

Request for Proposals #19-14

Document Imaging Solution



RELEASED:
April 12, 2019

SEALED PROPOSALS DUE BY:
May 8, 2019 2pm

DELIVER TO:
Cape Cod Community College
Room 115B
2240 Iyannough Rd.
West Barnstable, MA 02668
procurement@capecod.edu

The Document Imaging Software may be funded in part by Project SAIL, Success through Advising and Interactive Learning, a grant awarded by the U.S. Department of Education, Grant # P031A150200.

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SECTION 1: SCOPE OF SERVICES REQUESTED

1.1 Purpose

Cape Cod Community College is issuing a Request for Proposal (RFP) for an agreement for services and software related to Document Imaging indicated in the Scope of Services section of this RFP. The period of this contract shall be for three (3) years commencing on July 2019 and expiring on June 2022 with up to three (3) one-year renewals optional, but may be canceled at any time based on funding availability and/or vendor performance solely at the discretion of the College.

1.2 Background

Cape Cod Community College (CCCC) is an accredited, public two-year institution serving Cape Cod, Nantucket, Martha's Vineyard and areas of southeastern Massachusetts. The main campus is located in West Barnstable, Massachusetts. The College consistently provides an affordable education close to home to a diverse student population, serving over 6,907 individuals each year. The College currently offers 39 Associate in Arts and Science degrees and 49 career-building academic certificates in a variety of program areas.

1.3 Scope of Services

CCCC has determined the need to implement Document Imaging Software for the Admissions Office with the ultimate future goal of expanding electronic records management to other CCCC Enrollment Management and Advising Services (EMAS) Offices. The digitization of records will improve workflow functionality to support the business processes in the Admissions Office. Furthermore, document imaging will simplify the verification process and document tracking of student records for use in other EMAS Offices.

The Document Imaging Software must be compatible and integrate with Jenzabar J1/EX Platform, the College Enterprise Resource Planning (ERP) environment. Vendors who respond to this RFP must clearly explain and document the Jenzabar integration process, including the database integration. The software should be flexible and allow for scalability as document imaging needs will change over time.

Successful vendors must have successfully implemented an imaging system for an academic admissions office of comparable size and scope to CCCC. A detailed plan outlining all steps related to the installation and implementation of the imaging and workflow system prior to the delivery of the system is required.

There are three (3) areas that the proposer will need to address in the statement of work section of their response: technical requirements, functional requirements, and training requirements. Specifically, the response should address how the proposed solution will meet and/or exceed the details associated with each of the requirement areas and answer any questions posed in the table below.

A. Technical Requirements
1. Integrate seamlessly with Jenzabar J1/EX Platform
i. Describe how the product will integrate with the CCCC Jenzabar J1/EX environment. Is the integration real time? Please provide full documentation of the integration process.

ii. Describe the method used for indexing documents to student ids.
iii. Describe the exchange of the data between the document imaging system and the Student Information System (SIS).
iv. Describe the technology your product is based on.
v. Describe your testing platform and your ability to keep up the integration with all Jenzabar ERP future upgrades/ versions.
vi. Describe your ability to trouble- shoot any potential issues related to the security and integration of its software in the future.
2. Compatibility with College internal single sign-on (SSO) authentication protocol. Currently SAML 2.0.
3. Software as a service (SaaS) hosted solution delivery model
Is your software available as a service?
i. Provide your End User License Agreement (EULA) with unlimited users and a Service Level Agreement (SLA) with credits for down-time.
ii. Contract will not include a 'hold harmless' clause in case of data breach.
4. Document storage
i. Documents must be stored external to the Jenzabar database server
5. Software must be ADA compliant (with Section 508 standard).
6. Describe all hardware and software requirements.
7. Describe your licensing requirements and associated costs.
8. Describe your access to the system and do you support multiple web browser compatibility.
B. Functional Requirements
1. Ability to capture document images
i. Able to scan hard copy documents and convert content contained In common image file types, including color images;
ii. Load, categorize and rename common document types as a batch process;
iii. Capture images and documents with a print driver;
iv. Ability to archive the document from the source document (paper or online).
2. Ability to index document images
i. Able to index, import and track documents into the system, including documents originated by electronic web-based, faxed, emailed and scanned;
ii. Index images either manually or automatically via OCR or Intelligent Capture Recognition (ICR) and minimize the manual effort required to match, process and retrieve student records;

