



SPECIFICATIONS FOR

RFP #1-5-22 SA Student Advising and Success Platform

Please read and follow the attached Instructions and Specifications carefully. Failure to follow Instructions and Specifications may result in rejection of your proposal.

Introduction:

Subject to the conditions set forth in this Request for Proposal, HCCC is requesting **sealed** Proposals for the following project:

Issued: 1/21/22

Deadline for Questions: 1/26/22

Response to Questions: 1/27/2022

PROPOSAL DUE DATE: 2/09/22

Proposals Must Be Delivered to:

Any question need to be submitted in writing to Jeff Roberson Jr.

Mr. Jeff Roberson Jr., MBA
Director of Contracts and Procurement
Hudson County Community College
26 Journal Square, 14th Floor
Jersey City, NJ 07306
Telephone: 201-360-4054
Email: jrobersonjr@hccc.edu

Background:

Hudson County Community College (HCCC) serves one of the most ethnically diverse and densely populated communities in the United States. The College is a vibrant, urban institution of higher education whose mission is to provide its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.

HCCC's student body is diverse and accomplished. More than 90% of HCCC's students receive scholarships, grants, and loans to finance their education, and the College's extensive financial aid program helps connect students with the resources they need. To date, the College's Foundation has raised over \$3.5 million for student scholarships, and HCCC ranks first in the state of New Jersey for its award of Community College Opportunity Grant funds. About half of its more than 12,000 credit students identify as Hispanic, and more than 33% of all students were born outside of the U.S. In 2021, HCCC had two students selected from a national applicant pool to receive the prestigious Jack Kent Cooke Foundation's Undergraduate Transfer Scholarship.

Hudson County Community College has three campuses. The largest campus is located at the heart of Jersey City's Journal Square, which is approximately 20 minutes from New York City. The College also has a North Hudson Campus, located in Union City, New Jersey and an additional location at the Hudson County Schools of Technology in Secaucus, New Jersey. The College offers 60 degree and certificate programs and more than 300 daytime, evening, and weekend courses throughout its three-campus network. In addition to its degree programs and courses, HCCC offers a wide array of non-credit classes and programs designed to develop professional skills, provide occupational training, teaches languages and culinary skills, and enrich personal and cultural knowledge.

Hudson County Community College is committed to delivering high-quality educational experiences. HCCC is a member of the Achieving the Dream network of community colleges. Achieving the Dream is a national reform network of high-performing community colleges that are focused on leveraging data-informed best practices to promote equitable outcomes.

The College boasts several signature programs, including a nationally recognized Culinary Arts Institute and a Nursing Program. The College's Culinary Arts Institute is one of only three programs in the New York Metropolitan region to hold accreditation from the Accrediting Commission of the American Culinary Federation Education Foundation. The Culinary Arts Institute features state-of-the-art facilities and a hands-on program that prepares students for a range of careers in the hospitality industry. Graduates of HCCC's Nursing Program consistently pass the licensure exam in large numbers. The College recently announced the dedication of the Bloomberg Finance Lab, which provides students with real-world experience to prepare them for employment in banks, corporations, and government agencies.

Hudson County Community College Technology Profile

IT Staff:

- Ellucian Enterprise Application Services Team: Five staff members on the who support Ellucian Colleague, Recruit, Elevate and related systems.
- System Administrator
- Data Network Administrator
- Help Desk Manager
- Senior Support Analyst
- Five Support Analysts
- Academic Lab Manager
- Academic Lab Coordinator
- Senior Lab Assistants
- Part-time technicians and Lab Assistants

Current Reporting Tool: SAP Business Objects

Current ERP: Ellucian Colleague Student, Finance, HR

Current CRM(s) in use: Ellucian Recruit and Elevate

Preferred authentication method(s): SSO through ADFS with multifactor authentication (Microsoft, Fischer Identity, Beyond Identity)

Current mass email / email marketing solution(s): Salesforce Marketing Cloud, Mongoose Texting, Ocelot Chatbot

Current LMS: Instructure Canvas

Current email system and email client: Microsoft Office 365 with Microsoft Outlook and Outlook Online

Current Scheduling Tools: Calendly, Waitwhile

Current Telecommunications and Collaboration Platforms: Cisco Call Manager, Cisco Jabber, Cisco WebEx, Zoom

Proposal Evaluation

Hudson County Community College's objective through this Request for Proposal is to ensure the selection of the most effective solution that best meets the needs of Hudson County Community College and provides for future expansion. Proposals will be evaluated based on the following criteria: Suggestions of information to request (but are not limited to and in no certain order) are as follows:

- a. **Vendor Reliability:** Evaluation of the vendor's experience with comparable institutions, long-term growth, and dedication to quality and customer satisfaction.
- b. **Commitment to Higher Education:** Evaluation of the vendor's commitment to the higher education marketplace, including the vendor's customer retention rate.
- c. **Vendor Stability:** Evaluation of the vendor's long-term stability.
- d. **Application Software:** Evaluation of how well the proposed application system meets the total needs of Hudson County Community College as specified in the RFP.
- e. **Vendor Support:** Evaluation of the support the vendor will provide to Hudson County Community College in terms of software, training, documentation, and transition planning.
- f. **Cost:** Evaluation of the total cost of the system

Vendor Proposal Format and Content

Executive Summary

This section should include a brief business summary of the proposed solution that reflects the vendor's understanding of Hudson County Community College's needs and expected outcomes and how the vendor's solution will satisfy those needs and measure success.

