



# **CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

**RFQ # 4CD-85  
COMPREHENSIVE ENROLLMENT RECOVERY PROGRAM  
CONSULTANT SERVICES  
REQUEST FOR QUALIFICATIONS**

Release Date: February 19, 2021

Questions Due: before 2PM (PST), February 23, 2021

Statement of Qualifications Due: before 2PM (PST), March 4, 2021

# SECTION I

## INSTRUCTIONS AND GENERAL PROVISIONS

The Contra Costa Community College District (4CD) invites highly experienced firms to submit statement of qualifications to devise, implement, and measure a robust and comprehensive enrollment marketing and management program to drive significant, attributable enrollment growth across the District's colleges and centers.

### 1.0 Questions and Submissions

Prior to February 23, 2021, at 2pm PST, you may submit questions regarding this Request for Qualifications (RFQ) to Rod Herrera in writing via email at the information below, using the RFQ name in your subject line. No verbal or oral questions shall be entertained or officially responded to. Responses will be posted at the 4CD website or communicated via email in Addendum format. Responses to questions will be posted no later than February 26, 2021, at 2pm PST. RFQ submissions are due no later than **March 4, 2021, 2pm PST** to be delivered by electronic submission and directed to:

Rod Herrera, Senior Buyer  
Contra Costa Community College District  
500 Court Street  
Martinez, CA 94553  
(925) 229-6957  
[rherrera@4cd.edu](mailto:rherrera@4cd.edu)

### 2.0 Important Dates

4CD reserves the right to modify the below important dates.

Release of RFQ	The RFQ will be released to interested consultants on February 19, 2021
RFQ Questions	Questions related to the RFQ must be submitted by February 23, 2021, 2pm PST.
Responses to RFQ Questions	Responses to RFQ questions will be posted by February 26, 2021, 2pm PST.
RFQ Response Deadline	The deadline for submission of responses to the RFQ is March 4, 2021, 2pm PST.
Notification and Release of RFP	Four to six firms will be invited to respond to the RFP on March 10, 2021. The RFP will be released to invited firms at the same time.

### 3.0 General Provisions

**ACCEPTANCE PERIOD.** Statement of Qualifications are firm for a period of ninety (90) days.

**ADDENDA/AMENDMENTS ACKNOWLEDGMENT.** 4CD, at its sole discretion, may issue amendments/addenda to this RFQ at any time prior to the time set for receipt of statement of qualifications. Interested parties should frequently check 4CD's website for such addenda at:

<http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx>.

Each firm shall acknowledge receipt of the addendum by marking the appropriate area on the bottom of the Signature Page (page 12). Failure to so acknowledge may result in the statement of qualifications being rejected as not responsive. 4CD shall not be bound by any representations, whether oral or written, made at a pre-qualification, pre-contract or site meeting, unless such representations are incorporated in writing as an amendment to the RFQ or as part of the final contract.

**AUTHORIZED SIGNATURES.** Every statement of qualification must be signed by the person or persons legally authorized to bind the Contractor to a contract for the execution of this contract. Upon request of 4CD, any agent submitting statement of qualifications on behalf of a Contractor shall provide a current power of attorney certifying the agent's authority to bind the Contractor. If an individual makes a statement of qualification, his or her name, signature and post office street address must be shown. If a firm or partnership makes the statement of qualification, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the statement of qualification, the statement of qualification shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of 4CD, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the statement of qualification to execute contracts on behalf of the corporation.

**PUBLIC INFORMATION.** Following the award of a contract, responses to this solicitation may be subject to release as public information unless the response or specific parts of the response can be shown to be exempt from public information. Contractors are advised to consult with their legal counsel regarding disclosure issues and take appropriate precautions to safeguard trade secrets and confidential commercial, financial, geological, and geophysical data. 4CD assumes no obligation or responsibility for asserting legal arguments on behalf of Contractors.

**CONFIDENTIALITY.** If a Contractor believes that portions of the statement of qualifications constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the Contractor must so specify by, at a minimum, stamping in bold red letters, the term "CONFIDENTIAL" on that part of the statement of qualification which the Contractor believes to be protected from disclosure. The Contractor must submit in writing specific detailed reasons, including any relevant legal authority, stating why the Contractor believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. 4CD will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. The Contractor is hereby notified that 4CD may consider all parts of the offer public information under applicable law even though marked confidential.

