



## INFORMAL REQUEST FOR PROPOSAL

Houston Community College invites qualified individuals or firms to submit bids/proposals to provide:

**Project No: I-RFP 19-09**  
Pre-Employment Assessment Testing Services

Bids/Proposals must be submitted to:  
Houston Community College  
Procurement Operations Department  
3100 Main – 11<sup>th</sup> Floor  
Houston Texas 77002

No later than:

October 31, 2018 by 2:00 PM Local Time

Procurement Officer  
Barbara E. Brooks, Sr. Buyer  
Telephone (713) 718-5365  
Email: [barbara.brooks@hccs.edu](mailto:barbara.brooks@hccs.edu)

Issue Date: October 17, 2018

Visit the [HCC Procurement Operations Department website](#) to get more information on this and other business opportunities. While at our website we invite you to [register as a Vendor](#), if already registered, please confirm your contact information is current.

**Please submit this page upon receipt.**

Acknowledgment Form  
Project #I-RFP 19-09

**INFORMAL REQUEST FOR PROPOSAL PRE-EMPLOYMENT ASSESSMENT  
TESTING SERVICES**

For any clarifications, please contact the Houston Community College Procurement Operations Office at (713) 718-5365 or e-mail: [barbara.brooks@hccs.edu](mailto:barbara.brooks@hccs.edu).

Please e-mail this page upon receipt of the IRFP package or notice of package. Check one:

**Yes, I am interested in the IRFP.**

**No, I am not interested in the IRFP for the following reason:**

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If you are unable to send your **IRFP**, kindly indicate your reason for “No response” above and return this form **via email to [barbara.brooks@hccs.edu](mailto:barbara.brooks@hccs.edu)**.

Date \_\_\_\_\_

Company: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

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

## I. Intent and Scope of Services

Houston Community College (“HCC” or “College”) seeks written, informal bids/proposals from qualified vendors to provide Pre-Employment Assessment Testing Services. The College is seeking proposals from qualified firms in accordance with the Scope of Services noted below in Part III. Qualified respondents are invited to submit a written response outlining their qualifications and willingness to provide the services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in this Informal Request for Proposal (IRFP). The successful proposer will provide the scope of services in accordance with all applicable laws, regulations and professional standards.

Qualified, interested individuals or firms are invited to submit a written bid/proposal in accordance with the specifications and guidelines set forth in this Informal Request for Proposal.

The scope of services is further defined in Part III of this IRFP.

### A. Introduction

Houston Community College is one of the largest institutions of higher education in the country serving more than 70,000 students each semester, offering associate degrees, certificates, academic preparation, workforce training, and lifelong learning opportunities that prepares students in our diverse community to compete in an increasingly technological and international society. Houston Community College plays an integral role in transforming the lives of its students and making our community work.

The College has approximately 6,400 full-time and part-time faculty and staff to include adjunct faculty. Houston Community College sits in one of the most competitive employment markets in the United States and in one of the most diverse cities in the United States.

To learn more about HCC, Bidders/Proposers, are encouraged to visit HCC’S Website: [HCC Fact Book](#)

Key Event & Dates	
Event	Date
Release/Publish the IRFP	October 17, 2018
Deadline to receive written questions/inquiries	October 24, 2018 by 2:00 p.m. local time
Responses to written questions/inquiries	Estimated October 26, 2018
Deadline for Bid/Proposal Submission	October 31, 2018 by 2:00 p.m. local time

\*Note: Key Event and Dates listed above are anticipated and may be changed at HCC’s discretion.

### B. Term of Agreement:

The term of a resulting Agreement or Purchase Order, if any, will be for one (1) year with the option to renew for three (3) one-year terms. The College reserves the right to extend the contract term on a month-to-month basis, not to exceed three (3) months upon the expiration of the initial term. The College does not guarantee any amount of work from a resulting agreement.

Any Agreement or Purchase Order shall not exceed \$50,000 in value during any 12-month period.

The College reserves the right to accept or reject, in whole or in part, any or all bids/proposals received and to make award based on individual items or combination of items. Please note this Informal Request for Proposal (IRFP) is a stopgap for a formal Request for Proposal (RFP).

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## PART I – PROPOSAL REQUIREMENTS

### 1.0 Instructions to Bidder/Proposer

#### 1.1 Advice

The department responsible for this Informal Request for Proposal is the Procurement Operations Department located in HCC's Administration Building - 11<sup>th</sup> Floor - Houston, Texas 77002. All questions, prior to award, must be directed to the procurement officer identified on the cover page of this solicitation.