iii.	Create and index documents from EDI data using the ANSI TS 130 Standard;
iv.	Allow the configuration of index values to be hidden or restricted based on user roles;
v.	Allow index values to be added using lookup functionality; indexing will need to be flexible and/or including, but not limited to, many key searchable fields;
vi.	Allow the documents to be linked to individuals by recognition of content and having the ability to search the document images by content;
vii.	Allow correction of the index in case of error.
3. Ability to process document images	
i.	Create and support and index for document search and retrieval;
ii.	Navigate within a document; while performing a search for additional documents;
iii.	Sort documents lists by column headings and configurable search filters, providing the ability to configure workflows;
iv.	Allow users to upload emails or attachments from the email client into the system;
v.	Provide users with the ability to access the same document with multiple users simultaneously.
4. Ability to access document images	
i.	Support concurrent users across campus, with no noticeable delay in performance and document retrieval;
ii.	Provide the ability to view or edit 1,000 documents per day.
5. Ability to audit and retain document images	
i.	Ability to flag documents by date, class, or type for archiving and/ or disposal with varying retention period;
ii.	Provide audit trail to determine date, time, action and user who made the change(s) to all events.
iii.	Allow users with the appropriate permissions to view audit logs;
iv.	Track and report common production metrics, such as the number of documents scanned.

6. Ability to secure and backup document images	
i.	System must be able to integrate with anti-virus software; ability to scan submitted documents for viruses;
ii.	Comply with FERPA, HIPAA guidelines as it relates to electronic records;
iii.	Secure and protect all PII (Personally Identifiable Information) and sensitive data by implementing the appropriate level of security measures throughout the system and environment and provide security audits to reduce the risk of data breach;
iv.	Ability to provide backup procedures to create security copies of digitized images and their related index records.
v.	Describe your user security.
C. Training Requirements	
1.	Onsite training in a lecture or classroom format.
2.	Training for the Campus Schedulers and the System Administrators.
i.	Must include training materials and reference manual for system administrators;
ii.	Must include reference manual for end users.

1.4 Vendor Qualifications and Experience

The respondent must provide relevant information about their company's knowledge and experience with providing services and software related to document imaging. Please also include any experience the company has with providing integration solutions with Jenzabar J1/EX Platform in particular or other MEP systems in general. Proposers shall provide, at a minimum, three (3) customer references from institutions requesting similar services to those described herein. See Attachment D for reference contact requirements. Vendor must sign Commonwealth of Massachusetts contract.

1.5 Project Timeframe

Responses will be evaluated based upon ability to meet CCCC project timeline requirements. The CCCC project schedule is as follows:

Milestone Event	Target Date(s)
Setup	July 2019
Implementation, Testing & Troubleshooting	September 2019
Training	November 2019
Project Completed	December 2019

1.6 Price Proposal with Narrative

The respondent must submit the required Proposal Pricing Form (Attachment F) along with a budget narrative that describes the fees associated with services and requirements of the project. As noted in Section 2.3 Bid Submission Requirements, the Proposal Pricing Form and the Budget Narrative should be submitted in a separate sealed envelope marked “*Price Proposal for Document Imaging Solution*”.

The Budget Narrative should not exceed 5 double-spaced pages, with at least one-inch margins using a font of size 11 or larger. The budget narrative can be used to further describe the price information requested on the Price Proposal Form. While all components of price will be considered in the evaluation, it is important to provide a clear indication of the annual software and services costs, both with and without a performance analytics option.

This RFP does not commit CCCC to pay any cost incurred in the preparation and submission of any response to the RFP.

Section 2: Submission Requirements

This RFP document is available on COMMBUYS.com and the CCCC procurement website. COMMBUYS is the electronic marketplace for the Commonwealth of Massachusetts. The RFP is being posted on COMMBUYS strictly for the sake of advertising to the widest possible audience. All questions to this RFP should be addressed directly to CCCC as described below.

2.1 Proposal Timeline

Listed below are the key dates for the RFP process.