**AWARD OF CONTRACT.** Award of a contract is to be made to the Contractor offering the most advantageous proposal to the forthcoming RFP after consideration of all Evaluation Criteria; however, 4CD will not be limited solely to the evaluation factors in making its final decision. The criteria are not listed in any order of preference. An Evaluation Committee will be established by 4CD. 4CD shall not be obligated to accept the highest commission, or any commission offered, and will make an award in the best interests of 4CD after all factors have been evaluated. 4CD intends to award a contract upon the completion of the entire RFQ and RFP process.

**CANCELLATION OF SOLICITATION.** 4CD may cancel this solicitation at any time.

**FORMATION OF CONTRACT.** The Contractors' signed statement of qualification and 4CD's Request for Qualifications shall be incorporated into a contract with or without negotiation.

**INFORMED CONTRACTOR.** The Contractor is expected to fully inform themselves as to the conditions, requirements, and specifications before submitting statement of qualifications. Failure to do so will be at Contractor's own risk and they cannot secure relief on the plea of error.

**INK OR TYPEWRITTEN.** All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be lined through and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the statement of qualification.

**COST OF PREPARATION.** 4CD is not liable for any costs incurred by Contractors before entering into a formal contract.

**REJECTION OF QUALIFICATIONS.** 4CD reserves the right to reject any or all statement of qualifications or any part of statement of qualification and also to waive informalities, minor irregularities, or other requirements in our Request for Qualification and /or offers received, and/or to accept any portion of the offer if deemed in the best interest of 4CD. Failure of the Contractor to provide in its statement of qualification any information requested in this RFQ may result in rejection for non-responsiveness.

**ASSIGNMENT OF RIGHTS OR OBLIGATIONS.** Except as noted hereunder, Successful Contractor may not assign, transfer or sell any rights or obligations resulting from this solicitation without first obtaining the specific written consent of 4CD.

**ATTORNEY FEES.** In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

**COMPLIANCE WITH LAWS.** All statement of qualifications shall comply with current federal, state, local and other laws relative thereto.

**CONTRACT INCORPORATION.** The contract embodies the entire contract between 4CD and the Contractor. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein or referenced herein. No changes, amendments, or modifications of any of the terms or conditions of the contract shall be valid unless reduced to writing and signed by both parties. The complete contract shall include the entire contents of this RFQ and forthcoming RFP Solicitation, all addenda, all of Contractor's successful submittal; supplemental agreements and any and all written agreements which alter, amend or extend the contract. 4CD intends to award a contract upon the completion of the entire RFQ and RFP process.

**FORMATION OF CONTRACT.** Contractor's signed Statement of Qualification and 4CD's written acceptance or purchase order shall constitute a binding contract.

**LAWS GOVERNING CONTRACT.** This contract shall be in accordance with the laws of the State of California. The parties stipulate that this contract was entered into in the County of Contra Costa, in the State of California. The parties further stipulate that the County of Contra Costa, State of California is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

**COMPLIANCE WITH ALL LAWS.** The Contractor warrants that it will comply with all federal, state and local laws, ordinances, rules and regulations applicable to its performance under this contract including, but not limited to, the Fair Labor Standards Act of 1938, as amended, the Williams – Steiger Occupational Safety and Health Act of 1970 and as amended; the State of California sales and use tax regulations; non-discriminatory employment

practices under the Federal Equal Employment opportunity Clause prescribed by Executive order 112465 dated September 24, 1965 as amended. 4CD does not permit any person or entity using its facilities for commercial purposes to engage in unlawful discrimination.

**SEVERABILITY.** If any provisions or portion of any provision, of this contract are held invalid, illegal or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

## SECTION II

### 4.0 RFQ Introduction

4CD is seeking an experienced partner to devise, implement, and measure a robust and comprehensive enrollment marketing and management program to drive significant, attributable enrollment growth across 4CD's colleges and centers. This challenge calls for the selected vendor to:

- build a brand, develop an enrollment marketing strategy and process, including the implementation of a technical system to execute the strategy;
- create and execute an omni-channel marketing solution that will increase enrollments; and
- ideally, by leveraging existing systems, reimagine and implement a fully integrated 4CD case management infrastructure that powers 4CD's ability to engage at a very personalized level, motivate, and track students throughout their journey from identification as prospective student in the ninth grade, or earlier, to earning academic credential(s) and workforce success.

