



**REQUEST FOR PROPOSALS (RFP) #MWJ1901
COMPUTER TECHNOLOGY EQUIPMENT AND SERVICES
DISTRICT-WIDE**

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE
TO BE SUBMITTED**

All responses shall be addressed and returned to:

City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609

Attn: Marietta Williams-Johnson, Buyer

***Proposals must be received no later than 12:00 p.m. local Chicago time, on
Friday, March 15, 2019***

Responses shall be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, **RFP #MWJ1901 – Computer Technology Equipment and Services – District Wide**, for City Colleges of Chicago (CCC), the time, and the date specified for receipt. The name and address of the Proposer must also be clearly printed on the outside of envelope or package. The Proposer shall be responsible for delivery by the due date and time, whether delivered by U.S. mail or messenger. Late proposals will be returned to the sender unopened.

A pre-proposal conference is scheduled for Friday, February 8, 2019, at 2:30 p.m. in Conference Room 231 at Dawson Technical Institute, 3901 S. State Street, Chicago, IL 60609. The Scope of Services and the compliance procedures for the Minority and Women Business Enterprise Contract Participation Plan (MBE/WBE) will be discussed. Firms anticipating submitting a proposal are encouraged to attend in person or via teleconference. We recommend that you obtain a copy of the RFP document and bring it with you to the meeting.

Any firms that have initial questions prior to the pre-proposal conference must submit them in writing to procurementservices@ccc.edu by Wednesday, February 6, 2019, no later than 12:00 p.m. All attendees, please RSVP your attendance to procurementservices@ccc.edu by Wednesday, February 6, 2019, no later than 12:00 p.m. Photo identification is required when entering any City Colleges of Chicago location. All questions will be answered in writing via an addendum issued by Friday, February 15, 2019. Please reference the RFP number in all communications.

Questions regarding clarification or verification of these specifications and MBE/WBE compliance procedures should be submitted in writing via email to Marietta Williams-Johnson, Buyer, at procurementservices@ccc.edu. The deadline for submitting final questions is Monday, February 11, 2019, by 2:00 p.m.

The Letter of Intent to Submit a Proposal, Attachment A, is due via email, procurementservices@ccc.edu, attention Marietta Williams-Johnson, Buyer, by Monday, March 11, 2019, no later than 12:00 p.m. If you do not intend to submit a proposal in response to this RFP, please email us a brief, detailed explanation, to procurementservices@ccc.edu, in order to continue to receive future bid/RFP notices.

Table of Contents

SECTION I – GENERAL INFORMATION	3
SECTION II – INTENT AND SCOPE OF SERVICES.....	3
SECTION III – SUBMITTAL REQUIREMENTS	5
SECTION IV – INSURANCE REQUIREMENTS	11
SECTION V – GENERAL INSTRUCTIONS	14
SECTION VI – EVALUATION CRITERIA	18
SECTION VII – EXECUTIVE SUMMARY FORM	19
SECTION VIII – FEE/COST PROPOSAL	20
 EXHIBITS:	
EXHIBIT A – OFFICE OF INFORMATION TECHNOLOGY EQUIPMENT, SERVICE, AND MAINTENANCE REQUIREMENTS INTERROGATORIES.....	22
EXHIBIT B - OFFICE OF INFORMATION TECHNOLOGY EQUIPMENT, SERVICE, AND MAINTENANCE COST INTERROGATORIES.....	28
ATTACHMENT A – LETTER OF INTENT TO SUBMIT A PROPOSAL	40
ATTACHMENT B – REFERENCE QUESTIONNAIRE	41
 APPENDICES:	
APPENDIX I – TERMS AND CONDITIONS REGARDING COMPLIANCE WITH THE MINORITY BUSINESS COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT	
APPENDIX II – ETHICS ORIENTATION FOR CONTRACTORS/VENDORS	
APPENDIX III – ECONOMIC DISCLOSURE INSTRUCTIONS AND ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (10 PAGES)	
APPENDIX IV - IRS W-9 INSTRUCTIONS AND FORM	

SECTION I - GENERAL INFORMATION

City Colleges of Chicago (CCC) consists of seven (7) community colleges which are all located within the city limits of Chicago. In addition, there are five (5) satellite locations that are affiliated with the colleges. A seven-member board of trustees, who are appointed by the Mayor of Chicago, governs the system. The chief administrative officer of the system is the Chancellor, who is appointed by the Board of Trustees. Each college has its own President, who reports to the Chancellor, and its own administrative staff which is responsible for policy administration in the areas of human resources and staff development, finance, academic affairs, administrative services and information technology. Each of these areas is headed by a Vice Chancellor that reports to the Chancellor.

The RFP and all attachments are available for download from the City Colleges of Chicago website, www.ccc.edu, Contract Opportunities. Proposers who download the RFP waive their right to have clarifications and/or addenda sent to them. Such Proposers are responsible for checking the website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve such Proposers from being bound by additional terms and conditions in the clarification and/or addenda, if any, or from considering additional information contained therein in preparing their proposals. Note that there may be multiple clarifications and/or addenda. Any harm to a Proposer resulting from such failure shall not be valid grounds for protest against award(s) made under this RFP. Proposals will not be accepted in electronic forms.

SECTION II - INTENT AND SCOPE OF SERVICES

A. INTENT

The City Colleges of Chicago (CCC) is soliciting proposals from Vendors (“Vendor”) qualified to professionally and successfully satisfy information technology service management needs for Office of Information Technology department. CCC will rely on selected vendor(s) for fulfillment of IT services and maintenance, installation and configuration of special equipment and services, training, support and more importantly, competitive pricing on a broad range of information technology essentials. All equipment is intended for use by, and will be distributed to CCC’s district office, the seven (7) main college locations, and/or 5 satellite locations.

Selected vendor(s) is to be highly qualified and experienced in the equipment and services proposed, and possess valid experience in providing similar services as outlined in the scope of services required by CCC (large educational institutions or governmental agencies), and accompanied by Exhibit A and B of this document which details the technology requirements of the City Colleges of Chicago. Vendor(s) ITSM will be expected to accommodate the technological capabilities of CCC’s Office of Information Technology, Administrative Services, and Safety and Security, which results in maximizing efficiencies; delivering a turn-key solution to technology integration throughout CCC’s mentioned locations.

The exact volume of IT equipment and related services that is needed for the next fiscal year is unknown, and CCC’s IT needs will vary by location relative to configuration, quantity, and application (i.e., instructional, administrative, or some combination of both). For the purposes of proposal evaluation, on the equipment and services procured for both AV and Technology through this vehicle CCC has spent \$1.4 MM (FY17), \$2.1 MM (FY18) and projects about \$6 MM in this contract year that ends June 30, 2019.

Relative to the procurement effort described herein, CCC intends to establish pricing, each of which will be effective after CCC’s Board approval. Proposers are encouraged to submit pricing schedules that include additional discount programs and incentives, during the term of the contract between CCC and the successful Proposer(s). Nevertheless, CCC reserves the right to amend the associated pricing schedule(s), by adding and/or deleting products from said schedule(s).

Due to the magnitude of this procurement effort, and the scope of products and services required, CCC may award the resulting contract to one or more vendors.

While CCC endeavors to provide as complete and detailed an RFP possible given the nature of technology, CCC fully anticipates a need to purchase hardware, software and/or services that aren't included in current specification.

B. SCOPE OF SERVICES

CCC has a wide range of information technology (IT) needs which include, however not limited to, computing equipment and peripherals, software application and licensing, collaboration equipment maintenance and support, network and server utility parts and services, OEM specialty software and equipment maintenance, IT assessments and upgrades, and training. OEM Training on equipment use and maintenance is also required by manufacturer authorized technical staff for CCC's technicians.

Best efforts at maximizing the integrity of discounts and pricing for installation and integration of IT services and support, requires knowledge of the City Colleges of Chicago's educational and professional environments. Vendor(s) are suggested to possess a comprehensive team whom embodies a diverse array of experience and knowledge pertaining technology within an academic environment, subject matter experts, personable, and professional.

A. Service Level Agreement – Level of Service (Must be provided by the Vendor)

The SLA should include not only a description of the services to be provided and the expected service levels, but also metrics by which the services are measured, the duties and responsibilities of each party, the remedies or penalties for breach, and a protocol for adding and removing metrics.

Proposer is to propose Service Level Agreements (SLA) for services outlined in Exhibits A. The SLAs are to reflect requested services per this solicitation. Unless per special request, all services are required during regular school/business hours. Work outside of the business/school day will be by special request only.

Proposals should indicate service level proposed, specifics of services provided (and what's excluded, if anything or provided as optional, add-on or additional cost), conditions of service availability, standards such as time window for each level of service (prime time and non-prime time may have different service levels, for example), responsibilities of each party, escalation procedures, and cost/service tradeoffs.

Management elements should include definitions of measurement standards and methods, reporting processes, contents and frequency, a dispute resolution process, an indemnification clause, and a mechanism for updating the agreement as required.

B. Service Management Plan – SMP (Must be provided by the Vendor) CCC requires on-site repair, service, and maintenance for equipment that are either/both in warranty and out of warranty on: laptops, desktops, LCD monitors, large displays, laser printers, non-laser printers, scanners, fax machines, interactive whiteboards/podiums, projectors, voice/video conferencing, interactive classroom and conference rooms. The aforementioned is not a comprehensive list of all items to be serviced.

SMP should include vendor's strategy to address the City Colleges of Chicago's IT needs which include, however, are not limited to: Information technology assessments, maintenance of equipment, equipment repair, equipment replacement, technology upgrades, addressing service outages, service constraints, and any other utility of service not mentioned.

SMP should include vendor's scope of services provided. List all services and processes that are offered by Proposer, internal and external entities to which said services are dependent (i.e. sub-contractor), RACI matrix identifying the team members and their roles as it pertains to services provided to CCC, and a communication plan addressing the required deliverables by CCC (Exhibit

A: Information Technology Equipment, Services, and Maintenance Requirements). Please unambiguously include those services that are outside the scope of services provided, or not available to the City Colleges of Chicago.

