



**procurement
operations**

Request for Proposals (RFP)

For

Voice-Over IP Deployment

Project No. 08-37

REQUEST FOR PROPOSALS

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HOUSTON COMMUNITY COLLEGE

REQUEST FOR PROPOSALS - SUMMARY

Date: May 12, 2008
Project Title: Voice-Over IP Deployment
Project No.: 08-37

ISSUED BY:
Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002

SUBMIT INQUIRES TO:
Name: Pam Ferreira
Title: Senior Buyer
Telephone: (713) 718-5003
Fax: (713) 718-2113
Email: pam.ferreira@hccs.edu

Project Overview:

Houston Community College ("HCC") is seeking proposals from qualified firms to provide Cisco Voice-Over IP Deployment , as described in Attachment No. 2, Schedule of Items and Prices.

Contract Approval:

This Procurement, any award under this procurement, and the resulting contract, if any, is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee. This solicitation is a Request for Proposal and neither this solicitation nor the response or proposal from any prospective proposer shall create a contractual relationship that would bind HCC until such time as both HCC and the selected proposer sign a legally binding contract, which includes, without limitation, the terms required by HCC as set forth in Attachment No. 5.

Pre-Proposal Meeting: Mandatory Not mandatory

A pre-proposal meeting will be held in the Procurement Operations Department, 3100 Main Street (11th Floor, Room #11A07), Houston, Texas 77002 on Tuesday, May 27, 2008 at 10:00 a.m.,(local time).

Proposal Due Date/Time: HCC will accept proposals to provide the required Voice-Over IP Deployment until 4:00 p.m. (local time) on Monday, June 2, 2008. Proposals will be received in the Procurement Operations department, 3100 Main Street (11th Floor, Room 11A06), Houston, Texas 77002. Proposals will not be publicly opened.

Contract Term: The contract term for contract(s) awarded resulting from this solicitation, if any, will be one (1) year. Actual delivery for the services to be procured under this solicitation will be upon the terms, conditions, and timelines agreed upon by the HCC Vice Chancellor of Information Technology and the selected contractor.

Small Business Development Program (SBDP): The small business participation goal for this solicitation is **BEST EFFORT**. (See Instructions to Bidders, Paragraph 8).

Obligation and Waivers: This Request for Proposals does not obligate HCC to award a contract or pay any costs incurred by the proposer in the preparation and submittal of a proposal.

HCC, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY PROPOSAL AND/OR REJECT ANY AND ALL PROPOSALS OR A PART OF A PROPOSAL, WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS SOLICITATION.

HCC RESERVES THE RIGHT TO REJECT ANY NON-RESPONSIVE OR CONDITIONAL PROPOSAL. HCC RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES, IRREGULARITIES, AND/OR TECHNICALITIES IN THIS SOLICITATION, THE PROPOSAL DOCUMENTS, AND/OR ANY PROPOSALS RECEIVED OR SUBMITTED.

BY SUBMITTING A PROPOSAL, PROPOSER AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST HOUSTON COMMUNITY COLLEGE SYSTEM, AND ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.

HCC reserves the right to withdraw this solicitation at any time for any reason; remove any scope component for any reason and to issue such clarifications, modifications and / or amendments as deemed appropriate.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

Respondents should exercise particular care in reviewing the requirements set forth in this solicitation.

INSTRUCTIONS TO PROPOSERS

1. Introduction

HCC is seeking proposals under the negotiated method of procurement from qualified firms interested in providing Cisco Voice-Over IP (VoIP) deployment services in accordance with the Scope of Services contained in this solicitation (Attachment No. 4).

Houston Community College ("HCC") is constructing six new buildings at campuses across Houston. HCC is deploying state of the art data, voice, and video communications cabling systems at these campuses. These buildings will come on line during the next two to nine months and are designed to provide redundant, reliable, and resilient services to the students, faculty, and community.

HCC is accepting proposals for the Cisco VoIP equipment to be deployed at the new campus sites (see Attachment No. 3)

2. Purpose

The purpose of deploying VoIP technology at CIP campuses is to take advantage of the recently upgraded Wide Area Network and the new network infrastructure with PoE network switches. This deployment will position the institution to accomplish these important objectives:

- Support instructional technologies such as video streaming on a large scale, virtual classrooms, eLearning, improved Distance Education, IP video and voice conferencing, and Voice over IP;
- Better meet the needs of its students and faculty;
- Become more competitive in the education marketplace;
- Support the projected growth in HCC student enrollment;
- Support HCC's Vision of being the most relevant institution in the country and the opportunity institution for every student we serve – essential to our community's success.

3. Telephone Instruments:

Proposer shall provide a description of each IP telephone available with their proposed system, to include the following:

- Are headsets available for all IP phones? Please note which phones are compatible with headsets. Also include model and descriptions of available headsets.
- Are the phones hearing aid compatible?
- How can TTY phone calls be placed? What hardware and/or software is required?

4. Proposal Submittal

Proposer(s) shall submit one (1) original and five (5) copies of the technical proposal and price proposal to the address shown below by the date and time specified in this solicitation. In addition to the technical and price proposal, each proposer must complete and return the following documents, if appropriate:

- Proposal / Award Form (Attachment No. 1)
- Determination of Good Faith Effort (Attachment No.6)
- Small Business Unavailability Certificate (Attachment No. 7)
- Small Business Development Questionnaire (Attachment 8) *** Mail separately
- Contractor & First Tier Subcontractor/Supplier Participation Form (Attachment No. 9)
- Non-Discrimination Statement (Attachment No. 10)
- Certification & Disclosure Statement (Attachment No. 11)
- Affidavit Form (Attachment No. 12)
- Business Questionnaire (Attachment No. 13)
- Assurance of SBDP Goal (Attachment No. 14)
- Conflict of Interest Questionnaire (Attachment No. 17)

The envelope containing a proposal shall be addressed as follows:

- Name, Address and Telephone Number of Proposer;
- Project Description/Title;
- Project Number; and
- Proposal Due Date/Time.

