

REQUEST FOR PROPOSAL**Professional Federal Program Grant Evaluator for
National Science Foundation (NSF) Enabling Partnerships to Increase Innovation Capacity (EPIIC)
Generating Regional Innovative Partnerships (GRIP) Evaluation RFP****Specification & Contract Number Q01155****Submission Deadline
for Proposals:**

May 23, 2024, at 2:00 p.m., Central Time

Number of Copies:Submit (2) Hard Copies of Proposals
One marked "**Original**"
(2) Copies of the Pricing (Separate Sealed & Marked Envelope)
One additional copy of the Proposal & Pricing on a flash drive**PLEASE MARK THE
RETURN ENVELOPES:**

1. NSF EPIIC GRIP Evaluator
2. May 23, 2024, at 2:00 p.m., Central Time
3. Q01155

RETURN PROPOSALS TO:William Rainey Harper College
Purchasing Department
Building "A," Room A217
1200 W. Algonquin Road
Palatine, IL. 60067**ISSUED BY:***Jewell Jackson
Purchasing Manager***PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED**

LEGAL NOTICE

Harper College will accept Proposals for an experienced federal grant program evaluator who will be engaged throughout the three-year grant period (FY 2024-2026) to conduct a comprehensive evaluation of the *Generating Regional Innovative Partnerships (GRIP)* project, Specification and Contract Q01155, until 2:00 p.m. Central Time on May 23, 2024.

The evaluator will work with Harper, along with cohort institutions, to create an evaluation plan to assess the overall project's effectiveness and to ensure that the institutions are successfully implementing grant activities and meeting the milestones, goals, and objectives as required by the grant. The qualifications required of an evaluator for this project include proven research skills, workforce development experience, practical experience in evaluating similar types of projects, federal grant evaluation experience, and experience with community colleges.

The last day to submit questions is May 8, 2024, at 5:00 p.m. Central Time. Questions submitted after that date may not receive a written response. Questions should be addressed to Jewell Jackson at purchasing@harpercollege.edu.

Offers may not be withdrawn for a period of 90 days after the closing date without the consent of the Board of Trustees.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.

Since this project is being funded through the National Science Foundation Enabling Partnerships to Increase Innovation Capacity (EPIIC) Grant, respondents are expected to comply with all Federal, State and Local statutes and requirements.

Proposer should take affirmative action steps as required by CFR 200.321. to subcontract with small and minority businesses, women's business enterprises and businesses owned by persons with disabilities whenever feasible.

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

Jewell Jackson
Purchasing Manager

REQUEST FOR PROPOSALS (RFP)

GENERAL PROCESSING AND SELECTION PROCEDURES

The following procedures are generally used in the selection of vendors to provide professional services:

1. The Evaluation Committee is formed to evaluate the RFP responses.
2. 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 distributed to potential respondents.
3. 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 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.
4. The committee reviews and evaluates the RFPs based on the established selection criteria and a comparison of all RFP responses submitted. If necessary, the committee may request a meeting with one or more Respondents to clarify and/or expand on the response. In accordance with the requirements of the RFPs, the College may negotiate terms, conditions, and fees with the successful Respondent.
5. The committee selects the RFP response which, based on the ability to meet the criteria, appears to be the most advantageous selection for the College and subsequently recommends a contract award to the Executive Vice President.
6. Harper College reserves the right to reject all Proposals or parts thereof, waive any irregularities or informalities in the Request for Proposals (RFP) procedures, and award the contract in a manner best serving the interest of the College.
7. The contract is presented for approval to the College Board of Trustees.

GENERAL INFORMATION

REQUEST FOR PROPOSALS (RFPs)

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. The 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 contract 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 RFP 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 Qualification 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, the experience of personnel, etc.

A.02.3.3 The working relationship to be established between the College, the Cohorts 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 response to 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 RFP's, 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.

