



Contra Costa Community College District

4CD-96

Legal and Consulting Services

REQUEST FOR PROPOSAL

RFP Release Date: February 24, 2023

Questions Due by: 12 PM (PT), February 6, 2023

Proposals Due by: 2 PM (PT), March 23, 2023

TABLE OF CONTENTS

	PAGE
Schedule and Introduction	
1. District Background	4
2. Scope of Work	5
3. Desired Qualifications	5
4. Typical Duties	6
5. Selection Process and Anticipated Timeline	8
6. Instructions for Submitting a Response, Questions, and Forms	9
7. Experience of Proposed Legal Team	14
8. Proposed Fees and Rates	15
9. General Request for Qualifications Terms and Conditions	15
10. References	16
11. W-9 Requirements	19
12. Addendum	19
13. Evaluation of Proposals	20
Attachment A: Non-collusion Declaration	21
Attachment B: Signature Page	22

Date of Issue	Friday, February 24, 2023
Advertisement Dates	Friday, February 24, 2023 Friday, March 3, 2023
Request for Questions Deadline	Monday, March 6, 2023
Responses to Questions by District	Wednesday, March 8, 2023
Due Date	Thursday, March 23, 2023 by 2:00 PM PT. Electronic submissions will not be accepted.
Invitation to Interview Selected firms will be notified that they are being invited to interview	Tuesday, April 11, 2023
Interviews and Presentations Presence and participation is required of individuals assigned to work with the District and those with the authority to legally bind the firm	Wednesday, May 3, 2023 Interviews will be scheduled between the hours of 8:30AM to 5:30PM. Interviews will be conducted in person at the District Office.
Notification and Negotiation of Terms, Conditions and Pricing	Week of May 8, 2023 Specific dates and times to be scheduled.
Anticipated Governing Board date for Approval	Wednesday, June 14, 2023
Services begin	July 1, 2023

1.0 DISTRICT BACKGROUND

At CCCCDC, we celebrate diversity and strive for a positive, inclusive and accessible working and learning environment for all students, faculty, staff, administrators, and the community we serve.

CCCCDC was founded by a public vote in December 1948 and first opened its doors in 1949. It is one of the largest multi-college community college districts in California, with three colleges and two centers.

- Contra Costa College is located in San Pablo.
- Diablo Valley College is located in Pleasant Hill and has a Center in San Ramon.
- Los Medanos College is located in Pittsburg and also has a Center in Brentwood.

The District serves a population of 1,165,927 people, and its boundaries encompass all but 48 of the 734-square-mile land area of Contra Costa County. The District Office is located in historic downtown Martinez.

The District is governed by an elected five-member [Governing Board](#) who serve four-year terms. A student trustee, elected by students districtwide, also sits on the Governing Board and serves a one-year term on a rotational basis among the Colleges. The Chancellor, appointed by the Governing Board, carries out the policies of the District.

The District seeks legal firms that understand and share the District's value of academic freedom, and can demonstrate they will support the District's Mission and Vision, as noted below:

Value and Protection of Academic Freedom in Higher Learning

The Contra Costa Community College District values academic freedom, the freedom of faculty and students to pursue knowledge without constraint and to explore the life of the mind and express observations in an open, responsible, and respectful academic environment. Only in such a free environment can imagination thrive and intellectual skills develop.

Institutions of higher learning exist to seek the truth and to serve the common good. Academic freedom must be guarded as a basic right of all people in a free society. The freedom to think, to read, to speak, and to question is necessary for the development of an informed society.

Vision

To be a beacon of excellence in learning and equitable student success.

Mission

To transform lives by providing outstanding learning opportunities, nurturing and empowering all students to achieve their educational goals.

Accessibility of Services and a Learning Environment

The District is committed to providing an accessible environment which is supportive of Section 508 of the Rehabilitation Act of 1973 in 1998. All entities contracted by the District must adhere to these laws in performing the duties on behalf of the District. All deliverables provided to the District must be created in an accessible manner as outlined in Section 508 laws (both defined by the Federal Government and the State of California). For example, all presentation videos, electronic documents, training materials, software, or websites provided to the District for their use as part of the services must be in compliance with Section 508.