Work is expected to begin as early as April 2021 and may extend for a period of three years. The ability to develop and implement marketing strategies that can positively impact Fall 2021 enrollment is imperative.

### 5.0 About Contra Costa Community College District

[The Contra Costa Community College District](#) was established in 1949 and serves the residents of Contra Costa County. It is the eighth largest multi-college community college district in California, serving approximately 50,000 students per year. The District Office is located in historic downtown Martinez. 4CD operates through three colleges and two centers, namely: Contra Costa College, Diablo Valley College, Diablo Valley College – San Ramon Campus, Los Medanos College, and Brentwood Center.

[Contra Costa College \(CCC\)](#) is the oldest of the three colleges in 4CD. A proud Hispanic Serving Institution, serving predominantly Latinx, African American and Asian students, CCC is situated in a socioeconomically diverse, resilient and culturally vibrant community. The college is located on 83 acres of a beautiful, naturally landscaped site accentuated by Wildcat Creek running through the rolling hills of San Pablo and Richmond. Since opening in 1949, CCC has provided exemplary educational services as the only institution of higher education in the West Contra Costa County area. CCC serves more than 10,000 students each year, with superior faculty and staff dedicated to creating a premier learning environment.

[Diablo Valley College \(DVC\)](#) has distinguished itself as one of the nation's most successful community colleges. It offers incomparable transfer opportunities and exceptional career-technical programs and degrees to a diverse student body, while responding to an evolving need for robust adult basic skills and ESL programs. Between its Pleasant Hill and San Ramon campus locations, DVC serves over 27,000 students. Faculty from DVC's various career-technical programs are in continuous dialog with our surrounding community to keep pace with

emerging technologies and new skill requirements our students need to be successful in any job market. The college's unparalleled transfer programs prepare our students in large numbers to be successful in four-year colleges and universities all over the state and the country. DVC continuously ranks among the top transfer pathways to UC Berkeley.

[Los Medanos College \(LMC\)](#) offers award-winning transfer and career education programs, stellar support services, and diverse learning opportunities in East Contra Costa County and serves approximately 13,000 students. LMC's exceptional educators, innovative curricula, growing degree and certificate offerings, and strong regional partnerships focus squarely on student success. Of the 1,600 two-year institutions across the nation, LMC received consecutive recognitions as a "Top 150 U.S. Community College" by the Aspen Institute (2017, 2019 and 2021) and was named one of the "50 Best Community Colleges for 2017" by *College Choice*. LMC's presence is well noted in the easternmost part of Contra Costa County with the [Brentwood Center](#). From its welcoming campus culture to its state-of-the-art facilities, LMC demonstrates its commitment to fostering an inclusive and supportive environment for all members of the campus community – in the classroom and in the workplace – and strives to achieve positive and equitable outcomes for all students.

## **6.0 Project Summary**

### **6.1 Objectives**

Our goal is to grow our headcount of 50,000 students by 15,000. In doing so, we will once again reach an annual head count enrollment of 65,000 across our colleges by the end of the 2023-24 academic year. That challenge calls for a robust and integrated marketing, communications and technical program scaled at both the feeder high school districts and the college levels, by which we reintroduce the transformative potential of a 4CD education in more compelling terms than ever before. We need a partner who will capture our vision and help make it better, while also bringing the experience, expertise, and technical strategy and implementation capabilities to help us meet this moment of opportunity.

### **6.2 Budget**

The project must not exceed an all-in total budget of \$10,000,000.00 over three years. The proposed project budget must include CRM license and implementation costs, systems integration costs; web development and personalization costs; media costs; and all professional services fees. 4CD does not anticipate changing the LMS (Canvas), SIS (Ellucian Colleague), Data Visualization Platform (Tableau), case management tool (Starfish), Content Management Systems (OmniUpdate and Cascade), or Chatbot (Ocelot).