- C. Service Call Process** – Service Call Procedures (Must be provided by the Vendor) CCC recommends that the successful Vendor (s) establish a dedicated team comprised of individuals familiar with CCC and its systems and requirements. Due to CCCs’ extended service hours after regular work hours on business days, and on holidays and weekends. CCC requests that the Account Representative be made available at a minimum between the hours of 8 AM and 10 PM Monday through Friday, and between the hours of 8 AM and 4 PM on holidays and weekends.
- D. Specialized Equipment** – In addition to the equipment listed in this RFP, specialized equipment is located at CCC’s various locations. This equipment includes, but is not limited to various data monitors, various data display projectors, fax machines, tape libraries/jukeboxes and other equipment. This equipment may be added to the contract by mutual agreement between CCC and Vendor. (See Exhibit B” Software, Equipment, and Maintenance)
- E. Hourly/Rates Fees** – The Proposer must include any additional costs or fees not covered in this document. (See Section VIII, Cost/ Hourly/ Rate Proposal). The service cost must be fully loaded to cover travel and fringe benefits
- F. Escalation Process:**
Provide a list of primary contacts with associated title for service interruptions below:
1)
2)
3)
- G. Procurement Activities**
The City Colleges of Chicago will begin procurement activities regarding this Request for Proposal as follows:

Procurement activities	Due dates
1) Pre-Proposal conference	2/8/19 @ 2:30pm
2) Final questions due from Prospective Proposers	2/11/19 @ 2pm
3) Send answers to questions and/or Addendum	2/15/19
4) Letters of Intent to Submit Proposal	3/11/19 by 12pm
5) Proposals due	3/15/19 by 12pm

SECTION III - SUBMITTAL REQUIREMENTS

Each Proposer submitting a proposal will be required to present evidence of experience, qualifications, financial responsibility and capacity to perform the requested services. One (1) original signature hard copy and two (2) USB drives are to be submitted in response to this RFP, see Page 1. All USBs shall include your entire proposal response in one (1) pdf file; financial information may be submitted as an additional pdf file included on the USBs.

Discussions may be conducted with Proposers who submit responses determined to have a reasonable possibility of being selected. All Proposers shall be accorded fair and equal treatment with respect to the RFP process. **RESPONSES MAY BE DEEMED NON-RESPONSIVE AND WILL NOT BE FURTHER CONSIDERED FOR FAILING TO SUBMIT A RESPONSE AND/OR DOCUMENTATION THAT ADDRESSES EACH AND EVERY PARAGRAPH CITED IN THIS SECTION.**

A. Format of Response

All original response(s) must be submitted with pages numbered with section dividers for each item listed below. Each original signature response shall be submitted on standard 8 ½" x 11" plain white copy paper with material printed on one (1) side only. Expensive papers and special bindings (**Absolutely no spiral bindings nor machine bindings**) are discouraged since no materials will be returned to the Proposer. The USB drives (2 each) shall include your entire proposal response submitted in a pdf file format and each drive shall indicate Responder's name, RFP number and name enclosed in individual sleeves/cases.

B. Contents of Response**1. Cover Letter:**

The cover letter must be submitted on the Proposer's letterhead, signed by a principal and the joint venture partner, if applicable. The cover letter must contain a plan explaining how services will be performed; a commitment to provide the services described in the Scope of Services of this RFP and indicates that the offer is good for one hundred-eighty (180) days from submittal of proposal.

2. Executive Summary and Executive Summary Sheet

An Executive Summary which shall include a brief statement of understanding the scope of services to be provided, a brief description of the firm, the services offered and the name of the Proposer and the location of the Proposer's principal place of business. Proposer shall include the Executive Summary Form (see Section VII).

3. Joint Ventures: A firm may propose both as a joint venture and independently as a single Proposer. If a joint venture response is rejected, no firm which has participated in the joint response can be considered to provide services unless it has separately submitted a response. Similarly, two (2) or more firms may submit responses as a prime proposer and subcontractor(s) relationship. In the event of such an arrangement, the CCC reserves the right to reject any subcontractor and accept only the prime proposer. CCC will not accept a subcontractor and reject the primary proposer. If a subcontractor wishes to be considered separately for a portion of the services, such firm should submit a separate submittal in response to this RFP. A copy of the executed Joint Venture Agreement, if applicable, must be submitted as well as the Federal Identification Number as a joint venture.

4. Experience and Statements of Qualifications

- a. Proposer must provide information on the company's background, including the number of years in business, main office location and a list of services provided.
- b. Proposer must provide information on services similar in nature and scope as requested in Section II, Scope of Services, including company's name, contact person, telephone and fax numbers and email address; provide information for similar services to any educational institutions or government agencies. Proposer must submit company contacts. Provide the name, title, street address, city, state, zip code, telephone and fax numbers and email address for (a) primary contact person for this project and (b) the individual(s) authorized to negotiate a contract with the City Colleges of Chicago.
- c. Detailed information on the Proposer's ability to meet the Scope of Services of this RFP. This should include the services that your firm would be able to provide and how the services will be executed.
- d. Provide an organizational staffing plan chart for the personnel who will perform services as stated in Section II - Scope of Services including resumes and educational background.
- e. Provide detailed responses to Section II - Scope of Services.

5. Implementation Plan (can be included in solicitations where required)

1. In Exhibit A and Exhibit B of this document, the City Colleges of Chicago describes service and technical requirements. Please describe how your ITSM strategy and methodology will support these requirements.
2. Based on your previous experience with higher education, please outline your best implementation approach (e.g., phased, agile, etc.)
3. Please provide a comprehensive implementation plan in the context of addressing the needs of CCC as described in the scope of work and interrogatories provided. Describe each of the work that will be performed and the resources (by skill set).

Deliverables, Milestones, and Templates:

Please describe the deliverables and milestones associated with your implementation strategy for service management (by phase if a phased approach is chosen). Additionally, please speak to any tools or templates that you intend to use as part of your approach. Where you feel relevant, you are encouraged to provide samples of these deliverables.

High-Level Work Plan:

Vendor will provide a detailed Service Management plan which outlines the tasks and deliverables of proposed services. At the minimum, plan should include:

- A high-level Service Management plan outlining the Scope of Work and service analysis, including strategy of implementation and integration of new technology and responsibilities of CCC staff
- A high-level Service Management plan outlining the major tasks for implementation and integration. The plan should detail business analysis and the service management tools used to tools used to determine strategy, utilities of services, and continuity planning.

Communication and Change Management Approach:

Please detail your communication and change management approach. Where appropriate, describe the challenges you see in representative engagements and how you address these to ensure successful acceptance of the project.

Optional Features and Functionality:

Vendor is encouraged to provide information and examples highlighting other technology and services that may be outside technology and services listed in Exhibit B of this document. Please list these in a separate section, clearly identified as optional technology and services, where these features are included as part of the standard solution and no additional pricing required.

Testing and Training:

Please provide a detailed plan for solution testing and training. At a minimum, the plan should include:

- Training materials for OEM devices and software
- Develop a technical training program to ensure full system understanding and operational capabilities for CCC staff that will be managing, maintaining and monitoring for newly implemented technology.
- Based on Proper's experiences with information technology service management, Proposer shall provide information about the various methods by which training on OEM products may be delivered, including, but not limited to, instructor-led, train the trainer and online training.

- CCC reserves the rights to reproduce any and all training media. Training will not be considered complete and final until CCC accepts materials (e.g., manuals, guides, etc.) and technical training.

Expected City Colleges of Chicago Responsibilities:

The City Colleges of Chicago assumes that we will have some level of responsibility in managing the utility of services for the implemented technology. Please provide details on the tasks and the roles that might be the responsibility to the City Colleges of Chicago staff.

User Support

The vendor must ensure that the proper CCC technical/support staff shall acquire sufficient knowledge and skills to provide the on-going support, maintenance and future development needs of CCC after solution implementation is complete.

- Vendors must include in their proposal a plan for how knowledge transfer will occur and identify the roles that CCC will assume once the knowledge transfer is complete.
- The vendor will provide comprehensive and timely help desk support to CCC management, and/or technical/support staff as set forth in the contract agreement.
- The vendor will present a Service Level Agreement (SLA) for review by CCC. The SLA will include a service plan designed to respond to and resolve all service calls within a mutually-agreed upon timeframe given the priority of the service call. The service plan must include a timeframe for service engagement to ensure resolution of service calls within the specified time.
- The vendor agrees to work with CCC to determine how priority levels will be assigned to service requests. CCC reserves the right to adjust priorities as well as response/resolution times as deemed necessary. The following is a suggested example:

Project Management Approach

Please provide insight into your Project Management approach. This differs from the Implementation Methodology questions above. However, we realize that some vendors have integrated methodologies that encompass both areas. In either case, please make sure you address all areas and explain them in the context of the City Colleges of Chicago project.

1. Project Management Methodology:

Please detail your project management methodology and describe where you have used it on comparable projects. Show examples of how the methodology is appropriate for managing projects of this size, scope, and complexity. Please detail any tools and templates that it contains which provide you with a competitive advantage for efficient and effective management of the project.

2. Status Reporting:

Please describe your status reporting process. Detail the process at the individual, team, and executive levels. This should include meetings as well as documented reporting. Include sample status report and executive update.

3. Risk Management:

Clearly define your risk management approach. Please show where this approach has proven successful on similar projects. Additionally, please describe the most common risks you encounter on comparable projects (functional and technical) and detail a typical mitigation strategy for each one.