#### 1.2 Obligation and Waivers

**THIS REQUEST IS A SOLICITATION FOR BIDS/PROPOSALS AND IS NOT A CONTRACT OR AN OFFER TO CONTRACT.**

**THIS REQUEST DOES NOT OBLIGATE HCC TO AWARD A CONTRACT OR PAY ANY COST INCURRED BY THE INDIVIDUAL OR COMPANY IN THE PREPARATION AND SUBMITTAL OF A BID/PROPOSAL.**

**HCC, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY BID/PROPOSAL AND/OR REJECT ALL BIDS/PROPOSALS OR A PART OF A BID/PROPOSAL, WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS SOLICITATION.**

**HCC RESERVES THE RIGHT TO REJECT ANY NON-RESPONSIVE OR CONDITIONAL BID/PROPOSAL. HCC RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES, IRREGULARITIES, AND/OR TECHNICALITIES IN THIS SOLICITATION, AND/OR ANY BIDS/PROPOSALS RECEIVED OR SUBMITTED.**

**BY SUBMITTING A BID/PROPOSAL, BIDDER/PROPOSER AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST HOUSTON COMMUNITY COLLEGE SYSTEM, AND ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH:**

- 1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID/PROPOSAL;
- 2) ANY REQUIREMENTS UNDER THIS REQUEST OR RELATED DOCUMENTS;
- 3) THE REJECTION OF ANY BID/PROPOSAL OR ANY PART OF ANY BID/PROPOSAL; AND/OR
- 4) THE AWARD OF A PURCHASE ORDER/CONTRACT, IF ANY.

**HCC RESERVES THE RIGHT TO WITHDRAW THIS REQUEST AT ANY TIME FOR ANY REASON; REMOVE ANY SCOPE COMPONENT FOR ANY REASON; AND TO ISSUE SUCH CLARIFICATIONS, MODIFICATIONS AND/OR AMENDMENTS AS DEEMED APPROPRIATE.**

#### 1.3 Questions/Clarifications

Questions or clarifications concerning this IRFP shall be submitted in writing via email. If HCC determines that questions necessitate a change to this IRFP, the change will be reduced to writing in the form of an addendum.

To preserve the overall integrity of the Informal Request for Proposal process, the College specifically requests that all questions or concerns regarding this Informal Request for Proposal shall be directed to the procurement officer identified above on the cover page of this solicitation.

#### 1.4 Form of Proposal and Method of Submission

Email signed proposal to the contact shown on the cover of this IRFP. Include the IRFP title and the name of the proposing firm in the subject line of the email. The College will send any correspondence regarding this IRFP to the email address from which the proposal was received.

Bidder/Proposer may also hand deliver bids/proposals. Hand delivered or written bids/proposals must be delivered to the address as described on the cover page of this informal request for proposal, above.

#### 1.5 Receipt of Bid/Proposals / Late Bids/Proposals

Bids/Proposals received after the date and time specified for submission of bids/proposals shall be considered late and shall not be considered for award, unless it is determined by HCC that late receipt was due solely to mishandling by HCC after receipt of the bid/proposal by HCC.

#### 1.6 Disclosure

Bidders/Proposers shall note any and all relationships that might be a conflict of interest and include such information with the bid/proposal.

### 1.7 Disposition of Bids/Proposals

All bids/proposals become the property of HCC. The successful bid/proposal may be incorporated into the resulting contract/purchase order by reference.

### 1.8 Alternate Bids/Proposals

Bidder/Proposers, who wish to do so, may submit alternate bids/proposals. If more than one bid/proposal is submitted, however, each bid/proposal must be complete (*i.e.*, separate and separately submitted), and must comply with the instructions set forth in this IRFP. Each bid/proposal will be evaluated on its own merits.

### 1.9 Rejection of Bids/Proposals

In addition to those stated elsewhere in this IRFP, grounds for the rejection of bids/proposals include, but shall not be limited to:

- 1.9.1 Failure of a bid/proposal to conform to the essential requirements of the IRFP.
- 1.9.2 An offer imposing conditions that would significantly modify the terms and conditions of the solicitation or limit the bidder/proposer's liability to HCC in any contract/purchase order awarded on the basis of such solicitation.
- 1.9.3 Failure of the bidder/proposer to certify the IRFP.