## **7.0 Overview of Scope and Solutions**

There are three core areas of work associated with this program: 1) develop a marketing and outreach infrastructure; 2) develop a case management infrastructure; and 3) conduct multiple enrollment campaigns.

### **7.1 Develop Marketing and Outreach Infrastructure**

4CD and the three colleges have marketing and outreach resources, including personnel, systems, and practices, but the existing infrastructure does not have the capacity to achieve the goals laid out in this enrollment recovery effort. The firm selected to lead this project will need to leverage existing relationships in California, preferably a five-star full service media firm applying its own dedicated resources in an effort to develop a marketing and outreach infrastructure that delivers on the promise of this program. Important areas of development are listed below.

### **Brand and Positioning**

Develop a clear and compelling brand position with human-centered design methodologies for 4CD and, by extension, the colleges. Each college's unique brand proposition should be distilled and developed, while at 4CD, we need an overarching promise about why and how *our brand of community college education in Contra Costa County is distinctive and deserving of first-choice consideration.*

### **Campaign Concept Development, Creative Development and Production**

One single, scalable campaign that uses human-centered design methodology and digital tools grounded in a deep understanding of real human needs and goals will be necessary to gracefully balance our priorities for an overarching message of promise and hope to our county, while also giving voice to each college's unique and signature strengths, offerings, and opportunities. 4CD requires the partner to supply a self-sufficient team of designers, writers, videographers, photographers, content developers, content strategists, and creative directors. This group will produce a comprehensive inventory of creative assets scaled at both the 4CD and college levels for all channels revolving around our prospective and current students, alumni, faculty, staff, and civic and business community.

### **Marketing, Communications Strategy and Planning**

A fully integrated, omni-channel, full-funnel state-of-the-art marketing and communications strategy to reach, engage, and entice our target audiences to take a series of key actions as they move along a progressive journey toward "conversion" is highly desired. We also recognize a need to engage other constituencies, such as media outlets, civic and business leaders, and internal audiences (faculty and staff) across our colleges and departments.

### **Media Planning, Negotiation, Buying, Management, and Reporting**

An expansive, omni-channel media campaign (Digital Marketing, Social Media, and Video Conferencing), including turnkey execution of all media planning, negotiation, buying, management, and reporting across all channels must be included in the plan. Active engagement and collaboration with 4CD and college staff and existing marketing processes will be necessary.

### **Web Services**

Shape and implement a new strategy for our digital presence across 4CD, such that the communities we serve can easily and intuitively engage with the life-changing opportunities we offer our students. Specifically, redesign the permanent websites for 4CD and each of the colleges and design and develop landing pages/microsites.

### **Personnel Augmentation**

Management and operation of this infrastructure will require personnel resources that 4CD and the colleges do not currently have. The firm will need to provide a solution that leverages existing personnel as much as possible, adds temporary personnel as part of the three-year contract, and helps 4CD and the colleges assess personnel that will be needed to manage and operate the infrastructure at the conclusion of the three-year contract. The partner firm will help transfer knowledge and expertise to 4CD infrastructure staff toward the end of the three-year contract.

## **7.2 Develop an App-Based Case Management Infrastructure**

The app-based case management infrastructure will help keep students enrolled by tracking and supporting them across their academic journey. This infrastructure will help process students during onboarding, help students successfully progress through our programs by using mobile educational interventions to help students transition into college, out of college, and into the next phases of their journeys (transfer or jobs). This work is

essential to student success, but given our retention numbers, will also have a major impact on enrollment growth. Similar to the discussion above, 4CD and the three colleges have case management infrastructures in place, including personnel, systems, planning, and practices, but the existing infrastructure does not have the capacity needed to fulfill the promise of this program. The firm selected to lead this project will need to leverage existing resources, integrate existing planning, and add new resources in an effort to build out our case management infrastructure. Among others, important areas of development are listed below.

#### **Enrollment Management Strategy, Process Automation, and Execution Support**

Leverage technology and the principles of strong user journey mapping to automate as much of the enrollment management communications process as possible. The chosen partner will expand and extend our capacity to engage in personal, relational ways with our prospective and current students at key stages along their journey. Central to work in this category will be the implementation of a best-fit CRM/Mobile APP for moving students through the enrollment process in increasingly personalized ways, celebrating, serving, and guiding them with positive reinforcement along their journey toward transformative outcomes.

