



**County of Solano**  
 General Services Department  
 Central Services Division

**REQUEST FOR PROPOSAL  
 FOR  
 SOLANO COUNTY LIBRARY**

**AUTOMATED INTEGRATED LIBRARY SYSTEM  
 RFP NO: 70-0512-14**

**SUBMISSION DATE: JULY 25, 2014 5:00 P.M. PST.**

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SUBMIT RFP TO	RFP COORDINATOR
General Services Department Central Services Purchasing Services 675 Texas Street Suite 2500 Fairfield, CA 94533	Karen Poole 707-784-6321 (phone) 707-422-9770 (fax) Email: <a href="mailto:kdpoole@solanocounty.com">kdpoole@solanocounty.com</a>

This RFP document is available electronically on the County's website at  
[www.solanocounty.com](http://www.solanocounty.com)

Any vendor participating in this solicitation must include a vendor application with the proposal. This application may be downloaded from the above website. Proposers are responsible for frequently checking the County's website for any changes or information relating to this RFP.

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## 1 INTRODUCTION

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### 1.1 Statement of Purpose

The purpose of this Request for Proposals (RFP) is to define the County's minimum requirements, solicit proposals, and gain adequate information by which the County can evaluate the services offered by Proposers.

The Solano County, Department of Library Services, hereinafter referred to as the County, intends to secure a contract for the provision of an automated integrated library system (ILS).

Solano County Library provides integrated library system (ILS) services to the members of the Solano, Napa, and Partners (SNAP) library consortium. Members of the SNAP consortium are:

- Benicia Public Library
- Dixon Public Library
- Napa County Library
- Napa Valley College Library
- St. Helena Public Library
- Solano Community College Library
- Solano County Library.

The consortium is comprised of 17 physical branches of varying sizes, along with several virtual branches. For over twenty years, the SNAP consortium has operated various iterations of a CARL ILS. Currently, Solano County Library contracts with The Library Corporation (TLC) to provide its CARL.X ILS. The SNAP member libraries share a MARC bibliographic database and a borrower database. There is reciprocal borrowing among consortium members; this represents a significant percentage of system activity.

The SNAP consortium is surveying the current marketplace of ILS products to see what alternatives, either locally-managed or vendor-hosted, exist and to determine if there is an ILS that would suit SNAP needs as well or better than its current CARL.X ILS.

Solano County Library intends to secure a contract with a vendor to provide an ILS that meets the needs of the SNAP consortium, which includes five public libraries of varying sizes and two community college libraries. The SNAP consortium, with the assistance of a consultant, has developed a set of functional specifications that are required of an ILS. It is expected that this document, entitled *SNAP ILS Requirements*, will be used by each prospective vendor in determining whether or not its ILS product meets the needs of the SNAP Consortium. (Refer to Attachment 9.7)

### 1.2 Scope of Service

The Appendix of this RFP, details the scope of services and deliverables that the County requires. This appendix will be worked into Exhibit A of the County's *Standard Contract* during contract negotiations as the Scope of Services required.

The *Standard* contract also includes Exhibit B, Budget and Payment Provisions, Exhibit C, Terms and Conditions required by the County and Exhibit D when applicable.

### 1.3 Contract Duration

The County intends to enter into a contract with an effective period of January 1, 2015 through December 31, 2018.

The County reserves the right to extend this Contract for an additional period or periods of time representing increments of no more than one year and a total contract term of no more than

five (5) years, provided that the County notifies the Contractor in writing of its intention to do so at least ninety (90) days prior to the contract expiration date. An extension of the term of the contract will be affected through a written amendment.

If the extension of the contract necessitates additional funding beyond that which was included in the original contract, the increase in the County's maximum liability will also be affected through a written amendment and shall be based upon rates provided for in the original contract and proposal.

#### 1.4 Letter of Intent to Propose

A letter indicating a vendor's intent to respond to this RFP with a proposal should be sent to the RFP Coordinator (refer to Section 3.1) no later than the *Letter of Intent to Propose* deadline date detailed in the Section 2, RFP Schedule of Events. *Letters of Intent to Propose* may be delivered by facsimile transmission. Vendors may withdraw their *Letters of Intent to Propose* at any time before the deadline for submitting a proposal.

The following information should be included in the *Letter of Intent to Propose*:

- Vendor Name
- Name and Title of Vendor Main Contact
- Address, Telephone Number, and Facsimile Number of Vendor Main Contact
- Signed Statement of Intent to Propose

Submittal of a *Letter of Intent to Propose*, by the specified deadline, is not a prerequisite for submitting a proposal, but it is necessary to ensure a vendor's receipt of RFP amendments and other communications regarding the RFP.

#### 1.5 Proposal Deadline

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section 2, RFP Schedule of Events. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Proposers assume the risk of the method of dispatch chosen. The County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the County. It is strongly recommended that signature required courier services are used for proposal delivery. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

#### 1.6 Assistance to Proposers with a Disability

Proposers with a disability may receive accommodation regarding the means of communicating this RFP and participating in this procurement process. Proposers with a disability should contact the RFP Coordinator to request reasonable accommodation no later than the deadline for accommodation requests detailed in the Section 2, RFP Schedule of Events.

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**2 RFP SCHEDULE OF EVENTS**


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The following RFP Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors that submitted a Letter of Intent to Propose.

	<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
<b>1</b>	County Issues RFP	June 3, 2014	
<b>2</b>	Deadline for Proposers with a Disability to Make Accommodation Requests	June 13, 2014	
<b>3</b>	Deadline for <i>Letter of Intent to Propose</i>	June 13, 2014	
<b>4</b>	Deadline for Written Comments	July 1, 2014	
<b>5</b>	County Issues Responses to Written Comments	July 15, 2014	
<b>6</b>	Deadline for Submitting Proposals	July 25, 2014	5:00 p.m.
<b>7</b>	County Completes Technical Evaluations	August 22, 2014	
<b>8</b>	County schedules product demonstrations	September 22- 30, 2014	
<b>9</b>	County Sends a written Notice of Intent to Award	October 7, 2014	5:00 p.m.
<b>10</b>	Conclusion of Contract Negotiation, and Contract Signing	AS FEASIBLE	
<b>11</b>	Anticipated Contract Start Date	January 1, 2015	

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### 3 GENERAL REQUIREMENTS AND INFORMATION

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#### 3.1 Communications Regarding the RFP

3.1.1 Upon release of this RFP, all vendor communications concerning this procurement must be directed to the RFP Coordinator. Unauthorized contact regarding the RFP with other County employees of the procuring County agency may result in disqualification.