All proposals shall be submitted to the following address:

Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Ref: Project No. 08-37
Attn: Pam Ferreira, Senior Buyer

5. **Eligibility for Award**

- a. In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive proposals are those complying in all material aspects of the solicitation. Proposals, which do not comply with all the terms and conditions of this solicitation will be rejected as non-responsive.
- c. Responsible proposers at a minimum must meet all of the following requirements:
 - Have adequate financial resources, or the ability to obtain such resources as required during the performance of the contract.
 - Be able to comply with the required performance schedule, taking into consideration all existing business commitments.
 - Have a satisfactory record of past performance.
 - Have necessary personnel and management capability to perform the contract.
 - Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements.
 - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the proposal is so certifying.
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum criteria necessary to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.

6. **Preparation of Proposal**

a. **Technical Proposal:**

The technical proposal shall include, as a minimum, the following information:

- **Cover letter:** The cover letter shall not to exceed 2 pages in length, summarizing key points in the proposal.
- **Implementation Services:** This section shall include a complete description of the key activities required for the installation of the proposed system. This plan should include a project schedule and identify tasks that the vendor will perform and tasks that HCC is expected to perform to successfully implement the new system.

- **Maintenance and Support:** This section shall include a detailed support structure for HCC. Provide a detailed listing of local trained and certified support engineers.
- **Qualifications for Education and Training:** This section shall include a project staffing and training plan for end-users and HCC staff, including resumes and certifications, for all personnel that will provide end-user and staff training, along with samples of all training materials.
- **Qualifications and Educational Experience:** This section shall include a description of the firm, including firm's history, size, and staff composition. Include a description of the firm's past and current contracts/assignments, which are related to this type of services required by this solicitation. A minimum of three (3) references from educational institutions should be provided.
- **Small Business Participation:** This section shall include a clear statement of the firm's commitment and plan to meet the small business goal specified in this solicitation.

b. Price Proposal:

The price proposal shall be clearly identified as such in the technical proposal documents. (Refer to Attachment No. 3, Schedule of Items and Prices).

7. Evaluation Criteria

An Evaluation Committee ("Committee") will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Committee **may** be invited to make an oral presentation of their written proposal to the Committee and/or the HCC Board of Trustees. Proposals will be evaluated using the following criteria:

<u>FACTOR</u>	<u>Percentage Weight</u>
• Implementation Services:	30%
• Maintenance and Support:	15%
• Qualifications for Education and Training:	15%
• Qualifications and Educational Experience:	10%
• Price Proposal	30%
	Total: 100%

8. Contract Award

Award will be made to the responsive, responsible proposer whose proposal conforms to this solicitation and offers the best value to HCC, price and other factors considered. HCC may award a contract, based on initial proposals received, without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical standpoint, which the proposer can submit to HCC.

9. Postponement of Proposals Due Date/Time

Notwithstanding the date/time for receipt of proposals established in this solicitation, the date and time established herein for receiving proposals may be postponed solely at HCC's discretion.

10. Oral Presentations

During the process of selecting a company to provide the required services, oral presentations may or may not be held. Each proposer should be prepared to make a presentation to HCC. The presentations must show that the proposer clearly understands the requirements of the solicitation, and has a strategic plan and approach to complete the work.

11. **Small Business Development Program (SBDP)**

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.
- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established **BEST EFFORT** as its goal for Small Business participation.
- d. Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
 - e. To the extent consistent with industry practices, divide the contract work into reasonable lots.
 - f. Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
 - g. Document reasons for rejecting a firm that bids on subcontracting opportunities.

12. **Small Business Compliance**

To ensure compliance with any stated small business participation goal, the selected contractor will be required to meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.

13. **Prime Contractor/Contracts for Services**

The prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

14. **Internship Program**

- a. HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor will be expected to pay the student(s) at least the minimum wage required by law. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.
- b. For additional information regarding the internship program, please contact Dr. Freddie Wade, Director of Workforce Program Initiatives at (713) 718-7596.

15. **Prohibited Communications**

Except as provided in exceptions below, the following communications regarding this solicitation or any other a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, subcontractor to vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and between any Trustee and administrator or employee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communication prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Any potential vendor, subcontractor, vendor, service provider, bidder, offeror, lobbyist, or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders, vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.

16. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

17. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1. No proposal shall include any costs for taxes to be assessed against HCC.

18. **Explanation to Proposers**

Any explanation desired by a prospective proposer regarding the meaning or interpretation of the solicitation documents must be requested in writing and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive proposals) for a response to reach prospective proposers before the submission of their proposals. Any HCC response will be in the form of an amendment of the solicitation or an informational letter. The response will be made available to all prospective proposers via HCC website at www.hccs.edu. Receipt of any amendment(s) issued by HCC shall be acknowledged with the proposal submission.

NOTE: All questions must be sent vial e-mail to Pam Ferreira, Senior Buyer, at pam.ferreira@hccs.edu, and a response will be provided on or about May 27, 2008.

19. **Texas Public Information Act**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract, if any, is awarded. If the bidder considers any information submitted in response to this request for proposal to be confidential under law or constitute trade secrets or other protected information, the bidder must identify such materials in the response. Notwithstanding the forgoing, the identification of such materials would not be construed or require HCC to act in contravention of its obligation to comply with the Act and the bidder releases HCC from any liability or responsibility for maintaining the confidentiality of such documents.

20. **Appropriated Funds**

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the resulting contract by giving the selected contractor a thirty (30) day written notice of its intention to terminate without penalty or any further obligations on the part of HCC or the contractor. Upon termination of the contract, HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period or the effective date of termination, whichever is the earlier to occur. HCC's fiscal year begins on September 1 and ends on August 31st.

21. **Conflict of Interest**

If a firm, bidder, contractor, or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in any contract resulting from this solicitation, the firm must disclose this information to HCC. Persons submitting a bid or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and Chapter 176 of the Texas Government Code. As applicable, the person submitting a response to this solicitation must complete and submit **Attachment No. 17, Conflict of Interest Questionnaire Form.**

22. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

23. **No Third Party Rights**

This Contract is made for the sole benefit of the HCC and the Contractor and their respective successors and permitted assigns. Nothing in this Contract shall create or be deemed to create a relationship between the Parties to this Contract and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

24. **Submission Waiver**

By submitting a response to this RFP, the Offeror or respondent agrees to waive any claim it has or may have against Houston Community College System and its trustees, employees or agents arising out of or in connection with (1) the Administration, evaluation or recommendation of any offer or response; (2) any requirements under the solicitation, the solicitation or response package or related documents; (3) the rejection of any offer or any response or any part of any offer or response; and/or (4) the award of a contract, if any.

ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE
REQUEST FOR PROPOSALS
PROPOSAL/CONTRACT AWARD FORM

PROJECT TITLE: Voice-Over IP Deployment

PROJECT NO.: 08-37

Name of Proposer/Contractor: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Receipt of Proposal Amendment Number(s): _____

In compliance with the requirements of this Request for Proposals for _____, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with the Technical and Price Proposal dated _____ and as mutually agreed upon by subsequent negotiations, if any.

Signed By: _____

Name: _____
(Type or Print)

Title: _____
(Type or Print)

ACCEPTANCE AND CONTRACT AWARD FORM

(Note: This page will be completed by HCC.)

Purchase Order No. _____ (for payment purposes only)

Project No. 08-37

Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions of Purchase posted on the HCC website at www.hccs.edu, incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE

Executed for and on behalf of the Houston Community College pursuant to approval by the Board of Trustees on _____, 2008.

Signed By: _____

Name: Art Tyler
Title: Chief Operations Officer/Deputy Chancellor

ATTACHMENT NO. 2
PROPOSAL SUMMARY SHEET

Voice-Over IP Deployment
Project # 08-37

(Refer to Attachment No. 3, Schedule of Items and Prices)

	Total Proposed Lump Sum Amount
A. <u>Phone Equipment and Software Licenses – Appendix A</u>	
• Proposed Grand Total for all Six Campuses in the Schedule Of Items and Prices, Appendix A:	\$ _____
B. <u>Installation and Configuration – Appendix A</u>	
• Proposed Lump Sum Amount for Installation and Configuration at all Six Campuses:	\$ _____
C. <u>Maintenance and Support – Appendix A</u>	
• Proposed Lump Sum Amount for Maintenance and Support at all Six Campuses:	\$ _____
D. <u>Training – Appendix A</u>	
• Proposed Lump Sum Amount for Training	\$ _____
E. <u>Southwest West Loop Network Equipment – Appendix B</u>	
• Proposed Grand Total for Network Equipment at the Southwest West Loop Campus – Appendix B	\$ _____
 GRAND TOTAL FOR PHONE EQUIPMENT, SOFTWARE LICENSES, INSTALLATION, MAINTENANCE AND SUPPORT, TRAINING, AND WEST LOOP NETWORK EQUIPMENT (Appendix A and B)	 \$ _____

ATTACHMENT NO. 3

**SCHEDULE OF ITEMS AND PRICES
FOR
VOICE-OVER IP IMPLEMENTATION
PROJECT # 08-37**

The Proposer/Contractor shall furnish all resources and services necessary and required to provide Voice-Over IP Implementation Services, in accordance with the **scope of services**, and the general terms and conditions of the sample contract documents for the price(s) listed below. **All equipment shall be new.**

**APPENDIX A
Central Campus**

	Product	Description	Quantity	Proposed Unit Price	Proposed Sum Amount
License					
1	CUWL-LIC	CUWL Top Level	1		
2	LIC-UWL-STD	Unified Workspace Licensing STD, 1 User	240		
3	UCSS-UWL-STD1	1-Yr UWL STD UCSS for Gov/Edu Only - annual maintenance	240		
4	CUVA-CLIENT-UWL	Unified Video Advantage Client for CUWL only	240		
5	UPC-CLIENT-UWL	Unified Personal Communicator for CUWL only	240		
6	CON-ESW-CUWLSTD1	ESSENTIAL SW Uni Wrkspce Lic-Standard-1 User	240		
SRST Gateway					
7	CISCO2801-SRST/K9	2801 Voice Bundle w/ PVDM2-8,FL-SRST-24,SP Serv,64F/256D	1		
8	VIC2-4FXO	FOURPORT Voice Interface card-FXO Universal	1		
9	S280RSPSK9-12415T	Cisco 2801 IOS SPSK9-SPSK9 FEAT SET FACTORY UPG FOR BUNDLES	1		
10	PVDM2-16	16-Channel Packet Voice/Fax DSP Module	1		
11	CON-SNT-C2801SRS	SMARTnet 8X5XNBD (SNT)	1		
Emergency Responder					
12	Key-ER2.x-100	Cisco Emergency Responder 100 User License	2		
13	UCSS-ER-1-100	100 user license software -annual maintenance	2		
Telephone Instruments					
14	CP-7940G=	Cisco IP Phone 7940G	50		
15	CP-7945G=	Cisco IP Phone 7945, Gig Ethernet, Color , spare	190		

TOTAL COST FOR LINE ITEMS 01-15 \$ _____

Professional Services

- Installation and Configuration \$ _____/Lump Sum
- Maintenance and Support \$ _____/Lump Sum
- Training \$ _____/Lump Sum

Northeast Learning Hub

	Product	Description	Quantity	Proposed Unit Price	Proposed Sum Amount
License					
1	CUWL-LIC	CUWL Top Level	1		
2	LIC-UWL-STD	Unified Workspace Licensing STD, 1 User	180		
3	UCSS-UWL-STD1	1-Yr UWL STD UCSS for Gov/Edu Only - annual maintenance	180		
4	CUVA-CLIENT-UWL	Unified Video Advantage Client for CUWL only	180		
5	UPC-CLIENT-UWL	Unified Personal Communicator for CUWL only	180		
6	CON-ESW-CUWLSTD1	ESSENTIAL SW Uni Wrkspce Lic-Standard-1 User	180		
SRST Gateway					
7	CISCO2801-SRST/K9	2801 Voice Bundle w/ PVDM2-8,FL-SRST-24,SP Serv,64F/256D	1		
8	VIC2-4FXO	FOURPORT Voice Interface card-FXO Universal	1		
9	S280RSPSK9-12415T	Cisco 2801 IOS SPSK9-SPSK9 FEAT SET FACTORY UPG FOR BUNDLES	1		
10	PVDM2-16	16-Channel Packet Voice/Fax DSP Module	1		
11	CON-SNT-C2801SRS	SMARTnet 8X5XNBD (SNT)	1		
Emergency Responder					
12	Key-ER2.x-100	Cisco Emergency Responder 100 User License	2		
13	UCSS-ER-1-100	100 user license software -annual maintenance	2		
Telephone Instruments					
14	CP-7940G=	Cisco IP Phone 7940G	40		
15	CP-7945G=	Cisco IP Phone 7945, Gig Ethernet, Color , spare	140		