RFP Action:	Due Date / Time (EST)
CCCC issues RFP	April 12, 2019 by 5pm
Proposer Questions Due	April 24, 2019 by 2pm
CCCC will Respond to Questions	May 1, 2019 by 5pm
Sealed RFP Responses Due	May 8, 2019 by 2pm
Demonstrations Held, if Requested	May 15- 17, 2019
Notification of Award on or before	June 12, 2019 by 5 pm
Fully Executed Agreement on or before	June 26, 2019

If, at the time of the scheduled proposal deadline, the college is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal deadline will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

2.2 Questions

Questions must be submitted via email to the contact person at procurement@capecod.edu by April 24, 2019 by 2pm. E-mailed questions should contain a request for a read receipt to ensure delivery. Bidders shall not, under any circumstances, contact (directly or indirectly) any other person within the College in regards to this RFP. All material communications between CCCC Procurement Office and potential

respondents shall be in writing, as provided in this RFP. The College will not be responsible for any oral instructions. Answers to questions will be remitted to all entities having requested the proposal as an Addendum to this RFP and will be posted on COMMBUYS. CCCC reserves the right to determine, at its sole discretion, the appropriate and adequate responses to comments, questions, and requests for clarification.

2.3 Optional Demonstrations

Vendors may be required to conduct an on-site or virtual demonstration of their proposed solution, at no cost to CCCC, prior to final vendor selection.

2.4 Proposal Submission

Responders must submit two (2) sealed envelopes.

- (1)** The first sealed envelope should be marked *“Price Proposal for Scheduling Software Solution”* and should include one (1) original hard copy of the Price Proposal Form (Attachment F) and (1) original hard copy of the Budget Narrative as described in Section 1.6 in the Scope of Services.
- (2)** The second sealed envelope should be marked *“Technical Proposal for Scheduling Software Solution”* and should contain six (6) original sealed hard copies of the proposal for the technical aspect of your submission that addresses the non-price requirements described in Sections 1.3 to 1.5 in the Scope of Services. The Technical Proposal shall not exceed 15 double-spaced pages, with at least one inch margins using a font of size 11 or larger. Also included should be one (1) copy of each of remaining required forms (Attachments A-E) described below: Proposer Information Form, Tax Compliance Certificate, Certificate of Non-Collusion, References, Debarment and Suspension Certification.

Proposals should be as thorough and as detailed as possible so that CCCC may properly evaluate the proposers capabilities to provide the required software and services.

Responses to the RFP must be submitted no later than **2:00 PM on May 8, 2019** to Procurement Department, Nickerson Administration Building – RM115B, 2240 Iyannough Road, West Barnstable, MA 02668. **No fax or email responses will be accepted. No incomplete proposals will be considered.**

Prices quoted must be available for acceptance for at least sixty (60) days after the proposal opening date unless otherwise noted in your proposal.

Proposers are prohibited from communicating directly with any employee of the College except as specified in this RFP and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFP. The proposer may e-mail the contact person at procurement@capecod.edu, for this RFP in the event this RFP is incomplete or the proposer is having trouble obtaining any required attachments electronically through COMMBUYS.

Should the proposer find discrepancies in or omissions from the specifications, or shall be in doubt as to their meaning, he/she shall at once notify the College procurement email. The College will not be responsible for any oral instructions. In turn, if the College desires, it will post responses on COMMBUYS.

2.5 Required Forms

All necessary forms are attached to this RFP. Respondents who do not include all completed forms in their proposals will be considered non-responsive. The required forms are as follows:

- 1) Attachment A: Proposer Information Form
- 2) Attachment B: Tax Compliance Certificate
- 3) Attachment C: Certificate of Non-Collusion
- 4) Attachment D: References

Respondents must submit a list of three (3) institutions currently using the proposed technology. References will be checked. NOTE: Poor references may be a basis for a determination that the vendor is not a responsible proposer.