### 1.10 No Contingent Fees

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except *bona fide* employees of the bidder/proposer or *bona fide* established commercial or selling agencies maintained by the bidder/proposer for the purpose of securing business. For breach or violation of this provision, HCC shall have the right to reject the bid/proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

### 1.11 Security and Integrity of Data

In case the bidder/proposer gains access to data, files, and or other materials (collectively referred to as "data") that are the property of HCC, the bidder/proposer shall preserve the safety, security and integrity of the data, and shall ensure the confidentiality, sensitivity, privilege and privacy of all data.

## 2.0 Required Format and Content of the Bid/Proposal

Bids/Proposals shall be prepared simply and economically, providing a description of the bidder/proposer's capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content.

Each original and/or copy of the bid/proposal shall be bound in a single volume and labeled in such a manner that each and every page will be identifiable as to bidder/proposer name.

Proposal standards:

- a) Condense and highlight the contents of the bid/proposal in such a way as to give the evaluation committee a complete understanding of your firm's bid/proposal
- b) Proposal addresses all evaluation criteria in the order presented in the evaluation table.
- c) Proposal is 25 pages or less in length, not including reports, and attachments.
- d) Proposal is complete and succinct; it does not include extraneous information. Please do not include sales or promotional materials as part of proposal unless requested

Bids/Proposals shall include the following information in tabbed sections, as follows:

### 2.1 TAB 1: Title Page

Use your firm's letterhead. The title page shall be submitted and signed by an individual authorized to legally bind the bidder/proposer. It shall include:

- 2.1.1 A statement summarizing bidder/proposer's understanding of the work to be performed hereunder;
- 2.1.2 A statement that the enclosed bid/proposal to Houston Community College is for the provision of Pre-Employment Assessment Testing Services and describe the nature of the services, which would be provided;
- 2.1.3 A statement accepting financial responsibility for any expenses incurred in the preparation of the bid/proposal, including travel expenses for oral presentations (if required), and bidder/proposer's interviews; and
- 2.1.4 A statement regarding any deviations from, or exceptions to, this IRFP, and justification therefore. A response that takes exception to any mandatory item in this IRFP may be rejected and may not be considered for award.

**2.2 TAB 2: Qualifications of firm and staff capacity**

- 2.2.1 State the firm name. Firm ownership and organization. Give the firm's principal address and satellite office(s) from which services under this contract/purchase order will be conducted.
- 2.2.2 Provide number of years firm has been in business and the number of years the firm has been in business at its principal address.
  - 2.2.3 Provide the names, biographies and qualifications of the executive team and the percentage of his or her time, which will be allotted to the project.
  - 2.2.4 Provide the names of contact persons principally responsible for this account, their phone numbers, email address and office addresses
  - 2.2.5 Detail of the qualifications of the individual(s) or firm proposing to provide the direct services outlined in Part III and their prior experience.
  - 2.2.6 Describe the capacity of your firm to perform the scope of work provided in Part III.
  - 2.2.7 Identify any portion of the scope of services, which is proposed to or may be performed by a subcontractor. Identify the subcontractor(s) and the nature of the work to be performed.

**2.3 TAB 3: Bidder/Proposer Qualifications - Proposed Key Staff and Staff Experience**

- 2.3.1 Provide the resume of each key staff person proposed. Resumes of all vendor employees and/or consultants who will be conducting work under the contract must be included in the bid/proposal.
- 2.3.2 Describe the experience of the key staff and how he/she is ideally suited to his/her role on this project.
- 2.3.3 Proposed Key Staff and Staff Experience, or individual, prior experience, references and of the team members who will provide the services to HCC. As applicable, provide years of experience, years with your firm, position titles and any other pertinent information.
- 2.3.4 List the key staff proposed to perform the Work, if contracted. Describe the role of each key staff proposed and the percentage of his or her time which will be allotted to the project.
- 2.3.5 References of three (3) current clients and three (3) previous clients within the last three (3) years must be included in the bid. A list of references, not to exceed three (3) institutions of higher education.
- 2.3.6 A detailed listing of experiences with colleges, particularly community colleges.

