

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
 CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-  
 TECHNICAL • VALLEY • WEST  
 ADMINISTRATIVE OFFICES: 770 WILSHIRE BOULEVARD, LOS ANGELES,  
 CALIFORNIA 90017-3856 • 213.891.2000  
 Dr. Francisco Rodriguez, Chancellor



**REQUEST FOR PROPOSALS (RFP) NO. 20-01  
 RISK MANAGEMENT CONSULTING AND INSURANCE BROKERAGE  
 SERVICES**

**RFP Schedule**

RFP Posted	<b>Tuesday, February 11, 2020</b>
Questions regarding this RFP by 3:00 pm PST	<b>Thursday, February 20, 2020</b>
Questions and answers posted to web	<b>Thursday, March 5, 2020</b>
Bidder Response Due by 2:00 pm PST	<b>Thursday, March 19, 2020</b>
Presentation (s)	<b>TBD</b>
Tentative Award Date	<b>April 2020</b>
Board Date for Approval	<b>May 2020</b>

PROCUREMENT UNIT  
 770 Wilshire Boulevard, 6th Floor  
 Los Angeles, CA 90017  
 213.891.2276

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## I. INTRODUCTION

### A. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms to provide property and casualty insurance brokerage services on a fixed-fee basis.

Award will be to the firms that demonstrates expertise and experience in for property and casualty insurance brokerage services in higher education and that proposes reasonable fees/billing rate and structure and meet the requirements of this RFP.

Selection of a Respondent under this RFP does not commit the District to procuring any services pursuant to this RFP.

**The District, by policy, will not enter into insurance or risk pools.**

## II. ABOUT THE DISTRICT

The District was organized in 1969 and is governed by an elected Board of Trustees and is part of the statewide California Community College system. Members of the Board of Trustees are elected at large to serve four-year terms.

LACCD serves a population of several million residents in southern California within an area of 884 square miles of metropolitan Los Angeles and unincorporated areas of the County of Los Angeles. The District extends from Agoura Hills in the western part of the San Fernando Valley to the City of San Fernando in the northeast. The service area includes Culver City on the western side of the greater Los Angeles basin, Monterey Park and San Gabriel on the east side as well as Palos Verdes Estates and San Pedro to the south.

In keeping with its mission, the District provides comprehensive lower-division general education, occupational education, transfer education, credit and non-credit instructional programs geared to meet the needs of the communities its colleges serve and which meet the changing needs of students for academic and occupational preparation, citizenship, and lifelong learning. The Western Association of Schools and Colleges accredits each of the nine colleges.

The physical footprint of colleges ranges in size from twenty-two acres (Los Angeles Trade Tech College) to over four hundred fifty acres (Los Angeles Pierce College). Facilities include newly constructed classroom and instructional laboratory buildings, learning resource centers (libraries with specialized learning/tutoring centers) as well as original instructional buildings, parking structures, maintenance yards, athletic fields and gymnasiums.

The District has an annual budget in excess of \$891,000,000 and employs nearly 4,000 full-time equivalent employees, and approximately 6,500 part-time employees. The District estimates the total annual FY 2019-2020 payroll (included proposed salary increases) of approximately \$528,000,000.

The District purchases excess liability coverage, which includes general, public officials Error and Omissions, auto, sexual abuse molestation and employment practices with limits of \$40,000,000 excess of a \$1,000,000 SIR. Total insurable values under the property policy are approximately \$3.8BB inclusive of contents. The property loss limits are \$750,000,000 and the deductible is \$250,000. Most of the liability, property and accident policies renew July 1<sup>st</sup> each year.

### **III. GENERAL GOALS AND SCOPE OF SERVICES**

#### **A. GENERAL GOALS**

The Los Angeles Community College District is seeking qualifications and proposals for the services of a highly qualified firm to provide property and casualty insurance brokerage services, that will provide the best value, on a fixed-fee basis.

It is expected the selected firm shall market the District to the broadest insurance marketplace for the cost effective and timely placement of property and casualty coverage for all District functions, operations, and programs. Insurance lines of coverage may include, but not be limited to Property, Commercial General Liability, Sexual Abuse Molestation, Automobile liability and Auto physical damage, public officials, Educators legal liability, employment practices liability, crime coverage, Student AD&D, Student –Athletics, etc. The selected broker of record shall also provide additional support services to the District as included within the overall scope of services and fixed-fee cost for this account as the

District may desire to use from time to time during the term of this service contract, which may include, but not be limited to coverage analysis, including analyzing the nature, causation, frequency and severity of risks and determining if adequate insurance coverage is currently in place; loss trending and benchmarking, and recommendations for safety and loss control services that respond to identified trends; marketing and placement of insurance, to include educating the District on underwriters' considerations and concerns, and on "state of the market" information trends; issuing certificates of insurance, reviewing vendor contracts and assisting District in maintaining current and adequate insurance and indemnification language for its contracts; performing incidental safety and loss control services, reporting claims and acting as a liaison and an advocate for the District with insurance companies and participating in claims reviews.

This solicitation is specific to property and casualty coverages (liability, workers' compensation, property, crime, Student AD&D, and Student-Athletics etc.), but specifically excludes owner-controlled wrap-up programs (OCIP), excludes foreign student insurance program, and excludes employee health and welfare benefits.

The District typically purchases the following types of property and casualty coverage:

**Districtwide Key Policies**

- Property Insurance
- Earthquake – Building, Personal Property
- Excess Liability First Layer, includes EPL and Errors & Omissions coverage; Auto; EBL; Professional Liability for Internships
- Excess Liability Second Layer, includes EPL and Errors & Omissions coverage; Auto; EBL
- Excess Work Compensation
- Field Trip Accidental Death & Dismemberment
- Student and Intercollegiate Athletic Accident

**Districtwide Fiduciary/Personnel Policies**

- Aviation Liability
- Crime
- Cyber
- Foreign Accident

Foreign Executive Risk (K&R)  
Foreign Liability  
Group Accident Employees ADD

**Student Program Specialized Policies**

Athletic Participants  
Equestrian Accident  
Equestrian Liability  
Pierce Vet Professional Liability  
Student Film Productions

The coverages listed above are not to be interpreted as a limitation on the types of insurance necessary or required by the District. The selected Broker shall, pursuant to this solicitation, provide the analysis and audits of current insurance programs and coverages, and make all necessary recommendations to ensure the District has no gaps, loss of coverage, or has any risk unprotected by financial security (insurance policy or other type of risk transfer instrument).

**B. SCOPE OF SERVICES**

The successful Proposer (“Contractor”) shall perform those services necessary to provide risk management consulting and brokerage services to the District relative to the selected liability, property and AD&D risks only. Such services shall include, but are not limited to, the following:

- A. Coverage analysis, including analyzing the nature, causation, frequency and severity of risks and determining if adequate insurance coverage is currently in place;
- B. Loss trending and benchmarking, and recommendations for safety and loss control services that respond to identified trends;
- C. Marketing and placement of insurance, to include educating the District on underwriters’ considerations and concerns, and on “state of the market” information trends;
- D. Issuing certificates of insurance, reviewing vendor contracts and assisting District in maintaining current and adequate insurance and indemnification language for its contracts;
- E. Performing incidental safety and loss control services, and
- F. Reporting claims and acting as a liaison and an advocate for the District with insurance companies; participating in claims reviews.
- G. Services described elsewhere in this proposal, but not limited to specific listing in this proposal.