- 5) Attachment E: Debarment and Suspension Certification
- 6) Attachment F: Price Proposal Form (described in Section 1.6 of Scope of Services)

Section 3: Selection Methodology

3.1 Evaluation Criteria

Only those proposals that meet the bid submission requirements described in Section 2 shall be eligible for evaluation. All eligible proposals will be reviewed based on the following ratings (weight) for each evaluation criteria listed in the table below: Highly Advantageous (3), Advantageous (2), Not Advantageous (1), Unacceptable (0). A highly advantageous proposal will provide responses that clearly demonstrate how the proposed software solution and services will meet or exceed the required elements associated with each criterion as described in Section 1.3 to 1.5. The scores from each committee member will be averaged, with a maximum score of 3 possible for each criterion and 15 for the entire proposal.

Item	Evaluation Criteria	Point Value
1	Technical Requirements	0-3
2	Functional Requirements	0-3
3	Training Options	0-3
4	Vendor Qualifications and Experience	0-3
5	Project Timeline	0-3
	Total RFP Point Value	15

3.2 Selection Procedure

A proposal evaluation committee, appropriate to the scope and nature of the RFP, will evaluate each responsive technical proposal based on the five (5) evaluation criteria and maximum points allowed. After the technical proposal scoring is complete, price proposals will be reviewed. The proposal evaluation process is designed to award the contract not necessarily to the respondent of least cost, but

rather to the respondent with the best combination of attributes providing the overall best value. The Board of Trustees shall make the final award.

CCCC reserves the right, at its sole discretion, to request respondent clarification of a Technical Proposal or to conduct clarification discussions with any or all respondents. Any such clarification or discussion shall be limited to specific sections of the proposal identified by CCCC. The subject respondent shall put any resulting clarification in writing as may be required by CCCC.

3.3 Contract Award

The College shall award this contract to the responsive and responsible proposer that provides the greatest overall value to CCCC considering the evaluation criteria described herein as well as cost. Award will be based on best value, not necessarily lowest price. Following the selection of the best-value proposal, CCCC reserves the right to negotiate best and final offer with respect to the contract award.

Upon notification of the award, the respondent with the apparent best-value proposal shall execute the following documents: Commonwealth of MA Standard Contract Form, W-9 Taxpayers ID form, and Commonwealth Terms & Conditions within 10 working days. If the respondent fails to provide the aforementioned requested documents by the deadline, CCCC may determine that the respondent is non-responsive to the terms of this RFP and reject the proposal. If CCCC determines that the apparent best-value proposal is non-responsive and rejects the proposal, the remaining responsive proposals will be reviewed to determine the new apparent best-value proposal.

Section 4: Additional Terms and Conditions

- 4.1 Appendix – Supplemental Information:** *An optional appendix may include materials that illustrate or expand on the respondent’s experience, including examples of reports for similar projects, product brochures, or other related materials useful for evaluation of the response.*
- 4.2 Commonwealth Terms and Conditions:** The department is not obligated and should not complete, sign or execute any vendor’s contract or other terms and conditions. It must be clearly understood that the Commonwealth Terms and Conditions supersede any contractor or vendor contract, invoice or other terms and conditions. If, by chance, any said contractor or vendor contracts, invoices or other terms and conditions are signed, it is immediately considered void.
- 4.3 Reasonable Accommodation:** Any proposer with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFP information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case-by-case basis. A proposer requesting accommodation must submit a written statement that describes the proposer’s disability and the requested accommodation to the contact person for the RFP. The College reserves the right to reject unreasonable requests.
- 4.4 Public Records:** All responses and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, and Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.
- 4.5 Costs:** Costs that are not specifically identified in the proposer’s response, and accepted by a department as part of a contract, will not be compensated under any contract awarded pursuant

to this RFP. The Commonwealth will not be responsible for any costs or expenses incurred by proposer responding to this RFP.