A.06 Proposed Timeline:

RFP Distributed	May 2, 2024
Last Day to submit questions for a response	May 8, 2024
Final Addendum Issued	May 10, 2024
RFP Deadline	May 23, 2024
Optional Oral interviews	TBD
Approval by Harper College Board of Trustees.....	June, 2024

B. 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 ninety (90) 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:

It is the intent of the College and the Cohort group to award a contract to an evaluator who can perform services for each of the schools in the Cohort Group. However, we reserve the right to award multiple contracts. 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 and the Cohort group, taking into consideration price and the evaluation criteria set forth herein below. Harper College reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in its best interest.

By participating in this RFP, proposer agrees to extend all services and pricing to any member of the Cohort group that wishes to participate in any contract entered into with proposer.

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 Qualifications and Experience. 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.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 that may include alternate programs or services, the Respondent, when offering such alternative services, must provide a detailed explanation of additional optional services to be offered.

B.08 Contract Period:

The term of the contract will begin July 1, 2024 through December 31, 2026.

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 Exemption I.D.# E9997-8571-06). Each participating school is responsible for providing their tax exemption certificate.

B.10 Hold Harmless Clause:

The Respondent agrees to indemnify, save harmless and defend Harper College, its agents, servants, employees, members of the cohort group, 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, employees, members of the cohort group, 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, or the state of members of the cohort group being represented 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, 775 ILCS 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 post employment 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. *Each member of the cohort may modify this section in accordance with terms applicable for their entity.*
- 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.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. Each member of the cohort may modify this section in accordance with terms applicable for their entity.
- 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, or the state where any member of this cohort group is located 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 bidder 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

Proposer agrees to take affirmative action steps as required by CFR 200.321. To subcontract with small and minority businesses, women's business enterprises and businesses owned by persons with disabilities whenever feasible. Identify minority and/or women owned businesses that you will be working with to meet MBE/WBE participation goals in your written response.

B.26 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/bidder 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/bidder 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.

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) may be submitted in a sealed envelope, addressed as follows:

William Rainey Harper College
Purchasing Department
Building "A", Room A217
1200 W. Algonquin Road
Palatine, Illinois 60067

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

C.02 Form of Proposals:

The Proposals form included with this RFP shall be completed in full and signed by an officer, partner or principal with authority to execute contracts.

C.03 Proposals of Respondents (Statement of References):

C.03.1 Complete the enclosed "References" form. Provide references of organizations who have utilized similar services. A minimum of three references or as stated are requested; however, a Respondent may list more.

C.03.2 Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and other data that will permit the College to determine the capability of the Respondent to meet all contractual requirements.

- C.03.3 List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts.
 - C.03.4 Describe your involvement in engagements of similar size and scope, providing references where appropriate.
 - C.03.5 Provide a complete listing of personnel to be assigned to the contract, including a personnel utilization breakdown of the work specified. Include detail by task and personnel if possible.
 - C.03.6 Provide a listing of all sub-Respondents who will be utilized in the execution of this project. Respondents shall provide the same information for each sub-Respondent that is provided for the Respondents, as detailed in Sections C.03.1 through C.03.5 above.
 - C.03.7 Identify the names of any and all persons and entities associated with the Respondents who may pose a potential conflict of interest with any activity of this specific project. Please provide details and reasons for any such conflict. (Respondents are subject to disqualification on the basis of any potential for conflict of interest as determined by the College.)
- C.04 Items to be Submitted:
- C.04.1 References and Qualifications: See Section C.03.
 - C.04.2 Narrative Response:
The Narrative Response shall include:
 - C.04.2.1 Work Overview: State in succinct terms your understanding of the proposed project.
 - C.04.2.2 Work Plan: Describe in narrative and/or outline form your detailed work plan which indicates your firm's methodology for execution of this contract including a summary of the methodology to be used to perform the work specified, and a synopsis and review of other areas or considerations not addressed in the Statement of Work herein, which the Respondents believes to be essential to the effective execution of the project.
 - C.04.2.3 **Pricing will be submitted within a separate sealed envelope so marked.**
 - C.04.2.4 Terms and Conditions: List any terms and conditions which may apply to this contract that are not included in this RFP.
 - C.04.2.5 Implementation Schedule: Provide a complete schedule for implementation of the project including all significant milestones.
 - C.04.2.6 Additional Information and Comments: Include any other information which may be requested in the "Statement of Work" herein, or which you believe to be pertinent to the College's requirements.