TOTAL COST FOR LINE ITEMS 01-15 \$ _____

Professional Services

- Installation and Configuration \$ _____/Lump Sum
- Maintenance and Support \$ _____/Lump Sum
- Training \$ _____/Lump Sum

Northeast Science & Technology

	Product	Description	Quantity	Proposed Unit Price	Proposed Sum Amount
License					
1	CUWL-LIC	CUWL Top Level	1		
2	LIC-UWL-STD	Unified Workspace Licensing STD, 1 User	85		
3	UCSS-UWL-STD1	1-Yr UWL STD UCSS for Gov/Edu Only - annual maintenance	85		
4	CUVA-CLIENT-UWL	Unified Video Advantage Client for CUWL only	85		
5	UPC-CLIENT-UWL	Unified Personal Communicator for CUWL only	85		
6	CON-ESW-CUWLSTD1	ESSENTIAL SW Uni Wrkspce Lic-Standard-1 User	85		
SRST Gateway					
7	CISCO2801-SRST/K9	2801 Voice Bundle w/ PVDM2-8,FL-SRST-24,SP Serv,64F/256D	1		
8	VIC2-4FXO	FOURPORT Voice Interface card-FXO Universal	1		
9	S280RSPSK9-12415T	Cisco 2801 IOS SPSK9-SPSK9 FEAT SET FACTORY UPG FOR BUNDLES	1		
10	PVDM2-16	16-Channel Packet Voice/Fax DSP Module	1		
11	CON-SNT-C2801SRS	SMARTnet 8X5XNBD (SNT)	1		
Emergency Responder					
12	Key-ER2.x-100	Cisco Emergency Responder 100 User License	1		
13	UCSS-ER-1-100	100 user license software -annual maintenance	1		
Telephone Instruments					
14	CP-7940G=	Cisco IP Phone 7940G	50		
15	CP-7945G=	Cisco IP Phone 7945, Gig Ethernet, Color , spare	35		

TOTAL COST FOR LINE ITEMS 01-15 \$ _____

Professional Services

- Installation and Configuration \$ _____/Lump Sum
- Maintenance and Support \$ _____/Lump Sum
- Training \$ _____/Lump Sum

Southwest Stafford Learning Hub

	Product	Description	Quantity	Proposed Unit Price	Proposed Sum Amount
License					
1	CUWL-LIC	CUWL Top Level	1		
2	LIC-UWL-STD	Unified Workspace Licensing STD, 1 User	285		
3	UCSS-UWL-STD1	1-Yr UWL STD UCSS for Gov/Edu Only - annual maintenance	285		
4	CUVA-CLIENT-UWL	Unified Video Advantage Client for CUWL only	285		
5	UPC-CLIENT-UWL	Unified Personal Communicator for CUWL only	285		
6	CON-ESW-CUWLSTD1	ESSENTIAL SW Uni Wrkspce Lic-Standard-1 User	285		
SRST Gateway					
7	CISCO2801-SRST/K9	2801 Voice Bundle w/ PVDM2-8,FL-SRST-24,SP Serv,64F/256D	1		
8	VIC2-4FXO	FOURPORT Voice Interface card-FXO Universal	1		
9	S280RSPSK9-12415T	Cisco 2801 IOS SPSK9-SPSK9 FEAT SET FACTORY UPG FOR BUNDLES	1		
10	PVDM2-16	16-Channel Packet Voice/Fax DSP Module	1		
11	CON-SNT-C2801SRS	SMARTnet 8X5XNBD (SNT)	1		
Emergency Responder					
12	Key-ER2.x-100	Cisco Emergency Responder 100 User License	3		
13	UCSS-ER-1-100	100 user license software -annual maintenance	3		
Telephone Instruments					
14	CP-7940G=	Cisco IP Phone 7940G	65		
15	CP-7945G=	Cisco IP Phone 7945, Gig Ethernet, Color , spare	220		

TOTAL COST FOR LINE ITEMS 01-15 \$_____

Professional Services

- Installation and Configuration \$ _____/Lump Sum
- Maintenance and Support \$ _____/Lump Sum
- Training \$ _____/Lump Sum

Southwest West Loop

	Product	Description	Quantity	Proposed Unit Price	Proposed Sum Amount
License					
1	CUWL-LIC	CUWL Top Level	1		
2	LIC-UWL-STD	Unified Workspace Licensing STD, 1 User	310		
3	UCSS-UWL-STD1	1-Yr UWL STD UCSS for Gov/Edu Only - annual maintenance	310		
4	CUVA-CLIENT-UWL	Unified Video Advantage Client for CUWL only	310		
5	UPC-CLIENT-UWL	Unified Personal Communicator for CUWL only	310		
6	CON-ESW-CUWLSTD1	ESSENTIAL SW Uni Wrkspce Lic-Standard-1 User	310		
SRST Gateway					
7	CISCO2801-SRST/K9	2801 Voice Bundle w/ PVDM2-8,FL-SRST-24,SP Serv,64F/256D	1		
8	VIC2-4FXO	FOURPORT Voice Interface card-FXO Universal	1		
9	S280RSPSK9-12415T	Cisco 2801 IOS SPSK9-SPSK9 FEAT SET FACTORY UPG FOR BUNDLES	1		
10	PVDM2-16	16-Channel Packet Voice/Fax DSP Module	1		
11	CON-SNT-C2801SRS	SMARTnet 8X5XNBD (SNT)	1		
Emergency Responder					
12	Key-ER2.x-100	Cisco Emergency Responder 100 User License	3		
13	UCSS-ER-1-100	100 user license software -annual maintenance	3		
Telephone Instruments					
14	CP-7940G=	Cisco IP Phone 7940G	120		
15	CP-7945G=	Cisco IP Phone 7945, Gig Ethernet, Color , spare	190		