- 4.6 COMMBUYS:** This RFP has been distributed electronically using the COMMBUYS system. COMMBUYS. Proposer are solely responsible for obtaining and completing the required attachments that are identified in this RFP and for checking COMMBUYS for any addenda or modifications that are subsequently made to this RFP or attachments. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to proposers who fail to check for amended RFPs and submit inadequate or incorrect responses. Proposers are advised to check the COMMBUYS posting after the responses to questions have been posted to ensure that they have the most recent information. Proposers may not alter (manually or electronically) the RFP language or any RFP activity files. Modifications to the body of the RFP, specifications, terms and conditions, or that change the intent of this RFP are prohibited and may disqualify a response.
- 4.7 Subcontracting Policies:** Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.
- 4.8 Indemnification:** Unless otherwise exempted by law, the contractor shall indemnify and hold harmless the State, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agency or representative of the Department or the State. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriate and applicable law.
- 4.9 Non-Discrimination in Employment:** The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, age, sex, sexual orientation, gender identity, religion, genetic information maternity leave, military service, marital status or disability. The Contractor agrees to comply with applicable federal and state statues, rules and regulations prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Massachusetts General Laws, Chapter 151B and all administrative and executive orders, where applicable.
- 4.10 Emergency Standby Commodities and/or Services: Due to a declaration of a state of emergency** where the safety and well-being of Commonwealth citizens are at risk, the Commonwealth of Massachusetts may request specific commodities and/or services from its Contractors. Contractors may be called upon to supply and/or deliver to the Commonwealth on a priority basis such commodities and/or services currently under contract.
- 4.11** Such accommodations may be requested from a Contractor during an actual emergency. To accommodate such requests, Contractors may be requested and must make every effort to

service these requests to the best of their ability from regular sources of supply at the rates set forth in any standard contract resulting from this RFP.

- 4.12 Purchase Order Numbers:** Contractors will be responsible for obtaining an approved purchase order number from the procuring fiscal department for all services and/or outright purchases. This purchase order number should appear on all correspondence such as the invoice, packing slip or work order. No service or delivery shall be performed unless an approved purchase order number is assigned or unless an authorized College employee has expressed that the purchase of item or service is an emergency. In the case of an emergency, the contractor shall immediately call the appropriate fiscal office for verification on that day or the next business day, if it is on a weekend or holiday.
- 4.13 Payment:** Invoices should be sent to the Accounts Payable Department after the delivery or service performance. Invoices should be mailed to Accounts Payable at 2240 Iyannough Road, West Barnstable, MA 02668. Reimbursements will be made solely based on actual expenditures, and itemized lists of reimbursement charges must accompany all invoices. Invoices shall be date stamped when received by the AP department.
- 4.14 Order Receipt and/or Work Completion Receipt:** The contractor is required to obtain department employee signatures as verification of shipment and/or work completion. It is highly encouraged that a copy of said document is attached to their invoice. Work orders or work completions shall state the number of hours and the exact times in which the contractor performed their service.
- 4.15 Assurances:** The RFP will include assurances from the evaluator that they will follow CCCC policies and procedures, funder requirements, applicable laws, institutional review board (IRB) policies and procedures, and confidentiality requirements. Staff, if at all directly working with students, will provide proof of all required background checks and clearances.
- 4.16 Non-collusion:** Respondents certify that submitted cost proposals are arrived at independently and without consultation, communication, or agreement with any other contractor, vendor, or potential vendor. Respondents further certify that cost proposals are made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. Respondents agree that no member of the firm's ownership, management or staff has a vested interest in any aspect or department of Cape Cod Community College. Any or all proposals will be rejected if there is reason to believe that collusion exists between proposers, and respondents understand that any misstatement in this affidavit is and shall be treated as fraudulent concealment of the true facts relating to submission of cost proposals under this RFP.
- 4.17 Debarment:** Respondents certify, to the best of their knowledge and belief, that the firm and its principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or state department or agency;
 - b. have not within a three (3) year period preceding this Contract been convicted of, or
 - c. had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining or attempting to obtain, or performing a public (Federal, State or Local) transaction or grant under a public transaction; violation of

Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property; are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses listed in section b. above; and

- d. have not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

4.18 Contract Termination: The College reserves the right to amend or terminate the contract in whole, or with any number of contractors, with or without cause, at any time, without prior notice and upon any time felt necessary by the department. Contract may be canceled at any time based on funding availability and responder performance.

4.19 Contractor Requirements Upon Award: The Awarded Contractor shall execute the Commonwealth of MA Standard Contract Form, W-9 Taxpayers ID form, and Commonwealth Terms and Conditions within 10 working days of receipt of notification of award from the College.