**The District, by policy, will not enter into insurance or risk pools.**

**IV. PROPOSER REPRESENTATIONS**

Each Proposer submitting a Proposal in response to this RFP is deemed to have made the following representations:

- Proposer represents that its Proposals fully comply with the requirements of the RFP Documents.
- Proposer represents that each person who signed a document that is included in the Proposer's Proposals was at the time of signing, and for the duration of Proposer's participation in the RFP process provided for in these Instructions shall remain, authorized to sign on behalf of and to bind the Proposer.
- If the Proposer is a corporation, limited liability company, or limited partnership, Proposer represents that it is, and for the duration of Proposer's participation in the RFP process provided for by these Instructions shall remain, registered with the Office of the Secretary of State for the State of California and authorized under Applicable Laws to business in the State of California with a legal status determined by said Office of the Secretary of State of "active and in good standing."
- Proposer represents that it has carefully reviewed the proposed Agreement and that the terms and conditions thereof are satisfactory to Proposer and represent in the opinion of the Proposer a fair and reasonable allocation and sharing of risks and responsibilities.
- Proposer represents that it has carefully reviewed all of the exhibits attached hereto and taken all matters disclosed thereby into consideration in preparing and submitting its Proposals.
- Proposer represents that it is, and at all times during the performance under the Agreement shall be, in full compliance with the provisions of the Immigration Reform and Control Act of 1986 ("IRCA"), as well as any similar provisions of Applicable Laws setting forth proscriptions or penalties relating to the employment or hiring of undocumented aliens.

- Proposer represents that, at the time of submission of its Proposals, Proposer and each of its Sub-consultants and/or subcontractors possesses any licenses that may be required to hold under the terms of the RFP Documents, as well as any other licenses (if any) that it is required by Applicable Laws to hold in order to perform those services that it anticipates it will be required to perform under the terms of the Agreement.
- Proposer, being familiar with California Government Code §§1090 et. seq. and §§ 87100 et seq., represents that it does not know of any facts occurring in connection with the Proposer's preparation for, or participation in, the herein described RFP process that constitute a violation thereof and has disclosed in a separate letter attached to their proposal of any possible interests, direct or indirect, which Proposer believes any official, officer, agent, or employee of the District or any of its Colleges, or any department thereof, has that might cause such official, officer, agent, or employee to be "financially interested" (as that term is defined the aforesaid statutes) in any decision made by District in connection with the procurement that is the subject of this Request for Proposal.
- In accordance with Public Contract Code section 2204 (a), the Proposer certifies and represents that at the time its Proposal(s) are submitted, the Proposer is not identified on a list created pursuant to subdivision (b) of Public Contract Code section 2203 as a person (as defined in Public Contract Code section 2202(e) engaging in investment activities in Iran described in subdivision (a) of Public Contract Code section 2202.5, or as a person described in subdivision (b) of Public Contract Code section 2202.5, as applicable. Proposers are cautioned that making a false certification and representation may subject the Proposer to civil penalties, termination of existing contract, and ineligibility to bid on a contract for a period of three (3) years in accordance with Public Contract Code section 2205. Proposer agrees that submission of its Proposal(s) shall constitute Proposer's certification and representation as aforesaid.

## **V. GENERAL INFORMATION AND GUIDELINES**

### **A. DISTRICT CONTACT PERSON**

Dorothea Mc Farline  
Los Angeles Community College District  
Contracts Unit, 6<sup>th</sup> Floor  
770 Wilshire Boulevard  
Los Angeles, CA 90017-3719  
TEL: 213.891.2276  
email: [McFarID@email.laccd.edu](mailto:McFarID@email.laccd.edu)

### **B. INTERNET ACCESS TO THIS RFP**

All materials related to the RFP will be available on the internet at:  
<https://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>

A Respondent who chooses to download a RFP solicitation will be responsible for checking the aforementioned web site for clarifications and/or addenda.

Failure to obtain clarifications and/or addenda from the web site shall not relieve Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing your Proposal.

Note: there may be multiple clarifications and/or addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.

All Respondents are responsible for obtaining all RFP materials.

### **C. UNAUTHORIZED COMMUNICATIONS**

Proposers shall not, prior to Award, contact or communicate, either verbally or in writing, with any of the following persons (other than the person named above) for the purpose of discussing the requirements of the RFP Documents or the RFP process: (1) any trustee, officer, employee, or representative of the District; or (2) any consultant, or employee of a consultant, providing the District with assistance, advice, or professional services relating to the matters covered by the RFP

Documents or who is involved in any aspect of the RFP evaluation or scoring processes. Unauthorized communication by a Proposer in violation of the foregoing may result in disqualification.

#### **D. INTERESTED PARTIES**

Firms who are advisors to the District in respect to the RFP process are not allowed to submit, or participate in submission of, Proposals. A Proposer shall not participate in, or be "interested in," more than one Proposal. For purposes of this paragraph, "interested in" means having a managerial or financial interest in another Proposer or a Subcontractor to another Proposer. Notwithstanding the foregoing, a Subcontractor may be proposed as a subcontractor to more than one Proposer.

#### **E. PROPOSER CLARIFICATIONS**

Without limitation to the District's rights relating to the conduct and content of Negotiations, the District reserves the right, but assumes no obligation to, at any point in the RFP process to contact a Proposer directly, without notice to other Proposers, for purpose of obtaining clarifications of, or to address minor irregularities, informalities, or apparent clerical mistakes in, a Proposal ("Proposer Clarifications"). Where the District determines that there is a need and justification for seeking Proposer Clarifications, the District may request Proposer Clarifications from some Proposers and not other Proposers. If Proposer Clarifications are sought from all Proposers, the questions asked may be different for each Proposer.

#### **F. FALSE INFORMATION**

In addition to and without limitation upon any other requirements of the RFP Documents, the District reserves the right, but assumes no obligation, to disqualify any Proposer and reject any Proposal should District determine that any information submitted by the Proposer is false, incorrect, or materially incomplete.

#### **G. DISTRICT CONFIRMATION**

The District reserves the right, but assumes no obligation, to confirm through any means available to the District the truth, accuracy, or completeness of any information contained within the resumes or other information submitted by a Proposer or communicated by a Proposer or

a Subcontractor during face-to-face communications with the District or its representatives or consultants administering the RFP process.

#### **H. NO JOINT OFFERS ACCEPTED**

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime/subcontractor basis rather than as a joint venture or informal team. For this engagement, "DISTRICT" intends to contract with an individual firm and not with multiple firms doing business as a joint venture. Accordingly, where two or more firms desire to join in preparing and submitting Proposals, they should do so on a prime-subcontractor basis, rather than as a joint venture or informal team. The firm acting as the "prime", if it receives the Award, will enter into the Agreement with the District. An example of such an arrangement in this RFP would be in regards to armored car services. Proposers which do not offer this service in-house would subcontract that work to an armored car service provider.

#### **I. DISTRICT DETERMINATIONS**

The District shall have the right to make all determinations and interpretations relating to the RFP Documents or the RFP process, including, without limitation, any Proposer's compliance with the RFP Documents or its qualifications to participate in the RFP process, and all such determinations shall be final and binding.

## VI. INSTRUCTIONS AND GENERAL CONDITIONS

### A. RFP INSTRUCTIONS AND CONDITIONS

This RFP contains the instructions and conditions governing the requirements for a proposal to be submitted by an interested Proposer, the format in which the proposal is to be submitted, the material to be included therein, and the requirements that must be met. Each Proposer should carefully examine the entire RFP and be fully aware of the nature and quality of the services sought by "DISTRICT" as well as the conditions in providing such services.

