEs.

**The BEP participation goal is applicable to all bids or offers.** In addition to the award criteria established for this solicitation, the College will award this Contract to a Vendor that meets the goal or demonstrates good faith efforts to meet the goal. This goal is applicable to change orders and allowances within the scope of work provided by the BEP certified vendors. If Vendor is an MBE and FBE certified vendor, the entire goal is met and no subcontracting with a BEP certified vendors is required; however, **Vendor must submit a Utilization Plan indicating that the goal will be met by self-performance.**

Following are guidelines for Vendor's completion of the Utilization Plan. The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; or (2) made good faith efforts towards meeting the goal.

At the time of bid or offer, Vendor, or Vendor's proposed Subcontractor, must be certified with the Illinois Department of Central Management Services as a BEP certified vendor.

Failure to complete a Utilization Plan or provide Good Faith Effort documentation shall render the bid or offer non-responsive; and subject to rejection and/or disqualification in the College's sole discretion.

1. If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Joint Venture Agreement specifying the terms and conditions of the relationship between the parties and their relationship and responsibilities to the contract. The Joint Venture Agreement must clearly evidence that the BEP certified vendor will be responsible for a clearly defined portion of the work and that its responsibilities, risks, profits and contributions of capital, and personnel are proportionate to its ownership percentage. It must include specific details related to the parties' contributions of capital, personnel, and equipment and share of the costs of insurance and other items; the scopes to be performed by the BEP certified vendor under its supervision; and the commitment of management, supervisory personnel, and operative personnel employed by the BEP certified vendor to be dedicated to the performance of the contract. Established Joint Venture Agreements will only be credited toward BEP goal achievements for specific work performed by the BEP certified vendor. **Each party to the Joint Venture Agreement must execute the bid or offer prior to submission of the bid or offer to the College.**
2. An agreement between a vendor and a BEP certified vendor in which a BEP certified vendor promises not to provide subcontracting or pricing quotations to other vendors is prohibited. The College may request additional information to demonstrate compliance. Vendor agrees to cooperate promptly with the College in submitting to interviews, allowing entry to places of business, providing further documentation, and to soliciting the cooperation of a proposed BEP certified vendor. Failure to cooperate by Vendor and BEP certified vendor may render the bidder or offeror non-responsive or not responsible. **The contract not be awarded to Vendor unless Vendor's Utilization Plan is approved by the College.**

3. **BEP Certified Vendor Locator References:** Vendor may consult CMS' BEP Vendor Directory at [www.sell2.illinois.gov/cms/business](http://www.sell2.illinois.gov/cms/business), as well as the directories of other certifying agencies, but firms **must be certified with CMS as BEP certified vendors at the time of bid or offer.**
4. **Vendor Assurance:** Vendor shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure by Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this Project or such other remedy, as the College deems appropriate. This assurance must be included in each subcontract that Vendor signs with a subcontractor or supplier.
5. **Calculating BEP Certified Vendor Participation:** The Utilization Plan documents work anticipated to be performed, or goods/equipment provided by all BEP certified vendors and paid for upon satisfactory completion/delivery. Only the value of payments made for the work actually performed by BEP certified vendors, by subcontractors or suppliers to such vendors, is counted toward the contract goal. Applicable guidelines for counting payments attributable to contract goals are summarized below:
  - 5.1 The value of the work actually performed, or goods/equipment provided by the BEP certified vendor shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the BEP certified vendor, including supplies purchased or equipment leased by the BEP certified vendor shall be counted, except supplies purchased and equipment rented from the Prime Vendor submitting this bid or offer.
  - 5.2 A vendor shall count the portion of the total dollar value of the BEP contract equal to the distinct, clearly defined portion of the work of the contract that the BEP certified vendor performs toward the goal. A vendor shall also count the dollar value of work subcontracted to other BEP certified vendor. Work performed by the non- BEP certified party shall not be counted toward the goal. **Work that a BEP certified vendor subcontracts to a non-BEP certified vendor will not count towards the goal.**
  - 5.3 A Vendor shall count toward the goal 100% of its expenditures for materials and supplies required under the contract and obtained from a BEP certified vendor manufacturer, BEP certified regular dealer, or BEP certified supplier. A Vendor shall count toward the goal the following expenditures to BEP certified vendors that are not manufacturers, regular dealers, or suppliers:
    - 5.3.1 The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the contract, provided that the fee or commission is determined by College to be reasonable and not excessive as compared with fees customarily allowed for similar services.
    - 5.3.2 The fees charged for delivery of materials and supplies required by the Project (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer or a supplier of the materials and supplies being procured, provided that the fee is determined by the College to be reasonable and not excessive as compared with fees customarily allowed for similar services. The BEP certified vendor's trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on the contract and must itself own and operate at least one fully licensed, insured and operational truck used on the contract.
    - 5.3.3 The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, provided that the fee or commission is determined by

the College to be reasonable and not excessive as compared with fees customarily allowed for similar services.