C.05 CHANGES and INVOICING

C.05.1 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.05.2 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 bi-annual basis.

C.05.3 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 contract 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.05.4 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.05.5 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.

STATEMENT OF WORK

PROJECT BACKGROUND

The National Science Foundation Enabling Partnerships to Increase Innovation Capacity (EPIIC) grant awarded to Harper College for the project entitled Generating Regional Innovative Partnerships (GRIP), along with cohort partnering institutions which include Ivy Tech Community College at Fort Wayne (IN), WSU Tech (KS), Mississippi Gulf Coast Community College (MS) and Washburn Tech (KS), will help the colleges build institutional capacity to grow external partnerships for workforce development programs to make them more responsive to regional workforce needs. The broader impacts of this project will be increasing partnerships between academia, industry, and others through the Business and Industry Leadership Team (BILT) advisory council model which will lead to strengthening and deepening employer engagement and enabling community and technical colleges to contribute to and become equitable partners in the regional innovation ecosystem.

The cohort was required to create common goals and outcomes, and each institution has created individual institutional project goals and outcomes, as defined below.

COHORT PROJECT GOALS AND OUTCOMES

Goal 1: Create a framework for implementing the Business and Industry Leadership Team (BILT) advisory council model at community and technical colleges that is replicable and scalable and educating faculty and employers on the value of the BILT to students, programs, and the regional economy.

Outcomes:

1. Development of a comprehensive framework to assess the effectiveness, impact, sustainability, replicability, and scaling of the BILT advisory council model across cohort colleges.
2. Development of strategies and initiatives to ensure sustainability, scalability, and long-term impact of the BILT advisory council model across cohort colleges and beyond.

Goal 2: Create a community of practice to share best practices, progress on individual institutional plans, challenges faced, and solutions designed to address barriers to implementing institutional change.

Outcomes:

1. Increased opportunities for shared learning and best practices among the cohort.
2. Documented best practices, case studies, lessons learned, and success stories to create a valuable repository of knowledge and insights.
3. Shared findings, resources, and recommendations disseminated through conferences, publications, webinars, and other platforms to reach a broader audience of community colleges nationally.

As part of the grant requirements, an experienced, independent, objective third-party evaluator will be hired through a Request for Proposal (RFP) process to conduct an evaluation. More details regarding the evaluator's role and qualifications are outlined in the scope of this RFP.

INSTITUTION-SPECIFIC PROJECT GOALS AND OUTCOMES

Harper College

Goal 1: Transition the College from the traditional advisory committee model to the nationally recognized BILT advisory council model to build new and deeper engagement among regional employers, faculty, and institutional leadership.

Outcomes:

1. Engage a consultant who will assist the College in developing and implementing an institution-specific BILT strategy.
2. Develop and revise curricula and programs that reflect employer-demanded knowledge, skills, and abilities in Harper programs to remain current, relevant, and meaningful.

Goal 2: Populate BILT advisory councils with diverse members and businesses.

Outcomes:

1. Identify recruitment and outreach strategies that focus on ensuring representation of underrepresented individuals and businesses on the BILTs.
2. Recruit BILT members who have industry knowledge related to the field and can prioritize knowledge, skills, and abilities.
3. Harper College Goal 3: Create a Center for Partnership Engagement for centralized employer outreach and engagement efforts.

Goal 3: Create a Center for Partnership Engagement for centralized employer outreach and engagement efforts.

Outcomes:

1. Hire a project coordinator who will develop a centralized approach to employer partnership engagement.
2. Enhance the College's customer relationship management (CRM) software to record contact data, streamline communications for outreach efforts, build and sustain trust and rapport, strategically leverage resources, share information, and reduce redundancies.

Ivy Tech Community College

Goal 1: Hire a full-time program manager knowledgeable about industry, business, and economic development related to advanced manufacturing and emerging technology with a focus on industry 4.0 and 5.0.