***PROPOSALS MAY BE REJECTED AS NON-RESPONSIVE IF THE PROPOSER FAILS TO FULLY COMPLY WITH ANY OR ALL OF THE INSTRUCTIONS OR CONDITIONS SET FORTH IN THIS RFP.***

### B. RFP SCHEDULE

#### RFP Schedule:

RFP Posted	<b>Tuesday, February 4, 2020</b>
Questions regarding this RFP by 3:00 pm	<b>Thursday, February 13, 2020</b>
Questions and answers posted to web	<b>Thursday, February 20, 2020</b>
Bidder Response Due by 2:00 pm PST	<b>Tuesday, March 2, 2020</b>
Presentation (s)	<b>TBD</b>
Tentative Award Date	<b>March 2020</b>
Board Date for Approval	<b>April 2020</b>

The District reserves the right, at any time to adjust in the form of additions, modifications or deletions to the RFP schedule. Such adjustments, if any shall be made by RFP Addendum. References in the RFP Documents to the RFP Schedule or to date in the RFP Schedule shall mean the RFP Schedule as so adjusted.

### C. PROPOSAL SUBMISSION INSTRUCTIONS

**Sealed Proposals:** The proposer shall submit to the District one (1) **printed original and five (5) copies of its proposal, together with one (1) copy of a USB drive containing an electronic version of the proposal in Microsoft Word format, addressing each of the items in this RFP.**

**RFP Due Date and Time:**

**Proposals must be received by the District** no later than **2:00 p.m. PST on Tuesday, March 2, 2020.** Proposals will be date stamped to record receipt thereof.

Any proposals received after the time and date above may, at the District's sole discretion of the District, be returned unopened or set aside without consideration. It is the practice of the District not to consider late offers unless it is determined that a selection cannot be made from among the proposals received on time.

Delivery of the proposal by the specified deadline is the sole responsibility of the Proposer to ensure that its proposal is delivered on time. If hand delivered, ample time should be scheduled for delays caused by downtown Los Angeles area traffic and parking.

**District does not provide parking accommodations to proposers submitting proposals.**

The District shall not be responsible for, nor accept as a valid excuse for late proposal receipt, any delay in mail service or other method of delivery used by the Proposer except where it can be established that the District was the sole cause of the late receipt.

**Proposals submitted via fax, telephone or email will not be accepted.**

**Proposal Label:** Proposals are to be enclosed in a sealed package displaying the proposer's name and the words:

**"PROPOSAL RESPONDING TO RFP 20-01: "RISK MANAGEMENT CONSULTING AND INSURANCE BROKERAGE SERVICES"**

**Deliver To Address:** Mail or deliver proposals to:

Los Angeles Community College District  
770 Wilshire Blvd, 6<sup>th</sup> Floor  
Los Angeles, California 90017  
ATTN: Dorothea Mc Farline  
Procurement Unit

**Submittals not conforming to the specifications of this RFP may be deemed non-responsive and grounds for rejection or result in points being deducted during evaluation.**

All proposals must be firm offers subject to acceptance by "DISTRICT" and may not be withdrawn for a period of 120 calendar days following the Proposal Submission Deadline. Proposals may not be amended once submitted to "DISTRICT" except as permitted by "DISTRICT."

## **VII. PROPOSAL FORMAT AND CONTENT**

Vendors must follow the format established in this RFP and provide all information requested.

### **A. GENERAL**

The proposal should provide a straightforward, concise description of the proposer's ability to satisfy the requirements of this RFP. Emphasis should be placed on conformance to the RFP instructions, on responsiveness to the RFP requirements, and on completeness and clarity of the proposal's content.

This RFP and the selected proposal response will become a part of any Agreement that is executed as a result of this RFP between the District and the Contractor. Any proposal attachments, documents, letters and materials submitted by the proposer shall be binding and may be included as part of any final Agreement.

**The Proposer's failure to submit the complete proposal pages in accord with this RFP's instructions and conditions may invalidate the proposal.**

Promotional material will not be considered in awarding a contract and should not be included.

**B. PRESENTATION/FORMAT**

Proposals shall be submitted in 8 1/2" x 11" size, using a size 12 font and using a simple method of fastening. Proposals should be typed and not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged; presentations should be brief and concise.

**Proposal(s) shall be submitted with the following items in the specified order:**

**C. PROPOSAL CONTENT**

**1. Cover Page**

A cover page with the Proposer's name, the title, "**RFP 20-01: RISK MANAGEMENT CONSULTING AND INSURANCE BROKERAGE SERVICES,**" and submission due date and time.

**2. Transmittal Letter/Introduction**

The letter of transmittal must, at a minimum, contain the following:

- a) Identification of the offering vendor(s), including name, address, email address and telephone number;
- b) An acknowledgement of RFP addendum and/or addenda, if any;
- c) Name, title, address, telephone number and email address of contact person during period of proposal evaluation
- d) A statement that the proposal shall remain valid for a period of not less than four (4) months, (120 days), from the due date for submittal

- e) Identification of any information contained in the proposal which the proposer deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the California Public Records Act

**A blanket statement that all contents of the proposal are confidential or proprietary will not be honored by the District.**

- f) Signature of a person authorized to bind the offering vendor to the terms of the proposal

### **3. Table of Contents**

Immediately following the transmittal letter include a complete table contents for material included in the proposal, including page numbers.

### **4. Qualifications, Related Experience and References**

Overview: This section should establish the ability of the proposer (and its subcontractors, if any) to satisfactorily perform the required work by reasons of: demonstrated competence in the services to be provided; the nature and relevance of similar work currently being performed or recently completed; record of meeting schedules and deadlines of other clients; **competitive advantages over other firms in the same industry;** The proposer may highlight those qualifications that it feels distinguishes it from its competitors; strength and stability as a business concern; This information should be furnished for both the proposer and any subcontractors included in the offer.

#### **1) PROPOSED STAFFING AND PROJECT ORGANIZATION**

Overview: This section should discuss the staff of the proposing firm who would be assigned to work on the District's account.

- a) Identify the key personnel from your firm that who would be assigned to the District Include a brief description of their qualifications, professional certifications, job functions and office location(s). Designate a Senior Vice President who would be ultimately responsible for the District's account and an Account Manager who would provide day-to-day direction of the required work. Furnish brief resumes (not more than two pages long) for all key personnel; include these as an appendix, not in the body of the proposal.

- b) Include a simple organization chart, which clearly delineates communication and reporting relationships among the project account staff.
- c) State the other lines of business in which your firm is engaged.

## 2. WORK PLAN/TECHNICAL APPROACH

Overview: This section should establish the Proposer's understanding of the District's objectives and requirements, demonstrate the Proposer's ability to meet those requirements and outline clearly and concisely the plan for accomplishing the specified work.

- a) Describe succinctly how your firm would accomplish the work and satisfy the District's objectives described in this RFP. If appropriate, divide the work into segments or tasks to represent milestones for measuring progress.
- b) Attach as an appendix a sample insurance quote your firm prepared for a client of the size and complexity as Los Angeles Community College District. You may exclude propriety information regarding the client and information not otherwise available through the Public Records Act.
- c) List all the names of the insurance companies that underwrite 30% or more of your firm's book of business.

## 3. SERVICE FEES

**EXECUTION OF A CONTRACT WILL NOT RESULT IN COMPENSATION BEING EARNED OR PAID TO THE CONTRACTOR. COMPENSATION WILL BE EARNED AND PAID ONLY IF THE DISTRICT GIVES THE CONTRACTOR AUTHORITY TO PLACE AN ORDER WITH THE INSURANCE COMPANY TO BIND COVERAGE.**

Overview: This section should disclose all charges to be assessed the District for the Scope of Work and declare the Proposer's preferences for payment method and timing consistent with the

information provided immediately above (compensation earned and payable with District order to bind coverage).

- a) Quote an annual total fixed flat fee for completing all requirements outlined in the Scope of Services. Quote a fee for the initial term and for each of the potential successive four years of the contract term.
- b) The annual total fixed flat fee shall be inclusive of all expenses and costs.
- c) The Proposer's only source of income, revenue or compensation earned or received earned or received by the Proposer in connection to the District's account is the annual total fixed flat fee paid to the Proposer by the District. Any other source of income, revenue, consideration, or compensation, including, but not limited to, commissions and overrides received by the Proposer in connection to the District's account, must be disclosed and reimbursed back to the District.

