

**Houston Community College System
Purchasing Department**



HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSALS (RFP)

FOR

ON-SITE FULL SERVICE TRAVEL MANAGEMENT SERVICES

PROJECT NO. 06-15

REQUEST FOR PROPOSALS

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Proposed/Sample Contract Documents

The resulting contract will include at least the following exhibits:

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HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSALS - SUMMARY

Date: April 04, 2006
Project Title: On-Site Full Service Travel Management Services
Project No.: 06-15

ISSUED BY:

Houston Community College System
Purchasing Department
3100 Main Street (11th Floor)
Houston, Texas 77002

SUBMIT INQUIRES TO:

Name: Georgia Coats
Title: Senior Buyer
Telephone: (713) 718-5004
Fax: (713) 718-2113
Email: Georgia.coats@hccs.edu

Contract Approval: This procurement is subject to approval by the HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or his designee.

Project Overview:

The Houston Community College System (“HCC”) is seeking proposals from qualified firms to provide On-Site Full Service Travel Management Services to Houston Community College. The Contractor will be required to maintain an on-site location in the System Administration Services Building located at 3100 Main Street, Houston, TX 77002. Office space will be provided by HCC at no cost to the Contractor during the term of the resulting contract.

Contract Term: The contract term for contract(s) awarded resulting from this solicitation will be one (1) year with four (4) one-year renewal options.

Pre-Proposal Conference: A pre-proposal conference will be held in the Purchasing Department, 3100 Main Street (11th Floor) Houston, Texas 77002 on April 11, 2006 at 2:00 p.m. (local time).

Proposal Due Date/Time: HCC will accept proposals to provide the required Full Service Travel Management Services until 4:00 p.m. (local time) on April 19, 2006. Proposals will be received in the Purchasing Department, 3100 South Main Street (11th Floor, Room #11A06), Houston, Texas 77002 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

HCC reserves the right to accept or reject all or any part of any proposal, waive minor informalities and award contracts to best serve its interest

This Request for Proposal does not obligate HCC to award a contract or to pay any costs incurred by a proposer in the preparation or submission of a proposal.

INSTRUCTIONS TO PROPOSERS

1. Introduction

HCC is seeking proposals under the negotiated method of procurement from qualified firms interested in providing On-Site Full Service Travel Management Services in accordance with the Scope of Services contained in this solicitation (Attachment No. 3).

2. Background

HCC has an annual operating budget in excess of \$200,000,000. It employs approximately 1,700 full time employees and 3,400 part time employees on an annual basis. The college is currently comprised of six regional colleges with more than 45 operational sites, and the system's administration offices. The college serves approximately 54,000 students per semester. HCC's spending for travel expenses for the past year (2004-2005) was \$919,200.00.

2. Proposal Submittal

Proposer(s) shall submit one (1) original and 6 copies of the technical and price proposal to the address shown below by the date and time specified in this solicitation. In addition, to the technical and price proposal, shall contain the following documents, if appropriate.

- Attachment No. 1 Proposal/Award Form
- Attachment No. 4 Determination of Good Faith Effort
- Attachment No. 5 Small Business Unavailability Certificate
- Attachment No. 7 Contractor & First Tier Subcontractor/Supplier Participation Form
- Attachment No. 8 Non-Discrimination Statement
- Attachment No. 9 Certification & Disclosure Statement
- Attachment No. 10 Affidavit Form
- Attachment No. 11 Business Questionnaire
- Attachment No. 12 Assurance of SBDP Goal

The envelope containing a proposal shall be addressed as follows:

- Name, Address and Telephone Number of Proposer;
- Project Description/Title;
- Project Number; and
- Proposal Due Date/Time.