Outcomes:

1. Strong partnerships with industry, business and economic development agencies related to advanced manufacturing and emerging technology.
2. Industry and economic development partnerships to sustain the program manager position.

Goal 2: Create a single Business Industry Leadership Team (BILT) for each discipline involved in the project.

Outcomes:

1. Shared ownership of the BILT model by industry and program faculty.

2. Ivy Tech programs accurately anticipate future workforce needs and preemptively revise curricula.

Goal 3. Create career pathways for middle and high school students to prepare them to enter Ivy Tech ready to begin workforce development classes in advanced manufacturing and emerging technology areas.

Outcomes:

1. Students graduate high school ready to pursue emerging technology certifications and degrees.
2. There is a regional pipeline of employees ready to work in advanced manufacturing and emerging technologies.

Washburn Tech

Goal 1: Develop a systematic approach to partner collaboration that may be replicated at other regional technical colleges.

Outcomes:

1. Develop and document a replicable partner collaboration framework outlining key processes and best practices to be shared with at least three regional technical colleges by the end of the grant period.
2. Procure and implement a partnership tracking system by the end of the first grant year, utilizing subscriptions and services, to achieve a 25% reduction in administrative time spent on partnership management tasks and enhance decision-making through data-driven insights.

Goal 2: Develop BILTs for Advanced Manufacturing programs.

Outcomes:

1. Establish and implement a BILT for the Advanced Systems Technology program at Washburn Tech by the end of the grant, ensuring representation from key industry stakeholders.
2. Increase the participation of minority-owned, women-owned, and veteran-owned companies in Washburn Tech's partnership programs by 30% by the end of the grant through targeted outreach events, fostering a more inclusive network of industry collaborators.

Goal 3: Increase recruitment in Advanced Manufacturing programs.

Outcomes:

1. Increase the enrollment of non-traditional students in advanced manufacturing programs by 20% by the end of the grant through targeted student outreach events and engagement initiatives.
2. With each academic year, increase faculty and staff attendance in industry-specific workshops, seminars, and conferences by 20%, ensuring a higher level of knowledge acquisition and active engagement in discussions about the latest trends and innovations in the manufacturing industry.

Goal 4: Increased partnerships between Washburn Tech and the Manufacturing industry in Northeast Kansas.

Outcomes:

1. Increase the number of partnerships between Washburn Tech and the Manufacturing industry in Northeast Kansas by 25% during the grant through targeted outreach, relationship-building activities, and collaborative initiatives.

WSU Tech

Goal 1: Build and implement Business Industry and Leadership Teams (BILT) for program initiatives.

Outcomes:

1. Structure and adopt BILT model where industry experts share knowledge on trends, processes, equipment, technology, and applicability.
2. Educate industry partners on BILT model and foster BILT leadership structure.

Goal 2: Partner with industry, through BILT model, to consistently identify and address emerging technologies to help community stay on the leading edge of competition. Foster consistent industry engagement to increase development of leading-edge curriculum to meet employment needs now and in the future.

Outcomes:

1. Identify and meet with potential industry partners and invite to support BILT.
2. Develop milestones and strategies to meet BILT model objectives and identify emerging technologies and industry trends.

Goal 3: Establish Relationship Management System (CRM) to manage correspondence and industry feedback to support efforts to provide future workforce needs.

Outcomes:

1. Explore multiple CRM's to establish/purchase appropriate software to meet needs of WSU Tech and industry partnerships
2. Identify and produce appropriate reporting structure to analyze data.

PART 1 – GENERAL

Harper is seeking an experienced federal grant program evaluator who will be engaged throughout the three-year grant period (FY 2024-2026) to conduct a comprehensive evaluation of the *Generating Regional Innovative Partnerships (GRIP)* project. The evaluator will work with Harper, along with all cohort institutions, to create an evaluation plan to assess the overall project's effectiveness and to ensure that the institutions are successfully implementing grant activities and meeting the milestones, goals, and objectives as required by the grant. The qualifications required of an evaluator for this project include proven research skills, workforce development experience, practical experience in evaluating similar types of projects, federal grant evaluation experience, and experience with community colleges.