#### 4. APPENDICES

- a) Furnish as appendices those supporting documents (e.g., certificates of insurance, staff resumes) requested in the preceding instructions.
- b) Include any additional information you deem essential to a proper evaluation of your proposal and which is not solicited in any of the preceding sections. Proposers are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous material; appendices should be relevant and brief.

#### **D. MANDATORY DOCUMENTS PROPOSER MUST SUBMIT WITHIN THE SEALED RESPONSE**

This section seeks to establish the ability of the Proposer to satisfactorily perform the required work by reasons of: demonstrated competence in the services to be provided by the Contractor; nature and relevance of similar work recently completed for other clients; record of meeting schedules and deadlines on other projects; competitive advantages over other firms in the same industry; strength and stability as a business

concern; and supportive client references. Information requested below must be furnished by the Proposer. Moreover, these documents shall be signed by a person authorized to commit the Vendor to a contract, and as discussed above, these documents must be included with the proposal when submitted by the Proposal Submission Deadline.

- a) Certification. The Proposer shall certify that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.
- b) References. The Proposer must list at least three (3) references where the Proposer has provided similar services to public educational entities or other public agencies and which can independently evaluate the Proposer's expertise in this area. The Proposer shall describe the work it performed or is performing for each client and include the name, job title, address, email address, and telephone number of the contact person for each reference. References may be contacted to provide verification of the data submitted and for discussion of satisfaction with the proposer's services.
- c) Organizational Information. The Proposer must declare an answer as to whether within the past five (5) years there have been any significant developments in Proposer's organization such as changes in ownership, key personnel, structural organization, bankruptcy or other financial problems, pending litigation, mergers and acquisitions, pending merger and pending acquisitions, and/or business emphasis. The Proposer must also declare and disclose any other conditions that may affect the proposer's ability to perform the requested service. If yes to any of the above organization information, please describe in detail and whether there are anticipated similar changes in the Proposer's organization in the next 24 months.
- d) Certificates of Insurance. The Proposer shall furnish certificates of insurance showing the types and amount of insurance carried by the Proposer.
- e) Terminated and/or Lost Accounts. The Proposer must disclose how many accounts, if any, have terminated or lost Proposer's services within the past three years. For

each such account, please state the reasons for the termination of the account and/or lost account. Include the name, address, email address, and telephone number of the contact person.

- f) Confirmation of Service. The Proposer shall confirm that the Proposer has a minimum of at least three (3) years of service in insurance broker services/consultation in the higher education marketplace.
- g) Schedule of Fees/Billing Rates and Structure
- h) Completed and signed Noncollusion Affidavit (Exhibit A)
- i) Completed and signed Certificate of Non-Discrimination (Exhibit B)
- j) Completed Confidentiality Agreement (Exhibit C)
- k) Acknowledgement of all addenda issued by the District (Exhibit D)
- l) Completed and signed Exceptions and Deviations (Exhibit E)

**GRACE PERIOD FOR MISSING OR INCORRECT FILING OF ITEMS (h)**

**THROUGH (I) ONLY:** In the event that a vendor fails to submit all or any part of items (a) through (e) above with its submission or if any submitted item is incomplete incorrect, the Contracts Office will notify the vendor and the vendor shall have an additional three (3) business days to submit the missing item to the Contracts Office. Failure to submit the missing item will result in the disqualification of the Vendor the mandatory item is missing entirely. Failure to complete or correct a mandatory item will result in the vendor's Proposal being considered in the form in which it was originally submitted.

**E. MEETING RFP SPECIFICATIONS**

The services offered by the Proposer must meet the specifications as described in this RFP. The District reserves the right to reject as non-responsive any proposal that does not meet the specifications as described in this RFP.

## **F. PROPOSED INFORMATION TO BE ACCURATE, COMPLETE AND VALID**

The Proposer must provide information including, but not limited to, fees for all offered services based on the scope of work, which is set forth on page 8. Failure to do so may invalidate the proposal. The price must be accurate, complete and must be valid for the term of the agreement. The Proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for error or fee increases that the Proposer later alleges are retroactively applicable.

## **G. AUTHORIZED SIGNATURES**

Exhibits A through E must all be signed by the Proposer's authorized signatory and must be submitted by the Proposer in the sealed envelope along with its proposal. The District is unable to accept any proposal submitted without these statements completed and signed by the Proposer's authorized signatory.

## **H. AUTHORIZATION TO DO BUSINESS**

All Proposers must be authorized to do business in California. If a Proposer is a sole proprietorship or partnership, the Proposer should furnish with its proposal a copy of a current business license issued in California. If the Proposer is a corporation, it must be approved by the California Secretary of State to do business in California as shown by it having an "ACTIVE" status listed on the California Secretary of State website as of the date of evaluation of the proposal. The Proposer should provide the corporate number issued by the Secretary of State with its proposal.

Each Proposer is required to possess at the time of submitting its Proposal, and at all times during the RFP process (and, in the case of the Proposer that receives award, at the time of award, upon execution of the Agreement, and at all times during performance of the Agreement) any licenses required by Applicable Law for the performance of the Agreement.

## **I. REQUIREMENTS**

The Proposer shall be responsible for becoming familiar with the scope of services required by the District as set forth on pages of this RFP, and shall rely solely upon his or her own independent judgment, and not upon any statements or representations made by the District, whether

express or implied. The failure or omission of any Proposer to acquaint himself or herself with the service requirements of the District shall in no way relieve any Proposer from any obligation with respect to this proposal or to the resulting agreement. The submission of a proposal shall be taken as *prima facie* evidence of compliance with this section.

#### **J. QUESTIONS ABOUT RFP**

Questions are to be submitted in writing by email to Dorothea Mc Farline, at email address: [mcfarld@email.laccd.edu](mailto:mcfarld@email.laccd.edu) **on or before 2:00 p.m. PST, Thursday, February 13, 2020.**

Proposers are asked to submit all questions in writing by the questions deadline. LACCD shall not be obligated to answer any questions received after the above-Questions Deadline or submitted in a manner other than as instructed above.

Written responses will be posted on the website:

<http://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>

Proposers are instructed not to contact District personnel or its agents in any other manner concerning this RFP. Unauthorized contact, at LACCD's sole discretion, will be grounds for disqualification of a proposer.

#### **K. RFP ADDENDA**

If it becomes necessary for "DISTRICT" to revise any part of this RFP or to provide clarification or additional information after the proposal documents are released, written addenda will be posted at the following website address:

<http://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>.

It shall be the responsibility of the Proposer to check the website or to appropriately inquire with "DISTRICT" for any addenda issued. All addenda issued by DISTRICT shall become part of the RFP and the Proposer shall acknowledge, in writing, receipt and incorporation of all addenda and clarifications in its response. Specifically, Proposer's acknowledgement of the addenda must be declared in the proposal in Exhibit D.

Failure of the Proposer to receive addenda shall not relieve the Proposer from any obligation under its proposal as submitted. The Proposer shall identify and list in its proposal all addenda received and included in its

proposal. The Proposer's failure to identify and list in its proposal all addenda received and included in its proposal may be asserted by the "DISTRICT" as a basis for determining a proposal as non-responsive.

#### **L. INTERPRETATION OF DOCUMENTS**

If any person contemplating submitting a proposal for the services proposed herein is in doubt as to the true meaning of any part of the proposal documents, or finds discrepancies in, or omissions from the documents, he/she may submit to the District a written request for an interpretation of correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the proposal documents will be made only by addendum duly issued and a copy of such addendum will be mailed or delivered to each person receiving a set of the proposal documents. No person is authorized to make any oral interpretation of any provision in the proposal documents to any Proposer, and no Proposer is authorized to rely on any such unauthorized oral interpretation.