All proposals responding to this solicitation shall be submitted to the following address:

Houston Community College System
Purchasing Department
3100 Main Street (11th Floor)
Houston, Texas 77002
Ref: Project No. 06-15
Attn: Georgia Coats

3. **Eligibility for Award**

- a. In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive proposals are those complying in all material aspects of the solicitation. Proposals, which do not comply with all the terms and, conditions of this solicitation will be rejected as non-responsive.
- c. Responsible proposers as a minimum must:
 - Have adequate financial resources, or the ability to obtain such resources as required during the performance of the contract.
 - Be able to comply with the required performance schedule, taking into consideration all existing business commitments.
 - Have a satisfactory record of past performance.
 - Have necessary personnel and management capability to perform the contract.
 - Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements.
 - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the proposal is so certifying.
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum criteria necessary to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive, and the proposal being rejected.

4. **Preparation of Proposal**

A. Technical and Price Proposal:

The technical proposal shall include, as a minimum, the following information:

- **Cover letter:** The cover letter shall not to exceed 2 pages in length, summarizing key points in the proposal.
- **Project Management and Services:** This section shall include the management and technical approach to performing the services in accordance with the attached Scope of Services (pgs. 11-14).
- **Qualifications and Experience of Firm:** This section shall include a description of the firm, including firm's history, size and professional staff composition. Include a description of the firm's past and current contracts/assignments, which are related to the type of services, required by this solicitation.

- **Qualifications and Experience of Personnel:** This section shall include a project-staffing plan including resumes for all proposed “key” staff members who will be assigned to this project. If personnel substitutions are contemplated on a contingency basis, they should also be identified. Provide an organizational chart, which includes “key” staff members and their respective responsibilities for this project. Provide a detailed management plan with defined lines of authority and proposer’s commitment to utilize HCC students in an internship capacity.
- **Small Business Participation:** This section shall include a clear statement of the firm’s commitment and plan to meet the small business goal specified in this solicitation.
- **Business Data/Financial Statement:** This section shall include financial statements (last three years) of the company.
- **Price Proposal:** The price proposal shall be clearly identified as a “price proposal” within the technical proposal. (See Attachment No. 2, Schedule of Items and Prices).

5. **Evaluation Criteria**

An Evaluation Committee (“Committee”) will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The committee’s evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposers evaluated by the Committee **may** be invited to make an oral presentation of their written proposal to the Committee and/or the HCC Board of Trustees. Proposals will be evaluated using the following criteria:

<u>FACTOR</u>	<u>Percentage Weight</u>
• Qualifications and Experience of Firm	40%
• Qualifications and Experience of Personnel	25%
• Management Services (Scope of Services)	15 %
• Small Business Participation Goal	10%
• Price Proposal	10%

6. **Contract Award**

Award will be made to the responsive, responsible proposer whose proposal conforms to this solicitation and offers the best value to HCC, price and other factors considered. HCC may award a contract, based on initial proposals received, without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical standpoint, which the proposer can submit to HCC.

7. **Postponement of Proposals Due Date/Time**

Notwithstanding the date/time for receipt of proposals established in this solicitation, the date and time established herein for receiving proposals may be postponed solely at HCC's discretion.

8. **Oral Presentations**

During the process of selecting a company to provide the required services, oral presentations may or may not be held. Each proposer should be prepared to make a presentation to HCC. The presentations must show that the proposer clearly understands the requirements of the solicitation, and has a strategic plan and approach to complete the work.

9. **Small Business Development Program (SBDP)**

- A. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.
- B. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- C. For this solicitation, HCC has established **(35)** percent of the total amount of the proposal as its goal for Small Business participation.
- D. Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
- To the extent consistent with industry practices, divide the contract work into reasonable lots.
 - Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
 - Document reasons for rejecting a firm that bids on subcontracting opportunities.

10. **Small Business Compliance**

- A. To ensure compliance with any stated small business participation goal, the selected vendor/contractor will be required to meet with the HCC Buyer and a representative of the Economic Development Office at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.

11. **Internship Program**

HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor will be expected to pay the student(s) at least the minimum wage required by law. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.

For additional information regarding the internship program, please contact Dr. Freddie Wade, Director of Workforce Program Initiatives at (713) 718-7596.