**2.4 TAB 4: Services Defined**

- 2.4.1 Fully describe the services, in detail, your firm will provide to HCC and your firm's delivery method for those services.
- 2.4.2 Description of methodology used in fulfilling the requirements noted in the IRFP.
- 2.4.3 Include detailed information regarding your firm's controls relevant to the confidentiality, sensitivity, privilege and privacy of information, and controls to protect the security and integrity of HCC data.

**2.5 TAB 5: Rates and Charges**

Proposer must complete this section in its entirety, and may supplement this section with additional pages as to provide HCC with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this solicitation. The Total Cost for the solution provided must be a turnkey cost inclusive of all aspects noted in the Part III – Scope of Work. Proposer must complete the information in Part IV of the Price Proposal.

**2.6 TAB 6: Additional Information**

- 2.6.1 Provide any additional information that you believe should be considered when evaluating your company's bid/proposal.
- 2.6.2 The bidder/proposer may present any appropriate, creative approaches or supporting documentation that would be pertinent to this IRFP.

**3.0 Evaluation**

Bidders/Proposals will be evaluated based upon the criteria herein, as well as assessments and comparisons that include evaluations of skills/experience, cost, client service and references, and/or other factors.

3.1 Bids/Proposals will be evaluated in accordance with Texas Education Code, Chapter 44, Subchapter B, as follows:

- (1) the purchase price;
- (2) the reputation of the vendor and of the vendor's goods or services;
- (3) the quality of the vendor's goods or services;
- (4) the extent to which the goods or services meet the district's needs;

- (5) the vendor's past relationship with the district;
- (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- (7) the total long-term cost to the district to acquire the vendor's goods or services; and
- (8) any other relevant factor specifically listed in the request for bids or bids/proposals.

3.2 A committee will score and rank responses to the IRFP. The following weighted criteria will be used:

20 points	Qualifications of firm and staff capacity and Bidder/Proposer Qualifications – Proposed Key Staff and Staff Experience
20 points	Services Defined-Proposed methodology for the selection process
60 points	Rates and Charges – Cost associated with the proposed services
<b>100</b>	<b>Total Points</b>

3.3 **Eligibility for Award**

In order for a bidder/proposer to be eligible for award of a contract/purchase order, the response must be responsive to the solicitation and HCC must be able to determine that the bidder/proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily. Responsive bids/proposals are those that comply with all material aspects of the solicitation, conform to the solicitation documents, and meet the requirements set forth in this solicitation. Bids/Proposals, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.

- (1) Responsible bidders/proposers, at a minimum, must meet the following requirements:
  - i. Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
  - ii. Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
  - iii. Have a satisfactory record of past performance;
  - iv. Have necessary personnel and management capability to perform any resulting contract;
  - v. Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements;
  - vi. Certify that the firm is not delinquent in any tax owed to the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Houston Community College System; signing and submitting the bid/proposal is so certifying to such non-delinquency; and
  - vii. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- (2) Bidders/Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described above and as necessary, to perform the requirements of the solicitation and be determined a responsible bidder/proposer. Failure to provide any requested additional information may result in the bidder/proposer being declared non-responsive and the bid/proposal being rejected.
- (3) A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the bidder/proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders/proposers.
  - A person or bidder/proposer shall not be eligible to be considered for this solicitation if the person or bidder/proposer engaged in or attempted to engage in prohibited communications. Prohibited Communications and Political Contributions.
  - Reference the following link: [Prohibited Communications and Political Contributions](#)
  - Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or contractors.) HCC will contract only with the individual firm or formal organization that submits a response to this IRFP.

## PART II - CONTRACT TERMS AND CONDITIONS

### 1.0 Applicability

These terms and conditions are applicable to and shall form a part of any contract/purchase order executed pursuant hereto.

HCC's General Terms and Conditions of Purchase Order dated February 9, 2018, shall govern any purchase order/contract that may result from this request. A copy is available and posted on the HCC website at [General-Terms-and-Conditions-of-Purchase-Orders](#).

### 1.1 Conflict of Interest

No contract for the purchase of Personal Property or Service shall be awarded to any supplier/contractor where the contract would violate the applicable state laws regarding conflicts of interest by elected or appointed public officers. Neither HCC trustees, employees, nor their spouses, shall accept gifts or entertainment from vendors of the College. The College shall not do business with any of its trustees, employees, or their spouses.