#### **M. WITHDRAWAL/ PROPOSAL IRREVOCABLE FOR 120 DAYS**

A Proposer may withdraw its proposal at any time prior to the submittal deadline by sending the District a request in writing from the same person who signed the submitted proposal. As of the deadline for submittal, any proposal received by the District and not withdrawn becomes an irrevocable offer available for acceptance by the District immediately and for one hundred and twenty (120) days thereafter. The Proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for errors or price increases that the Proposer later alleges are retroactively applicable.

#### **N. EXEMPTION FROM DISCLOSURE**

Proposals will remain confidential in their entirety until the evaluation and analysis process is complete and a recommendation of an award has been submitted to the LACCD. All proposals submitted will become the property of the LACCD. The Proposer must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that the preparer claims are exempt from disclosure under the Public Records Act (California Government Code Section 6250 et seq.). Any Proposer claiming such an exemption must also state in the proposal that "the vendor agrees to indemnify and hold harmless the Los Angeles Community College District, its Board of Trustees, Los Angeles Valley

College, Los Angeles City College, East Los Angeles College, Los Angeles Harbor College, Los Angeles Mission College, Pierce College, Los Angeles Southwest College, Los Angeles Trade-Technical College, West Los Angeles College, and its officers, employees and agents, from any claims, liability, or damages against, and to defend any action brought against above said entities for their refusal to disclose such material, trade secrets, or other proprietary information by any party." Failure of a proposal to include such a statement will be deemed a waiver of any exemption from disclosure under the California Public Records Act. A blanket statement that all contents of the proposal are confidential or proprietary will not be honored by the District. The Proposer's identification of a document as "proprietary" or "confidential" does not automatically confer exclusion from disclosure under the California Public Records Act.

#### **O. PRE-CONTRACTUAL EXPENSES**

Pre-contractual expenses are defined as any expenses incurred by the Proposer to:

(1) Prepare its proposal in response to this RFP; (2) Submit that proposal to "DISTRICT"; (3) Negotiate with "DISTRICT" on any matters related to this RFP, including a possible contract; and (4) Engage in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. "DISTRICT" shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Proposers. All expenses including, but not limited to, pre-contractual expenses incurred by the Proposer in preparing the proposal shall be borne and paid for solely by the Proposer and shall not be included in their offers.

#### **P. SUBCONTRACTORS**

Proposers are permitted to provide for a portion of the Basic Services to be performed by one or more consultants or contractors retained by the Proposer (collectively, "subcontractor") provided that each subcontractor proposed to be used is identified in the Proposal by name, contact person, telephone number, fax number, e-mail address, and a description of the portion of Basic Services to be performed by the subcontractor.

**Q. IMMATERIAL DEFECT IN PROPOSAL**

The District may waive any immaterial deviation or defect in a proposal. The District's waiver shall in no way modify the RFP documents or excuse the Proposer from full compliance with the RFP if awarded the contract.

**R. ORAL COMMUNICATIONS**

Any oral communication by the District Contact Person or his/her designee regarding this RFP is not binding and shall in no way modify the RFP or the obligations of the District, Proposer and/or Contractor.

**S. RFP AS PART OF FINAL CONTRACT**

At the District's discretion, the content of this RFP may be incorporated into the final contract.

**T. PROPOSED CONTRACT**

The Proposer(s) selected for contract award through this RFP shall be required to enter into a written agreement with the District. The Standard Agreement for professional services presented in Exhibit F of this RFP is the contract proposed for execution. It may be modified to incorporate other pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the Proposer's offer or the outcome of contract negotiations, if any. **Exceptions and requested changes to the terms and conditions of the Standard Agreement, or the Proposer's inability or unwillingness to comply with any of the provisions of the Standard Agreement, must be declared in the proposal and will be considered as part of the proposal evaluation process.**

Proposers may include special terms and conditions for these services as appropriate; however, they must comply with Article IV, Section T below for consideration.

It is the District's sole right and privilege to disregard any suggested language provided by proposers included in their response. By responding to this RFP, proposers warrant that they have taken any and all costs and/or risk and liability associated with the Standard Form Agreement into account in their price proposals.

## **U. EXCEPTIONS/DEVIATIONS**

Any exceptions to, deviations from, or inability to comply with the requirements set forth in this RFP, or the terms and conditions contained in the Professional Services Agreement, must be declared in writing in Exhibit D within the proposal; and failure to do so will prevent Proposer from asserting its inability to comply with the terms or conditions later on. **Such exceptions or deviations must be segregated as a separate element of the proposal under Exhibit D - "Exceptions and Deviations to Professional Services Agreement."** The District will make a good faith effort to consider contractual issues identified by vendors and "DISTRICT" requires all proposing vendors to similarly make a good faith effort to comply with the District's sample agreement terms and conditions.

**Proposals that mandate the use of vendor's standard services contract, rather than utilizing the District's standard services contract will result in that vendor's proposal being judged non-responsive and these proposals will be rejected.**

**Proposals that reject the following integral provisions of the District's contract terms and conditions will be treated as a rejection of the District's contract and these proposals will be rejected.**

- Section 3 - Warranties
- Section 6 - Term of Agreement
- Section 13 - Waiver of Damages: Indemnity
- Section 17 - Governing Law
- Section 18 - Non-Discrimination
- Section 21 - Board Authorization
- Section 26 - Requirements for Federally-Funded Contracts
- Section 27 - District Authority
- Section 28 - Accessibility Requirements

The Proposer's attention is again directed to sections 13 and 14 of the Professional Services Agreement, which specify the indemnity clause and the minimum insurance requirements that must be met by the successful Proposer. The Proposer's inability or unwillingness to meet these requirements as a condition of award of an Agreement must be stated as an exception in the proposal.

***Exceptions or deviations which are in conflict with the District's terms and conditions may render the proposal non-responsive. I***

In the event that exceptions and deviations to the Professional Services Agreement are requested after the contract has been awarded, the District may deem the proposal non-responsive and may disqualify the proposal at its discretion.

**V. NO COMMITMENT TO AWARD**

Issuance of this RFP and receipt of proposals does not commit "DISTRICT" to award a contract. "DISTRICT" expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one vendor concurrently, or to cancel all or part of this RFP.

**W. NO AGREEMENT UNTIL SIGNED**

No agreement with the District is effective until both parties have signed a contract and the District's Board of Trustees has authorized the contract.

**X. NEWS RELEASES**

News releases pertaining to any award resulting from this RFP may not be made without the prior written approval of the District.

**Y. USE OF DISTRICT EMPLOYEES' NAMES**

The successful Proposer must agree not to use the names, office phone numbers, email addresses, and/or addresses of District employees for any purpose not directly related to this RFP.

**Z. ADJUSTMENTS TO CONTRACT**

All adjustments shall be proposed in writing by the District for approval prior to becoming effective. All required contract amendment(s) shall be issued by the District.

## **AA. CONTRACTOR EVALUATION**

Contractors (and its subcontractors, if applicable) will be evaluated periodically regarding their performance.

## **BB. TERMINATION OR CANCELLATION**

The District reserves the right to terminate any contract awarded through this RFP by providing thirty (30) days' written notice to the Contractor.

## **CC. PROTESTS**

Any Proposer that has provided a proposal to the District may protest the solicitation or award of a contract for violations of "DISTRICT'S" procurement policies or of laws and regulations governing "DISTRICT'S" procurement activities, provided the proposer has complied with PP-04-09, Bid Protest and Appeals.