TOTAL COST FOR LINE ITEMS 01-15 \$ _____

Professional Services

- Installation and Configuration \$ _____/Lump Sum
- Maintenance and Support \$ _____/Lump Sum
- Training \$ _____/Lump Sum

Southwest Missouri City

	Product	Description	Quantity	Proposed Unit Price	Proposed Sum Amount
License					
1	CUWL-LIC	CUWL Top Level	1		
2	LIC-UWL-STD	Unified Workspace Licensing STD, 1 User	100		
3	UCSS-UWL-STD1	1-Yr UWL STD UCSS for Gov/Edu Only - annual maintenance	100		
4	CUVA-CLIENT-UWL	Unified Video Advantage Client for CUWL only	100		
5	UPC-CLIENT-UWL	Unified Personal Communicator for CUWL only	100		
6	CON-ESW-CUWLSTD1	ESSENTIAL SW Uni Wrkspce Lic-Standard-1 User	100		
SRST Gateway					
7	CISCO2801-SRST/K9	2801 Voice Bundle w/ PVDM2-8,FL-SRST-24,SP Serv,64F/256D	1		
8	VIC2-4FXO	FOURPORT Voice Interface card-FXO Universal	1		
9	S280RSPSK9-12415T	Cisco 2801 IOS SPSK9-SPSK9 FEAT SET FACTORY UPG FOR BUNDLES	1		
10	PVDM2-16	16-Channel Packet Voice/Fax DSP Module	1		
11	CON-SNT-C2801SRS	SMARTnet 8X5XNBD (SNT)	1		
Emergency Responder					
12	Key-ER2.x-100	Cisco Emergency Responder 100 User License	1		
13	UCSS-ER-1-100	100 user license software -annual maintenance	1		
Telephone Instruments					
14	CP-7940G=	Cisco IP Phone 7940G	35		
15	CP-7945G=	Cisco IP Phone 7945, Gig Ethernet, Color , spare	65		

TOTAL COST FOR LINE ITEMS 01-15 \$ _____

Professional Services

- Installation and Configuration \$ _____/Lump Sum
- Maintenance and Support \$ _____/Lump Sum
- Training \$ _____/Lump Sum

APPENDIX B

Southwest WestLoop Network Equipment

	Product	Description	Quantity	Proposed Unit Price	Proposed Sum Amount
1	WS-C4510R-E	Cat4500 E-Series 10-Slot Chassis, fan, no ps,Red Sup Capable	1		
2	WS-X4548-GB-RJ45V	Catalyst 4500 PoE 802.3af 10/100/1000, 48-Ports (RJ45)	6		
3	WS-X4516-10GE	Catalyst 4500 Supervisor V-10GE, 2x10GE (X2) and 4x1GE (SFP)	1		
4	GLC-SX-MM	GE SFP, LC connector SX transceiver	2		
5	S45ESK9-12240SG	Cisco CAT4500 IOS ENTERPRISE SERVICES SSH	1		
6	PWR-C45-2800ACV	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
7	PWR-C45-2800ACV/2	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
8	CAB-AC-2800W-TWLK	U.S. Power Cord, Twist Lock, NEMA 6-20 Plug	2		
9	CON-SNT-C4510RE	SMARTNET 8X5XNBD WS-C4510R-E	1		
10	WS-C4510R-E	Cat4500 E-Series 10-Slot Chassis, fan, no ps,Red Sup Capable	1		
11	WS-X4548-GB-RJ45V	Catalyst 4500 PoE 802.3af 10/100/1000, 48-Ports (RJ45)	7		
12	WS-X4516-10GE	Catalyst 4500 Supervisor V-10GE, 2x10GE (X2) and 4x1GE (SFP)	1		
13	GLC-SX-MM	GE SFP, LC connector SX transceiver	2		
14	S45ESK9-12240SG	Cisco CAT4500 IOS ENTERPRISE SERVICES SSH	1		
15	PWR-C45-2800ACV	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
16	PWR-C45-2800ACV/2	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
17	CAB-AC-2800W-TWLK	U.S. Power Cord, Twist Lock, NEMA 6-20 Plug	2		
18	CON-SNT-C4510RE	SMARTNET 8X5XNBD WS-C4510R-E	1		
19	WS-C4506-E	Cat4500 E-Series 6-Slot Chassis, fan, no ps	1		
20	PWR-C45-2800ACV	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
21	PWR-C45-2800ACV/2	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
22	CAB-AC-2800W-TWLK	U.S. Power Cord, Twist Lock, NEMA 6-20 Plug	2		
23	S45ESK9-12240SG	Cisco CAT4500 IOS ENTERPRISE SERVICES SSH	1		
24	WS-X4516-10GE	Catalyst 4500 Supervisor V-10GE, 2x10GE (X2) or 4x1GE (SFP)	1		
25	GLC-SX-MM	GE SFP, LC connector SX transceiver	2		
26	WS-X4548-GB-RJ45V	Catalyst 4500 PoE 802.3af 10/100/1000, 48-Ports (RJ45)	5		
27	CON-SNT-C4506E	SMARTNET 8X5XNBD Cat4500 E-Series 6-Slot Chassis, fan, no	1		
28	WS-C4510R-E	Cat4500 E-Series 10-Slot Chassis, fan, no ps,Red Sup Capable	1		
29	WS-X4548-GB-RJ45V	Catalyst 4500 PoE 802.3af 10/100/1000, 48-Ports (RJ45)	6		