### 1.2 Extra Contractual Services

HCC reserves the right to purchase services of a related or similar nature and kind from the contractor. Such services, if purchased, shall be on an as needed basis at contractor's then-prevailing prices; provided, however, that such prices are deemed reasonable by HCC.

### 1.3 Certificate of Insurance Requirements

Contractor shall procure and maintain at its own expense the following minimum insurance coverages insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be written by insurers acceptable to HCC.

Parties making deliveries to or performing services at the HCC sites, must carry public liability, property damage and Worker Compensation insurance with carries authorized to provide such insurance under the laws of the State of Texas. Minimum requirements: (a) Commercial General Liability- \$1,000,000.00 bodily injury and \$1,000,000.00 property damage; (b) Automobile Liability - \$1,000,000.00 bodily injury and \$1,000,000 property damage, (c) Worker Compensation insurance - \$1,000,000.00. Upon request from the College, the successful bidder shall provide the College with a certificate of insurance, naming the Houston Community College as a certificate holder.

Respondent must provide proof of insurance for any liability resulting from the student's actions (i.e. injury to, or damage to property of, a third party).

The certificate must have the following name: Houston Community College System as an additional insured and a waiver of subrogation.

It is a condition of this policy that the insurance carrier shall furnish written notice to the HCC Office of Risk Management, Administration Building, 3100 Main Street, Houston, Texas 77007, thirty (30) days in advance of the effective date of any reduction in, or cancellation of, this policy.

#### Contract Changes

No modification or change of any provision in the resulting contract shall be made, unless such modification is mutually agreed to in writing by the contractor and the Director of Purchasing, and incorporated as a written amendment to the contract. Memoranda of understanding and correspondence shall not be interpreted as amendments to the contract.

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## PART III - SCOPE OF WORK

### 1.1. Intent and Purpose -

The Houston Community College, (“HCC” or “College”) is seeking proposals from qualified firms to provide Pre-Employment Assessment Testing Services. The Contractor shall furnish all labor, material, tools, equipment, transportation, insurance, incidentals, and other facilities to perform all work to engage a Pre-Employment Assessment Testing Services Contractor capable of providing Third Party Testing Services. The project is for the Talent Engagement Department, as listed below. The scope of work covers the requirements for the contractor to provide testing of professional candidates for computer skills directly related to the position applied to, such as Word, Excel, PowerPoint, etc., as well as, the operating system that will be used (Mac or Windows).

### 1.2. Requirements of Contractors:

- a. Work collaboratively with HCC Talent Engagement Staff to determine the ideal quantity of skills tests for candidates;
- b. Provided Tests are validated – Contractor shall provide validation materials and results for our review and must provide validation study.
- c. Provided Tests are continually revalidated. Vendor will provide materials/results for HCC’s review. Vendor is risk averse.
- d. Provide a disclaimer the test taker accepts on first page – such as “I agree”.
- e. Vendor will provide both skills based and behavioral based tests.
- f. Skill tests – participants must be taken into an environment that resembles the software and complete the tasks.
- g. Skills and Behavioral tests must be leveled based tests that provides a percent score at completion.
- h. Skills and Behavioral tests should each typically take 30 minutes to complete.
- i. Behavioral tests – participant is required to complete multiple choice and yes/no questions.
- j. Organization can batch tests – some tests may be grouped together to match the requirements of a job description.
- k. Test results must be delivered in seconds to the administrator and then to the participant, if desired.
- l. Tests must be scored, rated against averages, timed, and can be capped. Each test module must be completed in a specified time framed.
- m. Test metrics – the results must indicate the time it took by question and for the total test.
- n. Reporting – an individual report must be generated for each participant.
- o. Reporting – reports should be in a format that creates a spreadsheet dashboard showing all scores of test takers.
- p. Tests are to be online-computerized remote portal (paperless) and with ADA compliant formats.
- q. Candidates will be required to test at an HCC’s designated location.
- r. Vendor must provide best practices/procedures for applicants testing ADA Accommodation including disclaimer to applicant.

### 1.3. Additional Requirements

- i. Proposals should include the vendor’s strategies for Pre-Employment Assessment Testing Services sourcing with detailed examples.