<http://www.laccd.edu/Departments/BusinessServices/Contract-Services/Documents/04-09-bid-protest-and-appeal.pdf>.

In order to be considered, all protests must be in writing and filed with and received by "DISTRICT", not more than five (5) business days following the date of issuance of the District's Notice of Intent to Award with the contact below. The protest letter must state the basis for the protest and the remedy sought.

Protests received by "DISTRICT" after this date will be returned to the sender.

Director of Business Services or designee  
Los Angeles Community College District  
770 Wilshire Blvd, 6<sup>th</sup> Floor  
Los Angeles, CA 90017

Failure to timely file the proposal protest shall constitute grounds for the District to deny the proposal protest without further consideration of the grounds stated therein.

## DD. OTHER DISTRICT RIGHTS

The rights, powers, and discretion expressly conferred upon the District under the RFP Documents are not intended to be exclusive but are cumulative and in addition to, and not a substitute for, every other right, power, or discretion existing or available to the District under the RFP Documents or Applicable Laws.

## VIII. PROPOSAL EVALUATION AND CONTRACT AWARD

### A. GENERAL

The method used for this solicitation is a Request for Proposal ("RFP"). Selection of a contractor will be made through competitive procurement procedures, which will include factors discussed in this RFP.

All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements specified in this RFP. **All terms, conditions, requirements, and procedures included in this RFP must be met for a Response to be determined responsive. If a Respondent fails to meet any material terms, conditions, requirements or procedures, its response may be deemed unresponsive and disqualified.**

In order to qualify as responsible, the Respondent must demonstrate:

- a) the availability of adequate resources and staffing to efficiently and expeditiously service District's needs;
- b) the necessary experience, organization, qualifications, skills and facilities to provide the types of Risk Management Consultant Services set forth in this RFP;
- d) a satisfactory record of performance in the provision of the Risk Management Consultant Services set forth in this RFP;
- e) the ability and willingness to comply with the requirements of Federal and State law.

**ANY PROPOSAL DETERMINED TO BE NON-RESPONSIVE TO THIS RFP, INCLUDING INSTRUCTIONS GOVERNING THE SUBMISSION OF PROPOSALS,**

**WILL BE DISQUALIFIED WITHOUT EVALUATION UNLESS THE EVALUATION COMMITTEE DETERMINES THAT THE NONCOMPLIANCE IS INSUBSTANTIAL.**

An award will be made to the Proposer whose offer is judged to be in the best interest of and most advantageous for the District in the sole determination of the District. The District expressly reserves the right to reject any and/or all proposals and make no award under this RFP.

Any contract awarded through this RFP with individuals, agencies and/or firms will be effective for a period of one year, with four one-year options to renew for a maximum period of 5 years, from which services may be contracted. Said options will be exercised upon satisfactory performance and by written consent.

**B. REQUEST FOR ADDITIONAL INFORMATION**

During the evaluation process the District may require supplemental information in order to fairly evaluate a proposal. For this purpose, the District may request such information from the Proposer after the initial submittal. If such information is required, the Proposer will be notified and will be permitted a reasonable period of time to submit the information.

**C. EVALUATION PROCESS**

An evaluation committee consisting of LACCD staff and/or outside associates will review, analyze, and evaluate all proposals received.

The District will conduct interviews of the three highest ranked vendors. Representatives must be available for interviews and/or presentations at District facilities on specific dates if selected.

After completing its evaluation of the proposals, the committee will recommend for contract award the proposer(s) that is judged to best meet the requirements of this RFP.

DISTRICT will then begin contract negotiations with this (these) vendor(s) to obtain acceptable contracts from these vendors. If LACCD cannot come to acceptable contract terms with the first vendor within a fixed timeframe, that the District will specify, the District will terminate negotiations and move to the next set of vendors that can provide an acceptable solution.

If a mutually agreed upon contract is negotiated, DISTRICT will request approval of the contract from its Board of Trustees and shall execute a

contract with the proposer(s). If a contract cannot be successfully negotiated with the selected vendor, DISTRICT may move on to negotiate a contract with another proposer within the highest ranked group.

DISTRICT reserves its right to award to a single proposer, reject all proposals and issue a new RFP, or reject all proposals and reopen the proposal process.

**D. EVALUATION CRITERIA**

The following criteria will be used in the evaluation of written proposals. The relative weights of the criteria are based on a 100-point scale, as listed below.

<b>EVALUATION CRITERIA AND WEIGHTING</b>	<b>Total Score</b>
Small, Local, Emerging, Disabled Veteran (SLEDV)	17
Qualifications, experience with Community Colleges/Universities and references of proposer	30
Staffing and Organization	13
Work plan/technical approach	15
Services	15
Fee	30
Interviews/Presentations	50
<b>Total</b>	<b>170</b>

Proposals will be reviewed by a selection committee and will be evaluated based on the following criteria which are listed in descending order of importance:

- a. Firm Experience and Qualifications**
  - i.** Experience with projects of similar type and scope.
  - ii.** Experience with private and public sector organizations, and institutions of higher education.
- b. Staff Expertise / Implementation and Operational Teams**
  - i.** The experience of staff proposed to be involved in the project.
  - ii.** Proven and demonstrated hands-on expertise of key management team members and staff in this area of work.
  - iii.** Demonstrated expertise in and understanding of community college and higher education operations.
- c. Project Methodology and Structure.**
  - i.** Description of the approach, methodology, and project structure to be used to satisfy the College's project scope and objectives.
- d. Implementation and/or delivery schedule**
  - i.** Proposed timeline reasonableness and responsiveness to project's intended outcomes.
  - ii.** Financial Proposal.
  - iii.** Total cost to Districts it relates to the services.
  - iv.** References
  - v.** Feedback from submitted references, both current and past clients.

#### Price Evaluation Criteria

The price evaluation will be objective. The offeror with the lowest realistic price will receive the maximum price points (30 points). All other proposals will receive a proportionately lower price score. The following formula will be used to determine each offer's evaluated price score.

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 \text{ points} = \text{Evaluated price score}$$

LACCD reserves the right to reject any or all proposals, to waive any irregularities or informalities in the offers received and to change the evaluation process described above if circumstances dictate this or it is otherwise in the best interests of LACCD to do such. In the event a proposal(s) is rejected, or a proposer's offer is not rejected but does not result in a contract award, LACCD shall not be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal. If interviews of proposers are held, the information obtained

will be used by the evaluators to assign a final score to the criteria above.

## ***IX. OWNERSHIP***

All reports, documents, proposals and undertakings, as well as suggested recommendations by the vendor in connection with services to be performed pursuant to this request or any contract resulting here from, become the property of LACCD upon receipt and/or termination of any subsequent contract.

## **X. EXHIBITS**

### **EXHIBIT A**

#### **NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH ITS PROPOSAL**

(Name) \_\_\_\_\_, being first duly sworn, disposes and says that he or she is (Title) \_\_\_\_\_ of (Company) \_\_\_\_\_, the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly, or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusion or sham proposal.

**NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH ITS PROPOSAL**

**Page 2 of 2**

IN WITNESS WHEREOF, the undersigned has executed this Noncollusion Affidavit this \_\_\_\_\_ Day of \_\_\_\_\_, 2020

PROPOSER \_\_\_\_\_  
(Type or Print Complete Legal Name of Firm)

By \_\_\_\_\_  
(Signature)

Name \_\_\_\_\_  
(Type or Print)

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EXHIBIT B**

**CERTIFICATION OF NON-DISCRIMINATION TO BE  
EXECUTED BY PROPOSER AND SUBMITTED WITH ITS  
PROPOSAL**

Proposer hereby certifies that in performing work or providing products for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical handicap, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination

this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

PROPOSER \_\_\_\_\_  
(Type or Print Complete Legal Name of Firm)

By \_\_\_\_\_  
(Signature)

Name \_\_\_\_\_  
(Type or Print)

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EXHIBIT C**

**CONFIDENTIALITY AGREEMENT**

The undersigned, a duly authorized officer of

\_\_\_\_\_, does hereby  
represent, warrant and agree to the following statement:

All financial, statistical, personal, technical or other data and information relating to the District's operation which are designated confidential by the District and made available to the undersigned shall be protected by the undersigned from unauthorized use and disclosure.