12. **Prohibited Communications**

Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or his designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

11. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE SYSTEM
REQUEST FOR PROPOSALS

PROPOSAL / AWARD FORM

Date Solicitation Issued: April 04, 2006
Project Title: On-Site Full Service Travel Management Services
Project No.: 06-15

In compliance with the requirements of this Request for Proposal to provide Full Service Travel Management Services, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with the attached Technical and Price Proposal, and as mutually agreed upon by subsequent negotiations, if any.

Receipt of Proposal Amendment(s)	The undersigned acknowledges receipt of the below listed Amendment(s). (List amendment number & date)
----------------------------------	--

_____	_____
Amendment Number(s)	Date

Name of Proposer (Type or Print)

Business Address (Type or Print, include "zip code")

Signed By (Sign in ink; type or print name and title under signature)

ACCEPTANCE AND AWARD
(To be completed by HCC)

Purchase Order No. _____ (for payment purposes only)
Project No.

Contractor to perform the work required herein in accordance with Purchase Order Number ##### and the Terms and Conditions of Purchase posted on the HCC website at www.hccs.edu, incorporated herein by reference, and the scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE SYSTEM

Executed for and on behalf of the Houston Community
College System pursuant to approval by the Board of Trustees
On _____

Signed By: _____

Name: Michael Kyme
Title: Executive Director Procurement Operations

ATTACHMENT NO. 2

SCOPE OF SERVICES

FOR

ON-SITE FULL SERVICE TRAVEL MANAGEMENT SERVICES

I. SCOPE

This scope of service covers the requirements for the Contractor to furnish all supervision, labor, equipment, materials and transportation necessary and required to provide Full Service Travel Management Services to Houston Community College on an “as needed” basis. The Contractor shall maintain an on-site office in the System Administration Building at 3100 Main Street, Houston, TX 77002.

II. SERVICE REQUIREMENTS:

A. Transportation

1. The Contractor shall provide domestic and/or international airline and railway tickets at the lowest fare available within the arrival/departure times and locations specified by the requesting traveler or representative of HCC. If an arrival/departure time is not specified, the Contractor shall provide a list (orally or in writing) of available air or rail and corresponding lowest fares for selection by the traveler, including on-line ticketing opportunities.
2. The Contractor shall provide advance seat assignment.

B. Lodging:

The Contractor shall arrange hotel/motel accommodations when requested, taking advantage of educational, governmental or corporate discounts, whichever is greater. If a specific hotel/motel is not requested, the location of the lodging should be reasonably close to the required destination. Contractor to offer negotiated or consortium rates whenever available.

C. Vehicle Rental:

The Contractor shall arrange vehicle rentals, when requested, at the lowest rate available. The rates should be confirmed when the reservation is made and included on the traveler’s itinerary. College shall have option to waive collision damage insurance and other insurance cost in each rental. All such cost shall be borne by HCC’s automobile insurance coverage/policy.

D. International Travel:

1. The Contractor shall arrange for international travel, including reservations and ticket delivery, for air, rail, bus, or ship transportation, and when requested, for hotel/motel accommodations and for car rentals.
2. The Contractor shall provide assistance in obtaining passports, visas and documents regarding health requirements.
3. The Contractor shall work with HCC's Risk Management Department policies on international travel.

E. Seminars and Meetings:

The Contractor may arrange group conference accommodations, when requested, taking advantage of available discounts. Arrangements may include, but are not limited to, the reservation of meeting or classroom space, lodging, meals, transportation to meeting site and all other related functions. HCC may elect to make direct arrangements on a case-by-case basis.

F. Traveler's Itineraries:

1. The Contractor shall provide two (2) copies (via E-mail) to the traveler including the following information:
 - a. Name of Carrier(s)
 - b. Flight, train, bus or voyage numbers and departure and arrival times for each segment of the trip.
 - c. Ground transportation facilities at destination (e.g. taxis/shuttle service).
 - d. Meals provided – indicate whether or not meals are provided.
 - e. Name, phone number and location of hotel/motel and room rates.
 - f. Name and location of car rental agency and rates.
2. The Contractor shall maintain a database of employee travel preferences (i.e. seating assignments, frequent flyer numbers, etc.)