- ii. Qualified respondents are invited to submit a written response outlining their qualifications and experience to provide the services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the Informal Request for Proposal (IRFP). The successful proposer will provide the scope of services in accordance with all applicable laws, regulations and professional standards.
- iii. At the College option and during the process of selecting a supplier/contractor to provide the required services, finalist bidder/proposer(s) may be requested to make a presentation to HCC's leadership. The individual or consultant who will work directly with HCC during this engagement shall make presentations.
- iv. All prospective bidders/proposers shall have sufficient qualified personnel and resources to accomplish all the services described herein. The successful bidder/proposer shall be capable of furnishing all necessary professional, technical, and expert services as required to perform the services described in the scope of work.
- v. If additional staff will be necessary in order to meet the qualifications, include information on each individual's qualifications, capabilities, and experience as described in Tab 2 above.

**1.4. Certification:**

By submitting this Quotation, the above named individual certifies that the individual/company is not ineligible to receive a purchase order/contract per the terms and requirements set forth per **HCC General Terms and Conditions** or for any other reason. Further, the above named individual certifies that he/she has read, understands and agrees to be bound by the requirements and terms and conditions set forth in this Informal Request for Bid/Proposal.

**1.5. Small Business Development Program (SBDP):**

**The Houston Community College System's Small Business Development Program ("SBDP" or the "Program") was created to provide business opportunities for local small businesses to participate in contracting and procurement at Houston Community College (HCC).**

The SBDP is a goal-oriented program, requiring Contractors who receive Contracts from HCC to use Good Faith Efforts to utilized certified small businesses. The Program applies to all Contracts over \$50,000, except Contracts for sole-source items, federally funded Contracts, Contracts with other governmental entities, and those Contracts that are otherwise prohibited by applicable law or expressly exempted by HCC. The SBDP is a race and gender-neutral program; however, HCC actively encourages the participation of minority and women-owned small businesses in the SBDP.

To participate, small businesses must be certified by an agency or organization whose certification is recognized by HCC. Certification is based on the firm's gross revenues or number of employees averaged over the past three (3) years, inclusive of any affiliates as defined by 13 C.F.R. § 121.103, does not exceed the size standards as defined pursuant to Section 3 of the Small Business Act and 13 C.F.R. § 121.201.

PART IV – PRICE PROPOSAL

**1. Instructions**

Proposer must complete this section in its entirety, and submit this form, and label it “Price Proposal”.

Please provide a Total Proposed Price reflecting all project costs to successfully complete all services. Work requirements will be specified in individual purchase orders issued by Houston Community College.

**2. Total Cost**

I have received and thoroughly examined the specifications. I have also received and considered all solicitation amendments as posted on the solicitation website and have included those provisions in my Proposal.

I understand the work to be done as provided in the scope of work and specifications. I further understand that the work is subject to the review and approval of Houston Community College System and submit the following Proposal.

**3. Total Proposed Cost**

Provide a Total Cost (to include all travel and living expenses) for the proposed solution. The total proposed cost will be for a firm fixed cost for the lift of the contract. Provide a detailed cost outline and all costs associated with the proposed services.

Assessment Testing		
Quantity	UOM	Cost
1-50	Each	\$
51-100	Each	\$
101-250	Each	\$
251-500	Each	\$
501-1000	Each	\$
1001-2500	Each	\$
2501-5000	Each	\$
5001+	Each	\$

**Discount for Prompt Payment:**

Net 10 Calendar days \_\_\_\_\_%

Net 20 Calendar days \_\_\_\_\_%

**Cooperative Contract**

Please list the following information for the cooperative contract that your proposal is being submitted under:

Cooperative Contract Name:	
Cooperative Contract No.	
Cooperative Contract Term	
Cooperative Contract Website link:	

**Additional Services:**

Include with your response standard rate sheets for services that are not specifically included in the scope or listed herein.

**Added Value**

HCC is interested in maximizing the value of expenditures as it relates to achieving additional value that would further benefit HCC and its operation, as well as its community of citizens and their tax based funding. As such, proposers are encouraged to consider, develop and propose added value concepts, programs, components and the like that would further enhance the proposed acquisition represented in this solicitation request.

Contractor to include their **standard price sheet** to cover all items and services not specifically covered in the IRFP.

**4. Price Evaluation**

Price points shall be calculated based on the following formula:

$$\text{Lowest Total Proposed Cost} / \text{Proposer's Total Proposed Cost} \times \text{Available Price Points} = \text{Price Score}$$

**5. Price Proposal Signature**

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by HCC to procure any product or service in any volume.