*Date:* \_\_\_\_\_

*Name of Proposer* \_\_\_\_\_

By: \_\_\_\_\_  
*Authorized Officer*

**EXHIBIT D**

**ACKNOWLEDGMENT OF ADDENDA**

The Proposer shall signify receipt of all Addenda, if any, here:

ADDENDUM NO.	DATE RECEIVED	SIGNATURE

**If necessary, please print and sign additional pages.**

PROPOSER \_\_\_\_\_  
(Type or Print Complete Legal Name of Firm)

By \_\_\_\_\_  
(Signature)

Name \_\_\_\_\_  
(Type or Print)

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## **EXHIBIT E**

### **EXCEPTIONS AND DEVIATIONS TO PROFESSIONAL SERVICES AGREEMENT**

The Proposer acknowledges it has seen and reviewed the Professional Services Agreement in Exhibit F and attests to the following:

1. Certain exceptions and deviations may deem the proposal non-responsive and result in rejection of the proposal.
  - a. Proposals that mandate the use of vendor standard services contract, rather than utilizing the District's standard services contract.
  - b. Proposals that reject the following integral provisions of the District's contract terms and conditions will be treated as a rejection of the District's contract and these proposals will be rejected.

- Section 3 - Warranties
- Section 6 - Term of Agreement
- Section 13 - Waiver of Damages: Indemnity
- Section 17 - Governing Law
- Section 18 - Non-Discrimination
- Section 21 - Board Authorization
- Section 26 - Requirements for Federally-Funded Contracts
- Section 27 - District Authority
- Section 28 - Accessibility Requirements

2. In the event that exceptions and deviations to the Professional Services Agreement are requested after the contract has been awarded, the District may deem the proposal non-responsive and may disqualify the proposal at its discretion.

We have no exceptions or deviations to the Professional Services Agreement

We have the following or the attached exceptions and/or deviations to the Professional Services Agreement.

PROPOSER \_\_\_\_\_  
(Type or Print Complete Legal Name of Firm)

By \_\_\_\_\_  
(Signature)

Name \_\_\_\_\_  
(Type or Print)

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EXHIBIT F**

**STANDARD PROFESSIONAL SERVICES AGREEMENT**

PARTIES:

LOS ANGELES COMMUNITY  
COLLEGE DISTRICT  
("District")

By

,

Attn: \_\_\_\_\_

[Contact name and phone number]

,  
("Contractor")

DATE:

TERM OF AGREEMENT:

From: To:

**RECITALS**

WHEREAS, the District is authorized to contract for the procurement of professional services as authorized by law; and

WHEREAS, the Contractor is specially licensed, trained, experienced and competent to perform the services described herein pursuant to this agreement;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereby agree as follows:

**AGREEMENT**

❶ **SERVICES.** The Contractor shall perform the Services set forth in Exhibit "A" (the "Services") in compliance with specifications and standards set forth in that

Exhibit. The District shall have the right to order, in writing, changes in the scope of work or under the Services to be performed with any applicable version of the compensation paid hereunder agreed upon by the District and the Contractor. Any adjustment to fees, rate schedules, or schedule of performance can only be adjusted pursuant to written agreement between the parties.

- ❶ **WARRANTIES.** The Contractor warrants and represents that it is specially trained, qualified, duly licensed, experienced, and competent to provide the Services. The Contractor warrants that Services (and any goods in connection therewith) furnished hereunder will conform to the requirements of this agreement (including all descriptions, specifications and drawings made a part hereof) and in the case of goods will be merchantable, fit for their intended purposes, free from all defects in materials and workmanship and to the extent not manufactured pursuant to detailed designs furnished by the District, free from defects in design. The District's approval of designs or specifications furnished by the Contractor shall not relieve the Contractor of its obligations under this warranty. All warranties, including special warranties specified elsewhere herein, shall inure to the District, its successors, assigns, and users of the goods or services.
  
- ❶ **FEES.** The District shall pay the Contractor the fees set forth in Exhibit B, in accordance with the terms and conditions of this Agreement. The Contractor represents that such fees do not exceed the Contractor's customary current price schedule. The District shall pay all applicable taxes; excepting, however, the federal excise tax, and all state and local property taxes, as college districts are exempt therefrom. Payment shall be made by the District's Accounts Payable Office upon submittal of invoice(s) approved by the Vice-President of Administration, or designee, at the College.
  
- ❶ **EXPENSES.** The Contractor shall assume all expenses incurred in connection with performance except as otherwise provided in this agreement.
  
- ❶ **TERM OF AGREEMENT.** This agreement shall be for the term set forth above, unless sooner terminated pursuant to the terms hereof.
  
- ❶ **TERMINATION OF AGREEMENT.** This agreement may be terminated by the District by providing 30 days' prior written notice to the Contractor or immediately upon breach of this agreement by the Contractor.
  
- ❶ **DOCUMENTATION.** The Contractor agrees to provide to the District, at no charge, a sufficient number of nonproprietary manuals and other printed materials, as used in connection with the Services, and updated versions thereof, which are necessary or useful to the District in its use of the Services provided hereunder.

- ❶ **RIGHTS IN DATA.** All technical communications and records originated or prepared by the Contractor pursuant to this agreement including papers, reports, charts, computer programs, and other documentation, but not including the Contractor's administrative communications and records relating to this agreement shall be delivered to and shall become the exclusive property of the District and may be copyrighted by the District. The ideas, concepts, know-how, or techniques relating to data processing, developed during the course of this agreement by the Contractor or jointly by the Contractor and the District can be used by either party in any way it may deem appropriate. All inventions, discoveries or improvements of the computer programs developed pursuant to this agreement shall be the property of the District. During the term of this agreement, certain information which the District deems confidential ("Confidential Information") might be disclosed to the Contractor. The Contractor agrees not to divulge, duplicate or use any Confidential Information obtained by the Contractor during the Contractor's engagement. Such Confidential Information may include, but is not limited to, student and employee information, computer programs, and data in the District's written records or stored on the District's computer systems.
  
- ❶ **CONTRACTOR ACCOUNTING RECORDS.** Records of the Contractor's directly employed personnel, other consultants and reimbursable expenses pertaining to the work and records of account between the District and the Contractor shall be maintained on an accounting basis acceptable to the District and shall be available for examination by the District or its authorized representative(s) during regular business hours within one (1) week following a request by the District to examine such records. Failure by the Contractor to permit such examination within one (1) week of a request shall permit the District to withhold all further payments until such examination is completed unless an extension of time for examination is authorized by the District in writing.
  
- ❶ **RELATIONSHIP OF PARTIES.** With regard to performance hereunder, the Contractor is an independent contractor and not an officer, agent, partner, joint venturer, or employee of the District. The Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees is in any manner agents or employees of the District.
  
- ❶ **DISTRICT REPRESENTATIVE.** The contact person set forth above or his or her designee shall represent the District in the implementation of this agreement.
  
- ❶ **WAIVER OF DAMAGES; INDEMNITY.** The Contractor hereby waives and releases the District from any claims the Contractor may have at any time arising out of or relating in any way to this agreement, except to the extent caused by the District's willful misconduct. Notwithstanding the foregoing, the parties agree that in no event shall the District be liable for any loss of the

Contractor's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages. This shall constitute the District's sole liability to the Contractor and the Contractor's exclusive remedies against the District. Except for the sole negligence or willful misconduct of the District the Contractor shall indemnify, hold harmless and defend the District and its Board of Trustees, officers, employees, and agents from any liability, losses, costs, damages, claims, and obligations relating to or arising from this agreement.