G. Contractor Assistance:

The Contractor shall provide assistance, training, and orientation to designated travel coordinators upon the request of HCC.

H. Refunds:

1. The Contractor shall provide any refunds due as a result of unused tickets and shall identify each refund by original ticket and/or invoice number.
2. Refunds shall be credited to HCC in whatever form of payment the original purchase was made.

I. Cancellation:

1. The Contractor shall provide support for cancellation in which purchased ticket will be credited to HCC account.

J. Hours of Operation:

The Contractor shall provide at least eight hours of service daily compatible with HCC working hours, (8:00 A.M. – 5:00 P.M.) Monday through Friday. Emergency services require outside working hours shall be provided by the

K. Schedule Changes, Cancellations and Delays:

- a. The Contractor shall make every effort to notify travelers of airport closings, cancelled or delayed flights, trains, buses or voyages.
- b. The Contractor shall provide alternate travel arrangements whenever a carrier defaults or cancels a scheduled departure.

L. Common Carrier and Flight Insurance:

The Contractor should provide free automatic common carrier and flight Insurance for all air and rail travelers.

M. Reporting Requirements:

The Contractor shall provide (for airline travel only) a detailed monthly management report for airline travel.

This report shall contain a minimum of the following information:

1. Name of traveler
2. Date of ticket
3. Ticket number or other transaction identification number
4. Travel (departure and destination information)
5. Actual fare
6. Regular coach fare (as of date of booking)
7. Discount Fare
8. All monthly reports submitted by the Contractor shall reference HCC's budget requirements as follows:
 - a. Account/Sub Account (always 5 digits)
 - b. Fund Code (always 4 digits)
 - c. Department Code (always 4 digits)
 - d. Program Code (always 3 digits)
 - e. Class Code (always 3 digits)

This information will be provided by to the selected Contractor by HCC.

III. GENERAL REQUIREMENTS:

1. The Contractor and its authorized representatives shall meet periodically with HCC's travel services staff, when requested, to discuss all services provided under the requirements of the contract.
2. The Contractor shall provide tickets/reservations for air, rail, hotel, and/or vehicle rental accommodations within 24 hours of the request by HCC, or at a specific future date as requested.
3. The Contractor shall be required to monitor fares within not more than three (3) days prior to the date and time of departure. If a lower rate should become available, the Contractor shall be responsible for the re-issuance and delivery of new tickets to the traveler, internet pricing should be included.
4. The Contractor shall refund to HCC the difference in cost if it has failed to secure the lowest available rate for any services within the scope of the contract, unless the lowest available rate was refused by the traveler and is included in the Rejection of Lowest Available Fare Report.
5. The Contractor shall provide travel cost estimates, for budget planning, to individuals for specific trips, conferences or other potential service requirements.
6. The Contractor shall provide Executive/VIP treatment to HCC' executive officers and members of the Board of Trustees. HCC will provide the Contractor with the names and titles of these individuals.
7. The Contractor and HCC's designated representative(s) may mutually establish routine travel procedures, for handling the travel service requirements of HCC.
8. The Contractor shall ensure bonus awards for frequent flyers, etc.

ATTACHMENT NO. 3

SCHEDULE OF ITEMS AND PRICES

The Proposer/Contractor shall furnish all resources and services necessary and required to provide On-Site Full Service Travel Management Services and to perform the work in accordance with the scope of services and the general terms and conditions of the proposed contract for the rate(s) listed below.