2.0 SCOPE OF WORK

CCCCD is seeking to retain one or more qualified firms to provide legal services. The District plans to select one or more firm(s) with various specialized areas of expertise to assist the District as needed. The District is requesting proposals from legal services firms who are experienced in providing a variety of legal services including but not limited to general counsel services, legal support for Board of Trustees, contracts, employment law, labor relations, student affairs, and business and financial affairs.

The District plans to select one firm as its General Counsel and one or more firms in various specialized areas of expertise to assist the District as needed and on on-call basis. The entirety of this RFQ document sets forth the District's requirements in detail. All responses to the RFQ should be submitted in accordance with the terms and conditions contained in the foregoing document.

The District is seeking statements of qualifications from qualified entities which have experience working with, and successfully representing California Community Colleges for a minimum of five (5) years in one or more of the following areas:

- General counsel services,
- Legal advice for Governing Board,
- Contracts,
- Employment law,
- Labor relations,
- Student affairs, and
- Business and financial affairs.

3.0 DESIRED QUALIFICATIONS

- Substantial knowledge and experience in the interpretation of state, federal and local laws and codes as they relate to California Community College Districts.
- Extensive experience working with community colleges, and public boards with multi-million-dollar annual budgets.
- Substantial expertise and experience in all aspects of contract law as it pertains to Public Contracts Code, Government code, Field Act, Title V and Title IX Education Code, Sec 508 et al.
- Extensive experience with labor relations, personnel, purchasing, government codes and regulations in the State of California.
- Expertise with the Brown Act, Political Reform Act, and Govt. Code 1090.
- Member of the California State Bar. The selected Firm will be required to declare that it will represent the District to the exclusion of all other clients having potential conflicts with the interests of the District.
- Experience supporting an inclusive and diverse workforce, and demonstrating that diversity fosters awareness, promotes mutual understanding and respect.

4.0 TYPICAL DUTIES

Typical duties are provided below for each category, but this list is not exhaustive of the possible work to be assigned:

4.1 General Counsel

As General Counsel, the selected firm is expected to provide legal advice on a variety of matters including, but not limited to:

- Labor relations and personnel matters.
- Unlawful Discrimination Complaints.
- Governing Board policies and procedures.
- Governing Board meetings, and workshops with Board and Administration when requested.
- Brown Act and Board agenda items.
- Governing Board action items, including review and recommendations of legislative documents.
- Governing Board and elected official matters.
- California Public Records Act.
- Education Code, Public Contracts Code and Government Code as it pertains to business matters.
- Public Safety issues.
- Consulting and training services.
- Student affairs.
- Contracts, as needed.
- College business and administration.

In addition, General Counsel is expected to:

- Represent the District in administrative, litigation and court proceedings.
- Maintain knowledge base of issues facing colleges and school districts and be prepared to offer legal solutions and opinions.
- Work with other assigned District counsel as needed.
- Report to and receive assignments from the Chancellor, Executive Vice Chancellors, or delegates.
- Provide advice on Section 508 interpretations, processes, determination of compliance, and training.
- Attend work sessions, Governing Board meetings (open and closed sessions) and special Board meetings, when requested.

4.2 Employment Law and Labor Relations

Firms are invited to submit proposals to provide services in the areas of Employment Law and Labor Relations, including but not limited to:

- Legal review of collective bargaining issues, including grievances.
- Mediation and fact-finding or other impasse situations.
- Assistance in regards to labor negotiations.
- PERB proceedings (representation and unit matters, unfair practices charges, etc.).
- Arbitration of employee grievances.
- Hearings or litigation arising from the employment matters.
- Termination, discipline, staffing issues and other related disputes.
- Board policies, regulations and personnel procedures.
- Supplemental advice on worker's compensation and personal injury issues.
- Employee compensation and fringe benefit issues (i.e. STRS, PERS, COBRA, FICA).
- Wage and labor issues under Fair Labor Standards Act (FLSA).
- Discrimination and sexual harassment, including the Americans with Disabilities Act and the Older Workers' Benefits Act, Section 504.
- Education Code.
- Equal Employment Opportunity.
- California Title V and Federal Title IX.
- Investigation of complaints and grievances.
- Serve as District spokesperson for labor negotiations when designated.