#### **Full-Funnel Measurement, Data Analytics and Advanced Consultation**

Optimize our efforts across channels and all along the funnel with a clear view into what it costs to enroll a student and what ultimate return 4CD and our colleges can expect from the investments we are making at each stage. We aspire to make better, more objective decisions about what segments and offerings to prioritize; to measure the true effect of harder-to-track tactics, like traditional advertising or brand launches; to score prospects' likelihood to enroll and persist; and to predict each incoming semester with precision in real time.

#### **Case Management Solution**

Design a solution that effectively integrates 4CD's existing systems into a seamless case management framework that is intuitive for both students and employees, ideally without adding more systems or requiring additional staffing. This system should allow groups across 4CD to market to prospective students and track those prospects to enrollment, progression, and completion, pulling together disparate data around each college into a single view of the student. The system should allow for users to see the effectiveness of their interventions/nudges (e.g. text, email) and the student can visually see if they are on track to meet their goals.

#### **Student Registration and Institutional Course Scheduling Processes**

Review our current processes around registration, course selection, initial major exploration, and program changes from the student perspective. Design a simpler process, ideally leveraging our existing systems, such as EMSI Career Coach and Colleague, to guide students into the appropriate pathway, taking into account their cost and time to completion. Leverage this data to review course scheduling processes and work with stakeholders to optimize course scheduling to meet student needs.

#### **Personnel Augmentation**

As discussed under section 7.1, management and operation of this infrastructure will require personnel that 4CD and the colleges do not currently have. The firm will need to provide a solution that leverages existing personnel as much as possible, adds temporary personnel as part of the three-year contract, and helps 4CD and the colleges assess personnel that will be needed to manage and operate the infrastructure at the conclusion of the three-year contract. The partner firm will help transfer knowledge and expertise to 4CD infrastructure staff toward the end of the three-year contract.



### **7.3 Conduct Multiple Enrollment Campaigns**

The selected firm will conduct multiple enrollment campaigns supported by the two newly developed infrastructures (marketing/outreach and mobile technology case management). A phased approach will be used, with staggered starting dates for each campaign over the three-year contract. 4CD and the three colleges have resources that can be leveraged for each campaign effort. These resources include personnel, systems, and practices; however, the resources are insufficient to support the level of effort needed around each campaign. The selected firm will leverage existing resources and add new resources in a series of enrollment campaigns that ultimately expand student headcount enrollment by 15,000 students over the three-year contract. Important areas of development are listed below.

#### **Multiple Campaigns**

During the three-year contract, we will likely initiate and maintain several general campaigns and more than 15 targeted campaigns directed at specific student/potential student populations. These campaigns will begin in a staggered manner and will likely continue well past the three-year contract as ongoing enrollment strategies. The partner firm will be able to provide an immediate ability to generate mobile ad campaigns grouped into the six categories listed below that are most important to 4CD, and will organize the campaigns in collaboration with 4CD personnel.

1. General Campaigns: All Students, All County Residents, Civic/Business Leaders
2. High School Student Campaigns: Recent Graduates, “peer to peer,” Currently Enrolled High School Students
3. Non-Traditional Student Campaigns: Unemployed/Underemployed, Emancipated Foster Care Adults, Formerly Incarcerated, Veterans, Seniors/Retirees
4. International Student Campaigns: TBD
5. 4CD Student Campaigns: Former Students; Low Enrolled Students, Disproportionately Impacted Groups (African American, Latinx, Undocumented, Native American, Asian, LGBTQ+, Low Income)
6. 4CD Alumni campaigns; for foundation outreach and employment prospects

#### **Common Infrastructures**

To maximize effectiveness, all campaigns need to follow a similar approach. They need to leverage the marketing/outreach and case management/mobile infrastructures in similar ways, with limited customization built around specific business practices. They need to have similar practices so that training and ideas can be shared between campaign groups.

#### **Campaign Managers**

Each campaign will need a dedicated campaign manager. Smaller campaigns may be able to share a campaign manager. Campaign managers may come from 4CD personnel or may be initially hired by the partner agency. At the end of the three-year contract, all project managers will need to be internal employees. The partner agency will help organize, provide, and train the campaign manager.