<u>Services</u>	<u>Proposed Billing Rate*</u>
• Hotel Reservation (W/Airline Reservations)	\$_____
• Car Reservation	\$_____
• Airline Ticket – Domestic	\$_____
• Airline Ticket – International	\$_____
• Airline Ticket – On-line	\$_____
• Ticket Transfers	\$_____
• Ticket Cancellation	\$_____
• Credits to college pool	\$_____
• Car/Hotel Reservations (W/Airline Reservation)	\$_____
• Over-Night Airborne	\$_____
• After Hour Emergency Calls	\$_____
• Prepaid Ticketing with refunds	\$_____

- Prepaid Service Fee (Authorization to issue ticket-airport pick-up) \$_____
- Mileage Award Tickets and/or Airline Coupons \$_____
- Void An Airline Ticket \$_____
- Proposed amount of commission rebates, if any, from all sources to HCC \$_____
- Proposed service/transmission fee for each booking \$_____

ATTACHMENT NO. 4

PROJECT NO. 06-15

HOUSTON COMMUNITY COLLEGE SYSTEM

DETERMINATION OF GOOD FAITH EFFORT

Proposer _____

Address _____

Phone _____ Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the goal. The Proposer will respond by answering “yes” or “no” to the following and provide supporting documentation.

- _____ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is unable to meet the solicitation goal or if any of the above items (1-4) are answered “no”, the Proposer must submit a letter of justification.

Signature of Proposer

Title

Date

**ATTACHMENT NO. 5
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, _____, _____,
 (Name) (Title)

Of _____, certify that on the date shown below, I contacted the following small
 (Business name) business(es) to obtain a Bid for Materials or Services to be utilized on
 HCC Project No. 06-15

DATE CONTACTED	SMALL BUSINESS	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I was unable to award a subcontract(s) or supply orders(s) to the small business listed above.

NOTE: This form to be submitted with all Proposer documents for Waiver of small business participation. (See Instructions to Proposers)

Signature: _____
 (Proposer)

ATTACHMENT NO. 6
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE

Note: Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return it in a separate envelope to:

Houston Community College System
Economic Development Office
Post Office Box 667517
Houston, TX 77266-7517

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

ETHNICITY

GENDER

LOCATION

___ African American (AA)

___ Male

___ Houston (H)

___ Asian Pacific American (APA)

___ Female

___ Texas (T)

___ Caucasian (C)

___ Out of State (O)

___ Hispanic American (HA)

___ Specify State

___ Native American (NA)

___ Public Owned (PO)

___ Other (O) Specify _____

BUSINESS CLASSIFICATION

___ **DBE** Disadvantaged Business Enterprise

___ **SB** Small Business

___ **WBE** Women Owned Business Enterprise

___ **MBE** Minority Business Enterprise

___ **HUB** Historically Underutilized Business

___ Other: _____

Please provide information regarding certifying agency (if any)

Name of Agency

Certificate Number

Expiration Date

ATTACHMENT NO. 7

CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: _____ Business Name: _____

Address: _____

Telephone/Fax: _____ Date: _____

TOTAL \$ _____

Contractor \$ _____

Subcontractor(s) \$ _____

Supplier (s): \$ _____

ATTACHMENT NO. 8

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 9

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual: YES or NO
Have you been convicted of a felony? _____

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006

Notary Public for the State

Of _____

ATTACHMENT NO. 10

STATE OF TEXAS AFFIDAVIT

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006.

Notary Public for the State

Of _____

**ATTACHMENT NO. 11
BUSINESS QUESTIONNAIRE**

FIRM NAME:

FIRM ADDRESS:

TELEPHONE:

FAX NUMBER:

EMAIL ADDRESS:

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston Community College System? _____ Yes _____ No

If yes, please specify: _____

Are you or any officer, partner, owner, sales representative and/or spouse related to any member of Houston Community College Board of Trustees? _____ Yes _____ No

If yes, please identify Trustee and relationship: _____

State in which your home office / headquarters is located _____?