Vendors should include the overall approach to the management of the project, how well the proposed solution meets the key requirements provided in this RFP, and what long-term commitment the vendor will make to Hudson County Community College's success.

This section should be no more than three (3) pages in length.

Key Solution Requirements

The requirements included below are key functionality for Hudson County Community College's constituents. Vendors should describe how the proposed solution meets these requirements. Clear and concise responses are requested.

Functional Requirements

1. Describe how your level of focus on Higher Education has influenced the development of this solution.
2. Describe how your solution can pull together data from across campus to enable visibility into the signs of academic, financial, and personal/social struggles or successes? How can your system use this data to promote appropriate action with students?
3. Describe how the solution can help monitor degree progress and progress toward graduation.
4. Describe how your solution enables institutions to automatically raise and manage alerts for students?
5. Does your solution offer the ability to automatically trigger alerts based on student actions?
6. Does your solution offer case management functionality?
7. Describe the communication channels your solution offers for reaching out to students? (for example, email, text, phone, etc.)
8. Does your solution offer the ability to create engagement campaigns?
9. Does your solution offer the ability to create targeted engagement campaigns for different student populations? Can the communications in these Engagement Campaigns be automated and change dynamically based on timing or based on a student's actions?
10. How does your solution allow us to track students at risk? Is there a scoring system in place to evaluate, at a high level, where each student stands at any given time from a risk perspective?
11. Does your solution integrate with LMS solutions to allow tracking of student grades? Please describe and indicate which LMS solutions are integrated and how.
12. Can your solution trigger an alert based on a student's academic data, such as when a student's grades fall below a certain level, or when a student changes their major several times?
13. Does the solution provide the ability to track individual student success over time?

14. Are role-based dashboards available for faculty, advisors, and other staff that show their assigned students and important metrics relevant to their unique roles?
15. Does your solution offer a self-service area for faculty to track their students' course performance and view alerts assigned to them?
16. Can your solution track every action related to a student on a single record, including tasks assigned, alerts raised, and all communications exchanged?
17. (If applicable) Describe the level of out of the box integration with Ellucian ERP systems.

Reporting and Analytics Requirements

1. Describe the reporting options available to end users.
2. Describe how end users view and interact with the data and information.
3. Describe how users create custom dashboards and reports so they only see content that is relevant to their role.
4. Describe how your solution tracks student success through dashboards.
5. Describe how your solution enables case managers to track cases for students across the institution at a high level.
6. Describe how your solution delivers executive reporting options for our institution to track student success at a high level.
7. Describe how end users can share dashboards and views with other users.
8. Describe how end users can drill down in a report, dashboard or view to see more detail.
9. What type of file import formats do you support? What type of export files do you support?
10. What is the proposed solution's search model? How can end users search for data?
11. Does your solution support the use of the reporting tool of our choice? Please describe.
12. Please describe how users can receive a daily data extract of their data if necessary.

Technical and Security Requirements

1. Have you completed the Higher Education Cloud Vendor Assessment Toolkit (HECVAT) and is it available for customer review? Please include in your proposal.
2. Do you have SOC 1 or SOC 2 reports available for customer review?
3. How will you keep HCCC data safe in the cloud and in your platform?
4. Do you have a disaster recovery plan? Please describe.
5. Do you offer real-time information on system status? Please describe.
6. Please describe how the solution is hosted in the cloud and what services are included.
7. What is your experience with and how does your cloud solution meet the specific needs of Higher Education?
8. Describe how accessible your product is when compared to the WCAG 2.0 standard. Have you completed a VPAT that demonstrates your compliance?
9. Do you offer an open and extensible architecture and data model? Please describe.
10. How will your solution help us comply with regulatory mandates and industry standards?

Implementation Methodology

Vendors should provide detailed information of the implementation services for successful implementation of the proposed software. Include at a minimum, the following information:

1. An overview of your implementation methodologies. Include how this methodology will help ensure our success

2. An overview of your education and knowledge sharing methodologies
3. An overview of data migration methodology and tools
4. An overview of documentation or delivery collateral
5. An overview of system and business process validation
6. A high-level project timeline and deployment methodology
7. An overview of Hudson County Community College resources required for successful implementation, be detailed about what functional and time commitments are required by HCCC staff
8. An overview of vendor resources for a successful implementation
9. How you use third-party implementation delivery partners for our project

Post-Implementation Support/Value Added Services

Vendors should provide detailed information of available ongoing support of the proposed software. Include at a minimum, the following information:

1. Post Go-Live Support Services (Help)
2. Support turnaround time or resolution time for support incidents and escalation procedures
3. Upgrade release methodology

Customer Participation and Communication

Vendors should provide detailed information of the available ongoing support options for the proposed software. Include at a minimum, the following information:

1. How does your company show your commitment to customers?
2. What options do you provide customers for participating in regional and national users groups and methods of communicating with customers?
3. How do customers participate and have input into new functionality?