4.3 Student Affairs

Firms are invited to submit proposals in the area of Student Affairs, including but not limited to:

- Student Services and Instructional issues.
- Student discipline and code of conduct.
- Federal Title IX.
- Federal programs (financial aid, VA, etc.).
- First amendment/freedom of expression issues.

4.4 Business and Financial Affairs

Firms are invited to submit proposals in the area of Business and Financial Affairs, including but not limited to:

- Intergovernmental agreements, partnerships and complex contracts (drafting, reviewing, negotiating and related litigation).
- Real property (leasing, Education Code requirements, etc.).
- Audits and compliance.
- Foundations and Auxiliary organizations.
- Financial Aid (Bankruptcy, filings).
- Supplemental advice on Insurance contracts, claims and litigation.

- Interpretation and advice on contracts drafting, reviewing, negotiating and related litigation in accordance to Public Contracts Code, Education Code, Government Code requirements.
- Competitive bid requirements (Public Contracts Code, Title V and Title IX Education Code et al.).
- Contracts drafting, reviewing, negotiating and related litigation in accordance to Smaller Classes, Safer Schools and Financial Accountability Act (“Proposition 39”).
- Section 508 of the Federal Rehabilitation Act.

5.0 SELECTION PROCESS AND ANTICIPATED TIMELINE

A. Sealed offers to be submitted to:

John Cook, Purchasing Dept.
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

B. Date/Time: Proposals shall be received **before 2 PM (PT), March 23, 2023.**

C. The face of the sealed envelope or box shall be clearly marked “**4CD-96 RFP**”.

D. A faxed proposal will not be accepted. Only mailed or hand- delivered, signed offers will be considered. The proposal must be in the possession of the District’s Purchasing Department before 2:00 p.m. (PT) on the closing date. Late proposals will not be accepted and will be returned to the Contractor. The District will not be responsible for late delivery by U.S. mail or any other means. Proposals will NOT be opened at that time.

E. Contractors must submit **one (1) original hardcopy and one (1) electronic copy via flash drive.** Each proposal received in response to this RFP shall remain the property of the District.

All questions regarding this RFQ and process must be submitted in writing by emailing John Cook at jcook@4cd.edu. **The deadline for submitting questions is Monday, March 6, 2023 by 12:00 PM (PT).** All questions will be answered in the form of an addendum and posted to the District’s website and emailed to the entities who are on file as requesting the RFP documents.

Once the selection committee completes its review of written responses, the committee at their discretion may invite the firms who they determine best meet the needs of the District for in person interviews. The District anticipates notifying the firm(s) chosen of a contract award early May 2023. The District plans to recommend firms to the Governing Board at their June 14, 2023 Governing Board meeting.

The District reserves the right to award a single or multiple contracts to selected firms for up to a three (3) year period.

Selected firms approved by the Governing Board are expected to begin service to the District effective July 1, 2023.

6.0 INSTRUCTIONS FOR SUBMITTING A RESPONSE AND FORMS

Please include in your response the following:

- 6.1 Response Submittal Cover Sheet – The response submittal cover sheet found in **Attachment B** must be submitted as the first page of your proposal. Failure to submit a proposal using this sheet may at the sole discretion of the District, be rejected as non-responsive and returned without review.
- 6.2 Table of Contents - A Table of Contents of the material contained in the response should follow the Cover Sheet.
- 6.3 Executive Summary - The Executive Summary should contain an outline of your general business approach, a brief summary of your qualifications to engage in a professional legal relationship with Long Beach Community College District, an outline of how your Firm attracts and develops a diverse workforce, and meets LBCC's needs as described in the Scope of Work.
- 6.4 Financial Responsibility and Ability to Provide Services – Please submit your firms statement that explains that your firm is solvent and able to conduct business responsively and professionally throughout the life of the contract. Please include a statement certifying that the firm is not debarred, suspended or ineligible to enter into a contract with a public agency.
- 6.5 Please explain fully any exceptions or caveats you are placing on your cost proposal. Be thorough and specific as this may form the basis of any contract for services that may be presented by the District.
- 6.6 Statement of Care – Please provide a statement outlining the firms commitment to the level of care it will commit to providing on all assignments from the District if the Firm is awarded a contract. Please identify any methodologies, standards, processes, and commitments you are able to commit to for continuous process improvement in the services you provide.
- 6.7 Proposer Corporate Information – Please provide the following information:

Type of Firm:

Corporation: Proprietorship: Partnership: Joint Venture: _____

Other (please describe): _____

Business License Number: _____

Number of years in business under Firm name: _____

Has the Firm changed its name within the past 3 year? YES NO

If yes, provide former name(s): _____

Have there been any recent (within the last three years) changes in control and/or ownership of your firm? YES NO

If yes, explain. _____

Have any officers, partners, and/or principals of your firm ever had their business license suspended or revoked for any reason? YES
 NO

If yes, provide names and explanation:

6.8 General Overview of the Firm:

6.8.1 Identify the area of service for which the firm is submitting qualifications. Firms have the option to submit their qualifications in all areas of specialization and or choose one or more areas, based on the expertise of the firm. Please check the appropriate boxes:

- _____ General Counsel
- _____ Employment Law and Labor Relations
- _____ Student Affairs
- _____ Business and Financial Affairs

6.8.2 Please provide the size of your firm, including the total number of attorneys state-wide and the size of any office(s) in Contra Costa County, Alameda County or other Bay Area County.

6.8.3 Please provide the number of attorneys with experience under the category of service you are submitting this proposal under; General Counsel, Employment and Labor Relations, Student Affairs, Business and Financial Affairs, on behalf of community college districts, broken down by partner and associate: General Business Counsel; Employment and Labor Relations; Student Affairs; Business and Financial Affairs: and Public Construction.

6.8.4 Describe how you would prioritize the District as compared to the time demands of other clients, including response time to questions and requests for on-site meetings.

6.8.5 Provide a summary of your firm’s experience (under the category of service you are submitting this proposal) broken down by type of entity (e.g. community college, K-12, public sector entities, private sector clients).

6.8.6 Provide a summary of your firm’s community college experience and the experience of the staff to be assigned to the District under:

- General Counsel
- Employment Law
- Labor Relations
- Student Affairs
- Business and Financial Affairs

6.8.7 For each attorney, please state the number of jury and/or bench trials, mediations, and arbitrations (binding and non-binding) that they have had (under the service area/category you are submitting this proposal in the last ten years.

6.8.8 Describe how you determine to staff a case for your public entity clients.

- 6.8.9 Explain the creative, problem solving and technical competency of the proposed team/staff to be dedicated to the District.
- 6.8.10 Please describe your firm's approach and methodology to unlawful discrimination complaints. Please discuss your philosophy and the pros and cons in using your firm's attorneys to conduct the investigations vs. using an independent investigation firm. Describe your free structure if you hire independent investigation firms.
- 6.8.11 What is the proposed teams approach to working across the diversity of the District and what training and development are provided to your team to understand the diversity of the culture found at the District?
- 6.8.12 Does your Firm provide monthly status reports on the matters you handle for public agency clients? If so, describe the type of information the status reports contain. Do you charge your public agency clients for preparing monthly status reports? If so, how much?
- 6.8.13 For the attorneys that you will assign to work on District matters, approximately how many closed sessions have such attorneys attended in the last ten years?
- 6.8.14 What is your approach, process and methodology for cost control? Please provide examples of cost control initiatives implemented with public entity clients comparable to CCCCD's size and scope.
- 6.8.15 Does your firm provide training to public agency employees in the areas of labor, equal employment opportunity, Title IX, general business, etc.? If so, please describe the type of training your firm has provided to other public agencies. Do you provide free trainings as part of your annual services? Do you charge your public agency clients for training services, and if so, how much?
- 6.8.16 Does your Firm have experience in determination of applicability of the laws regarding Section 508 Accessibility Standards, defense of claims against districts under Section 508, or training resources for Districts related to Section 508 Compliance? If yes, please explain.
- 6.8.17 When you provide written responses, what is your approach to presenting something that a lay person can understand? How does your firm typically communicate with clients (e.g., verbal responses, email, or formal written legal opinion)?
- 6.8.18 What experience do you have working with a Public Information Office and the press to get ahead of issues that may be publicized? How can you help the District manage public perception of legal issues?
- 6.8.19 Describe and provide evidence regarding your firm's malpractice insurance coverage, including amounts of coverage.