If headquarters is located out of state, does that state have preferential treatment on Bids? _____

If yes, list percentage. _____%

Name of Financial Institution _____

Contact Person _____

Title _____

Please indicate how you became aware of this procurement? Source: _____

Example: Newspapers (Chronicle, El Dia, Houston Star, African American News, etc.)
Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

ATTACHMENT NO. 12

ASSURANCE OF SBDP GOAL

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = **35%**

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 13
HCCS VENDOR APPLICATION

The Houston Community College System (“HCC”) Purchasing Department has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within HCC. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College System Purchasing department website and register as a vendor. The website address to access the vendor registration form is

http://216.119.142.201/HCCS/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

ATTACHMENT NO. 14

INSURANCE REQUIREMENTS

HOUSTON COMMUNITY COLLEGE SYSTEM

The insurance coverage and limits listed below are the minimum requirements that the Vendor/Contractor are required to carry:

1. Commercial General Liability for Bodily Injury/Property Damage Limits:

- Occurrence/Personal Injury/Advertising/Products/Completed Operation \$1,000,000. CSL
- Annual Aggregate \$2,000,000. CSL
- Products Aggregate \$2,000,000. CSL
- Fire, Lightning or Explosion \$1,000,000. CSL
- Medical Expense \$5,000 Per Person

2. Automobile Liability:

- Bodily Injury/Property Damage \$1,000,000. CSL

3. Workers' Compensation:

- Part A – Statutory
- Part B - \$1,000,000. Each Accident
\$1,000,000. Policy Limits
\$1,000,000. Each Employee

4. Endorsements:

The following endorsements and other stated information is required on the original certificate of insurance:

- 90 days Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except Worker's Compensation;
- Waiver of Subrogation on all policies;
- The assigned project number and/or purchase order number.

5. Submission of Certificate of Insurance:

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to Houston Community College System within 14 calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate of insurance to:

Houston Community College System
Risk Management Office
Post Office Box 667517 (MC-1119)
Houston, Texas 77266

**Houston Community College System
Purchasing Department**



**HOUSTON COMMUNITY COLLEGE SYSTEM
PROPOSED/SAMPLE CONTRACT DOCUMENTS
FOR
ON-SITE FULL SERVICE TRAVEL MANAGEMENT SERVICES
PROJECT NO. 06-15**

PROPOSED CONTRACT EXHIBITS

EXHIBIT A PROPOSAL / AWARD FORM

Note: (Attachment No. 1 of this solicitation may become Exhibit A in the resulting Contract.)

EXHIBIT B SCHEDULE OF ITEMS AND PRICES

Note: (Attachment No. 2 of this solicitation may become Exhibit B in the resulting Contract.)

EXHIBIT C SCOPE OF SERVICES

Note: (Attachment No. 3 of this solicitation may become Exhibit C in the resulting Contract.)

EXHIBIT D GENERAL TERMS AND CONDITIONS

Note: (Exhibit D is attached hereto.)

EXHIBIT E PERFORMANCE AND PAYMENT BONDS

Note: (Exhibit E is attached hereto).

EXHIBIT F CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM

Note: (If applicable, Attachment No. 7, of this solicitation may become Exhibit F in the resulting Contract.)

EXHIBIT G SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER PAYMENT CERTIFICATE

Note: (A copy of the payment certificate is attached hereto.)

EXHIBIT H PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED

Note: (A copy of the progress assessment report form is attached hereto.)

EXHIBIT I INSURANCE REQUIREMENTS

Note: (A copy of the HCC Insurance Requirements is attached hereto.)

EXHIBIT D

GENERAL TERMS AND CONDITIONS

1. Contract Award

A response to the solicitation is an offer to contract with the Houston Community College System (“HCC”) based on the terms and conditions contained therein. Proposals do not become contracts until they are accepted by HCC through issuance of written purchase orders or other duly executed documents.

2. Contract Term

The Contract performance period shall be one (1) year with four (4) one-year renewal options, unless otherwise extended or terminated by HCC in accordance with the terms and conditions of this contract. Renewal options are subject to prior approval by the Board of Trustees.