4. **Issues Management:**
Clearly define your issues management approach. Provide a description (or example) of the tools and processes you employ to effectively identify, track, escalate, and resolve issues.
 5. **Change Control:**
Selected respondent will have to follow City Colleges of Chicago defined Change Control process. However, please clearly define your approach for managing scope. Provide a description of the process for managing, investigating, tracking, and closing change requests. Additionally, detail the process for assessing impact to cost, schedule, and resources. Please provide approximate figures for number of scope changes and financial impact on comparable projects.
 6. **Training and Knowledge Transfer:**
The City Colleges recognizes that a detailed Training and Knowledge Transfer effort are critical to the success of this project. Your proposed approach should include at least the following:
 - Process to determine training needs
 - Method, schedule, and timeline to deliver training
 - Knowledge transfer strategy, including description of end state roles and responsibilities
 - Metrics, tools, and processes to ensure knowledge transfer has occurred
 7. **Post Implementation Approach:**
The City Colleges of Chicago requests that all respondents include recommendations of Post Implementation Support in their RFP responses.
- 5. Clients and Portfolio**
Proposers shall provide three (3) client examples of services as defined in this RFP. Provide scope of work, contract value and Proposer's project manager.
- 6. References**
Proposers are required to provide at least three (3) references, one per firm, for whom you have provided services to as requested in this RFP from higher education institutions, government or non-for-profit entities. Please only provide references from companies outside of City Colleges of Chicago.
- Please include contact persons' names, mailing addresses, telephone and fax numbers and email addresses. Please complete Page One of the Reference Questionnaire (Attachment B), include a brief detail of services provided and submit form with your proposal. City Colleges will email the form and questions to the references included in your submittal. Please inform your references that they will be contacted by CCC.
- 7. IRS W-9 Form**
A current IRS W-9 Form must be completed, signed and submitted with your proposal. (See Appendix IV)
- 8. Financial Statements**
Proposers are required to provide copies of audited/non-audited financial statements for the three (3) previous fiscal years or audited/non-audited tax returns signed by preparer and the most recent quarterly report must be provided. Financial Statements must include auditor's letter of opinion, auditor's notes, balance sheet and statements of income/loss. Each prime or joint venture partner must submit this information. CCC will also accept as alternative information in substitute of Financial Statements, three (3) years of Profit/Loss Income Statements and Balance Sheets. The City Colleges of Chicago reserves the right to accept alternative information and/or documentation submitted by Proposers.

9. Legal Actions

List and briefly describe any and all legal actions for the past three (3) years in which Proposer has been:

- (a) a debtor in bankruptcy,
- (b) a defendant in a lawsuit for deficient performance under a contract or agreement,
- (c) a Respondent in an administrative action for deficient performance,
- (d) a defendant in a criminal action.

10. Minority/Women Business Enterprise Plan (M/WBE)

City Colleges of Chicago (CCC) has adopted a Minority and Women Business Enterprise (MBE/WBE) Plan to ensure that MBEs and WBEs shall have maximum feasible opportunities to participate on City Colleges of Chicago contracts. All Proposers must address the Plan included as Appendix I in the solicitation.

Specifically, Proposers must submit the appropriate compliance documents (i.e. Schedules A and C or D) with their proposal. Also, MBE/WBE Implementation Plans (Schedule A) may include either direct or indirect participation in the provision of the services requested in the RFP.

Any questions regarding the M/WBE Compliance policy or any part of Appendix I should be directed to Marietta Williams-Johnson, Buyer, via email at procurementservices@ccc.edu. Please reference RFP# MWJ1901 in the Subject area.

11. CCC Ethics Orientation Contractors/Vendors

As a contractor or vendor doing business with the City Colleges of Chicago, you are required to comply with the CCC Ethics Policy. Contractors are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity, you are allowing established values to guide your actions and decisions. The City Colleges of Chicago Ethics Policy can be found at <http://www.ccc.edu/departments/Pages/Ethics-Training.aspx>. Contractors are required to read and return a signed “ACKNOWLEDGEMENT” form with all responses. (See Appendix II)

12. Fee/Cost Proposal

With respect to the requirements outlined in the scope of work section of this RFP, please complete section VIII to provide a breakdown schedule of all fees and cost that will be applicable in order to perform all services listed under Section II - Scope of Services of this RFP and any other services offered under this requirement. CCC will not pay nor reimburse any travel, hotel costs, parking, presentation reproduction costs, etc. to the awarded vendor.

The successful supplier(s) shall employ a system that facilitates the ordering of software products in a quick and easy fashion, through use of the supplier’s large database of product information, which:

- 1. Include pricing details, is accessible by CCC, and is updated regularly
- 2. Provide ad hoc reporting for the items and quantities ordered by CCC
- 3. In the event of licensing, electronically distributes the appropriately ordered licensing as well as a system to track all licensing on behalf of the District.

Each Proposer’s proposal must adhere to the following guidelines:

- I. Should the proposed support services be provided by a party other than the Proposer, identify the service organization, and provide a letter from said organization acknowledging and defining the proposed services. CCC reserves the right to vet and approve staff proposed.

2. Provide hourly rate(s) for all technical support services. CCC requests a rate card be established for technical and project staff proposed by the vendor. Vendor is to indicate hourly rates for each category of staff.
3. Proposals for installations are to be broken down by equipment costs and hourly estimates. CCC reserves the right to request Scope of Work submittals from contracted vendor indicating exact costs of equipment, hours and staff required for service and total cost/time frame for requested

13. Disclosure

The Proposer will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the District. The Proposer shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts. The Proposer will be required to disclose any lobbying activities if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any sister governmental agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with this contract.

14. Debarment

Proposers must disclose that neither the vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a contract or agreement with any federal, state, county or local department or agency. If the vendor is unable to certify to this statement, it must attach an explanation to this application.

15. Economic Disclosure Statement

Proposers must complete the attached economic disclosure statement and affidavit as referenced in the Appendices. The economic disclosure forms must be completed by the Prime contractor and all subcontractors in its entirety and notarized. Privately held firms and not-for-profit organizations must disclose the board of directors/corporate officers. All others firms must disclose the percentage of ownership. Failure to provide complete ownership information may cause your response to be deemed non-responsive. (See Appendix III – 10 pages)

SECTION IV - INSURANCE REQUIREMENTS

A. Proposer's Insurance

The Proposer shall procure and maintain at all times, at Proposers own expense, until final acceptance of the Work covered by this Agreement, and if required to return during the warranty period, the types of insurance specified below, with insurance companies authorized to do business in the State of Illinois covering all operations under this Agreement, whether performed by the Proposer or by subcontractors.

The kinds and amounts of insurance required are as follows:

1. Worker's Compensation and Occupational Disease Insurance

Workers Compensation and Occupational Disease Insurance, in accordance with the laws of the State of Illinois, or any other applicable jurisdiction, covering all employees who are to provide a service under this contract. Employer's liability coverage with limits of not less than \$1,000,000 each accident or illness shall be included.

2. Commercial Liability Insurance (Primary and Umbrella)

Commercial Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence, combined single limit, for bodily injury, personal injury, and property damage liability. Products/completed operations, explosion, collapse, underground, independent contractors, broad form property damage and contractual liability coverages are to be included. City Colleges of Chicago is to be named as an additional insured without recourse or right of contribution for any liability arising from this work.

3. Automobile Liability Insurance

When any motor vehicles are used in connection with work to be performed, the Contractor shall provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage. The City Colleges of Chicago is to be named as an additional insured.

4. Fidelity, EPLI and Professional Liability (E&O)

Professional liability insurance covering errors, omissions or negligent acts must be maintained with limits of not less than \$5,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work on this Agreement. A Claims-Made Policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

5. Cyber Liability

A Cyber and Privacy Policy shall be maintained with limits of not less than \$5,000,000 to address liability for a data breach which may result in the compromise of personal data pertaining to District Trustees, Employees, Students, Administrators, Staff, Visitors and Guests. The Policy shall cover a variety of expenses associated with data breaches, including, but not limited to: notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, and loss resulting from identity theft.

The Contractor will furnish City Colleges of Chicago original Certificates of Insurance evidencing the required coverage to be in force on the date of this contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have expiration or renewal date occurring during the term of this contract. The Contractor shall submit evidence of insurance prior to contract award. The failure of City Colleges of Chicago to obtain such evidence from Proposer before permitting Proposer to commence work shall not be deemed to be a waiver by City Colleges of Chicago, and the Proposer shall remain under continuing obligation to maintain the insurance coverage.

The insurance herein specified shall be carried until all work required to be performed under the terms of the Agreement is satisfactorily completed and formally accepted. Failure to carry or keep such insurance in force may constitute a violation of the Agreement, and City Colleges of Chicago maintains the right to stop work until proper evidence of insurance is provided.

The insurance shall provide for 60 days prior written notice to be given to City Colleges of Chicago, Office of Administrative and Procurement Services in the event coverage is substantially changed, canceled, or non-renewed.

The Proposer shall require all subcontractors to carry the insurance required herein, or Proposer may provide the coverage for any or all subcontractors, and, if so, the evidence of insurance submitted shall so stipulate.

Any and all deductibles on referenced insurance coverages shall be borne by Proposers.

Proposer expressly understands and agrees that any insurance coverages and limits furnished by Proposer shall in no way limit the Proposer's liabilities and responsibilities specified within the contract documents or by law.

The Proposer and each subcontractor agree that insurer shall waive their rights of subrogation against City Colleges of Chicago.

The Proposer expressly understands and agrees that any insurance maintained by City Colleges of Chicago shall apply in excess of and not contribute with insurance provided by the Proposer under the contract.

If the Proposer or its subcontractors desire additional coverage, higher limits of liability, or other modifications for its own protection, the Proposer and each of its subcontractors, shall be responsible for the acquisition and cost of such additional protection.

City Colleges of Chicago maintains the rights to modify, delete, alter, or change these requirements.

Prior to the execution of this Agreement, Licensee shall furnish the Institution with original insurance certificates evidencing the required coverage. The above referenced coverage limits are at levels consistent with Illinois statutory requirements and are within reasonable levels to insure the District's requirements, interests and operations. The Insurance Carriers underwriting said Policies shall reflect an AM Best Rating Guide of "A-", VIII or better. All insurance certificates shall name the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, and its officers, directors, agents, students, employees, contractors and volunteers as additional insured on a primary, non-contributory basis. Institution's failure to obtain certificates or others insurance evidence from Consultant shall not be deemed a waiver of this provision by the Institution. This Agreement, at Institution's sole discretion, may be terminated if Licensee fails to comply with this provision. All insurance policies required hereunder shall include a provision which requires the Institution to receive sixty (60) days prior written notice before coverage is substantially changed, cancelled or non-renewed. Any insurance or self-insurance programs maintained by Institution shall apply in excess of and not contribute with insurance provided by Licensee.