30	WS-X4516-10GE	Catalyst 4500 Supervisor V-10GE, 2x10GE (X2) and 4x1GE (SFP)	1		
31	GLC-SX-MM	GE SFP, LC connector SX transceiver	2		
32	S45ESK9-12240SG	Cisco CAT4500 IOS ENTERPRISE SERVICES SSH	1		
33	PWR-C45-2800ACV	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
34	PWR-C45-2800ACV/2	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
35	CAB-AC-2800W-TWLK	U.S. Power Cord, Twist Lock, NEMA 6-20 Plug	2		
36	CON-SNT-C4510RE	SMARTNET 8X5XNBD WS-C4510R-E	1		
	Cisco 4506				
37	PWR-C45-2800ACV	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
38	PWR-C45-2800ACV/2	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
39	CAB-AC-2800W-TWLK	U.S. Power Cord, Twist Lock, NEMA 6-20 Plug	2		
40	WS-X4548-GB-RJ45V	Catalyst 4500 PoE 802.3af 10/100/1000, 48-Ports (RJ45)	3		
	Cisco 4506				
41	PWR-C45-2800ACV	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
42	PWR-C45-2800ACV/2	Catalyst 4500 2800W AC Power Supply (Data and PoE)	1		
43	CAB-AC-2800W-TWLK	U.S. Power Cord, Twist Lock, NEMA 6-20 Plug	2		
44	WS-X4548-GB-RJ45V	Catalyst 4500 PoE 802.3af 10/100/1000, 48-Ports (RJ45)	5		

TOTAL COST FOR LINE ITEMS 01-44 \$ _____

ATTACHMENT NO. 4

SCOPE OF SERVICES
FOR
VOICE-OVER IP DEPLOYMENT
PROJECT # 08-37

1. **Scope:**

HCC, currently has a Nortel telephone system at its existing campuses. HCC is not replacing this system. HCC has determined that Cisco's Voice Over IP (VoIP) system will be the solution for the new campuses. The Cisco VoIP system would utilize the new high speed, wide area network (WAN) and provide improved communication that will bring new and expanded features, functionality, and flexibility in a cost effective manner.

The new Cisco VoIP system will be required to connect and co-exist with HCC's existing Nortel system.

The requirements at each site are different depending on the size of the campus and the student population. HCC has developed the parts list (see Attachment No. 3) for each of the new buildings based on the number of phones required for optimal use and redundancy.

For maintenance and support, the selected vendor will be required to provide costing for 8-5/5/next business day (NBD) for the network equipment.

2. **Pricing:**

HCC is asking proposers to provide pricing for acquisition of the equipment listed in Attachment No. 2.

2.1 Pricing for the phone equipment and software licenses listed in Attachment No. 3;

2.2 Pricing for network equipment for VoIP listed in Attachment No. 3;

2.3 Pricing for one-year maintenance and support. Maintenance should include 8-5/5/Next Business Day (NBD) for all equipment provided by proposer.

2.4 Pricing for Professional Services to assist with implementation and ongoing support services to include:

- Deployment Plan
- Test Plan
- End User Training Plan
- Classroom training and complete knowledge transfer to HCC staff of all related procedures and documentation.
- One-Year VoIP technical support to administer and manage solution.

All proposers must propose Cisco hardware/software for the VoIP telecommunications system, except in the case of supporting 3rd party hardware/software.

3. **Implementation and Support:**

The selected proposer shall provide support to deploy the VoIP system with redundancy to ensure 99.999% uptime. The selected proposer will lead the team consisting of proposer and HCC personnel to install, test, and deploy the system at each of the new CIP campuses.

3.1 Proposer will be required to provide resumes of the key personnel involved with the installation of the proposed system.

- 3.2 Selected proposer will be required to work with HCC network team to establish the proper QoS levels for the network.
- 3.3 Selected proposer will work with HCC team to set up all monitoring and management tools and provide initial programming for all phone sets implemented with this project.
- 3.4 Selected proposer will conduct operational acceptance tests at each campus building and endpoint. Immediately following the initial installation, the vendor will be required to provide supporting documentation. Successful completion of these tests will be required before HCC acceptance of the completed campus building.
- 3.5 Selected proposer will work with HCC telecom team to ensure the new system meets HCC, city, county, and state requirements for 911. Proposer will also work with HCC and 911 officials to test and verify compliance.
- 3.6 The selected proposer will be required to allow HCC Information Technology personnel to shadow the vendor's personnel during the implementation process.
- 3.7 It is imperative that the installation of the new system be as transparent as possible to the users. There should be no telephone service interruptions, no interim changes in dialing procedures, and no perceived degradation in the quality of service.
- 3.8 The selected proposer will provide onsite implementation services and full-time onsite technician for one (1) year to support HCC VoIP implementation.

4. **Training of HCC Personnel:**

- 4.1 Selected proposer will be required to assist HCC IT team in developing and conducting end-user and HCC staff training on HCC premises, tailored specifically to HCC requirements (e.g., Executives, Administrators, Faculty, and Support staff). This training would be ad hoc sessions during the implementation as well as organized campus-wide training.
- 4.2 Selected proposer will work with HCC to develop a training program and training materials for designated HCC personnel who will train future employees. (Train the Trainer)
- 4.3 Selected proposer will provide HCC staff with practical education for future deployment of the solution.

5. **Support:**

While all hardware and software is covered under Cisco warranty, HCC would require the implementation partner to provide warranty, and support for the work performed during deployment.

- 5.1 During the warranty period any issues arising out of deployment services will be resolved at no extra cost (including labor costs) to HCC.
- 5.2 Proposer and HCC must negotiate an acceptable service level agreement (SLA).
- 5.3 Proposer must explain how long it takes trained personnel to install and load operating system software and database software if a major disaster destroys the call processing component.
- 5.4 All areas that are not covered shall be disclosed.

ATTACHMENT NO. 5

GENERAL TERMS AND CONDITIONS

1. **Contract Award**

A response to the solicitation is an offer to contract with Houston Community College ("HCC") based on the terms and conditions contained therein. Proposals do not become contracts until they are accepted by HCC through issuance of written purchase orders, a contract signed by both parties, or other duly executed documents. The general terms and conditions in this Attachment No. 5, the applicable requirements and provisions of the RFP, and other provisions required by HCC shall be included in any resulting contract.

2. **Contract Term**

The contract performance period will be one (1) year. Actual delivery of the equipment will be mutually agreed upon by the selected contractor and the Vice Chancellor of Information Technology, unless otherwise extended or terminated by Houston Community College in accordance with the terms and conditions of the resulting contract.

3. **Interpretation, Jurisdiction and Venue**

The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas, without regard to its choice of law provision. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in a court of competent jurisdiction located in Harris County, Texas.

4. **Compliance with Laws**

The selected contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the selected contractor shall furnish to HCC certificates of compliance with all such laws.

5. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1. The contract shall not contain any requirement for HCC to pay sales or other taxes from which it is exempt under applicable law.