Section 5: Required Forms

Following this page are all of the required forms that must be submitted with the RFP materials in order to be considered a responsible and responsive bidder.

- 1) Attachment A: Proposer Information Form
- 2) Attachment B: Tax Compliance Certificate
- 3) Attachment C: Certificate of Non-Collusion
- 4) Attachment D: References.

Respondents must submit a list of three (3) institutions currently using the proposed technology. References will be checked. NOTE: Poor references may be a basis for a determination that the vendor is not a responsible proposer.

- 5) Attachment E: Debarment and Suspension Certification
- 6) Attachment F: Price Proposal Form

Proposer Information Sheet

Company Name: _____

Size of Company: _____

Incorporation Status: _____

Years of Operation: _____

Contact Individual: _____

Address: _____

Telephone Number: _____

Fax: _____

E-mail: _____

_____: I have received and reviewed all of the proposal information and attachments to RFP# 19-14

Authorized Signature:

Date:

(Sign in Ink)

**CERTIFICATE OF COMPLIANCE
WITH STATE TAX LAW AND UNEMPLOYMENT COMPENSATION
CONTRIBUTION REQUIREMENTS**

Pursuant to M.G.L. Chapter 62C, S 49A, and MGL Ch.151A, Section 19A,

I _____, authorized signatory for
Name & Title

_____, whose principal place of business is located at

_____ do hereby certify under penalties of perjury that
the above business has filed all state tax returns and paid all taxes as required by law and has
complied with all state laws pertaining to contributions to the unemployment compensation fund
and to payments in lieu of contributions.

The Business Organization Social Security Number or Federal Identification Number is

Signed under the penalties of perjury this _____ day of _____,

*Authorized Signature**

Title

***must be signed in ink**

Certification of Non Collusion

The undersigned certifies under penalties of perjury that this Bid or Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

*Authorized Signature**

Date

Printed Name of person signing bid or proposal)*

(Name of business)

***must be signed in ink**

Business References

Please submit a list of three (3) customer references from institutions requesting similar services to those requested in RFP #19-14. References will be checked.

Reference:	_____	Contact:	_____
Address:	_____	Phone:	_____
	_____	Fax:	_____

Description and date(s) of supplies or services provided:

Reference:	_____	Contact:	_____
Address:	_____	Phone:	_____
	_____	Fax:	_____

Description and date(s) of supplies or services provided:

Reference:	_____	Contact:	_____
Address:	_____	Phone:	_____
	_____	Fax:	_____

Description and date(s) of supplies or services provided:

Attach additional sheets if necessary.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Executive Orders 12549 and 12689)**

As required by 2 CFR 200 Section 200.326 : For all contracts the non-Federal entity (CCCC) shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled .Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

COMPANY NAME	AWARD/BID NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

Required Form

Document Imaging Solution Price Proposal Form

Please review for categories, set-up, and any other information that should be requested regarding price.

We propose to furnish to Cape Cod Community College Document Imaging Software and Services in accordance with the attached specifications. The Price Proposal Form, along with the Budget Narrative, should be placed in a **separate envelope marked "Price Proposal for Document Imaging Solution"**.

As indicated below, please provide total costs for the initial service year as well as subsequent renewal years.

The period of this contract shall be for three (3) years commencing on July 2019 and expiring on June 2022 with up to three (3) one-year renewals optional, but may be canceled at any time based on funding availability and/or vendor performance solely at the discretion of the College.

Component Pricing Review

Item/Service	Initial Year of Service July 2019-June 2020	July 2020 – June 2021	July 2021 – June 2022
Licensing Fee	\$	\$	\$
Annual Service/Maintenance Fee	\$	\$	\$
Development of Jenzabar Interface	\$	\$	\$
Installation	\$	\$	\$
Training	\$	\$	\$
Travel	\$	\$	\$
Other Items (Specify)	\$	\$	\$
Total Cost	\$	\$	\$

Proposer understands that this proposal shall be good and may not be withdrawn for a period of at least sixty (60) calendar days after the actual date of the opening.

Budget Narrative Document

As described in Section 1.6, please also include a Budget Narrative that describes the specific nature of the content or parameters associated with each component item or service. For example, how many days will the training take and how many people may participate.