B. Non-Discrimination

A Proposer, in performing under this Agreement, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice.

Proposer further agrees that this article will be incorporated by Proposer in all agreements entered into with supplier of materials or services, Contractors and Subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract. Attention is called to Executive Order 11246 issued September 24, 1965, 3 CFR p. 567, 1966; The Civil Rights Act of 1964, Pub. L. 88-352, July 2, 1964, 78 Stat. 241 et sub; to the State Acts approved July 28, 1961, Ill. Rev. Stat. 1967, CH. 38, Secs. 13-3 to 13-4 inclusive; July 8, 1933, Ill. Rev. Stat. 1967, CH. 29, Secs. 17 to 24 inclusive; July 21, 1961, Ill. Rev. Stat. 1967, CH. 48, Secs. 851 to 866 inclusive, and July 26, 1967, Ill. Rev. Stat. 1967, CH. 48, Secs. 881 to 887 inclusive, and an ordinance passed by the City Council of the City of Chicago, August 21, 1945, page 3877 to the Journal of the Proceeding.

When requested to demonstrate compliance, the Proposer and Subcontractors will furnish such reports and information as requested by the Chicago Commission on Human Relations.

SECTION V - GENERAL INSTRUCTIONS

A. Time for Receiving Proposals

Proposals must be received no later than 12:00 p.m. local Chicago time, on Friday, March 15, 2019. Proposals received prior to the due date and time will be securely kept and unopened. Proposals submitted after the designated time and date will be returned unopened. Proposals are not publicly opened and once submitted become the property of the City Colleges of Chicago.

B. Preparatory Cost

All costs incurred in the preparation and presentation of the Proposals shall be wholly borne by each Proposer.

C. Submission of Proposals

The City Colleges of Chicago at its discretion, may reject any or all of the proposals, cancel and reissue this RFP, negotiate with any, all or none of the proposers, solicit best and final proposal from all or some of the proposers and award a contract to one or more of the proposers.

D. Contract Award

The successful proposer will be required to enter into a Professional Service Agreement with the Board of Trustees of Community College District No. 508, which incorporates as part of the agreement, this RFP and the proposer's response to the RFP. City Colleges of Chicago reserves the right to award to multiple vendors

E. Withdrawal of Proposals

Proposers may withdraw their proposals at any time prior to the time specified as the closing time for the receipt of proposals. However, no proposer shall withdraw or cancel his proposal for a period of one hundred-eighty (180) calendar days after said closing time for the receipt of proposals nor shall the successful proposer(s) withdraw, cancel or modify its proposal after having been notified by the City Colleges of Chicago that said proposal has been accepted.

F. Addenda to this RFP

If the City Colleges of Chicago determines that this RFP should be modified before the date set for receipt of proposal, CCC will inform all prospect Proposers by distributing addendum. The addendum will be emailed, faxed or mailed to each Proposer receiving this RFP. Proposer must acknowledge receipt of each addendum issued in the RFP Executive Summary Introduction Letter.

G. Conflicts

In the event of conflict between the Contractor's terms and conditions and those of City Colleges of Chicago, City Colleges of Chicago's terms and conditions will take precedence.

H. Indemnity

Notwithstanding any other terms and conditions, including any obligations regarding insurance coverage, Vendor agrees to defend, indemnify, save and hold harmless fully the Board of Trustees of Community College District No. 508, its colleges, satellite campus', officers, employees, agents, students, volunteers and contractors against any and all claims, suits or judgments, costs or expenses, including attorney's reasonable fees, (collectively ("Loss")) in connection with this Agreement. This indemnification obligation does not extend to that portion of a Loss caused by Institution's negligence, as determined by a court of competent jurisdiction in a final, non-appealable judicial order. The firm must acknowledge in their submission their willingness to indemnify City Colleges of Chicago.

The requirements listed below are mandatory for protecting the interests of the City Colleges of Chicago.

1. The successful Proposer shall indemnify and hold CCC harmless from all providers' performance or failure of performance under the resulting contract.

2. The successful Proposer shall keep CCC free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the provider.
3. The action of the successful Proposer with third parties is not binding upon CCC.

I. Termination

Termination for Convenience. This contract can be terminated upon ten (10) days written notice by City Colleges of Chicago on the grounds of Proposer's violation of any terms and conditions of the Contract, procedures or guidelines or inadequacy of Proposer's performance or if there is no further need for the requirements. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City Colleges of Chicago for payments to be made under this agreement, then the City Colleges of Chicago will notify the contractor of such occurrence and this agreement shall terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments will be made or due to the contractor under this contract beyond those amounts appropriated and budgeted by the City Colleges of Chicago to fund payment under this contract.

City Colleges of Chicago may terminate this Contract, or any portion of the Services to be performed under it, at any time for convenience by a notice in writing from CCC to the Proposer when the Contract may be deemed no longer in the best interest of CCC.

Termination for Default. Subject to Section 10(a) herein, this Agreement may also be terminated for default. Each of the following shall constitute an event of default by Consultant ("Default").

- i. Any material misrepresentation, whether in the inducement or in the performance, made by the Consultant to the Institution; and
- ii. A breach of a representation or warranty contained in this Agreement; and
- iii. The insolvency, bankruptcy or committing of any act of bankruptcy or insolvency, or making an assignment for the benefit of creditors; and
- iv. Failure to comply with or perform any material provision of this Agreement; and
- v. Failure or refusal to provide enough properly skilled personnel, adequate supervision, or adequate materials and equipment of the proper quality to perform the Services; and
- vi. Causing, by any action or omission, the stoppage, delay of, or interference with, the work of any other Consultant or subconsultant.

If a court of competent jurisdiction rules that termination of this Agreement by the Institution for default of Consultant was wrongful, then the termination shall be deemed to have been a termination for convenience.

- a. **Curable and Incurable Defaults.** Time-sensitive defaults (e.g., failure to meet deadlines) are not curable unless the Institution, in its sole and absolute discretion, extends the deadline. Such extension, however, does not relieve Consultant of liability for any damages the Institution may suffer. Consultant shall cure any default that is not time-sensitive with ten (10) calendar days after Consultant is given notice of the default.
- b. **Remedies.** In addition to any other remedies contained herein, the Institution may invoke any or all of the following remedies for a Default:

- i. Complete the Services at Consultant's expense, either directly or through the use of contractors and subcontractors; or
 - ii. Receive a refund or withhold all or any portion of the Fee; or
 - iii. Demand specific performance, an injunction or any other appropriate equitable remedy; or
 - iv. Terminate this Agreement.
- c. **Right to Offset.** All costs incurred by the Institution due to: (i) termination of this Agreement for default; or (ii) Consultant's performance of the Services; or (iii) Institution's exercise of any of the remedies available herein, may be offset by: (i) any credits due to or overpayments made by the Institution; or (ii) any payments due to Consultant for Services completed. If such amount offset is insufficient to cover those excess costs, Consultant shall be liable for and promptly remit to the Institution the balance upon written demand. This right to offset is in addition to and not a limitation on any other remedies available to the Institution.

No remedy hereunder is exclusive of any other remedy, but each remedy shall be cumulative and in addition to any other remedies at law, in equity or by statute existing now or hereafter. No delay or omission to exercise any right or power accruing upon any Default shall impair any such right or power nor shall it be construed to be a waiver of any Default or acquiescence therein, and every such right and power may be exercised periodically and as often as may be deemed expedient. If the Institution considers it to be in the Institutions best interest, it may choose not to declare a default or terminate the Agreement. The parties acknowledge that this provision is solely for the benefit of the Institution and that if the Institution permits Consultant to continue providing Services despite one or more events of default, the Consultant is in no way relieved of any of its duties and obligations under the Agreement and the Institution does not waive or relinquish any of its rights.

Additional Provisions. The parties further agree the following provisions:

- a. **Cooperation with Successors.** If this Agreement expires or is terminated for any reason, Consultant shall use its best efforts to assure an orderly transition to Institution and to the successor consultant, if any. Consultant must make an orderly demobilization of its own operations, provide the Services uninterrupted until the effective day of such termination or expiration, and otherwise comply with the reasonable requests and requirements of the Institution in connection with the termination or expiration.

J. Minimum Wage

Effective December 11, 2014, City Colleges of Chicago (CCC) adopted Mayoral Executive Order 2014-1 which provides for a fair and adequate Minimum Wage to be paid to employees of CCC contractors and subcontractors performing work on CCC contracts. A copy of the Order may be downloaded from the Chicago City Clerk's website at: <http://chicityclerk.com/wp-content/uploads/2014/09/Executive-Order-No.-2014-1.pdf>

If this contract was advertised on or after December 11, 2014, Contractor must comply with Mayoral Executive Order 2014-1 and any applicable regulations issued by the Chief Procurement Officer. As of December 11, 2014, the Minimum Wage to be paid is \$13.00 per hour. The Minimum Wage must be paid to:

- All employees regularly performing work on CCC property or at a CCC jobsite.
- All employees whose regular work entails performing a service for CCC under a CCC contract.

The Minimum Wage is not required to be paid to employees whose work is performed in general support of contractors operations, does not directly relate to the services provided to CCC under the contract, and

is included in the contract price as overhead, unless that employee's regularly assigned work location is on CCC property or at a CCC jobsite. It is also not required to be paid by employers that are 501(c)(3) not-for-profits.

Except as further described, the Minimum Wage is also not required to be paid to categories of the Illinois Minimum Wage Law, 820 ILCS 105/1 et seq., in force as of the date of this Contract or as amended. Nevertheless, the Minimum Wage is required to be paid to those workers described in subsections 4(a)(2)(A) and 4(a)(2)(B) of the Illinois Minimum Wage Law.

Additionally, the Minimum Wage is not required to be paid to employees subject to a collective bargaining agreement that provides for different wages than those required by Mayoral Executive Order 2014-1, if that collective bargaining agreement was in force prior to December 11, 2014, or if that collective bargaining agreement clearly and specifically waives the requirements of the order.