3.1.2 All communications should be in writing to the RFP Coordinator. Any oral communications shall be considered unofficial and nonbinding on the County. Written Comments, including questions and requests for clarification, must cite the subject RFP number. The RFP Coordinator must receive these written requests by the deadline specified in the RFP Schedule of Events.

3.1.3 The County shall respond in writing to written communications. Such response shall constitute an amendment to the RFP. Only written responses to written communications shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification.

3.1.4 The County shall mail copies of its written responses to written comments, to all vendors submitting a *Letter of Intent to Propose*.

3.1.5 Any data or factual information provided by the County shall be deemed for informational purposes only, and if a Proposer relies on said factual information it should either:

- a) independently verify the information; or
- b) obtain the County's written consent to rely thereon.

#### 3.2 Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all attachments, including but not limited to the *Standard* contract, for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). Comments concerning RFP objections must be made in writing and received by the County no later than the Deadline for Written Comments detailed in the Section 2, RFP Schedule of Events. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Protests based on any objection shall be considered waived and invalid if these objections have not been brought to the attention of the County, in writing, by the Deadline for Written Comments.

#### 3.3 Proposal Submittal

3.3.1 Proposers shall respond to this RFP with a Technical Proposal and a Cost Proposal. No pricing information shall be included in the Technical Proposal.

Inclusion of Cost Proposal amounts in the Technical Proposal shall make the proposal non-responsive.

One (1) clearly marked original, One (1) electronic copy, thumb drive or CD/DVD and five (5) copies of the Technical Proposal shall be submitted to the County in a sealed package and be clearly marked:

**“Technical Proposal in Response to RFP-70-0512-14 -- Do Not Open”**

One (1) Cost Proposal shall be submitted to the County as a separate, sealed package and clearly marked:

**“Cost Proposal in Response to RFP-70-0512-14 -- Do Not Open”**

If the separately sealed proposals, marked as required above, are enclosed in another container for mailing purposes, the outermost container must fully describe the contents of the package and must be clearly marked on outside of packages, including the company/organization identification:

**“Contains Separately Sealed Technical and Cost Proposals”**

3.4 Proposal Preparation Costs

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

3.5 Proposal Withdrawal

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

3.6 Proposal Amendment

The County shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the County.

3.7 Proposal Errors

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

3.8 Incorrect Proposal Information

If the County determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal shall be determined non-responsive, and the proposal shall be rejected.

3.9 Prohibition of Proposer Terms and Conditions

A Proposer may not submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

3.10 This section intentionally left blank.

3.11 Right to Refuse Personnel

The County reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the Proposer or its subcontractors.

3.12 Proposal of Alternate Services

Proposals of alternate services (*i.e.*, proposals that offer something different from that requested by the RFP) may be considered non-responsive and rejected.

3.13 This section intentionally left blank.

3.14 This section intentionally left blank.

3.15 This section intentionally left blank.

3.16 Licensure

Before a contract pursuant to this RFP is signed, the Vendor must hold all necessary, applicable business and professional licenses. The County may require any or all Proposers to submit evidence of proper licensure.

3.17 This section intentionally left blank.

3.18 Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the County of Solano. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process. The proposals and associated materials shall be open for review by the public to the extent allowed by the **California Public Records Act**, (Government Code sections 6250-6270 and 6275-6276.48) upon the final award of the contract by all authorized parties. By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents shall become open to public inspection.

3.19 Proprietary Information

The master copy of each proposal shall be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government Code §6276). Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer agrees to indemnify and defend the County for honoring such a designation. The failure to so label any information that is released by the County shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the Proposer of the request and delay access to the material until seven working days after notification to the Proposer. Within that time delay, it will be the duty of the Proposer to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

3.20 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and, the rights and obligations of the County and Proposers shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

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**4 SPECIAL REQUIREMENTS**

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**4.1 Joint Ventures and Partnering**

Proposals from joint ventures or entities partnering for a specific service must be designed to minimize any administrative burden on the County as a result of the participation of multiple entities.

4.1.1 The Proposal shall clearly set forth the respective responsibilities and functions that each Principal of the joint venture or partnering entities would perform if awarded a contract pursuant to this RFP.

4.1.2 The Proposal must include a copy of the joint venture or partnering agreements that identify the Principals involved as well as their rights and responsibilities regarding a contract awarded under this RFP.

4.1.3 The proposal transmittal letter must be signed by each Principal of the joint venture and include all required information.

4.2 This section intentionally left blank.

4.3 This section intentionally left blank.

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**5 PROPOSAL FORMAT AND CONTENT**


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## 5.1 General Proposal Requirements

5.1.2 Proposers must follow all formats and address all portions of the RFP set forth providing all information requested. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the County's information requirements.

5.1.3 Proposers must respond to every subsection under the Technical Proposal and Cost Proposal sections below. Proposers must label each response to RFP requirements with the section and subsection numbers associated with the subject requirement in this RFP (e.g., the response to the third requirement of the Proposal Transmittal Letter would be labeled 5.2.1.3). Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the County's sole discretion, result in the rejection of the Proposal.

All information presented in a Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the Proposal itself, must be referenced to and from the appropriate place within the body of the Proposal. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the evaluation process.

5.1.4 Proposals shall be prepared on standard 8 1/2" x 11" paper. Foldouts containing charts, spread sheets, and oversize exhibits are permissible. All responses, as well as any reference material presented, must be written in English. All monetary amounts must be detailed in United States currency. All proposal pages must be numbered.