Three of the partnering colleges, including Ivy Tech, WSU Tech, and Washburn Tech may elect to use the same evaluation team selected by Harper College. These institutions will follow their procurement processes and may contact the selected evaluator to determine the evaluator's interest and ability to complete these additional evaluations. The goal is to minimize the number of evaluators involved with this project, if possible. Mississippi Gulf Coast Community College (MGCCC) has elected to use an internal objective evaluator.

PART 2 – TASKS

The evaluator will work closely with all cohort institutions, including the MGCCC internal evaluator and any other external evaluators for the other colleges, to assess the implementation of the grant goals, objectives, and activities. They will work in cooperation with the project team and Cohort Evaluation Committee, as well as other key stakeholders, to implement the approved evaluation plan, including, but not limited to, data collection, analysis, and reporting. The tasks the evaluator will be required to complete to support the operation and implementation of the project are included below but may evolve after close collaboration and communication with the College's project team and Cohort Evaluation Committee.

1. Develop an evaluation plan that will be an expanded version of the initial plan described in the proposal, is consistent with project goals, and complies with the NSF review criteria for program evaluation.
2. Review the project objectives, anticipated outcomes, and evaluation design and work with the project team to further refine the evaluation questions and the logic model.
3. Help establish valid baseline data, an internal evaluation reporting system, and a mechanism for using ongoing evaluation results to improve the program.
4. Throughout the project duration, provide unlimited communication through telephone, email, or online meetings concerning the evaluation of the grant project. Meet with the PI, Co-PI, and the Cohort Evaluation Committee at least monthly.
5. Provide the project team with feedback and any findings resulting from the review of data and intermittent reports, including addressing barriers to progress toward objectives.
6. Prepare the Quarterly Evaluation Report (QER) which will include a dashboard-like overview of the key metrics and a detailed description of evaluation activities conducted during the quarter.
7. Review the QER with the cohort evaluation committee to identify opportunities for improvement and any areas that may require immediate action or further investigation.
8. Prepare the Annual Evaluation Report (AER) which will include a dashboard-like overview of key metrics and a detailed description of evaluation activities conducted throughout the grant year.
9. Review the AER with the Cohort Evaluation Committee and identify major strategies for modifications and improvements for the upcoming grant year.

PART 3 – DELIVERABLES AND MILESTONES

The evaluator will create a draft evaluation plan, a final evaluation plan, formative evaluation reports in Year 1 and 2 of the grant, and a summative evaluation report at the end of the project in Year 3. Due dates for the deliverables are listed in the table below:

Deliverables/Milestones	Description	Due Date
Draft Evaluation Plan	The external evaluator, in collaboration with the Cohort Evaluation Committee, will prepare a detailed evaluation plan, which will be an expanded version of the initial plan described in the proposal. This will involve reviewing the project's objectives, anticipated outcomes, and evaluation design, and refining measurement instruments, data collection, and analysis procedures.	August, 2024
Final Evaluation Plan	Feedback and comments from the cohort evaluation committee will be used to finalize the evaluation plan.	September, 2024
Formative Evaluation Report-Year 1	Formative evaluation will occur in Y1 and Y2 of the grant and will monitor the quality of and progress toward meeting project goals, objectives, and performance measures. The evaluator will interview the PI and Co-PI and analyze documents and data to compare actual progress with the project implementation plan and develop annual formative reports which will provide progress assessments and describe program improvement recommendations. The PI, Co-PI, and other stakeholders will review these reports before they are made final.	October, 2024
Formative Evaluation Report-Year 2	See above.	September, 2025
Summative Evaluation Report-Year 3 (final year of the grant)	Summative evaluation will report conclusions of the project's successes and challenges and answer the key summative question: <i>Did progress toward achievement of institutional capacity building occur as measured by performance outcomes outlined in this proposal?</i> Summative evaluation will assess the total impact of the proposed project on the institution. It will also guide the development of the post-funding sustainability plan. The report will be written in collaboration with the cohort evaluation committee.	October, 2026
Provide ongoing input and consultation	The evaluator will provide ongoing review of the processes, products, outcomes, and impact of the project based on the evaluation plan and tasks outlined in the contract. Feedback will be provided through regular participation in project meetings and on an as-needed basis.	Continuous throughout the grant period.