If the payment of a prevailing wage is required and the prevailing wage is higher than the Minimum Wage, then the Contractor must pay the prevailing wage.

K. Prevailing Wage

As required by the Illinois Revised Statutes, Chapter 48, Sections 39s-1 -39s-11, Prevailing Wage Act, as amended, requires that all wages paid to laborers, workers or mechanics performing work under this contract be in accordance with the general prevailing hourly rate of wages for persons engaged in the construction of public works in this locality as determined by the Department of Labor of the State of Illinois.

L. Contract Terms

Services will begin upon execution of a professional service agreement and the issuance of a Purchase Order, for a period of five (5) years with an option to renew for an additional two (2) year period, subject to our Board's approval.

M. Payment

The selected proposer will not be entitled to demand or receive payment under this Agreement until all of the stipulations, provisions and conditions set forth in the Agreement have been complied with. Invoice(s) should be transmitted to the Accounts Payable Department via e-mail (preferred method) to accountpayableservices@ccc.edu or in duplicate hard copy to City Colleges of Chicago, Accounts Payable Department, 3901 S. State Street, Chicago, IL 60609. CCC offers expedited payment terms to its suppliers for accepting electronic payments, as follows:

Net 15 days or less- CCC utilizes an electronic payment method leveraging unique and secure cardless payment accounts which allows for placement of funds for approved payment transactions on a Visa Single Use Account ("SUA") administered through U.S. Bank via the Payment Plus program.

Net 45 days - CCC also utilizes Automatic Clearing House ("ACH") as a method to pay suppliers. This requires completion of a form indicating Bank routing and account number information authorizing CCC to deposit funds into your Bank account.

Net 60 days – CCC will issue traditional checks to suppliers unable to accept one of the preferred electronic methods.

N. Communication

All written inquiries regarding this RFP should be directed to Marietta Williams-Johnson, Buyer, at City Colleges of Chicago, Dawson Technical Institute, Procurement Services, 3901 S. State Street, Room 102, Chicago, IL 60609 or via email, procurementservices@ccc.edu.

Such requests must be submitted by Monday, February 11, 2019, no later than 2:00 p.m.

Any interpretation of the proposed documents will be made only by an addendum issued by the Chief Procurement Officer. A copy of the addendum will be emailed and/or posted on the delivered to each person receiving a copy of the proposal prior to the proposal due date. Failure on the part of the prospective Proposer to receive a written interpretation prior to time of submittal will not be grounds for withdrawal of proposal. Oral explanation is not binding.

Proposers requiring additional information shall contact the Buyer. Proposers who contact any City Colleges of Chicago personnel other than the Buyer will be considered in violation of the procurement rules and may have any proposal response disqualified.

O. CCC Ethics Policy

As a contractor or vendor doing business with the City Colleges of Chicago, you are required to comply with the CCC Ethics Policy. Contractors are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity you are allowing established values to guide your actions and decisions. The CCC Ethics Policy can be found at www.ccc.edu/departments/pages/ethics.aspx. Contractors and vendors are required to read and return the signed ACKNOWLEDGEMENT with submissions. (See Appendix I)

SECTION VI - EVALUATION CRITERIA

An Evaluation Committee, which will include CCC representatives, will review proposals in accordance with the evaluation criteria. The Committee will submit its recommendation to the Vice Chancellor/Chief Information Officer. The VC/CIO will review and make a recommendation to the Chancellor and the Board of Trustees. Responses to this RFP will be evaluated according to the following criteria:

1. Past experience with higher educational institutions or comparable organizations
2. Functional and technical requirements as outlined in the scope of services
3. Qualifications of firm and assigned team members
4. Price
5. MBE//WBE compliance

This RFP does not commit City Colleges of Chicago to negotiate a contract, enter into an agreement nor obligate it to pay for any costs incurred in the preparation or submission of any proposal or in anticipation of a contract or agreement. City Colleges of Chicago reserves the right to reject all proposals, and to do business with any one or more of the firms responding to this RFP.

CCC reserves the right to seek clarification of information submitted in response to this RFP and/or to request additional information during the evaluation process. CCC may also request that any short-listed finalists conduct oral presentation and/or demonstrations of their services and system.

SECTION VII - EXECUTIVE SUMMARY FORM

The undersigned, hereby acknowledges having received a full set of the **Request for Proposal (RFP) #MWJ1901 – Computer Technology Equipment and Services** for the City Colleges of Chicago.

Company's Name: _____

Type of Company: () Corporation () Partnership () Sole Proprietor ()

Name of principals/owners of Company: _____

Name of Parent Company, if any: _____

- I. I do solemnly declare and affirm under penalty of perjury that the contents of the forgoing documents are true and correct, and that I am authorized, on behalf of the firm, to commit to this proposal.

Name of Preparer (print)

Title

Preparer's Signature

Date

Attesting Signature (required for corporations)

Title

Business Address

City

State

Zip Code

Federal Employee Identification Number (FEIN)

Contact Person's Name and Title

Telephone Number

Fax Number

Email Address

Note: Summary Sheet must be completed or Proposal may be deemed non-responsive. Rubber-stamped or typed signatures will disqualify your proposal.

SECTION VIII – FEE/COST PROPOSAL

Having carefully examined the scope of services, requirements, and conditions affecting this Request for Proposal, the Proposer shall provide a Fee/Cost Proposal in which the Proposer will perform the services requested. Your proposal must identify and detail any and all other pricing structures, cost or fees (i.e. licensing, professional/consulting services, on-going maintenance, etc.)

EQUIPMENT SYSTEM PRICING AND PRICING INCENTIVES

Proposers are to provide pricing based on the configurations noted in Exhibit B for each of the following categories:

- Warranty
- List Price
- Cost plus Discount % Costs
- Net Price

Vendor must be a Value Added Reseller for the specified manufacturers identified in this RFP. Each Proposer's proposal must adhere to the following requirements. Vendor(s) may note "no bid" on items they are not a VAR or an Authorized Service Provider

GENERAL PRICING

1. Cost plus pricing is firm for the term of any resultant contract. (The cost plus price may consist of general overall guaranteed cost plus pricing, or it may consist of detailed categorized pricing. Proposers must specify any and all products and/or services NOT covered by this pricing structure and must specify whether the cost of a three (3) year warranty upgrade is included in the price of the product or service or is listed separately in the proposal.) Proposers should provide a flat rate for products and equipment specified in Exhibit B.
2. Pricing is inclusive of any and all delivery charges (See appendices for related interrogatory).
3. Pricing includes all original equipment manufacturer accessories and supplies, including, but not limited to, operational manuals, driver software, and cables
4. Pricing includes configuration, on-site installation, and enhanced hardware service agreement/warranty.
5. Offer any additional discount program or incentives along with the pricing schedule.
6. At no cost to CCC, the selected vendor(s) must make available for evaluation at least two (2) systems, that is, two (2) of each of the following, details about which are provided in Exhibit B
 1. Desktops and laptops
 2. Monitors
 3. Servers
 4. Printers and scanners
 5. Software products
 6. Displays
 7. Optional products

Said systems will be available to CCC for evaluation and will be updated by the selected vendor(s) as new technology evolves and as new equipment and products are developed.

PRICING SPECIFICS**1. PRICING FOR DESKTOPS and LAPTOPS**

Pricing shall include all components as described herein under Configurations in Exhibit B.

2. PRICING FOR MONITORS

Pricing shall include all components as described herein under Configurations in Exhibit B.

3. PRICING FOR SERVERS

Pricing shall include all components as described herein under Configurations in Exhibit B.

4. PRICING FOR PRINTERS and SCANNERS

In addition to providing pricing based on the Configurations noted herein in Exhibit B Pricing includes all original equipment manufacturer accessories and supplies, including manuals, driver software, toner and media trays etc. A printer interface cable MUST be accompanied by each printer that is ordered.

Consumables, such as toner, are to be priced.

5. PRICING FOR SOFTWARE PRODUCTS

Pricing shall include all components as described herein under Configurations in Exhibit B.

6. PRICING FOR DISPLAYS

Pricing shall include all components as described herein under Configurations in Exhibit B.

7. PRICING FOR OPTIONAL PRODUCTS AND SERVICES

CCC reserves the right to request Statements of Work for projects that may involve both equipment and/or services. The Proposer shall describe pricing for system units, related items, and all available component and add-on features for referenced equipment. Contracted vendor will be requested to quote jobs based on equipment pricing and discounts per the contract, hourly rates and indicate a time frame for the job.

Proposer is to propose a list of technical staff and hourly rates that are required to provide installation, integration and support services listed in this contract.

8. PRICING INCENTIVES

1. Discounted Related Information Technology Equipment: Please indicate discounts from manufacturers' list prices on all related equipment for each listed in Exhibit B such as, but not limited to, laptops, desktops, scanners, digital cameras, projectors, interactive classroom equipment, audio and video conferencing equipment, and large LCD displays. Proposers are encouraged to submit pricing for other related technology products and supplies.
2. Software Educational and Volume Discount Incentives: CCC is aware that many software companies offer special educational volume discount pricing. Proposer should be open to the possibility of periodic audit by CCC Internal Audit. Each Proposer shall include in its proposal all available discounts and other pricing incentives that its firm can provide to CCC. Also, subject to penalty, the selected vendor shall provide CCC with all available discounts and other pricing incentives for which CCC is eligible. Proposers MUST provide sample copies of all agreements that will need to be established between CCC and the software developer before CCC may benefit from the special pricing structures.
3. Percentage discounts off manufacturer's list pricing is to be presented for manufacturer categories requested herein.

Company's Name: _____

Preparer's Name (print)

Title

Preparer's Signature

Date

Telephone Number

Email Address

EXHIBIT A

OFFICE OF INFORMATION TECHNOLOGY EQUIPMENT, SERVICE, AND MAINTENANCE REQUIREMENTS

INSTALLATION, INTEGRATION AND SUPPORT

CCC requests proposals for support services, installation and integration for the equipment outlined in the Exhibit B. Vendors are to propose scope of work teams for the installation & integration of the various systems that can be formed from said equipment. Proposals are to include OEM training by manufacturer certified staff to CCC's technical staff for equipment and software provided.