5.1.5 Proposers shall divide their responses to this RFP into a Technical Proposal and a Cost Proposal and submit them in accordance with Section 3.5 of this RFP by the Deadline for Submitting a Proposal in the RFP Schedule of Events.

Cost Proposal and pricing information shall not be included in the Technical Proposal. Inclusion of Cost Proposal dollar amounts in the Technical Proposal shall make the proposal non-responsive and the proposal shall be rejected.

## 5.2 Technical Proposal

The Technical Proposal shall be divided into the following sections:

- Proposal Transmittal Letter;
- Mandatory Proposer Qualifications;
- General Proposer Qualifications and Experience;
- Technical Approach; and,
- Detailed Documentation of Proposer Financial Resources.

If a proposal fails to detail and address each of the requirements detailed herein, the County may determine the proposal to be non-responsive and reject it.

5.2.1 Proposal Transmittal Letter. The Technical Proposal must provide a written transmittal and offer of the proposal in the form of a standard business letter. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required. Each proposal must meet the Proposal Transmittal Letter requirements and provide all required documentation. A Proposal Transmittal Letter is mandatory, and failure to provide the information as required may result in the proposal being considered non-responsive and rejected.

- 5.2.1.1 The letter shall be signed by an individual authorized to bind the proposing vendor to the provisions of this RFP and any contract awarded pursuant to it; if said individual is not the company president, the letter shall attach evidence showing authority to bind the company.
- 5.2.1.2 This Section intentionally left blank.
- 5.2.1.3 The letter shall provide the complete name and Social Security Number of the individual or the legal entity name and Federal Employer Identification Number of the firm making the proposal.
- 5.2.1.4 The letter shall provide the name, mailing address, and telephone number of the person the County should contact regarding the proposal.
- 5.2.1.5 The letter shall state whether the Proposer intends to use subcontractors — if so, clearly identify the names of the subcontractors along with complete mailing addresses and the scope and portions of the work the subcontractors shall perform. (NOTE: The Contractor must obtain written approval from the County prior to the use of any subcontractors.)
- 5.2.1.6 The letter shall state whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (e.g., employment by the County of Solano) and, if so, the nature of that conflict. The County reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the offeror. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the County.
- 5.2.1.7 The letter shall also include a statement of acknowledgement that the County’s Standard Contract (Section 8) has been reviewed and accepted with or without qualification. If qualifications are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no modifications to the contract are noted, then the County will assume that the Proposer is capable of performing all normal managerial tasks and services without reservation or qualification to the contract.
- 5.2.2 Mandatory Proposer Qualifications. Technical Proposals shall provide responses and documentation, as required that indicate that the Proposer has met the Mandatory Proposer Qualifications requirements. Any Proposal which does not meet the mandatory requirements and provide all required documentation may be considered non-responsive, and the proposal may be rejected.  
  
Technical Proposals shall provide the following information (referencing the subsections in sequence):
  - 5.2.2.1 Written confirmation that the Proposer shall comply with all of the provisions in this RFP and shall accept all terms and conditions set out in the Standard contract in Section 8 of this RFP. (NOTE: If the Proposal fails to provide said confirmation without exception or qualification, the County, at its sole discretion, may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.)
  - 5.2.2.2 Written certification and assurance of the Proposer’s compliance with local, State and Federal codes and statues. Read, sign and return attachment 9.1 Certification of Compliance with proposal. Failure do so may result in disqualification of proposal.
  - 5.2.2.3 Documentation of financial responsibility and stability; said documentation shall include:
    - 5.2.2.3.1 A current written bank reference, in the form of a standard business letter, indicating that the Proposer’s business relationship with the financial institution is in positive standing

- 5.2.2.3.2 Two current written, positive credit references, in the form of standard business letters, from vendors with which the Proposer has done business; in lieu of such, documentation of a positive credit rating determined by a accredited credit bureau within the last 6 months, and
- 5.2.2.3.3 A copy of a valid certificate of insurance indicating liability insurance in the amount of at least five million dollars (\$1,000,000.00). (See Exhibit C of the *Standard Contract Terms and Conditions*.)
- 5.2.2.4 This section intentionally left blank.
- 5.2.3 General Proposer Qualifications and Experience. Technical Proposals shall provide the following information (referencing the subsections in sequence) to evidence the Proposer's experience in delivering services similar to those required by this RFP:
  - 5.2.3.1 A brief, descriptive statement indicating the Proposer's credentials to deliver the services sought under this RFP;
  - 5.2.3.2 A brief description of the Proposer's background, years in service, and organizational history;
  - 5.2.3.3 This section intentionally left blank.
  - 5.2.3.4 A brief statement of how long the Proposer has been performing the services required by this RFP;
  - 5.2.3.5 This section intentionally left blank.
  - 5.2.3.6 A description of the Proposer organization's number of employees, longevity, client base;
  - 5.2.3.7 This section intentionally left blank.
  - 5.2.3.8 This section intentionally left blank.
  - 5.2.3.9 A statement as to whether the Proposer or any of the Proposer's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled *nolo contendere* to any felony; and if so, an explanation providing relevant details;
  - 5.2.3.10 A statement as to whether there is any pending litigation against the Proposer; and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the Proposer's performance in a contract under this RFP;
  - 5.2.3.11 A statement as to whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details;
  - 5.2.3.12 An organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP and illustrating the lines of authority and designate the individual responsible for the completion of each service component and deliverable of the RFP; please include resumes of persons whom would be assigned to perform the tasks being sought.
  - 5.2.3.13 This section intentionally left blank.
  - 5.2.3.14 This section intentionally left blank.
  - 5.2.3.15 Customer references for similar projects representing three accounts similar in size and scope currently serviced by the vendor. Use attachment 9.4 Customer References.

- 5.2.3.16 A list, if any, of all current contractual relationships with the County of Solano and all those completed within the previous five year period— the list must include:
- a) the contract number;
  - b) the contract term; and
  - c) the procuring County agency for each reference.