Without limiting the foregoing, the Contractor shall indemnify and hold harmless the District, and its Board of Trustees, officers, employees, and agents from all liability, losses, costs, damages, claims, and obligations of any nature or kind, including attorneys fees, costs, and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance, registered or unregistered trademark, servicemark, or tradename, furnished or used in connection with this agreement. The Contractor, at its own expense, shall defend any action brought against the District to the extent that such action is based upon a claim that the goods or software supplied by the Contractor or the operation of such goods infringes a patent, trademark, or copyright or violates a trade secret.

- ❶ **INSURANCE.** Without limiting the Contractor's indemnification of the District and as a material condition of this agreement, the Contractor shall procure and maintain at its sole expense, for the duration of this agreement, insurance coverage with limits, terms and conditions at least as broad as set forth in this section. The Contractor shall secure and maintain, at a minimum, insurance as set forth below, with insurance companies acceptable to the District to protect the District from claims which may arise from operations under this agreement, whether such operations be by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them. As a material condition of this agreement, the Contractor shall furnish to the District certificates of such insurance and endorsements, which shall include a provision for a minimum thirty-days notice to the District prior to cancellation of or a material change in coverage.

The Contractor shall provide the following insurance:

- ❶ **Commercial General Liability Insurance, "occurrence" form only, to provide defense and indemnity coverage to the Contractor and the District for bodily injury and property damage. Such insurance shall name the District as an additional named insured and shall have a combined single limit of not less than one million dollars (\$1,000,000) per occurrence. The policy so secured and maintained shall include personal injury, contractual or assumed liability insurance; independent contractors; premises and operations; products liability and completed operation; broad form property damage; broad form liability; and owned, hired and non-owned**

automobile insurance. The policy shall be endorsed to provide specifically that any insurance carried by the District which may be applicable to any claim or loss shall be deemed excess and non-contributory, and the Contractor's insurance primary, despite any provisions in the Contractor's policy to the contrary.

① Professional liability insurance in an amount not less than one million dollars (\$1,000,000) per incident.

① Workers' Compensation Insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of not less than one million dollars (\$1,000,000) per accident.

Failure to maintain the insurance and furnish the required documents may terminate this agreement without waiver of any other remedy the District may have under law.

① **AMENDMENTS.** This agreement is the entire agreement between the parties as to its subject matter and supersedes all prior or contemporaneous understandings, negotiations, or agreements between the parties, whether written or oral, with respect thereto. This agreement may be amended only in a writing signed by both parties.

① **ASSIGNMENT.** This agreement may not be assigned or otherwise transferred, in whole or in part, by either the District or the Contractor without prior written consent of the other.

① **GOVERNING LAW.** This agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Los Angeles, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.

① **NONDISCRIMINATION.** The Contractor hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring, employment practices, or operation because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in section 12940 of the Government Code. The Contractor shall comply with applicable federal and California anti-discrimination laws, including but not limited to, the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code, the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of

1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts. The Contractor agrees to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.

- ❶ **EQUAL OPPORTUNITY EMPLOYER.** The Contractor, in the execution of this agreement, certifies that it is an equal employment opportunity employer.
- ❶ **ATTORNEYS' FEES AND COSTS.** If either party shall bring any action or proceeding against the other party arising from or relating to this agreement, each party shall bear its own attorneys' fees and costs, regardless of which party prevails.
- ❶ **BOARD AUTHORIZATION.** The effectiveness of this agreement is expressly conditioned upon approval by the District's Board of Trustees.
- ❶ **SEVERABILITY.** The Contractor and the District agree that if any part, term, or provision of this agreement is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect other parts, terms, or provisions of this agreement, which shall be given effect without the portion held invalid, illegal, or unenforceable, and to that extent the parts, terms, and provisions of this agreement are severable.
- ❶ **TERMINATION FOR NON-APPROPRIATION OF FUNDS.** If the term of this agreement extends into fiscal years subsequent to that in which it is approved, such continuation of the agreement is contingent on the appropriation and availability of funds for such purpose, as determined in good faith by the District. If funds to effect such continued purpose are not appropriated or available as determined in good faith by the District, this agreement shall automatically terminate and the District shall be relieved of any further obligation.
- ❶ **NOTICE.** Any notice required to be given pursuant to the terms of this agreement shall be in writing and served personally or by deposit in the United States mail, postage and fees fully prepaid, addressed to the applicable address set forth above. Service of any such notice if given personally shall be deemed complete upon delivery, and if made by mail shall be deemed complete on the day of actual receipt or at the expiration of 2 business days after the date of mailing, whichever is earlier.
- ❶ **CONFLICTS OF INTEREST.** The Contractor agrees not to accept any employment or representation during the term of this agreement which is or may likely make the Contractor financially interested. (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which the Contractor has been retained pursuant to this agreement.

## ❶ REQUIREMENTS FOR FEDERALLY FUNDED CONTRACTS.

❶ If this Agreement is funded by the District, in whole or in part, from revenues received from the Federal Government, then the following additional provisions shall apply. It shall be the Contractor.s responsibility to ascertain if Federal funds are involved.

❶ Contractor, and any subcontractors at any tier, shall comply 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."

❶ No contract, or any subcontract at any tier, shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 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. Contractors with awards that exceed the small purchase threshold (currently \$100,000) shall provide the required certification regarding its exclusion status and that of its principal employees.

**Vendor hereby warrants that the products and services to be provided under this Agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794d) and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention. Vendor further agrees to indemnify and hold harmless the Los Angeles Community College District, including any of its nine colleges using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds termination of this Agreement. Vendor may be asked to verify and/or demonstrate at any time prior or during the contract its adherence to said accessibility compliance.**

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement in Los Angeles, California, on the date set forth above.

**CONTRACTOR**

By: \_\_\_\_\_

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

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

By: \_\_\_\_\_

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

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

**DISTRICT**

LOS ANGELES COMMUNITY COLLEGE DISTRICT

By: THE BOARD OF TRUSTEES OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

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

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

**EXHIBIT A**

**SCHEDULE OF SERVICES AND SPECIFICATIONS**

CONTRACTOR'S SERVICES:

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SPECIFICATIONS:

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**EXHIBIT B**

**SCHEDULE OF PAYMENT**

TOTAL FEE:  
(broken down as follows):

\$

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

COSTS (IF ANY)  
NOT INCLUDED IN FEES: \$ \_\_\_\_\_

**EXHIBIT G**

**CERTIFICATION OF LOCAL, SMALL, AND EMERGING, DISABLED VETERAN BUSINESS**

The undersigned, a duly authorized officer of

\_\_\_\_\_, does hereby certify, represent and warrant the following statement(s) below: (Please check all statement boxes that apply.)

- A. Bidder/Proposer is a "Small" business that has met the applicable ownership, operation, and size requirements, and has been certified by a Federal agency or a California public agency as a small business enterprise.
- B. Bidder/Proposer is a "Local" business has its principal place of business in the County of Los Angeles.
- C. Bidder/Proposer is an "Emerging" business that has been in business in its substantially current form for only up to five (5) years.
- D. Bidder/Proposer is a "Disabled Veteran Owned" business that is fifty-one-percent (51%) owned and operated by one or more disabled veterans certified by the State of California Department of General Services or a Federal government agency.

Date: \_\_\_\_\_  
*Name of Bidder/Proposer*

By: \_\_\_\_\_  
*Authorized Officer Signature*

\_\_\_\_\_  
*Title*