ID #	Category	Sub-Category	Product Specifications	Y/N	Please provide details as appropriate:
1.	Utilities of Service	Equipment Repair and Maintenance	Proposers seeking to be awarded contracts for maintenance on laptops, desktops, LCD monitors and laser printers must be Hewlett Packard Authorized Service Providers.		
2.	Utilities of Service	Equipment Repair and Maintenance	Proposers are responsible for determining in or out of warranty status at the time of the service call.		
3.	Utilities of Service	Equipment Repair and Maintenance	Proposer will provide all parts (except manufactured consumable items) and labor to perform the repairs.		
4.	Utilities of Service	Equipment Repair and Maintenance	Should vendor identify equipment or materials in need of repair or maintenance that is not covered under warranty vendor is responsible for providing a quote of the cost for repair/maintenance from the requestor of the on-site repair/maintenance prior to commencing with the work		
5.	Utilities of Service	Equipment Repair and Maintenance	Vendor will provide and utilize appropriate equipment and supplies required to repair and/or maintain the equipment, including, but not limited to; maintenance materials, tools, original manufacturer replacement parts, documentation, diagnostic tools and test equipment.		
6.	Utilities of Service	Equipment Repair and Maintenance	Provide and bear all costs associated, but not limited to, transportation, labor and parts for maintaining the specified equipment in good operating condition.		
7.	Utilities of Service	Equipment Repair and Maintenance	Maintenance support must include support repair of system unit including, but not limited to; disk drives, CD drives, DVD drives, tape backup units, network cards, memory, batteries, emulation cards and other expansion cards and devices		
8.	Utilities of Service	Vendor Deliverables	Vendor(s) must provide written notification to CCC as soon as possible after learning of situations that may adversely affect CCC's information technology base. Events requiring written notification include, but are not limited to:		

			1. Supplier-initiated changes in configuration from the standards defined by CCC; 2. Supply shortage situations; and/or 3. Hardware defects and compatibility issues. 4. Upgrades to equipment models and software versions		
9.	Utilities of Service	Vendor Deliverables	The selected vendor must meet periodically as requested with OIT management to discuss performance, and provide relevant information about the IT industry and market, especially as they relate to the higher education and community college arenas		
10.	Utilities of Service	Vendor Deliverables	Reports submitted in the management meeting are to include sales as well as contract performance data.		
11.	Utilities of Service	Vendor Deliverables	With respect to each product purchased by CCC, the successful Proposer(s) will coordinate with supplier(s) to offer regular access to non-disclosure announcements, beta releases, and software and volume upgrades, whenever they are available.		
12.	Utilities of Service	Vendor Deliverables	CCC is to be notified of updated and new versions/software.		
13.	Utilities of Service	Vendor Deliverables	CCC is to have updates demonstrated and may request technical support in developing images.		
14.	Utilities of Service	Vendor Deliverables	Provide monthly technology assessment meetings to review current and upcoming hardware, software and peripheral trends within the IT sphere.		
15.	Utilities of Service	Vendor Deliverables	CCC reserves the right to schedule fewer or more often meetings depending on the prevailing needs of the District.		
16.	Utilities of Service	Vendor Deliverables	Each computer procured by CCC must include delivery to OIT a licensed copy of the support manual and other materials and documentation for the delivered and/or latest version of software as of the date of this procurement vehicle.		
17.	Utilities of Service	Vendor Deliverables	Each computer procured by CCC must include delivery to OIT related software and drivers.		
18.	Utilities of Service	Vendor Deliverables	Each computer procured by CCC must include delivery to OIT "Ready to Run" units containing fully assembled and installed internal and external components specified for complete and proper operation including, but not limited to all internal interface cards, RAM, I/O ports, and storage devices.		
19.	Utilities of Service	Vendor Deliverables	OIT may provide a system image type appropriate for loading on all new PCs provided by the vendor, including but not limited to, appropriate network and product configurations, by		

			CCC location. Each image is to be loaded on equipment in such a manner that an individual system identification number is generated.		
20.	Utilities of Service	Returns and Replacements	Each Proposer's proposal must adhere to the following guidelines: a) Supply an electronic copy of the Proposer's procedures and policies for the return of goods, including, but not limited to, the process by which refunds shall be credited to CCC. b) Provide the hardware replacement policy for each vendor whose goods are proposed. c) Provide details about any trade-in/trade-out discounts and/or incentives associated with proposed goods.		
21.	Utilities of Service	Returns and Replacements	For hardware purchases, CCC reserves the right to return any improperly configured, incompatible or otherwise incorrect systems within thirty (30) days, such that the supplier shall incur shipping and insurance costs related to said returns.		
22.	Utilities of Service	Returns and Replacements	Any desktop computer, laptop computer, server, midrange computer, optional upgrade component and/or other peripheral device delivered to CCC that is found "Dead on Arrival" (DOA) must be replaced with a new operable unit that has the originally identified specifications and by no later than the next business day after notification by CCC to the vendor.		
23.	Utilities of Service	Returns and Replacements	The vendor must bear all costs associated with the return of the inoperable unit, as well as delivery of the new unit to the appropriate CCC location.		

ID #	Category	Sub-Category	Product Specifications	Y/N	Please provide details as appropriate:
1.	Installation	Set-up Service	Transfer equipment from delivery area to user's station/office		
2.	Installation	Set-up Service	Un-pack all equipment		
3.	Installation	Set-up Service	Set-up equipment on desktop per OIT and/or user's direction		
4.	Installation	Set-up Service	Connect system to printer(s)		
5.	Installation	Set-up Service	Connect system to network		
6.	Installation	Set-up Service	Test printing and network connection(s)		
7.	Installation	Set-up Service	Remove from CCC premises any and all discarded packaging materials.		
8.	Installation	Set-up Service	Place CCC asset tag and report		

			asset number to Purchasing		
9.	Installation	Configuration Service	Identify and move all data files to designated network drive or OneDrive		
10.	Installation	Configuration Service	Perform new machine check (e.g., boot, check for errors, scan disk, connect to network, check peripherals)		
11.	Installation	Configuration Service	Transfer data to new system		
12.	Installation	Configuration Service	Reinstall all relevant applications including, but not limited to, Microsoft Office and email access		
13.	Installation	Configuration Service	Test Applications		
14.	Installation	Configuration Service	Images are to be installed in a manner that creates a unique System Identification Number		
15.	Installation	Configuration Service	Test printing (i.e., local and remote) and peripherals		
16.	Installation	Configuration Service	All new configurations are to be documented and provided to CCC.		
17.	Installation	Configuration Service	All new systems are to have unique System Identification Numbers.		
18.	Installation, Integration and Support Services	Configuration Service	Perform Upgrade to current version of Windows or other identified operating system		
19.	Installation, Integration and Support Services	Configuration Service	Should the proposed support services be provided by a party other than the Proposer, identify the service organization and provide a letter from said organization acknowledging and defining the proposed services. CCC reserves the right to vet and approve staff proposed.		
20.	Installation, Integration and Support Services	Configuration Service	CCC requires that all options be pre-configured, installed and tested before delivery		
21.	Installation, Integration and Support Services	Configuration Service	In addition to options provided by the manufacturer, CCC may order systems with third party options.		
22.	Installation, Integration and Support Services	Configuration Service	Hourly on-site installation of application software		

Technical Services and Support

ID #	Category	Sub-Category Product	Specifications	Y/N	Please provide details as appropriate:
1.	Technical, Service and Sales Support	Service	Upon request by CCC management, and at no additional cost to CCC, provide on-site direct vendor sales support and on-site technical support to CCC in a space provided by the CCC's Office of Information Technology		
2.	Technical, Service and Sales Support	Service	Vendor will provide an on-site direct vendor sales support representative and the on-site technical support technician may be requested to be present for as		

			many as two (2) days per month and four (4) days per month, respectively		
3.	Technical, Service and Sales Support	Service	On-site technical support technician is required to handle driver software and other printer related issues		
4.	Technical, Service and Sales Support	Service	Telephone support for CCC purchases will be required during standard business hours, five business days each week.		
5.	Technical, Service and Sales Support	Service	OEM support and critical technical support may also be required and should be provided to specified equipment upon CCC management request		
6.	Technical, Service and Sales Support	Service	Provide to CCC a monthly report formatted in Microsoft Excel documenting sales, tabbed by month, and totaling all expenditures by CCC location for computers, printers, software and related equipment.		
7.	Technical, Service and Sales Support	Service	Provide CCC a report documenting project status, service level agreement adherence and performance		
8.	Technical, Service and Sales Support	Service	Distribute report to the CCC OIT business manager no later than the 5th of each month and is to be approved by CCC OIT management.		
9.	Technical, Service and Sales Support	Service	Reports and status meetings may be escalated to once a week should CCC OIT management require		
10.	Technical, Service and Sales Support	Service	Provide report on contract performance and document remediation measures if so required		
11.	Technical, Service and Sales Support	Service	Provide to CCC a minimum of one (1) dedicated Account Representative and one (1) dedicated Customer Service Representative, each of whom will be located at the supplier's office and responsible for handling CCC orders, such that its requests, questions and concerns are acknowledged within one (1) hour of notification by CCC, and resolved within a reasonable amount of time		
12.	Technical, Service and Sales Support	Service	Account Representative be made available at a minimum between the hours of 8 AM and 10 PM Monday through Friday, and between the hours of 8 AM and 4 PM on holidays and weekends		
13.	Technical, Service and Sales Support	Service	Provide Supplemental Critical Support at CCC's request to cover major events, critical meetings and special needs.		
14.	Technical, Service and Sales Support	Statement of Work requests	Contracted vendor must agree to comply with all quoting and fulfillment restrictions and directives that (1) may be issued by authorized CCC personnel and (2) might include, but not be limited to a directive for the selected vendor(s) to provide price quotes for particular		

			product classes.		
15.	Technical, Service and Sales Support	Statement of Work requests	Contracted vendor must agree to comply with all quoting and fulfillment restrictions and directives that (1) may be issued by authorized CCC personnel and (2) might include, but not be limited to a directive for the selected vendor(s) to provide price quotes for items to be used by particular user groups.		
16.	Technical, Service and Sales Support	Statement of Work requests	Contracted vendor must agree to comply with all quoting and fulfillment restrictions and directives that (1) may be issued by authorized CCC personnel and (2) might include, but not be limited to a directive for selected vendor(s) to provide technical staff resumes and hourly rates for specific work.		
17.	Technical, Service and Sales Support	Asset tracking requirements	Vendor agree to comply with CCC delivery and asset tracking requirements including only materials for which a CCC Purchase Order has been issue should be fulfilled.		
18.	Technical, Service and Sales Support	Asset tracking requirements	Vendor agree to comply with CCC delivery and asset tracking requirements including all equipment deliveries are subject to inspection by CCC Receiving personnel.		
19.	Technical, Service and Sales Support	Asset tracking requirements	Vendor agree to comply with CCC delivery and asset tracking requirements including affixing a CCC asset tag to all materials being delivered and provide list of the materials being delivered to the purchaser in an Excel or .csv file, including: a. Product ID b. Serial number c. Unique System Identification Number d. Make e. Model # f. Campus/Location g. Classroom or Cube # (if known)		
20.	Technical, Service and Sales Support	Asset tracking requirements	Vendor agree to comply with CCC delivery and asset tracking requirements including providing documentation of removed equipment per CCC's direction.		