(NOTE: Current or prior contracts with the County are NOT a prerequisite to being awarded the maximum available points for the Proposer Qualifications and Experience category. The existence of such current or prior contractual relationships will not automatically result in the addition or deduction of evaluation points. Any such current or prior contractual relationships, like those detailed pursuant to Section 5.2.3.15., shall be generally considered in awarding Proposer Qualifications and Experience category points.)

- 5.2.4 Technical Approach. The Proposer shall describe the vendor's plans and approach for accomplishing the work requested. The information provided shall be in enough detail to enable the County to ascertain the Proposer's understanding of the effort to be accomplished and should outline the steps in the total service proposed. Technical Proposals shall provide the following narrative information (referencing the subsections in sequence) to evidence the suitability of the Proposer's technical approach to delivering the services sought under this RFP:

- 5.2.4.2 Proposers must provide a comprehensive narrative, captioned "Project Approach," that illustrates how the Proposer will complete the scope of services and accomplish the required objectives.

- 5.2.4.3 Proposers must provide a comprehensive narrative, captioned "Project Management," that illustrates how the Proposer will manage the project, ensure completion of the scope of services, and accomplish required objectives.

- 5.2.5 Detailed Documentation of Financial Resources. The Proposer must provide the following documentation of sufficient financial strength and resources to provide the scope of services as required.

- 5.2.5.1 The Proposer's most recent independent audited financial statements for a fiscal year ended within the last 36 months.

- 5.2.5.1.1 The audited financial statements must be:
- a) prepared with all monetary amounts detailed in United States currency;
  - b) prepared under United States generally accepted accounting principles; and
  - c) audited under United States generally accepted auditing standards.

- 5.2.5.1.2 The audited financial statements must include:
- a) the auditor's opinion letter;
  - b) financial statements; and
  - c) the notes to the financial statements.

- 5.2.5.2 Documentation disclosing the amount of cash flows from operating activities for the Proposer's most current operating period. Said documentation must indicate whether the cash flows are positive or negative, and, if the cash flows are negative for the most recent operating period, the documentation must include a detailed explanation of the factors contributing to the negative cash flows.

- 5.2.5.3 This section intentionally left blank.

**5.3 Cost Proposal**

- 5.3.1 The Cost Proposal shall be submitted to the County in a separate, sealed package from the Technical proposal.
- 5.3.2 The Cost Proposal required format is provided in Attachment 9.2, and the Cost Proposal must be recorded on an exact duplicate of it.
- 5.3.3 The Cost Proposal shall specifically record the exact cost amount proposed in the appropriate space as required by Attachment 9.2. Said proposed cost shall incorporate all cost for the proposed scope of services for the total contract period.
- 5.3.4 The Cost Proposal shall record only the proposed cost as required, and shall not record any other rates, amounts, or information. It shall not record any text that could be construed as a qualification of the cost amounts proposed. If the Proposer fails to specify the Cost Proposal as required, the County may determine the proposal to be non-responsive and reject it.
- 5.3.5 The Proposer must sign and date the Cost Proposal.

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**6 EVALUATION AND CONTRACTOR SELECTION**


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**6.1 Proposal Evaluation Categories and Maximum Points**

The categories that shall be considered in the evaluation of proposals are Qualifications and Experience, Technical Approach, and Cost. The maximum points that shall be awarded for each of these categories are:

<b>CATEGORIES</b>	<b>MAXIMUM POINTS POSSIBLE</b>
General Proposer Qualifications and Experience	50
Technical Approach	40
Cost Proposal	10

**6.2 Proposal Evaluation Process**

6.2.1 The evaluation process is designed to award the procurement not necessarily to the Proposer of least cost, but rather to the Proposer with the best combination of attributes based upon the evaluation criteria. Therefore, proposals are evaluated against the evaluation criteria in this RFP and NOT against other proposals.

6.2.2 This section intentionally left blank.

6.2.3 All proposals shall be reviewed by the RFP Coordinator to determine compliance with basic proposal requirements as specified in this RFP. If the RFP Coordinator determines that a proposal may be missing one or more such requirements, the Proposal Evaluation Team shall review the proposal to determine:

- a) if it meets requirements for further evaluation;
- b) if the County shall request clarification(s) or correction(s); or
- c) if the County shall determine the proposal non-responsive and reject it.

6.2.4 This section intentionally left blank.

6.2.5 The Proposal Evaluator shall evaluate responsive proposals. Each evaluator shall score the General Proposer Qualifications and Experience section and the Technical Approach section of each proposal. The evaluation scoring shall use the pre-established evaluation criteria set out in this RFP. The evaluator shall use only whole numbers for scoring proposals.

6.2.6 The County reserves the right, at its sole discretion, to request clarifications of technical proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the County and, if held, shall be after initial evaluation of Technical Proposals. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

6.2.6.1 At the discretion of the County interviews may be scheduled with the top ranked companies or individuals submitting RFP's. The County will contact the companies to schedule any such interview. The interview, if held, will take place the week September 22, 2014.

Information regarding the interview process will be provided to top ranked firms only. If conducted, the interview process will be administered such that all top ranked firms will have equivalent amounts of time and opportunity to present.

Upon completion of the interviews, if held, County of Solano may make adjustments to the scores and re-rank the top proposers. Personnel whose resumes are provided in the Proposer's response shall be in attendance at the interview. Key individuals that will be assigned as liaison to County of Solano shall be responsible for the presentation. The County will not assume any costs incurred by vendor (travel, lodging food etc.) in the event interviews/presentations/demonstrations are requested.

- 6.2.7 Upon completion of Technical Proposal scoring by the Proposal Evaluator, the RFP Coordinator shall calculate the average Technical Proposal score for each proposal.
- 6.2.8 After opening the Cost Proposals, the RFP Coordinator shall calculate scores for each Cost Proposal.
- 6.2.9 The RFP Coordinator shall combine the average Technical Evaluation scores with the Cost Evaluation scores for each Proposer.
- 6.2.10 All proposal evaluation calculations shall result in numbers rounded to the nearest two decimal places (e.g., 9.99).