#### **Business Practice Changes**

One of the most difficult tasks associated with the implementation will be transitioning employees to new business practices. This may be particularly challenging for managers and union leaders. The partner agency will provide assistance with business practice transitions, including training and technical documentation regarding business practice expectations, as well as meeting with managers and constituency leaders to solicit input and build consensus.

### **Personnel Augmentation**

As previously discussed, management and operation of these campaigns will require personnel resources that 4CD and the colleges do not currently have. The firm will need to provide a solution that leverages existing personnel as much as possible, adds temporary personnel as part of the three-year contract, and helps 4CD and the colleges assess personnel that will be needed to maintain each campaign at the end of the three-year contract. The partner firm will help transfer knowledge and expertise to 4CD campaign staff toward the end of the three-year contract.

### **Assessment and Analysis**

The partner agency will measure the effectiveness of each campaign and all campaigns in the aggregate. Working with college and 4CD teams, the partner agency will analyze key enrollment drivers and student loss points. The firm will make policy recommendations, assess results, and work with staff to implement changes. The partner agency will help prepare high impact reports for communication with the Governing Board and 4CD leadership. The partner agency will help document and understand the successes (and failures) of this project and consider assisting 4CD with our goal of solving these big challenges and giving knowledge of these solutions away to all 1,200+ community colleges in the country.

## **8.0 Evaluation Criteria**

The following criteria will be used in making a selection:

1. responsiveness to the RFQ;
2. qualifications/experience;
3. project experience in higher education; and
4. capability to meet objectives/goals.

## **9.0 Submission Form and Requirements**

The purpose of this RFQ is to provide a high level outline of 4CD's goals and the anticipated services and solutions for this program. 4CD will evaluate all vendor submissions to this RFQ to select four to six vendors. 4CD will only release and accept RFP responses from the selected four to six vendors.

We understand that the single vendor/partner might not provide all services and may need to sub-contract for some service categories while submitting as the prime vendor. While the RFP will delve into additional requirements, 4CD's evaluation of RFQ submissions will be based upon each vendor's qualifications and experience.

AGENCY NAME		CONTACT NAME	
ADDRESS		CONTACT TITLE	
		PHONE	
		EMAIL	
		WEBSITE	

### 9.1 Vendor Background Questionnaire

Eligible firms must submit the requirements listed below. Please prepare your submission in the order outlined below.

1. Provide a brief overview of your firm’s history, qualifications, enrollment marketing capabilities, and higher education experience. (1-page limit)
2. Briefly describe the top three reasons why you are the right partner for this project. (1-page limit)
3. Briefly describe three relevant success highlights of your experience serving system or district-level clients in the higher education space. (2-page maximum)
4. Describe your experience on similar projects and the results. (2-page maximum)
5. Provide no less than three relevant enrollment marketing case studies describing the client’s situation, your firm’s approach, and the measurable outcomes you delivered. (3-page maximum)
6. Describe your firm’s project management, project tracking, and account service philosophy. (2-page maximum)

**SECTION III**  
**SIGNATURE PAGE – 4CD-85 RFQ**

(To be included with statement of qualifications submission)

To: Contra Costa Community College District  
 Attn: Rod Herrera, Senior Buyer  
 500 Court St.  
 Martinez, CA 94553-1278

Pursuant to and in compliance with this RFQ, after carefully reviewing all the terms conditions and requirements contained herein, the undersigned agrees to furnish such services in accordance with this RFQ.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this request for qualifications response is true and correct.

NOTE: ALL ENTRIES SHALL BE LEGIBLE AND SHALL BE PRINTED ABOVE THE LINE PROVIDED.

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Type or Print Name/Title	Email
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Signature	Date
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\_\_\_\_\_

Name of Company

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip Code

(\_\_\_\_\_) \_\_\_\_\_

Area Code Telephone Number

(\_\_\_\_\_) \_\_\_\_\_

Area Code Fax Number

**ADDENDA/AMENDMENTS ACKNOWLEDGMENT**

Consultant acknowledges receipt of:	Addendum Number	_____	Dated	_____
	Addendum Number	_____	Dated	_____
	Addendum Number	_____	Dated	_____