Name:	
Title:	
Date:	
Signature:	

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**PART V –CERTIFICATIONS**

**HCC Project No: I-RFP 19-09**

1.0 I hereby certify that I am authorized by the company whose name appears on this Certification, to submit this bid/proposal and to execute a contract on behalf of said company.

2.0 I certify that the following items are included with the bid/proposal:

- All items required under Part I, section 2.0 of this IRFP (required)
- Exhibit A – Bidder/Proposer’s Disclaimer Statement (required)
- Exhibit B – References (required)
- Exhibit C – No Bid/Proposal Form

Attachment No. 1 – Proposer’s Certifications

Exhibit 1 – To Attachment No. 1 – Ownership Interest Disclosure List

Exhibit 2 – To Attachment No. 1 – Prohibited Contracts/Purchases

Attachment No. 2 – Conflict of Interest Questionnaire

3.0 I certify that this bid/proposal meets all the requirements of the Informal Request for Bid/Proposal and shall remain firm for a period of ninety (90) days.

4.0 I certify that I have read the Informal Request for Bid/Proposal including the Contract Terms and Conditions and the Scope of Work, and I understand that they shall be a part of the contract issued pursuant to this Informal Request for Bid/Proposal:

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

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

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

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

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

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

E-Mail: \_\_\_\_\_

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

**Exhibit A**  
**BIDDER'S/PROPSER'S DISCLAIMER STATEMENT**

The undersigned Bidder/Proposer, by signing and executing this bid, certifies and represents to HCC that Bidder/Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by section 36.01 (3) of the Texas Penal Code, or anything of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder/Proposer also certifies and represents that Bidder/Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid/proposal; the Bidder/Proposer certifies and represents that Bidder/Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of HCC College concerning this bid on the basis of any consideration not authorized by law; the Bidder/Proposer also certifies and represents that Bidder/Proposer has not received any information not available to other bidders/proposers and so further certifies and represents that Bidder/Proposer has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder/Proposer will not in the future offer, confer, or agree to confer anything of pecuniary benefit or any other thing of value to any officer, trustee, agent or employee of HCC in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder/Proposer certifies and represents that it has not now and will not in the future, offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of HCC in connection with information regarding this bid, the submission of this bid, the award of this bid or the delivery or sale pursuant to this bid.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**FELONY CONVICTION NOTIFICATION**

State of Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states, "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable. OR
- My firm is not owned nor operated by anyone who has been convicted of a felony. OR
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

**Exhibit B**

**References**

This Exhibit B must be completed and submitted with the bid/proposal. Indicate three (3) institutions of higher education references in accordance with IRFP:

1. Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Phone/Fax Number: \_\_\_\_\_  
Address: \_\_\_\_\_
  
2. Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Phone/Fax Number: \_\_\_\_\_  
Address: \_\_\_\_\_
  
3. Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Phone/Fax Number: \_\_\_\_\_  
Address: \_\_\_\_\_

**Exhibit C**

**No Bid/Proposal Response**

If your firm is unable to submit a bid/proposal at this time, please provide the information requested in the space provided below and return it, prior to the IRFP Closing date and time, to:

HCC College Procurement Operations  
Administration Building, 3100 Main Street  
11<sup>th</sup> Floor  
Houston, Texas 77002  
Phone (713) 718-5365

I/WE DID NOT SUBMIT A BID/PROPOSAL FOR THE FOLLOWING REASONS:

(Please place an X by all the reasons that apply)

- Do not supply the requested service.
- Scope of job is TOO SMALL to be supplied by my company.
- Scope of job is TOO LARGE to be supplied by my company.
- Specifications are “too constrictive” or appear to be written around a proprietary product.
- Time-frame for responding was too short. (Please elaborate on your primary reason for this judgment.)
- Other reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
AUTHORIZED SIGNATURE                      DATE

PRINTED NAME & TITLE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_



**ATTACHMENT NO. 1**  
**PROPOSER'S CERTIFICATIONS**  
**HCC Project No: I-RFP 19-09 – Pre-Employment Assessment Testing Services**

**1. 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: non-discriminatory employment practices: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

**2. BLACKOUT PERIOD & POLITICAL CONTRIBUTION COMPLIANCE:**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the Prohibited Communications/Political Contributions provision set forth in the solicitation. Potential vendors, subcontractors, service providers, bidders, brokers, officers, lobbyists or consultants shall not make a political contribution to a Trustee or candidate during the prohibited communication period as set forth below. The undersigned further understands that the Bidder shall not communicate with a HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning this Solicitation from the day it is first advertised through thirty (30) days after the contract is executed by the Chancellor or his/her designee, or when a determination is made that the contract will not be awarded.