### **6.3 Contract Award Process**

- 6.3.1 The RFP Coordinator shall forward results from the proposal evaluation process to the head of the procuring agency for consideration.
- 6.3.2 The County reserves the right to make an award without further discussion of any proposal submitted. There shall be no best and final offer procedure. Therefore, each proposal should be initially submitted on the most favorable terms the vendor can offer.
- 6.3.3 After the evaluation of proposals and final consideration of all pertinent information available, the head of the procuring agency shall issue a written Notice of Intent to Award to all Proposers. The notice shall identify the apparent best evaluated Proposer. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated Proposer or any vendor.
- 6.3.4 The County reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer subsequent to the Notice of Intent.
- 6.3.5 The apparent best evaluated Proposer shall be prepared to enter into a contract with the County which shall be substantially the same as the *Standard* contract included in Section 8 of this RFP. Notwithstanding, the County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations.
- 6.3.6 If a Proposer fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within 14 days of its delivery to the Proposer, the County may determine, at its sole discretion that the Proposer is non-responsive to the terms of this RFP and reject the proposal.
- 6.3.7 If the County determines that the apparent best evaluated Proposer is non-responsive and rejects the proposal after opening Cost Proposals, the RFP Coordinator shall recommend award to the next best evaluated proposer.
- 6.3.8 Contract award shall be subject to the contract approval of all appropriate County officials in accordance with applicable County laws and regulations.
- 6.3.9 The RFP files shall be made available for public inspection, after award of contract.

- 6.3.10 Any actual or prospective Proposer who is aggrieved in connection with the solicitation or Notice of Intent to Award a contract may protest to the Director of General Services. The protest shall be submitted in writing to the Director of General Services within seven (7) working days after such aggrieved person or company knows or should have known of the facts giving rise thereto. All letters of protest shall clearly identify the reasons for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Director of General Services shall issue a written decision within ten (10) working days after receipt of the protest.

**TECHNICAL PROPOSAL EVALUATION FORMAT**

*SAMPLE*

**RFP # 70-0512-14**

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**Proposer Name**

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**Evaluator**

**Date**

PROPOSAL EVALUATIONS CATEGORY (AND RELATED CRITERIA)	SCORE
<p><b><u>General Proposer Qualifications and Experience (Maximum Points: 50)</u></b></p> <ul style="list-style-type: none"> <li>- vendor credentials</li> <li>- Proposer's background including an organizational history</li> <li>- whether the Proposer or any of the Proposer's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony</li> <li>- pending litigation against the Proposer</li> <li>- bankruptcy or insolvency proceedings</li> <li>- organizational chart highlighting key personnel assigned to accomplish the work called for in this RFP</li> <li>- proposed project team, members, and organizational structure</li> <li>- personnel roster and resumes of key people assigned to the proposed project</li> <li>- performance of current contractual relationships with the County of Solano or those completed within the previous five year period</li> <li>- customer references for similar projects representing both the three largest accounts currently serviced by the vendor and three completed projects</li> </ul>	
<p><b><u>Technical Approach (Maximum Points: 40)</u></b></p> <ul style="list-style-type: none"> <li>- how the Proposer will complete the scope of services as required</li> <li>- how the Proposer will manage the project and ensure completion of the scope of services as required</li> <li>- Proposer's comprehensive system migration plan</li> <li>- Proposer's comprehensive training plan</li> <li>- Proposer's ongoing software/hardware maintenance program</li> <li>- Proposer's strategy for incorporating customer input into development priorities</li> </ul>	
<p><b><u>Cost (Maximum Points 10)</u></b></p>	

**TOTAL TECHNICAL PROPOSAL SCORE:**

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**7 STANDARD CONTRACT INFORMATION**

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**7.1 Contract Approval**

The RFP and the contractor selection processes do not obligate the County and do not create rights, interests, or claims of entitlement in the apparent best evaluated Proposer or any vendor. The contract award and County obligations shall commence only after the contract is signed by the Proposer and the head of the procuring County agency and after the contract is signed by all other County officials as required by County to establish a legally binding contract.

**7.2 Contract Payments**

Contract payments shall be made in accordance with the Payment Terms and Conditions provision of the final contract.

No payment shall be made until the contract is approved as required by County ordinances and regulations. Under no condition shall the County be liable for payment of any type associated with the contract or responsible for any work done by the Proposer, even work done in good faith and even if the Proposer is orally directed to proceed with the delivery of services, if it occurs before the contract start date specified by the contract or before contract approval by County officials as required by applicable statutes and rules of the County of Solano.

**7.3 RFP and Proposal Incorporated into Final Contract**

This RFP and the successful proposal shall be incorporated into the final contract.

**7.4 Contract Monitoring**

The Proposer shall be responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and acceptance by the County. The County may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. At reasonable times, the County may inspect those areas of the Proposer's place of business that are related to the performance of the contract. If the County requires such an inspection, the Proposer shall provide reasonable access and assistance.

**7.5 Contract Amendment**

During the course of the contract, the County may request the Proposer to perform additional work for which it would be compensated. That work shall be within the general scope of this RFP. In such instances, the County shall provide the Proposer a written description of the additional work, and the Proposer shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates included in its proposal to this RFP. If the County and the Proposer reach an agreement regarding the work and associated compensation, said agreement shall become effective by means of a contract amendment. Any such amendment must be signed by the Proposer and the head of the procuring County agency and must be approved by the appropriate County officials. The Proposer shall not commence additional work until a written contract amendment is approved.

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**8            *STANDARD CONTRACT***

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The *Standard* contract (provided in the following pages) contains capitalized and bracketed items that shall be replaced with appropriate information in the final contract.

1. This Contract is entered into between the County of Solano and the Contractor named below:

CONTRACTOR'S NAME

2. The Term of this Contract is:

3. The maximum amount of this Contract is:

\$

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provision
- Exhibit C – General Terms and Conditions
- Exhibit D – Special Terms and Conditions

The parties have executed this Contract as of the \_\_\_ day of \_\_\_\_\_, 20\_\_.