Company History and Vendor Qualifications

Vendors should provide company history information and supplier qualifications with the proposed software. Please provide, at minimum, the following information:

1. Company history
2. Demonstrated commitment to Higher Education
3. Financial Stability
4. Commitment to customer's overall satisfaction (as indicated by independent scores such as NPS, Gartner, etc.)
5. Experience of staff that will help with long-term success
6. Commitment to continuous improvement of solutions
7. Awards, recognitions, etc.

Cost Proposal

Please provide an itemized summary of the proposed components. Describe if you will provide a prorated implementation contract (price and time) and then go-live contract to align with HCCC's fiscal year (July 2021 – June 2022, July 2022 – June 2023).

References

For the purpose of this evaluation, vendors should provide evidence of customer satisfaction to include:

1. Success stories of at least three customers using the proposed solution(s) in like institutions (two-year, public)
2. Customer quotes or video testimonials (specific references will be requested of vendors selected as finalists)
3. What percentage of your customer base are higher education institutions?
4. How many Higher Education customers are using your proposed solutions?

Please send the proposal to the attention of:

Jeff Roberson, Jr.

Director of Contracts and Procurement

Hudson County Community College

26 Journal Square - 14th Floor

Jersey City, New Jersey 07306

Telephone #: (201) 360-4054

Fax #: (201) 656-8961

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all proposals and proposal submissions. Failure to submit the required information is cause for automatic rejection of the proposal or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
 ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
 ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
 ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner, or member owning a 10 percent or greater interest in any corresponding corporation, partnership, and limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Proposer/proposer; that the ***Hudson County Community College (“College”)*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the ***College*** to notify the ***College*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***College*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY/_____

Specify, of Other

COUNTY OF _____

I, _____, of the (City, Town, Borough) of _____ State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____, the Proposer making the Proposal for the above named contract, and that I executed the said Proposal with full authority to do so; that said Proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposaling in connection with the above named contract; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge, and the State of New Jersey relies upon the truth of the statements contained in this affidavit in awarding the contract for the said contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____.

Name of Vendor

(N.J.S.A. 52:34-15)

By: _____

(Signature of Authorized Representative)

Subscribed and sworn to before me
this ____ day of _____, 20__.

(Seal) Notary Public of New Jersey/

Specify Other State

My Commission Expires _____ 20__

**HUDSON COUNTY COMMUNITY COLLEGE
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Name of Bidder: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Hudson County Community College ("College") finds a person or entity to be in violation of the principles which are the subject of this law, they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

OR

☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the District under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines, and sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT
ACTIVITIES IN IRAN**

You must provide a detailed, accurate, and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries, or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____ Relationship to Bidder/Offeror: _____	
Description of Activities: _____	
Duration of Engagement: _____ Anticipated Cessation Date: _____	
Bidder/Offeror Contact Name: _____ Contact Phone Number: _____	

Disclosure of Investment Activities in Iran (*continued*)

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the College is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the College to notify the College writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the College and that the College at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to the execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at:

[http:// www.state.nj.us/treasury/contract_compliance/](http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Acknowledged by Vendor

By: _____

Print name and title

Signature

PROPOSAL FORM/PRICING

HUDSON COUNTY COMMUNITY COLLEGE

26 Journal Square, 14th Floor, Jersey City, New Jersey 07360

RFQ No.	Title:	Due Date
RFP # 1-5-22 SA	Student Advising and Success Platform_	2/09/22

Pursuant to public advertisement, we the undersigned hereby declare that we have carefully examined the attached proposal, specifications and instructions.

The undersigned does hereby agree to furnish, deliver, and install, as applicable, at Hudson County Community College the product(s) and/or service(s) described in the attached specifications for the price indicated below. Prices for individual items, where appropriate, are indicated on the attached sheets. The total bid amount is listed below. The College may award contracts for individual items, or the entire group. All items are to be shipped Prepaid F.O.B. Destination, with inside delivery if applicable.

Lump Sum Total Year

Written Dollar Amount

The Bidder hereby certifies that all the figures, computations and additions used in compiling the bid herein have been carefully checked and are accurate in all respects and no claims shall be made as a basis for withdrawal of this bid after opening on these grounds.

The Bidder also certifies, by signature below, that he is an authorized dealer or distributor of the products herein quoted, and documentation from applicable manufacturer(s) is available on request.

Dated this _____ day of _____ 20____.

Name of Bidder

Print Name and Title

Address of Bidder

By (Signature)

Telephone No.

Check List

☐ Proposal Form
☐ Non-Collusion Affidavit
☐ Statement of Ownership
☐ Equal Opportunity Statement
☐ Business Registration Form/Certificate

☐ Investment Disclosure form
☐ Specification Price Sheet (if required)