6. **Termination for Convenience**

HCC may, at its option and discretion, terminate the resulting contract for convenience and, at its option and discretion, may reduce the statement of work or other requirements of the contract at any time, without any default on the part of HCC or the contractor, by giving thirty (30) calendar days written notice thereof to the selected contractor.

7. **Termination for Default**

HCC may terminate the contract immediately for default, by giving written notice thereof to the contractor, if the contractor fails to execute the work properly; performs in a manner that is unsatisfactory to HCC, breaches any terms, conditions, covenants, or provisions of the contract; or otherwise fails to meet its obligations under the contract. In the event of termination for default, HCC shall have against the contractor all remedies provided by law and equity. HCC, in its discretion, may include a provision granting the contractor a reasonable opportunity to cure contractor's default depending on the nature of the breach or default.

8. **No Third Party Rights**

This Contract is made for the sole benefit of the HCC and the Contractor and their respective successors and permitted assigns. Nothing in this Contract shall create or be deemed to create a relationship between the Parties to this Contract and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

9. Ethics Conduct

Any breach of any HCC ethics policies, rules, or regulations; any violation of any ethics laws of prohibitions; and any direct or indirect actions taken to unduly influence competitive processes, to circumvent equal consideration for competitive proposers, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC solicitations, bid awards, orders and contracts.

10. Conflict of Interest

HCC expects the Contractor to comply with Chapter 176 of the Texas Education Code and that failure to comply is grounds for termination of the Contract.

11. Small Business Development Program (SBDP)

To the extent required by the solicitation, the contract shall require the selected contractor to agree to attain small business participation goal or target set forth in the solicitation. The contractor further shall agree to enter into agreements for the work identified in Attachment No. 9 of the solicitation, entitled Contractor and Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The contractor's failure to comply with the aforementioned small business participation provisions may result in:

- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
- Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.

12. Small Business Compliance

The contract shall require that contractor meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the contract, to verify small business participation activity and to ensure compliance with the small business goal stated in the contract, if any.

13. Prime Contractor/Contract for Services

If the resulting contract is for services, the contract shall require that the contractor perform a minimum of 30% of the work with its labor force or demonstrate management of the work to the satisfaction of HCC.

14. Changes

HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the Contractor's cost and/or the time for performance, the contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written acceptance and direction of HCC. Notwithstanding the foregoing, any increase in cost or price under the contract of \$50,000 or more shall require approval by the HCC Boar of Trustees before effective.

15. Insurance Requirements

The Contractor agrees to comply with the insurance requirements contained herein, if any.

16. Indemnification

The Contractor shall indemnify, defend, and hold HCC, its agents, employees, trustees and other officers harmless from any and all losses, damages, harm of any type or character (including attorney's fees and costs of suit) regardless of the nature or theory of the claim, whether negligence, contractual, extra contractual, or otherwise arising from or by reason of any act or omission of the contractor, its agents, servants, officers, directors, and employees in the performance of the contract.

17. Independent Contractor

It is agreed and understood that the contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the contractor to perform the services required by the contract shall be deemed to be contractor's employees or independent subcontractors; that Contractor's employees shall be paid by the contractor; that contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law. The contractor shall indemnify, defend, and hold HCC, its trustees, officers, employees, agents, and representatives harmless from any claims relating to the payment of salary, compensation, benefits, worker's compensation, or taxes to contractor's employees or agents.

18. Third Party Rights

The resulting contract shall contain the following provision: Nothing in this Contract, whether express or implied, will be construed to give any person or entity (other than the parties hereto and their permitted successors and assigns) any legal or equitable right, remedy, or claim under or in respect of any terms or provisions contained in this Contract or any standing or authority to enforce the terms and provisions of this Contract. Nothing contained herein shall be construed to or operate to create any rights in any persons, party, or entity who is not a party to this Contract including, but not limited to, any rights in the nature of a third-party beneficiary.

19. Assignment

The contractor may not assign or transfer any of its rights, duties or obligation under this Agreement, in whole or in part, without the prior written consent of HCC. This contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

20. Notices

All notices by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

Houston Community College:
Procurement Operations (11th Floor)
3100 Main Street
Houston, Texas 77002
ATTN: John Carter,
Director of Procurement

Contractor:

ATTN: _____

21. Invoicing and Payment

The contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by HCC:

Houston Community College
Accounts Payable
P.O. Box 667460
Houston, Texas 77266-7460

Reference Project No.08-37 and the applicable purchase order number, if any.

Generally, payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when HCC deposits the contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

22. Drug Policy

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, Dispensation, or use of illegal drugs or alcohol by the Contractor or its employees while on HCC's premises is strictly prohibited. Any violation of this provision by the Contractor or its employees will be considered a breach of contract by the Contractor.

23. Appropriated Funds

The purchase of any service or product under the resulting contract beyond the initial contract period is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the contract by giving the contractor a thirty (30) day written notice of its intention to terminate without penalty or any further obligation on the part of HCC or the contractor. Upon cancellation of this contract, HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period or the effective date of termination, whichever is the earlier to occur.

24. Entire Agreement

The resulting contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials and subject matter contained in the contract and supersede all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. This contract shall not be amended or modified, except by mutual written agreement between and signed by the parties to the contract.

ATTACHMENT NO. 6

DETERMINATION OF GOOD FAITH EFFORT

Proposer _____

Address _____

Phone _____

Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation.

- _____ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification.

Signature of Proposer

Title

Date

**ATTACHMENT NO. 7
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, _____, _____, of
 (Name) (Title)

_____, certify that on the date(s) shown, the small businesses listed herein were
 (Name of proposer's company) contacted to solicit Proposals for Materials or Services to be used
 on Project #08-37

DATE CONTACTED	SMALL BUSINESS Name	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I am unable to commit to awarding subcontract(s) or supply order(s) to the small business listed above.