CONTRACTOR	COUNTY OF SOLANO
<p>_____ CONTRACTOR'S NAME</p>	<p>_____ AUTHORIZED SIGNATURE      _____ DATED</p>
<p>_____ SIGNATURE      _____ DATED</p>	<p>_____ TITLE</p>
<p>_____ PRINTED NAME AND TITLE</p>	<p>_____ ADDRESS</p>
<p>_____ ADDRESS</p>	<p>_____ CITY      STATE      ZIP CODE</p>
<p>_____ CITY      STATE      ZIP CODE</p>	<p>Approved as to Content: _____ DEPARTMENT HEAD OR DESIGNEE      _____ DATED</p>
	<p>Approved as to Form: _____ COUNTY COUNSEL      _____ DATED</p>

**CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE**

*Rev.*  
*01/19/07*

**EXHIBIT A**

**SCOPE OF WORK**

**CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

**COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:**

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**[Insert budget detail and payment provision].**

**1. METHOD OF PAYMENT**

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall pay Contractor in arrears for fees and expenses incurred, up to the maximum amount provided for on the Standard Contract. Each invoice must specify services rendered, to whom, date of service and the accrued charges.

**EXHIBIT C****GENERAL TERMS AND CONDITIONS****1. CLOSING OUT**

County will pay Contractor's final claim for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final claim for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final claim for payment 30 days after termination of this Contract.

**2. TIME**

Time is of the essence in all terms and conditions of this Contract.

**3. TIME OF PERFORMANCE**

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

**4. TERMINATION**

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 90 days written notice from one to the other, unless otherwise provided for in Exhibit D.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of the Contract.

**5. SIGNATURE AUTHORITY**

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

**6. WARRANTY**

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor warrants that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further warrants that Contractor possesses current valid appropriate licensure, including, but not limited to, drivers license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

**7. INSURANCE**

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance

Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- (1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.  
(Including operations, products and completed operations.)
- (2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- (3) Workers' Compensation: As required by the State of California.
- (4) Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

D. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.

E. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:

- (1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or
- (2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

F. Other Insurance Provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

- (1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insured parties with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to Contractor's insurance policy, or as a separate owner's policy.

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Should any of the above described policies be cancelled prior to the policies' expiration date, Contractor agrees that notice of cancellation will be delivered in accordance with the policy provisions.

G. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

H. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

I. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

**8. BEST EFFORTS**

Contractor warrants that Contractor will at all times faithfully, industriously and to the best of his/her/its ability, experience and talent, perform to County's reasonable satisfaction.

**9. DEFAULT**

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, unless otherwise specified in Exhibit D, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

**10. INDEMNIFICATION**

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless as to whether any insurance is applicable or not.

**11. INDEPENDENT CONTRACTOR**

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or

term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

**12. RESPONSIBILITIES OF CONTRACTOR**

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and

(5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

**13. COMPLIANCE WITH LAW**

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor warrants that it will comply with the appropriate cost principles and administrative requirements including claims for payment or reimbursement by County as outlined in the Applicable Cost Principles and Administrative Requirements table below, as currently enacted or as may be amended throughout the term of this Contract.

Applicable Cost Principles and Administrative Requirements		
The federal cost principles and administrative requirements associated with each organization type apply to that organization.		
Organization Type	Cost Principles	Administrative Requirements
Federal Governments	2 CFR Part 225	OMB A-102
State and Local Government	2 CFR, Part 225	49 CFR, Part 18
Educational Institutions	2 CFR, Part 220	2 CFR, Part 215
Non-Profit Organizations	2 CFR, Part 230	2 CFR, Part 215
For Profit Organizations	48 CFR, Chapter 1, Part 31	49 CFR, Part 18
CFR (Code of Federal Regulations) OMB (Office of Management and Budget)		
Related URLs:		
Various OMB Circular:	<a href="http://www.whitehouse.gov/omb/grants_circulars">http://www.whitehouse.gov/omb/grants_circulars</a>	
Code of Federal Regulations:	<a href="http://www.gpoaccess.gov/CFR">http://www.gpoaccess.gov/CFR</a>	

**14. CONFIDENTIALITY**

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information to anyone other than the State without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

**15. CONFLICT OF INTEREST**

A. Contractor warrants that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

**16. DRUG FREE WORKPLACE**

Contractor warrants that Contractor is knowledgeable of Government Code section 8350 et. seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

**17. HEALTH AND SAFETY STANDARDS**

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training.

**18. CHILD/ADULT ABUSE**

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor warrants that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

**19. INSPECTION**

Authorized representatives of County, the state and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

**20. NONDISCRIMINATION**

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

**21. SUBCONTRACTOR AND ASSIGNMENT**

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable Department Head or his or her designee and the County Administrator subject to any required state or federal approval.

C. If County consents to the use of Subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

**22. UNFORESEEN CIRCUMSTANCES**

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

**23. OWNERSHIP OF DOCUMENTS**

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

**24. NOTICE**

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**25. NONRENEWAL**

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

**26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS**

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent Amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the County Board of Supervisors. If the Contract is terminated for non-appropriation:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

D. This Contract is void and unenforceable if all or part of federal or State funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

**27. CHANGES AND AMENDMENTS**

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested Amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

**28. CHOICE OF LAW**

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

**29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

Contractor warrants that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

**30. WAIVER**

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any provision of this Contract.

**31. CONFLICTS IN THE CONTRACT DOCUMENTS**

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

**32. FAITH BASED ORGANIZATIONS**

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this resolution.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or

continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

### **33. PRICING**

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

### **34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES**

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into their own contract with Contractor, as well as providing for their own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other government agency any documentation relating this Contract or its implementation. Any government agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another government agency. Such other government agency shall accept sole responsibility for placing orders and making payments to Contractor.

### **35. DISBARMENT OR SUSPENSION OF CONTRACTOR**

A. Contractor warrants that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health programs as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs or any state healthcare programs.

B. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representations and warranty set forth in this section.

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County's processing of Contractor's payment.

**36. EXECUTION IN COUNTERPARTS**

This Contract may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute one instrument. Facsimile copies shall be deemed to be original copies.

**37. LOCAL EMPLOYMENT POLICY**

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

**38. ENTIRE CONTRACT**

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained.