- 5.4 BEP certified vendors who are performing on contract as second tier subcontractors may be counted in meeting the established BEP goal for this contract as long as the Prime Vendor can provide documentation indicating the utilization of these vendors.
- 5.5 A Vendor shall count towards the goal only expenditures to firms that perform a commercially useful function in the work of the contract.
  - 5.5.1 A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. The BEP certified vendor must also be responsible, with respect to materials or supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials or supplies, and installing the materials (where applicable) and paying for the material or supplies. To determine whether a firm is performing a commercially useful function, the College shall evaluate the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing, and the credit claimed for its performance of the work, industry practices, and other relevant factors.
  - 5.5.2 A BEP certified vendor does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction or contract through which funds are passed through in order to obtain BEP certified vendor participation. In determining whether a BEP certified vendor is such an extra participant, the College shall examine similar transactions, particularly those in which BEP certified vendors do not participate, and industry practices.
- 5.6 A Vendor shall not count towards the goal expenditures that are not direct, necessary and related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.
- 6. **Good Faith Effort Procedures:** Vendor must submit Utilization Plans, subcontract documents, and/or Letters of Intent that meet or exceed the published goal. If Vendor cannot meet the stated goal, Vendor must document and explain within the Utilization Plan the good faith efforts it undertook to meet the goal. Utilization Plans are due at the time of and must be enclosed and sealed with the bid or offer submission. Copies of subcontract documents and/or Letters of Intent shall be due upon request.
- 7. **Contract Compliance:** Compliance with this section is an essential part of the contract. The following administrative procedures and remedies govern Vendor's compliance with the contractual obligations established by the Utilization Plan. **After approval of the Plan and award of the contract, the Utilization Plan becomes part of the contract.** If Vendor did not succeed in obtaining BEP certified vendor participation to achieve the goal and the Utilization Plan was approved and contract awarded based upon a determination of good faith, the total dollar value of BEP certified vendor work calculated in the approved Utilization Plan as a percentage of the awarded contract value shall become the contract goal.
  - 7.1. The Utilization Plan may not be amended after contract execution without the College's prior written approval.
  - 7.2. **Vendor may not make changes to its contractual BEP certified vendor commitments or substitute BEP certified vendors without the prior written approval of the College.**

Unauthorized changes or substitutions, including performing the work designated for a BEP certified vendor with Vendor's own forces, shall be a violation of the utilization plan and a breach of the contract, and shall be cause to terminate the contract, and/or seek other contract remedies or sanctions.

- 7.3.** If it becomes necessary to substitute a BEP certified vendor or otherwise change the Utilization Plan, Vendor must notify the College in writing of the request to substitute a BEP certified vendor or otherwise change the Utilization Plan. The request must state specific reasons for the substitution or change. The College shall notify the Council or its delegate of the request to substitute a BEP certified vendor or change the Utilization Plan. The College reserves the right to approve or deny a request for substitution or other change in the Utilization Plan.
- 7.4.** Where Vendor has established the basis for the substitution to the College's satisfaction, it must make good faith efforts to meet the contract goal by substituting a BEP certified vendor. Documentation of a replacement BEP certified vendor, or of good faith efforts to replace the BEP certified vendor, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, Vendor may substitute with a non- BEP certified vendor or Vendor may perform the work.
- 7.5.** If a Vendor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Utilization Plan, Vendor must obtain the approval of the College to modify the Utilization Plan and must make good faith efforts to ensure that BEP certified vendors have a fair opportunity to submit a bid or offer on the new scope of work.
- 7.6.** A new BEP certified vendor agreement must be executed and submitted to the College within five business days of Vendor's receipt of the College's approval for the substitution or other change.
- 7.7.** Vendor shall maintain a record of all relevant data with respect to the utilization of BEP certified vendors, including but without limitation, payroll records, invoices, canceled checks and books of account for a period of at least three years after the completion of the contract. Full access to these records shall be granted by Vendor upon 48 hours written demand by the College to any duly authorized representative thereof, or to any municipal, state or federal authorities. The College shall have the right to obtain from Vendor any additional data reasonably related or necessary to verify any representations by Vendor. After the performance of the final item of work or delivery of material by the BEP certified vendor and final payment to the BEP certified vendor by Vendor, but not later than 30 calendar days after such payment, Vendor shall submit a statement confirming the final payment and the total payments made to the BEP certified vendor under the contract.
- 7.8.** The College will periodically review Vendor's compliance with these provisions and the terms of its contract. Without limitation, Vendor's failure to comply with these provisions or its contractual commitments as contained in the Utilization Plan, failure to cooperate in providing information regarding its compliance with these provisions or its Utilization Plan, or provision of false or misleading information or statements concerning compliance, certification status or eligibility of the BEP certified vendor, good faith efforts or any other material fact or representation shall constitute a material breach of this contract and entitle the College to declare a default, terminate the contract, or exercise those remedies provided for in the Project or at law or in equity.
- 7.9.** The College reserves the right to withhold payment to Vendor to enforce these provisions and Vendor's contractual commitments. Final payment shall not be made pursuant to the contract until Vendor submits sufficient documentation demonstrating compliance with its Utilization Plan.