3. Interpretation, Jurisdiction and Venue

The contract shall be construed and interpreted solely in accordance with the laws of the State of Texas. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in Harris County, Texas.

4. Compliance with Laws

The Contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the Contractor shall furnish to HCC certificates of compliance with all such laws.

5. Taxes

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax No.: 1-74-1709152-1.

6. Termination for Convenience

HCC may, at its option and discretion, terminate or reduce the statement of work or other requirements of the contract at any time, without any default on the part of the Contractor, by giving thirty (30) calendar days written notice thereof to the Contractor.

7. **Termination for Default**

HCC may terminate the contract immediately for default, by giving written notice thereof to the Contractor, if the contractor neglects to execute the work properly; performs in an unsatisfactory manner or fails to perform any provisions of the contract. In the event of termination for default, HCC shall have against the Contractor, all remedies provided by law and equity.

8. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

9. **Small Business Development Program (SBDP)**

The Contractor hereby agrees to attain small business participation in the amount of _____% of the total contract amount. The Contractor agrees to enter into agreements for the Work identified in Attachment No. 7, entitled Contractor and First Tier Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The Contractor's failure to comply with the aforementioned small business participation provisions may result in:

- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
- Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.

10. **Small Business Compliance**

The Contractor shall meet with the HCC Buyer and/or designated representative at the 50% and 75% completion phases/dates of the contract, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.

11. **Changes**

The HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the Contractor's cost and/or the time for performance, the Contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written direction of the HCC.

12. Insurance Requirements

The Contractor agrees to comply with the insurance requirements contained herein, if any.

13. Indemnification

The Contractor shall hold the HCC, its agents, employees, trustees and other officers harmless from any claim or liability asserted against it by reason of the negligence of the contractor, its agents, servants and employees in the performance of the contract.

14. Independent Contractor

It is agreed and understood that the Contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the contractor to perform the services required by the contract shall be deemed to be contractor’s employees or independent subcontractors; that the contractor’s employees shall be paid by the contractor; and the contractor shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law.

15. Assignment

The Contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

16. Notices

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

Houston Community College System:
Purchasing Department (11th Floor)
3100 Main Street
Houston, Texas 77002
ATTN: Michael Kyme,
Executive Director Procurement Operations

Contractor:

ATTN: _____

17. **Internship Program**

The Contractor agrees to make a good faith effort to utilize HCC students in an internship capacity with the company for services performed under this Contract. HCC will provide the contractor with the name of student(s) eligible to participate in the internship program. The Contractor shall pay the student(s) at least the minimum wage required by law.

18. **Invoicing and Payment**

The Contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by Houston Community College System:

Houston Community College System
Accounts Payable
P.O. Box 667460
Houston, Texas 77266-7460

Payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when Houston Community College System deposits the contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

19. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, Dispensation, or use of illegal drugs or alcohol by the Contractor or its employees While on HCC's premises is strictly prohibited. Any violation of this provision by the Contractor or its employees will be considered a breach of contract by the Contractor.

20. **Entire Agreement**

This Contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials provided and supersede all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. This Agreement may not be amended or modified, except by mutual written agreement.

EXHIBIT E

Performance and Payment Bonds

- A. The Contractor shall furnish a Payment Bond in the amount equal to one hundred percent (100%) of the contract amount if the contract is in excess of \$25,000.00.
- B. The Contractor shall furnish a Performance Bond in the amount equal to one hundred percent (100%) of the contract amount if the contract is in excess of \$100,000.
- C. The bonds must be executed by a corporate surety authorized to do business in Texas and licensed in Texas to issue surety bonds, and must be executed by a surety company that is authorized and admitted to write surety bonds in Texas. If the amount of the bond exceeds \$100,000, the surety must:
 - Hold a certificate of authority from the U.S. Secretary of the Treasury to qualify as a surety on obligations permitted or required under federal law; or
 - Have obtained reinsurance for any liability in excess of \$100,000 from a reinsurer that is authorized and admitted as a reinsurer in Texas and is the holder of a certificate of authority from the U.S. Secretary of the Treasury to qualify as a surety or reinsurer on obligations permitted or required under federal law.
- D. The Performance and Payment Bonds must be submitted to the Purchasing Department within fourteen (14) calendar days after receipt of a copy of the executed contract or a Notice of Award. The bonds must be made payable to Houston Community College System.