**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

**1. CONTRACT EXTENSION**

Notwithstanding Section 2 of the Standard Contract, and unless terminated by either party prior to \_\_\_\_\_, this Agreement shall be automatically extended from \_\_\_\_\_ through \_\_\_\_\_ to allow for continuation of services and sufficient time to complete a novation or renewal contract.

**2. TERMINATION**

A. Notwithstanding Section 4 in Exhibit C, this Contract may be terminated by County or Contractor, at any time, with good cause, upon 90 days written notice from one to the other.

**3. ADDITIONAL INSURANCE**

(1) Professional Liability Errors and Omissions insurance for technology business against loss due to negligent acts, errors and/or omissions, in an amount no less than one million dollars (\$1,000,000) combined single limit per claim and in the aggregate. The policy shall be written on an occurrence form or shall remain in full force and effect for no less than 3 years following the completion of work under this Contract.

(2) Cyber Liability, in an amount no less than one million dollars (\$1,000,000) in the event of malicious or accidental loss of digital assets or data, data tampering, introduction of viruses or malicious code, cyber extortion and terrorism threats.

**4. SPECIAL RESPONSIBILITIES OF CONTRACTOR**

(1) Submit verification of non-profit status, if a requirement for the award of this Contract:

(2) Provide an audit report, including a management letter, to County annually;

(3) Conduct an audit, at Contractor's expense, according to the requirements of OMB Circular A-133, which identifies all funds granted, received, disbursed and expended, and provide the audit to County within 30 days of completion;

(4) Provide an un-audited statement of revenue and expenditures to County within thirty (30) days of completion of the project if funds awarded to Contractor are \$100,000 or less;

(5) Obtain a bond at Contractor's sole expense, in an amount sufficient to cover start-up funds if any were provided to Contractor from County.

**5. DRUG FREE WORKPLACE**

Contractor shall execute the form attached as Exhibit "D1".

**6. THIS SECTION INTENTIONALLY LEFT BLANK.**

**7. THIS SECTION INTENTIONALLY LEFT BLANK.**

**CHANGES AND AMENDMENTS**

Amendments that are not State approved vendor agreement amendments shall be submitted to the State for prior approval at least 30 days before the effective date of any proposed changes governing compensation, services or term.

**8. EARLIER DEFAULT**

Services provided under this Contract are of a time-sensitive nature. Accordingly, notwithstanding the requirements of Section 9 in Exhibit C, the time period for notifying Contractor of default shall be \_\_\_\_ days. If Contractor fails to cure a default within \_\_\_\_ days after notification, or if the default requires more than \_\_ days to cure and Contractor fails to commence to cure the default within \_\_ days after notification, then Contractor's failure shall terminate this Contract.

## DRUG-FREE WORKPLACE CERTIFICATION

(rev-09/01/94)

COMPANY/ORGANIZATION NAME

The Contractor named above certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The person's or organization's policy of maintaining a drug-free workplace;
  - (c) Any available counseling, rehabilitation and employee assistance programs; and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide, as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free policy statement; and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

### CERTIFICATION

I, the official named below, hereby certify that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Contractor Signature

Date

Official's Name (type or print)

Title

Federal Tax I.D. Number

**THIS FORM MUST BE RETURNED WITH RFP RESPONSE**

**APPENDIX****MINIMUM REQUIREMENTS****CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

1. The provision of an automated integrated library system (ILS) that contains, at a minimum, the following software elements:
  - MARC (machine readable cataloging) bibliographic database
  - Online public access catalog (OPAC), with enhanced/enriched content (cover images, reviews, annotations, etc.), accessible by users from within the library buildings and remotely, URL validation, and federated searching
  - Circulation control, including an interface for self-charge, utilizing SIP2 and NCIP protocols
  - Cataloging functionality with OCLC interfaces for seven separate SNAP jurisdictions and full authority control (including global update functionality)
  - Acquisitions with separate ordering and fund accounting functionality for seven separate jurisdictions and a multi-jurisdictional electronic ordering interface to library materials vendors, such as Baker & Taylor, Ingram, Midwest, and Overdrive, for the provision of ordering confirmations, bibliographic and item records, and electronic receiving and invoicing.
  - Serials control for each SNAP jurisdiction with online claiming functionality
  - Reserve book room functionality for multiple collections and jurisdictions
  - Remote borrower authentication for third party subscription databases
  - Borrower self-service features, including online library card registration, patron-placed holds, holds cancellations, renewals, online fines/fees payment, and library account management.
  - Email, text messaging, and telephone patron notification
  - Offline circulation for use in remote locations, during system outages, and inventory control
  - Z39.50 interface to provide the capability to download MARC records
  - Standard and ad hoc reports generation, with customization by library staff. Please provide samples of available reports.
  - Inventory control functionality with hand-held and/or laptop computer capability
  - Interface with third party products, using direct partnerships or APIs
2. The provision of a comprehensive staff training plan. In your proposal, include a sample of your training plan.
3. The provision of a comprehensive system migration plan. In your proposal, include a sample of your system migration plan including a comprehensive work schedule assuming work is to commence on January 2, 2015.
4. The provision of contracting directly with each member jurisdiction, as opposed to the SNAP Consortium.

COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

- Provide staff for the ongoing operation of the ILS.
- Provide staff to coordinate the system migration.
- Coordinate meetings as needed.

**CERTIFICATION OF COMPLIANCE**

**RFP # 70-0512-14**

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**Proposer Name**

By indication of the authorized signature below, the Proposer certifies and assures the Proposer's compliance with:

- a) the laws of the County of Solano;
- b) Title VI of the federal Civil Rights Act of 1964;
- c) Title IX of the federal Education Amendments Act of 1972;
- d) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- e) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- f) the condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,
- g) All contract employees performing services and/or work as a result of this solicitation must have documented legal authority to work in the United States of America; and
- h) the condition that no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the Procurement under this RFP.