**UTILIZATION PLAN**

**The Utilization Plan and Letter of Intent must be sealed and submitted with bid.**

(Vendor) submits the following Utilization Plan as part of our bid or offer in accordance with the requirements of the BEP Program Status and Participation section of the solicitation for \_\_\_\_\_, Illinois

Reference Number Q\_\_\_\_\_. We understand that all subcontractors must be certified with the CMS BEP Program at the time of submission of all bids and offers. **We understand that compliance with this section is an essential part of this contract and that the Utilization Plan will become a part of the contract, if awarded.**

Vendor submits the following statement:

- Vendor is a BEP certified firm and plans to fully meet the goal through self-performance.
- Vendor has identified BEP certified subcontractor(s) to fully meet the established goal and submits the attached executed Letter(s) of Intent; or
- Vendor has made good faith efforts towards meeting the entire goal as indicated on the attached Utilization Plan, or a portion of the goal, and hereby requests a waiver (complete checklist below).

Vendor's person responsible for compliance with this BEP goal:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of authorized representative of bidder:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Notary: \_\_\_\_\_

## DEMONSTRATION OF GOOD FAITH EFFORTS TO ACHIEVE GOAL AND REQUEST FOR WAIVER

If the BEP participation goal was not achieved, the vendor must provide documented evidence of good faith efforts to achieve the goal.

Below is a checklist of actions that will be used to evaluate a Vendor's Demonstration of Good Faith Efforts and Request for Waiver. **Please check the actions which you completed.** If any other efforts were made to obtain BEP participation in addition to the items listed below, attach a detailed description of such efforts. The College reserves the right to review and audit the results of the vendor's efforts as described below.

- Utilize the Sell2Illinois website: [www2.illinois.gov/cms/business](http://www2.illinois.gov/cms/business) to identify BEP certified vendors within the respective commodity/service codes denoted above and at a minimum email all listed vendors and solicit quotes from all vendors who express an interest via follow-up emails or telephone calls.
- Solicit through all reasonable and available means (e.g., attendance at a vendor conference, advertising and/or written notices) the interest of BEP certified vendors that have the capability to perform the work of the contract. Vendor must solicit this interest within sufficient time to allow the BEP certified vendors to respond to the solicitation. Vendor must determine with certainty if the BEP certified vendors are interested by taking appropriate steps to follow up initial solicitations and encourage them to submit a bid or proposal. Vendor must provide interested BEP certified vendors with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding promptly to the solicitation.
- Select portions of the work to be performed by BEP certified vendors in order to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate BEP certified vendor participation, even when Vendor might otherwise prefer to perform these work items with its own forces.
- Make a portion of the work available to BEP certified vendors and selecting those portions of the work or material needs consistent with their availability, so as to facilitate BEP certified vendor participation.
- Negotiate in good faith with interested BEP certified vendors. Evidence of such negotiation must include the names, addresses, email addresses, and telephone numbers of BEP certified vendors that were considered and an explanation as to why an agreement could not be reached.
- Thoroughly investigate the capabilities of BEP certified vendors and not reject them as unqualified without sound reasons.
- Make efforts to assist interested BEP certified vendors in obtaining lines of credit or insurance as required by the College.
- Make efforts to assist interested BEP certified vendors in obtaining necessary equipment, supplies, materials, or related assistance or services.

### BEP Utilization Plan

The following firms will be utilized to meet the goals of the BEP Program

| Name of Firm | Contract Value | Description of Work | % of Goal |
|--------------|----------------|---------------------|-----------|
|              |                |                     |           |
|              |                |                     |           |
|              |                |                     |           |
|              |                |                     |           |
|              |                |                     |           |
|              |                |                     |           |
| Total        |                |                     |           |