This period is known as the “Blackout Period”, as further defined in Section 1.7.10 and 3.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct and will be handled as such with regard to a Trustee and all applicable federal and state laws and regulations, local ordinances, board policies, and procurement procedures with respect to their conduct as public officials involved in the procurement process.

With regard to a Bidder, violation of the Blackout Period may result in the cancellation of the referenced transaction, disbarment, disqualification from future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.

**3. 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 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 = Best Effort***

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 Proposer may be subject to the loss of the contract or the termination thereof.

**4. 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:

Have you been convicted of a felony? Yes\_\_\_\_ or No\_\_\_\_

If a business entity: Yes\_\_\_\_ or No\_\_\_\_

Has any owner of your business entity been convicted of a felony? Yes\_\_\_\_ or No\_\_\_\_

Has any operator of your business entity been convicted of a felony? Yes\_\_\_\_ or No\_\_\_\_

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.

**5. DISCLOSURE OF OWNERSHIP INTERESTS:**

The undersigned certifies that he/she has accurately completed the attached Exhibit 1 "Ownership Interest Disclosure List". For the purposes of this section, in accordance with Board Bylaws, the term "Contractors" shall include any member of the potential vendor's board of directors, its chairperson, chief executive officer, chief financial officer, chief operating officer, and any person with an ownership interest of 10% or more. This requirement shall also apply to any Subcontractor listed on the "Contractor and Subcontractor Participation Form".

**6. PROHIBITED CONTRACTS/PURCHASES:**

The undersigned certifies that he/she has read, understands, and is eligible to receive a contract in accordance with HCC Board of Trustees Bylaw regarding Prohibited Contracts/Purchases as further defined in the attached Exhibit 2.

I attest that I have answered the questions truthfully and to the best of my knowledge.

Signed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

State of \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_

**Notary Public** for the State of: \_\_\_\_\_

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**EXHIBIT 2 - TO ATTACHMENT NO. 1**  
**PROHIBITED CONTRACTS/PURCHASES**  
**HCC Project No: I-RFP 19-09 – Pre-Employment Assessment Testing Services**

The College shall not contract with a business entity in which a Board Member, Senior Staff Member, or a relative of a Board member or Senior Staff Member within the first degree of consanguinity or affinity, has any pecuniary interest. All such contracts executed prior to June 21, 2012 shall continue to be in full force and effect.

Further, the College shall not contract with a business entity that employs, hires, or contracts with, in any capacity, including but not limited to, a subcontractor, employee, consultant, advisor, or independent contractor, a Board Member or a Senior Staff Member.

Further, the College shall not contract with a business entity that employs an officer or director who is a relative of a Board member or a Senior Staff Member within the first degree of consanguinity or affinity.

Definitions:

“Business entity” shall not include a corporation or a subsidiary or division of a corporation whose shares are listed on a national or regional stock exchange or traded in the over-the-counter market. “Business entity” shall not include non-profit corporations or religious, educational, and governmental institutions, except that private, for-profit educational institutions are included in the definition of Business entity.

“Director” is defined as an appointed or elected member of the board of directors of a company who, with other directors, has the responsibility for determining and implementing the company’s policy, and as the company’s agent, can bind the company with valid contracts.

“Officer” is defined as a person appointed by the board of directors of a company to manage the day-to-day business of the company and carry out the policies set by the board. An officer includes, but is not limited to, a chief executive officer (CEO), president, chief operating officer (COO), chief financial officer (CFO), vice-president, or other senior company official, as determined by the Board.

“Senior Staff Member” shall have the meaning as defined in Article A, Section 3 of the Board Bylaws, which includes:

- a. Any member of the Chancellor's Advisory Council;
- b. HCC employees classified as E-10 and above;
- c. All procurement and purchasing personnel;
- d. Any employee who participates on an evaluation or selection committee for any HCC solicitation for goods or services; and
- e. Any employee who participates in the evaluation of goods or services provided by a vendor or contractor.

Absent other legal requirements, all contracts entered into by the College in violation of this policy shall be voided within 30 days of notice of the violation.

I attest that I have answered the questions truthfully and to the best of my knowledge.

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