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**Proposer Signature**

**Date**

**THIS FORM MUST BE RETURNED WITH PROPOSAL RESPONSE**

**ATTACHMENT 9.2**

**COST PROPOSAL FORMAT**

**RFP # 70-0512-14**

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**Proposer Name**

**NOTICE TO PROPOSER:**

The Proposer shall indicate below the offered price for providing all services proposed including all services as defined in the Appendix, Minimum Requirements. This Cost Proposal must specifically record below the exact cost amount(s) proposed in the appropriate space(s) as required herein. Said cost proposed must incorporate all costs for the proposed scope of services for the total contract period.

The Cost Proposal shall detail only the cost proposed as required, and shall not detail any other rates, amounts, or information. It shall not detail any text that could be construed as a qualification of the cost proposed. If the Proposer fails to specify the Cost Proposal as required, the County shall determine the proposal to be non-responsive and reject it.

The Proposer must sign and date the Cost Proposal.

**PROPOSED COST**

<b>AUTOMATED INTEGRATED LIBRARY SYSTEM</b>	
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The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least 90 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the County.

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**Proposer Signature**

**Date**

**THIS FORM MUST BE RETURNED WITH PROPOSAL RESPONSE**

**ATTACHMENT 9.3**

**NON-COLLUSION DECLARATION PURSUANT TO PUBLIC CONTRACT CODE SEC. 7106**

The undersigned declares: I am the \_\_\_\_\_ of \_\_\_\_\_,  
the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on (date) \_\_\_\_\_,  
(city) \_\_\_\_\_ (state) \_\_\_\_\_.

**Company Name** \_\_\_\_\_

\_\_\_\_\_  
**Bidder's Name and Signature**

**THIS FORM MUST BE RETURNED WITH PROPOSAL RESPONSE**

**ATTACHMENT 9.4**

**CUSTOMER REFERENCES**

RFP NO. 70-0512-14

List at least three customer references for similar project representing both three of the larger accounts currently serviced by the vendor and three completed projects – each reference must include:

- a. The company name and business address;
- b. The name, title, and telephone number of the company contact knowledgeable about the project work; and
- c. A brief description of the service provided and the period of service.

Description	Year	Amount	Contact Name	Phone

I hereby certify I have performed the work listed above.

\_\_\_\_\_  
Signature of Proposer's Authorized Representative

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Date

**THIS FORM MUST BE RETURNED WITH PROPOSAL RESPONSE**

**ATTACHMENT 9.5**

**RESERVATIONS**

**RFP NO. 70-0512-14**

**THE COUNTY OF SOLANO EXCLUSIVELY RESERVES THE UNILATERAL AND INDEPENDENT RIGHTS THAT AT ITS SOLE DISCRETION MAY:**

1. Amend, cancel, or reissue this RFP in writing at any time, (on, or before, or after submittal deadline date), in part, or in its entirety.
2. Make an award not necessarily to the lowest proposal, but the Proposer determined to be professionally and technically able to provide equipment and perform services, and fulfill all specified proposal requirements.
3. Request clarifications of proposals, or conduct discussions for the purpose of clarification with any or all Proposers.
4. Make an award without further discussion of any other proposal/bid submitted.
5. Negotiate with the apparent low Proposer subsequent to the Notice of Award.
6. Waive any and all minor variances, irregularities, technicalities or informalities in proposals which are determined to be in the best interest of the County.
7. Make an award in whole or in part or of any varying combination of proposal items that will be in the best interest of the County.
8. Cancel any award and re-solicit proposals for specified requirements, due to increased or added costs, if in its opinion, prices are greater than those of the general market.
9. Cancel any award and re-solicit proposals in the event contracted proposal requirements cannot commence within ten (10) days after the agreed upon start date.
10. Reduce or increase any proposal item or specified requirement, in whole or in part due to budget constraints.

**THE COUNTY OF SOLANO FURTHER RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS:**

11. Considered not to be in the best interest of the County.
12. Considered to be non-responsive, non-responsible, not in compliance with, or do not meet all terms, provisions, specifications, or performance requirements of this RFP.
13. Of any Proposer who is in default on the payments of taxes, licenses, or any other monies due to Solano County or any other government agency.
14. Of any Proposer who previously failed to adequately provide services, supplies, merchandise, and/or equipment to Solano County or any other government agency.

**Proposer's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THIS FORM MUST BE RETURNED WITH PROPOSAL RESPONSE**

**ATTACHMENT 9.6**

**GENERAL SERVICES DEPARTMENT**

MICHAEL J. LANGO  
DIRECTOR

KANON R. ARTICHE  
DEPUTY DIRECTOR



CENTRAL SERVICES

DIANNE LUNA  
CENTRAL SERVICES MANAGER

**Q & A FORM  
AUTOMATED LIBRARY SYSTEM  
RFP NO.: 70-0512-14**

Any questions regarding this Request for Proposals shall be submitted according to the process outlined below. The County's response to questions will be in accordance with Section 2, Schedule of Events and Section 3.3.

**Q&A Process**

1. Prepare questions or concerns on the template provided.
2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).
3. Submit the completed form via email to [kdpoole@solanocounty.com](mailto:kdpoole@solanocounty.com) or fax 707 422-9770. Attach associated documents as necessary. Please contact Karen Poole (RFP coordinator) with any questions regarding this process.

**Questions from:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

ITEM	DATE	REFERENCE SECTION	QUESTION OR COMMENT	COUNTY RESPONSE
1.				
2.				
3.				
4.				

## **IMPORTANT NOTICE TO VENDORS**

### **DOCUMENTS TO BE RETURNED**

The following documents must be completed and submitted on or before the Final Submission Date with your response.

#### **ATTACHMENTS**

- 9.1 – Certification of Compliance
- 9.2 – Cost Proposal Format
- 9.3 – Non-Collusion Affidavit
- 9.4 – Customer Reference Page
- 9.5 – Reservations
- 9.6 – Master Q & A Form
- 9.7 – SNAP ILS Requirements
- 9.8 - Document Return List

Vendor Application (If not already submitted to Purchasing Services, may be downloaded at [www.solanocounty.com](http://www.solanocounty.com) – under “Vendor Information”)

Failure to complete, sign (where required), and return the above documents with your response may render it non-responsive.