NOTE: This form to be submitted with all Proposal documents for Waiver of small business participation. (See Instructions to Proposers)

Signature: _____

**ATTACHMENT NO. 8
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

Note: Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College
Procurement Operations/Small Business Representative
Post Office Box 667517
Houston, Texas 77266-7517
Ref: HCC Project No. 08-37**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
____ African American (AA)	____ Male	____ Houston (H)
____ Asian Pacific American (APA)	____ Female	____ Texas (T)
____ Caucasian (C)		____ Out of State (O)
____ Hispanic American (HA)		Specify State _____
____ Native American (NA)		____ Public Owned (PO)
____ Other (O) Specify _____		

BUSINESS CLASSIFICATION

____ DBE Disadvantaged Business Enterprise	____ SB Small Business
____ WBE Women Owned Business Enterprise	____ MBE Minority Business Enterprise
____ HUB Historically Underutilized Business	____ Other: _____

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTACHMENT NO. 10

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 11

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:
Have you been convicted of a felony? YES or NO

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2008.

Notary Public for the State of: _____

ATTACHMENT NO. 12

AFFIDAVIT FORM

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____, _____,
(City) (State)

this the _____ day of _____, 2008.

Notary Public for the State of: _____

ATTACHMENT NO. 13
BUSINESS QUESTIONNAIRE

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for Houston Community College? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located? _____

If headquarters is located out of state, does that state have preferential treatment on Proposals? _____

If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____

Title _____

Please indicate how you became aware of this procurement? Source: _____

Example: Newspapers (Chronicle, El Dia, Voice of Asia, African American News, etc.) Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

ATTACHMENT NO. 14

ASSURANCE OF SBDP GOAL

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = **BEST EFFORT**

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Proposer may be subject to the loss of the contract or the termination thereof resulting from this proposal and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 15

VENDOR APPLICATION INSTRUCTIONS

The Houston Community College Procurement Operations department has developed an online vendor application. This is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College Procurement Operations department website and register as a vendor. The website address to access the vendor registration form is http://hccs.aecglobal.com/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed proposal package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

ATTACHMENT NO. 16
INSURANCE REQUIREMENTS

HOUSTON COMMUNITY COLLEGE

The insurance coverage and limits listed below are the minimum requirements that the Contractor are required to carry during performance of the contract for Cisco Network Upgrade Equipment, Project No. 08-32.

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Lightning or Explosion	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

2. Automobile Liability:

Bodily Injury / Property Damage	\$1,000,000
---------------------------------	-------------

3. Workers Compensation:

Part A - Statutory	
Part B - \$1,000,000 Each Accident	
\$1,000,000 Policy Limits	
\$1,000,000 Each Employee	

The following endorsements and other stated information are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation
- Houston Community College System be named as Additional Insured on all policies except the Workers Compensation (Prohibited by Law)
- Waiver of Subrogation on all policies
- The assigned HCC Project No. 08-02.

The original certificate of insurance, indicating the cover, limits and endorsements stated herein, shall be furnished to Houston Community College with **14** calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate of insurance to:

Houston Community College
Risk Management Office
Post Office Box 667517 (MC-1119)
Houston, Texas 77266

NOTE: CSL denotes "Combined Single Limit"

ATTACHMENT NO. 17

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of person who has a business relationship with local governmental entity.</p> 	<p>Date Received</p> 	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p style="text-align: center; font-size: small;">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p> 		
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Signature of person doing business with the governmental entity</p> <p style="text-align: right; text-align: center;">_____</p> <p style="text-align: right; text-align: center; font-size: small;">Date</p>		

Adopted 06/29/2007



**procurement
operations**

Sample Contract Documents

By and Between

Houston Community College

And

**For
Voice-Over IP Deployment**

Project No. 08-37

SAMPLE CONTRACT EXHIBITS

EXHIBIT A PROPOSAL / AWARD FORM

Note: (Attachment No. 1 of this solicitation may become Exhibit A in the resulting contract.)

EXHIBIT B SCHEDULE OF ITEMS AND PRICES

Note: (Attachment No. 2 of this solicitation may become Exhibit B in the resulting contract.)

EXHIBIT C SCOPE OF SERVICES

Note: (Attachment No. 3 of this solicitation may become Exhibit C in the resulting contract.)

EXHIBIT D GENERAL TERMS AND CONDITIONS

Note: (Attachment No. 4 of this solicitation may become Exhibit D in the resulting contract.)

EXHIBIT E CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM

Note: (Attachment No. 8 of this solicitation may become Exhibit E in the resulting contract.)

EXHIBIT F INSURANCE REQUIREMENTS

Note: (Attachment No. 15 of this solicitation may become Exhibit H in the resulting contract.)

EXHIBIT G SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER PAYMENT CERTIFICATION

EXHIBIT H PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED

EXHIBIT G

**HOUSTON COMMUNITY COLLEGE
SUBCONSULTANTS/SUBCONTRACTORS/SUPPLIERS PAYMENT CERTIFICATION FORM**

- Instructions:** 1. This form shall be completed and signed by an officer of the subcontractor's company for each payment received from the prime contractor and shall be returned to the prime contractor for its submission to HCC.
2. The prime contractor shall attach this completed form to each invoice for payment submitted to HCC/Acct. Dept.

PROJECT NO./TITLE: _____

NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

I hereby certify that the above firm has received payment on _____ from _____ -
(Date) **(Prime Contractor)**

In the amount of \$ _____ as full payment of our Invoice No. _____ dated _____

for work performed during _____ under Contract/Project No. _____
(Enter Time Period)

Signature: _____

Name (Print or Type) : _____

Title: _____

Date: _____

Telephone: _____

**EXHIBIT H
HOUSTON COMMUNITY COLLEGE
SUBCONTRACTOR PROGRESS ASSESSMENT FORM**

Project No./Title: _____

Reporting Period: From _____ **To** _____

Prime Contractor: _____

Total Contract Amount (Prime Contractor): \$ _____

Instructions: This form shall be completed and signed by an officer of the prime contractor's company and shall be attached to each invoice for payment submitted to HCC's Accounting Dept.

List Subcontractor(s) name below	Total Subcontract Amount	Amount Paid This Period	Total Paid to Date
	\$	\$	\$

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will
(Prime Contractor)

make payments within five (5) calendar days of receipt of funds now due from HCC to our subcontractor(s) in accordance with the contractual arrangements with them.

Signature: _____

Name (Print or Type): _____

Title: _____

Date: _____

Telephone: _____