The list below includes examples of data that will be gathered and analyzed. This is an abbreviated example. Additional data sources may be identified in response to the evolving program needs. The evaluator will be given access to proposal materials to assess the full scope of the project including:

- Meeting agendas
- Meeting minutes
- Presentations
- Progress reports
- Policies
- Strategic engagement plans
- Surveys

PART 4 – TIMELINE AND AWARD AMOUNT

The period of performance for this project is July 1, 2024 – September 30, 2026. The independent, third-party evaluator will be engaged from the date of the executed agreement through the grant closeout date of December 31, 2026.

The total grant award for each school is \$400,000. Each school has budgeted \$25,000 for an evaluator for a three-year period. Respondents are expected to comply with all Federal, State and applicable statutes and requirements related to this grant.

PART 5 – EVALUATOR FEES

The proposal submission should include a separate attachment with detailed costs for the evaluation of the overall cohort and detailed costs for the evaluation of Harper College's institutional goals and objectives.

PRICING PROPOSAL FORM

RETURN THIS PRICING PROPOSAL FORM IN A SEPARATE ENVELOPE MARKED "PRICING"

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.

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 caused 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 acceptable 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.

By participating in this RFP, proposer agrees to extend all services and pricing to any member of the Cohort group that wishes to participate in any contract entered into with proposer.

Schools	Price for term of contract
William Rainey Harper College	
Ivy Tech Community College	
Washburn Institute of Technology	
Wichita State University (WSU)	

The College expects that all costs are included in the overall fee for services proposed, inclusive of travel and expenses.

TOTAL NOT TO EXCEED COST FOR: \$ _____ *

***The "Not to Exceed "Cost must include all fees, including but not limited to "Reimbursable" expenses.**
 AUTHORIZED NEGOTIATORS:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

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

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

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 the authority to make this certification on behalf of the proposer.

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain proposers, which are contained on the following pages of the bid documents.
3. That the undersigned knows of his/her 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 of the proposer authorized to submit the certification.

DISQUALIFICATION OF CERTAIN BIDDERS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or 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 s/he/they is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The individual or entity making the foregoing Proposals or bid certifies that he/she 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 Proposer if the Proposer is an Individual)
(Name of Proposer if the Proposer is a Partnership)
(Name of Proposer if the Proposer 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 proposal.

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

_____, being first duly sworn,

deposes and says: that s/he/they 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 s/he/they 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 Proposer if the Proposer is an Individual)
(Name of Proposer if the Proposer is a Partnership)
(Name of Proposer 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__

SEAL

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

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 Proposer if the Proposer is a Partnership)
(Name of Proposer 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.

FEDERAL REQUIREMENTS

This project is being funded through the National Science Foundation Enabling Partnerships to Increase Innovation Capacity (EPIIC) Grant. The following provisions are incorporated in this contract by reference and the contracted firm agrees to comply with all state, local and federal laws pertaining to the Grant as applicable:

1. Equal Employment Opportunity—Compliance with E.O. 11246—Equal Employment Opportunity, as amended by E.O. 11375—Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60—Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
2. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)—All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and sub recipients shall comply with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR Part 3—Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). Each contractor or sub recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
3. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The disclosures are forwarded from tier to tier up to the recipient. By signing this agreement contractor certifies as to the above.
4. Debarment and Suspension (E.O. 12549 and E.O. 12689)—No contract may be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or No procurement Programs in accordance with E.O. 12549 and E.O. 12689—Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. By entering into agreement with the College vendors certifies they are eligible to enter into a contract with the College.
5. Proposer agrees to take affirmative action steps as required by CFR 200.321. To subcontract with small and minority businesses, women's business enterprises and businesses owned by persons with disabilities whenever feasible.

Name

Signature

Date