A Notice to Proceed will not be issued to the Contractor until properly executed bonds are received and accepted by Houston Community College System, Purchasing Department.

EXHIBIT F

CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: _____ Business Name: _____

TOTAL \$ _____

Address: _____

Contractor \$ _____

Telephone/Fax: _____ Date: _____

Subcontractor(s) \$ _____

Supplier (s): \$ _____

EXHIBIT G

**HOUSTON COMMUNITY COLLEGE SYSTEM
SUBCONTRACTOR / SUBCONSULTANT / SUPPLIER PAYMENT CERTIFICATION**

Project No. _____ **Purchase Order No.** _____

(This form is to be completed by the Subcontractor/Subconsultant or Supplier for each payment received from Prime Contractor/Consultant.)

NAME OF FIRM: _____

ADDRESS: _____

The above firm is a: (check one)

- Subcontractor
- Subconsultant
- Supplier

I hereby certify that the above firm has received payment on _____ from _____ in the amount of
\$ _____ as full payment of our invoice dated _____ for work performed or materials provided
during _____ under subject Contract/Project No.
(Time Period)

(To be signed by Officer of the firm)

Signature _____

Printed or Typed Name _____

Title _____

Please Mail This Form To:
Houston Community College System
Purchasing Department
3100 Main Street, (11th Floor)
Houston, TX 77002
Attn: Georgia Coats, Senior Buyer

EXHIBIT H

**HOUSTON COMMUNITY COLLEGE SYSTEM
PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED**

Reporting Period: From _____ To _____

Consultant / Contractor _____ Project No. _____

Total Contract Amount (Prime Contractor) \$ _____ Purchase Order No. _____

Subconsultant / Subcontractor / Supplier (Name)	Total Subcontract Amount	Amount Paid This Period \$ _____	Total Paid to Date \$ _____

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will make payments
(Prime Contractor)
within five (5) calendar days of receipt of funds now due from HCC to our subcontractors and suppliers in accordance with contractual arrangements with them.

To be reported monthly:

Name: _____

Signature: _____

Title: _____

Phone: _____

Date: _____

Mail This Form To:

**Houston Community College System
Purchasing Department
3100 Main Street, (11th Floor)
Houston, TX 77002
Attn: Georgia Coats, Senior Buyer**

EXHIBIT I

INSURANCE REQUIREMENTS

HOUSTON COMMUNITY COLLEGE SYSTEM

The insurance coverage and limits listed below are the minimum requirements that the Vendor/Contractor are required to carry:

1. Commercial General Liability for Bodily Injury/Property Damage

Limits:

- Occurrence/Personal Injury/Advertising/Products/Completed Operation \$1,000,000. CSL
- Annual Aggregate \$2,000,000. CSL
- Products Aggregate \$2,000,000. CSL
- Fire, Lightning or Explosion \$1,000,000. CSL
- Medical Expense \$5,000 Per Person

2. Automobile Liability:

- Bodily Injury/Property Damage \$1,000,000. CSL

3. Workers' Compensation:

- Part A – Statutory
- Part B - \$1,000,000. Each Accident
\$1,000,000. Policy Limits
\$1,000,000. Each Employee

4. Endorsements:

The following endorsements and other stated information is required on the original certificate of insurance:

- 90 days Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except Worker's Compensation;
- Waiver of Subrogation on all policies;
- The assigned project number and/or purchase order number.

5. Submission of Certificate of Insurance:

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to Houston Community College System within 14 calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate of insurance to:

Houston Community College System
Risk Management Office
Post Office Box 667517 (MC-1119)
Houston, Texas 77266