- 6.8.20 Is there any pending legal action alleging malpractice or violations of law in connection with any partner of your firm or any attorney employed by your firm, or in connection with any matter for the type of services your firm would like to provide for the District? Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.
- 6.8.21 Are there pending legal or disciplinary matters involving such actions against your firm by any state or federal regulatory agency? Please describe. Please include information about any criminal indictments or convictions against your firm or its attorneys in the United States. Also, include information about any material pending legal action or settlement or judgment involving a claim of fraud, whether civil or criminal.
- 6.8.22 Please describe your firm's billing methodology.
- 6.8.23 Do you bill your client when you are asked to respond to auditor's annual requests for information?
- 6.8.24 Do you bill your clients when your firm needs to make corrections to firm's work product?
- 6.8.25 Describe any existing or potential conflict of interest arising from your relationships with, or representations of, other parties that should be considered as a factor in determining your objectivity. Please provide sufficient facts, legal implications and possible effects in order for the District to appreciate the significance of each potential conflict.
- 6.8.26 If your Firm is awarded a contract as a result of this proposal process, the District expects all firms to be knowledgeable of the operations, policies, procedures, culture, and environment which makes CCCCDC unique. What would be your process for making sure all members of your Firm who interact and represent the District are trained and well versed regarding CCCCDC and its needs? Do you have an on-boarding process for new clients? Please explain.

7.0 EXPERIENCE OR PROPOSED LEGAL TEAM

For **each** of the proposed lawyers or paralegals which would be assigned to CCCCD's account please provide the following information in the format noted below (duplicate this form as needed):

NAME	
Title	
Office Location	
Role	
Educational Background and other Qualifications	
# Years in Current Position	
# Years of Experience in Relevant Practice	
# Years Licensed in California	
# Years of Experience Working with California Community Colleges	
List of Community Colleges to which Individual Has Provided Services	
Brief Profile (200 words max)	
Other Relevant Experience	
Office Location (City and State)	

8.0 PROPOSED FEES AND RATES

Please provide the following information regarding the various proposed fees and annual rates:

TYPE OF SERVICE: General Counsel, Employment and Labor Relations, Student Affairs, and Business and Financial Affairs			
Provide Hourly Rates For the Following	2023-24	2024-25	2025-26
Partner	\$	\$	\$
Attorney	\$	\$	\$
Associate	\$	\$	\$
Paralegal	\$	\$	\$
Telephone consultation	\$	\$	\$
Court litigation	\$	\$	\$
Administrative proceedings	\$	\$	\$
Travel (portal-to-portal)	\$	\$	\$
Attendance at Board Meetings (including closed session)	\$	\$	\$
Cost for fax transmission/receiving	\$	\$	\$
Cost for printing/duplication	\$	\$	\$

Please provide a list of other types of services and fees (or staff categories) not listed above. Please provide an explanation and/or formula associated with the services and how the additional costs will be determined and billed to the District.

Pricing should be submitted for years one (1) through three (3) of the proposed contract period.

9.0 GENERAL REQUEST FOR QUALIFICATIONS TERMS AND CONDITIONS

- 9.1 Offer Held Firm: The Proposer agrees that it will not withdraw its offer for a period of *ONE HUNDRED TWENTY (120)* calendar days from the opening date.
- 9.2 Right to Reject: The Proposer understands that the District reserves the right to reject any or all proposals and to waive any informality in the evaluation of proposals. The District may verbally negotiate with the Proposers to reach a final agreement.
- 9.3 Proposer Certification: The Proposer certifies that this proposal/bid is made without previous understanding, agreement or connection with any person, firm, or corporation making a bid on the same services, and is in all respects fair and "without collusion or fraud."
- 9.4 Exceptions to Specifications: In submitting a proposal, the Proposer affirms acceptance of the complete Conditions Specifications and Service Requirements associated with the District’s RFQ document, unless otherwise stipulated. Any variances or exceptions which the Proposer wishes to note with respect to any of the Conditions, Specifications, or any District Service Requirements are to be stated herein or in an attachment to the bid submittal which is to be titled "Exceptions."