EXHIBIT B

SOFTWARE, EQUIPMENT, AND MAINTENANCE

City Colleges of Chicago uses HP computers and peripherals in multiple form factors with varying processing power determined by the application. Only new, manufacturer provided equipment will be acceptable; no rebuilt or refurbished equipment will be accepted. The Proposer must be a VAR (Value Added Reseller) or Authorized Service Provider and be able to sell and service the current requested models upon which they bid, as well as future models designated by CCC. Pricing is to be based off the configurations noted with percentage off list prices for future models proposed to CCC and accepted by CCC management. Vendor is to maintain license renewal information in a tracking database and process renewal with notification to CCC for all software purchased under this contract.

Software

CCC uses multiple desktop and server based applications based on need. The following software are listed indicating the current version installed at CCC. CCC may request other software and/or future versions of the same.

ID #	Category	Sub-Category	Specifications	Product Specification	Warranty	Service/Repair Details	Cost Details
1.	Software	Application	Theft and Data Recovery		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
2.	Software	Application	Adobe CS		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
3.	Software	Application	Adobe Acrobat Pro		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
4.	Software	Application	Architecture, Engineering, and Construction		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
5.	Software	Application	Speech Recognition		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
6.	Software	Application	Assessment and Curriculum Development		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
7.	Software	Application	Exam view		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
8.	Software	Application	System Restore		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

9.	Software	Application	Disability Software		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
10.	Software	Application	Data Collection and Analysis		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
11.	Software	Application	Fujitsu Scan Snap		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
12.	Software	Application	Malware		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
13.	Software	Application	Anti-Virus		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % _____ Net Price \$ _____ Comments:
14.	Software	Application	Statistical Analysis and Engineering		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % _____ Net Price \$ _____ Comments:
15.	Software	Application	Tutoring		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
16.	Software	Application	TABE		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
17.	Software	Application	Interactive Learning		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
18.	Software	Application	Microsoft.net		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
19.	Software	Application	Microsoft Video Studio		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
20.	Software	Application	Microsoft Video Studio Express		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
21.	Software	Application	CCtv		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

22.	Software	Application	Graphic Solution		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
23.	Software	Application	Nclex nclex		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
24.	Software	Application	Classroom Management Solution		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
25.	Software	Application	Oracle Enterprise		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
26.	Software	Application	Dental Learning Solution		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
27.	Software	Application	Oracle eclipse		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
28.	Software	Application	Oracle Java		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
29.	Software	Application	Test Generator		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
30.	Software	Application	Payment Processing		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
31.	Software	Application	SAS		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
32.	Software	Application	Secure Browser		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
33.	Software	Application	Smart Technologies Notebook		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
34.	Software	Application	Polling Solution		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % _____ Net Price \$ _____ Comments:

35.	Software	Application	Designing Solution		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % _____ Net Price \$ _____ Comments:
36.	Software	Application	Collaboration		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
37.	Software	Application	Disaster Recovery		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
38.	Software	Application	Data Backup and Retention		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
39.	Software	Application	Network Monitoring and Management		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
40.	Software	Application	Project Management		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
41.	Software	Application	File Management		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
42.	Software	Application	Microsoft Windows Server Enterprise Edition		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
43.	Software	Application	VMware vSphere Enterprise Plus (v5.5)		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
44.	Software	Maintenance	VMware ThinApp License (50)		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
45.	Software	Maintenance	MS SQL Server		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
46.	Software	Maintenance	SAN		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
47.	Software	Maintenance	SSL Website security certificates		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

48.	Software	License	Juniper VPN Maintenance		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
49.	Software	License	Red Hat Enterprise Linux Server standard subscription		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

Computing

City Colleges of Chicago uses HP computers and peripherals in multiple form factors with varying processing power determined by the application. Only new, manufacturer provided equipment will be acceptable; no rebuilt or refurbished equipment will be accepted. The Proposer must be a VAR (Value Added Reseller) or Authorized Service Provider and be able to sell and service the current requested models upon which they bid, as well as future models designated by CCC. Pricing is to be based off the configurations noted with percentage off list prices for future models proposed to CCC and accepted by CCC management. Vendor is to maintain license renewal information in a tracking database and process renewal with notification to CCC for all software purchased under this contract.

ID #	Category	Sub-Category	Specifications	Product Specification	Warranty	Service/Repair Details	Cost Details
1.	Hardware	Mobile Device	HP Business Laptop		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
2.	Hardware	Mobile Device	MacBook Pro		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
3.	Hardware	Mobile Device	Apple Tablet		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
4.	Hardware	Mobile Device	Microsoft Surface		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
5.	Hardware	Desktop	HP Business PC		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
6.	Hardware	Printer	HP DesignJet		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
7.	Hardware	Printer	HP MFP		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

8.	Hardware	Printer	HP Color LaserJet		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
9.	Hardware	Printer	HP Black and White		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
10.	Hardware	Printer	Mobile Printer		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
11.	Hardware	Peripherals	Wireless Keyboard		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
12.	Hardware	Peripherals	Wired Keyboard		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
13.	Hardware	Peripherals	Wireless Mouse		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
14.	Hardware	Peripherals	Wired Mouse		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
15.	Hardware	Peripherals	Battery		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
16.	Hardware	Peripherals	Power cable		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
17.	Hardware	Peripherals	Docking Station		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
18.	Hardware	Peripherals	Headphones		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
19.	Hardware	Peripherals	Disk Drive		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
20.	Hardware	Peripherals	Memory Product		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
21.	Hardware	Peripherals	Scanner		Cost: \$ _____ Years: _____		List Cost \$ _____ Cost Plus Discount % \$ _____

					Type:		Net Price \$_____ Comments:
22.	Hardware	Monitor	HP Business Monitor		Cost: \$_____ Years: _____ Type:		List Cost \$_____ Cost Plus Discount % \$_____ Net Price \$_____ Comments:

Networking and Servers

ID #	Category	Sub-Category	Specifications	Product Specification	Warranty	Service/Repair Details	Cost Details
1.	Hardware	HP Single Task Server	HP DL360 Gen9 8SFF CTO Server	<u>Meets Minimum Criteria:</u> 1. HP DDR4 - 16 GB - DIMM 288-pin - 2133 MHz / PC4-17000 Yes ____ No ____ 2. HP Enterprise Hard drive - 146 GB - hot-swap - 2.5" SFF - SAS 6Gb/s - 15000 rpm Yes ____ No ____ 3. HP Enterprise Hard drive - 300 GB - hot-swap - 2.5" SFF - SAS 6Gb/s - 10000 rpm Yes ____ No ____ 4. HP Smart Array P440ar/2G FIO Controller Yes ____ No ____ 5. HP Rack rail kit - 1U - for ProLiant DL360p Gen8 Yes ____ No ____ 6. HP Power supply - hot-plug / redundant (plug-in module) - Flex Slot - 80 PLUS Platinum Yes ____ No ____ 7. HP Integrated Lights-Out Advanced Subscription license + 1 Year 24x7 Support Yes ____ No ____ 8. HP Foundation Care Next Business Day Service Yes ____ No ____	Cost: \$_____ Years: _____ Type:		List Cost \$_____ Cost Plus Discount % \$_____ Net Price \$_____ Comments:
2.	Hardware	Multi Task Server	HP ProLiant DL380 Gen9 Server	<u>Meets Minimum Criteria:</u> 1. Rack-mountable - 2U - 2-way 2.5 GHz - 12-core - 24 threads Yes ____ No ____ 2. Intel Xeon E5-2680v3 2.5 GHz - 12-core - 24 threads - 30 MB cache Yes ____ No ____ 3. HP DDR4 - 256 GB - DIMM 288-pin - 2133 MHz / PC4-17000 Yes ____ No ____ 4. HP Smart Array P440ar/2G FIO Controller Yes ____ No ____ 5. HP Integrated Lights-Out Advanced Yes ____ No ____ 6. HP 2U SFF Easy Install Rail Kit HP	Cost: \$_____ Years: _____ Type:		List Cost \$_____ Cost Plus Discount % \$_____ Net Price \$_____ Comments:

				Enterprise Mainstream Flash Media Kit Flash memory card - 32 GB - Class 10 – microSD Yes ____ No ____ 7. HP 82E Host bus adapter - PCI Express 2.0 x4 / PCI Express x8 low profile - 8Gb Fibre Channel Yes ____ No ____ 8. HP Power supply - hot-plug / redundant (plug-in module) Yes ____ No ____ 9. HP Foundation Care Next Business Day Service Extended service agreement - parts and labor - 3 yrs Yes ____ No ____ 10. HP StorageWorks License (upgrade license) - 8 ports - for HP 8/24 Yes ____ No ____ 11. VMWare VSphere Enterprise Plus Licenses w/Maintenance Yes ____ No ____ 12. VMware Support and Subscription Basic Technical support - emergency phone consulting Yes ____ No ____ 13. ARCserve UDP Premium Edition Yes ____ No ____			
3.	Hardware	Blade Server	HP ProLiant BL680c G7	<u>Meets Minimum Criteria:</u> 1. HP Intel Xeon MP, 2267 MHz Yes ____ No ____ 2. HP 512 GB of memory, supported by (8) slots of PC2- DIMMs at 667 MHzArray Controller Yes ____ No ____ 3. HP NC373i Multifunction Gigabit Server Adapters with iSCSI boot Yes ____ No ____ 4. HP Smart Array E200i RAID controller with 64 MB cache Yes ____ No ____ 5. HP Foundation Care Next Business Day Service Extended service agreement - parts and labor - 3 yrs Yes ____ No ____	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
4.	Hardware	Router	Cisco ISR 4451 AX Bundle with APP and SEC license		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
5.	Hardware	Power Supply	AC Power Supply for Cisco ISR		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
6.	Hardware	Router	Cisco ISR 4321 AX Bundle w/APP SEC lic		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
7.	Hardware	Router	Cisco ISR 4351 AX Bundle w/ APP SEC lic		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

8.	Hardware	Router	ASR 9001 Chassis with 60G Bandwidth		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
9.	Hardware	Power Supply	750W AC Power Supply for ASR-9001		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
10.	Hardware	Router	Cisco ASR 1002-X		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
11.	Hardware	Power Supply	AC Power Supply for Cisco ISR		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
12.	Hardware	Switches	Cisco Nexus 9000 series switch		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
13.	Hardware	Power Supply	Nexus 9500 3000W AC PS		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
14.	Hardware	Switches	Nexus 9500 linecard 48p 1/10G SFP+		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
15.	Hardware	Switches	Nexus 9300 with 48p 10G SFP+		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
16.	Hardware	Switches	Cisco 3850 Series switch		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
17.	Hardware	Power Supply	750W AC Power Supply for ASR-9001		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
18.	Hardware	Power Supply	1100W AC Config 1 Secondary Power Supply		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
19.	Hardware	Switches	Cisco Nexus 2000 Series		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
20.	Hardware	Storage	HP LTO Ultrium 4 - 800 GB / 1.6 TB		Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
21.	Hardware	Switches	Nexus 2348UPQ		Cost: \$ _____ Years: _____		List Cost \$ _____ Cost Plus Discount % \$ _____

			with 4 Bidi or 2FET- 40G and 8FET-10G		Type:		Net Price \$ _____ Comments:
22.	Hardware	Switches	Catalyst 4500 X Series Switches		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
23.	Hardware	Wireless Controllers	Cisco 8540 Wireless Controllers		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
24.	Hardware	Switches	Cisco Nexus 9000 series switch		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
25.	Hardware	Router	Cisco ISR 4451 AX Bundle with APP and SEC license		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
26.	Hardware	Power Supply	AC Power Supply for Cisco ISR		Cost: \$ _____ Years: _____ Type:		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

Security

CCC's Safety and Security Department is heavily reliant on technology equipment, software and services to keep our community safe. The Safety and Security Department uses specialized equipment, such as card readers, thermal printers, and Security Management System software to secure our physical environment and, because of the investment CCC has made in our video management system, proposing vendors must either be an existing authorized Milestone Systems reseller, or become an authorized reseller for Milestone Systems as a pre-requisite to being awarded a contract for the Security Equipment and Software component of this RFP.

ID #	Category	Sub-Category	Specifications	Product Specification	Warranty	Service/Repair Details	Cost Details
1.	Software	Application	GPS Vehicle Monitoring	Hardwire System which would provide real time fleet tracking	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
2.	Software	Maintenance	Maintenance Agreements on Equipment	Maintenance/Preventative Maintenance on equipment (Security Cameras, Alarm Systems, Turnstiles, Employee/Student ID System)	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
3.	Hardware	Fargo Electronics	Fargo DTC 4500	ISO Magnetic Stripe Encoder	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
4.	Software	Maintenance	Schlage SMS Software	updates	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
5.	Hardware	ISO MIFARE SMART CARD	ID CARD 9520M1	Function at 13.56 MHZ; compatible with Schlage smart card readers; GSC-Is certified; ISO MIFARE Microprocessor; 2.5 bits memory; magnetic strip for extra storage; ISO1443 compliant	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
6.	Hardware	Fargo Electronics- YMCKOK Full Color	PRINTER RIBBON 45200	YMCK Full Color Ribbon 500 IMG	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
7.	Hardware	Lanyard Blue W/NPS Hook38	2135-3002	1/6" Round Cord' 36" Length; w/Nickle-Plates steel crimp & Swivel Hook	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
8.	Hardware	Thermal Print Head Replacement	PRINT HEAD 47500	Fargo 47500 Thermal Print head for Fargo DTC1000, DTC4000, DTC4500 or DTC 400 Printers	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
9.	Hardware	Silver Clips - STRPCLP	CLIPS 2HLSMOFAC	2.75 inch , Clear, NPSCLP	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
10.	Hardware	Thermal Printable Adhesive	TAPE	Compatible with machines that use 1/2" TZ tapes; 0.47 in x 26.2ft (12mm x 8mm)	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

11.	Hardware	Honeywell Digital Key Pad	KEY PAD 6160	5-5/16 x 7-3/8 x 1-3/16; current: standby-40mA; Active Transmission; Data In; Data Out continuous backlight keyboard; speaker with audible beeps; fully compatible with all vista controls.	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
12.	Hardware	CK Dual Tech Long Range Motion Detectors	MOTION DETECTORS	200' X 15'	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
13.	Hardware	In/Out Door Sirens	SIRENS	UI; Heavy Duty Die Cast; 5" x 5" x 4"; 78 to 103db @ 10 feet waterproof	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
14.	Hardware	DYMO Label Writer	DYMO Label Writer 450 Turbo	print resolution 300dpi; 51 labels per minute; 2 year warranty	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
15.	Hardware	Honeywell Vista Zone Pad	128BPTSIA	128 Zone Panel	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
16.	Hardware	Back Up Battery Packs	Battery Packs	Backup battery packs for Honeywell digital Key Pads	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
17.	Hardware	Brady Table Top Punch	SLOT PUNCH 3942-1510	Medium Duty Table Top Slot Punch with adjustable guides	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
18.	Hardware	Dolica Camera Tripods	TRIPOD AX620B100	62-inch Proline Tripod and Ball Head; 13lb capacity; non-slip with bubble leveling.	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:
19.	Hardware	Scanners	Fujitsu ix500 SCANNER	"Flatbed or w/Automatic Document Feeder	Cost: \$ _____ Years: _____ Type: _____		List Cost \$ _____ Cost Plus Discount % \$ _____ Net Price \$ _____ Comments:

ATTACHMENT A**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
D/B/A CITY COLLEGES OF CHICAGO (CCC)****LETTER OF INTENT TO SUBMIT A PROPOSAL****REQUEST FOR PROPOSALS (RFP) #MWJ1901
COMPUTER TECHNOLOGY EQUIPMENT AND SERVICES
DISTRICT-WIDE/ CITY COLLEGES OF CHICAGO**

I, _____, the undersigned being a duly authorized official of
_____ hereby acknowledges receipt of the above referenced
RFP offering and certify the intent of this firm to submit a Proposal in response to the Request.

***PLEASE EXECUTE AND SUBMIT THIS FORM VIA EMAIL, procurementservices@ccc.edu, TO THE
ATTENTION OF MARIETTA WILLIAMS-JOHNSON, BUYER, BY MONDAY, MARCH 11, 2019, NO
LATER THAN 12:00 P.M.***

FIRM'S NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE: _____ **FAX:** _____

PRINCIPAL CONTACT: _____

TITLE: _____

SIGNATURE: _____ **DATE:** _____

DIRECT PHONE: _____ **FAX:** _____

EMAIL: _____ **WEBSITE:** _____

ATTACHMENT B

REFERENCES

Proposers, please provide at least three (3) references, one per firm, for whom you have provided services as requested in this RFP. Please only provide references from companies outside of City Colleges of Chicago. Please complete the City Colleges of Chicago Reference Questionnaire, Page 1, for each of your references and return the forms with your proposal. CCC will provide questions to your references. (Please make additional copies as needed.)



**CITY COLLEES OF CHICAGO
REFERENCE QUESTIONNAIRE**

The contractor listed below has named you as a reference on a project completed within the past three years and/or is currently in progress. The work performed, as indicated by the contractor, is described below. Please revise any incorrect data, and/or include any additional relevant information.

Your timely completion of the questions on the next page(s) will assist CCC in determining the responsibility of this contractor. Your response will be "on the record" and available for the contractor's review. The individual completing this questionnaire may be contacted to confirm their participation. Thank you for your assistance.

Upon completion, please return this page to (Buyer), via email to procurementservices@ccc.edu. Please contact the Buyer at 312-553-2590 with any questions.

To Be Completed By Proposer

Reference Company Name: _____

Reference Contact: _____

Reference Fax: _____

Reference Phone: _____

Reference E-mail: _____

Proposer's Name: _____

Proposer, please provide a brief but detailed explanation of the project/services that you've provided to this reference:

Contract Amount: _____

Project Completion Date: _____

(Page ____ of ____)

APPENDICES

APPENDIX I – TERMS AND CONDITIONS REGARDING COMPLIANCE WITH THE
MINORITY BUSINESS COMMITMENT AND WOMEN BUSINESS ENTERPRISE
COMMITMENT

APPENDIX II – ETHICS ORIENTATION FOR CONTRACTORS/VENDORS

APPENDIX III – ECONOMIC DISCLOSURE INSTRUCTIONS AND ECONOMIC DISCLOSURE
STATEMENT AND AFFIDAVIT

APPENDIX IV - IRS W-9 INSTRUCTIONS AND FORM