- 9.5 Conflicts of Interest: All Proposers must disclose the name of any Board of Trustees member, officer, director, or agent who is also an employee of the CCCCDC, which includes any District employee. Further, all Proposers must disclose the name of any District or District employee, or Board of Trustees member, who has, directly or indirectly, any financial interests in the Proposer's Firm or any of its branches. Please submit this information on an attachment to the proposal which is titled "Conflict of Interest" and include the person's name, interest or position, and percent of ownership, if applicable.
- 9.6 District's Right to Award: The signer hereby acknowledges that the District reserves the right to make the award to the Proposer(s) which the District determines to have submitted the proposal most favorable to the District, with the District being the sole judge thereof.
- 9.7 All proposals must include a fully executed Non-Collusion Statement found in **Attachment A**.

10.0 REFERENCES

Each Proposer must be able to present both current and past evidence of satisfactory experience in providing services requested. The District is particularly interested in evaluating references of 2-year public community colleges similar to size and function of CCCCDC.

Please list three (3) current and three (3) prior references for California educational or governmental entities that can be contacted for an assessment of current or past client satisfaction using the format outlined below.

10.1 CURRENT REFERENCES: Provide Three (3)

Name of Entity #1: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Number of Years Using Your Firm's Services: _____

Type of Legal Services Provided: _____

Number of administrative hearings conducted and the outcomes of those hearings:

Name of Entity #2: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Number of Years Using Your Firm's Services: _____

Type of Legal Services Provided: _____

Number of administrative hearings conducted and the outcomes of those hearings:

Name of Entity #3: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Number of Years Using Your Firm's Services: _____

Type of Legal Services Provided: _____

Number of administrative hearings conducted and the outcomes of those hearings:

10.2 PAST REFERENCES

Name of Entity #1: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Number of Years Using Your Firm's Services: _____

Type of Legal Services Provided: _____

Number of administrative hearings conducted and the outcomes of those hearings:

Name of Entity #2: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Number of Years Using Your Firm's Services: _____

Type of Legal Services Provided: _____

Number of administrative hearings conducted and the outcomes of those hearings:

Name of Entity #3: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Number of Years Using Your Firm's Services: _____

Type of Legal Services Provided: _____

Number of administrative hearings conducted and the outcomes of those hearings:

11.0 W-9 REQUIREMENTS

All RFP responses must include a fully executed W-9.

12.0 ADDENDA

Changes or corrections to the proposal document will be issued via a numbered addendum format by email to all firms who submit a response to 4CD-96 RFP. Record below the number(s) and date(s) of addenda received, if applicable.

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

13.0 EVALUATION OF PROPOSALS

The proposals shall be primarily evaluated based upon qualifications of the firm and personnel, innovativeness, demonstrated knowledge and experience with California community colleges, and estimated fees.

The RFP will be reviewed by a selection committee of District representatives appointed by the Executive Vice Chancellor, Administrative Services. The evaluation team will recommend award of Agreements to the Governing Board

Evaluation Matrix	
Quality and responsiveness of proposal	15 Points
Experience in the areas being proposed and qualifications of personnel assigned	30 Points
Client references on relevant similar work for California public schools	20 Points
Fees for Services	20 Points
Interview and Presentation	15 Points
TOTAL POINTS POSSIBLE	100 Points

ATTACHMENT A

NONCOLLUSION DECLARATION

**NONCOLLUSION DECLARATION TO BE EXECUTED BY
PROPOSER AND SUBMITTED WITH PROPOSAL**

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

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

NAME AND TITLE

SIGNATURE

DATE

ATTACHMENT B

SIGNATURE PAGE—4CD-96 RFP
(To be included with proposal submission)

To: Contra Costa
Community College
District
Attn: John Cook
500 Court St
Martinez, CA 94553-1278

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

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.

<hr/>	
Type or Print Name/Title	Email Address
<hr/>	
Signature	Date
<hr/>	
Name of Company	
<hr/>	
Address	
<hr/>	
City State Zip Code	
<hr/>	
(_____) _____	
Area Code Telephone Number	
<hr/>	
(_____) _____	
Area Code Fax Number	

ADDENDA/AMENDMENTS ACKNOWLEDGMENT

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