

Procurement Operations

Request for Proposals (RFP)

For

**Project Name: Library
Subscription Services**

Project No. 12-29

REQUEST FOR PROPOSALS

TABLE OF CONTENTS

	Page
Cover Page	
Table of Contents	2
Summary of RFP	3 – 5
Instructions to Proposers	6 – 12

Forms to be completed and submitted with the Proposal, as appropriate.

Attachment No. 1 Scope of Services	13 - 14
Attachment No. 2 Proposal/Contract Award Form	15 - 16
Attachment No. 3 Proposer Questionnaire	17 - 34
Attachment No. 4 Determination of Good Faith Effort Form	35 - 36
Attachment No. 5 Small Business Unavailability Certificate	37
Attachment No. 6 Contractor & Subcontractor Participation Form	38
Attachment No. 7 Small Business Development Questionnaire	39
Attachment No. 8 Proposer's Certifications	40 - 41
Attachment No. 9 Conflict of Interest Questionnaire	42
Attachment No. 10 Financial Interests and Potential Conflicts of Interest	43 - 46

HOUSTON COMMUNITY COLLEGE

REQUEST FOR PROPOSALS - SUMMARY

Date: June 11, 2012
Project Title: Library Subscription Services
Project No.: 12-29

.....
ISSUED BY:

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

SUBMIT INQUIRES TO:

Name: Wanda Pleasant
Title: Buyer
Telephone: (713) 718-5319
Fax: (713) 718-2113
Email: wanda.pleasant@hccs.edu
.....

1. Project Overview:

Houston Community College ("HCC") is seeking proposals from qualified firms to provide Library Subscription Services as described in Attachment No. 1, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP).

PROPOSERS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2. Award / 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 proposals 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 HCC's general Terms and Conditions (reference Instructions to Proposers, Section 22).

3. Proposal Due Date/Time:

HCC will accept sealed proposals in original form to provide the required Library Subscription Services until **3:00 PM (local time) on Thursday, July 12, 2012**. Proposals will be received in the Procurement Operations Department, 3100 Main Street (11th Floor, Room 11A06), Houston, Texas 77002. **Late proposals will NOT be considered under any circumstances.**

4. Contract Term:

It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be three (3) years with the option to renew for two (2) additional one-year periods. Further, HCC reserves the right to extend the contract term on a month to month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

5. HCC Contact:

Any questions or concerns regarding this Request for Proposal shall be directed to the above named HCC individual

HCC specifically requests that Proposers restrict all contact and questions regarding this RFP to the above named individual. The above named individual must receive all questions or concerns no later than **3:00 PM (local time) on Tuesday, June 26, 2012**.

6. Inquiries and Interpretations:

Responses to inquiries which directly affect an interpretation or change to this RFP will be issued in writing by addendum (amendment) and all parties recorded by HCC as having received a copy of the RFP will be notified of the addendum; and all addenda will be posted on the HCC Website. www.hccs.edu. All such addenda issued by HCC prior to the time that proposals are received shall be considered part of the RFP, and the Proposer shall be bound by and responsible for all requirements and information provided herein. Firms receiving this proposal other than directly from HCC are responsible for notifying HCC that they are in receipt of a proposal package and are to provide a name and address to utilize in the event an amendment is issued.

Only those HCC replies to inquiries which are made by formal written addenda shall be binding. Oral and other interpretations or clarification will be without legal effect.

7. Vendor Registration:

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 <https://hccs.sbcompliance.com/FrontEnd/VendorsIntroduction.asp>

If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

A PROPERLY COMPLETED VENDOR APPLICATION IS REQUIRED AND IS A CONDITON OF CONTRACT AWARD.

8. Obligation and Waivers:

THIS RFP IS A SOLICITATION FOR PROPOSAL AND IS NOT A CONTRACT OR AN OFFER TO CONTRACT.

This Request for Proposal 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 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 RECOMMENDATIONS 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 or requirement 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, disability, sexual orientation or veteran status.

INSTRUCTIONS TO PROPOSERS

1. General Instructions:

- a. Proposers should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- b. Proposals and any other information submitted by Proposers in response to this Request for Proposal shall become the property of HCC.
- c. HCC will not provide compensation to Proposers for any expenses incurred by the Proposer(s) for proposal preparation or for any demonstrations that may be made, unless otherwise expressly stated. Proposers submit proposals at their own risk and expense.
- d. Proposals which are qualified with conditional clauses, or alterations, or items not called for in the RFP documents, or irregularities of any kind are subject to disqualification by HCC, at its option.
- e. Each proposal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of HCC's needs.
- f. HCC makes no guarantee that an award will be made as a result of this RFP, and reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP or resulting Agreement when deemed to be in HCC's best interest. Representations made within the proposal will be binding on responding firms. HCC will not be bound to act by any previous communication or proposal submitted by the firms other than this RFP.
- g. Firms wishing to submit a "No-Response" are requested to return the first page of the Proposal/Contract Award Form (ref. Attachment No. 2). The returned form should indicate your company's name and include the words "No-Response" in the right-hand column.
- h. Failure to comply with the requirements contained in this Request for Proposal may result in the rejection of your proposal.

2. Preparation and Submittal Instructions:

Respondents must complete, sign and return the following documents, as required:

- Proposal /Contract Award Form (Attachment No. 2)
 - Proposer Questionnaire (Attachment No. 3)
 - Determination of Good Faith Effort Form (Attachment No.4)
 - Small Business Unavailability Certificate (Attachment No. 5)
 - Contractor & Subcontractor/Supplier Participation Form (Attachment No. 6)
 - Small Business Development Questionnaire (Attachment No. 7)
 - Proposer's Certifications (Attachment No. 8)
 - Conflict of Interest Questionnaire (Attachment No. 9)
 - Financial Interests and Potential Conflicts of Interests (Attachment No. 10)
- a. Proposal must be signed by Proposer's company official(s) authorized to commit such proposals. Failure to sign and return these forms will subject your proposal to disqualification.
 - b. Responses to this RFP must include a response to the proposal requirements set forth in Section 4 (Preparation of Proposal), below.

c. Page Size, Binders, Dividers and Electronic Copy

Proposals must be typed on letter-size (8-1/2" x 11") paper. HCC requests that proposals be submitted in a binder. Preprinted material should be referenced in the proposal and included as labeled attachments. Sections should be divided by tabs for ease of reference. An electronic Copy of the proposal must be provided in an Adobe Acrobat (.pdf) format.

d. Table of Contents

Include with the proposal a Table of Contents that includes page number references. The Table of Contents should be in sufficient detail to facilitate easy reference of the sections of the proposal as well as separate attachments (which should be included in the main Table of Contents). Supplemental information and attachments included by your firm (i.e., not required) should be clearly identified in the Table of Contents and provided as a separate section.

e. Pagination

All pages of the proposal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.) Attachments should be numbered or referenced separately.

f. Number of Copies

Submit one (1) original and five (5) copies of your Proposal including all required HCC Forms and documents. An original (manual) signature must appear on one (1) complete set of your Proposal documents. Additionally, your submittal shall include one (1) electronic version (compact disc or flash drive) in a non-editable Adobe Acrobat (.pdf) format.

g. Submission

One (1) original and all required copies of the Proposal, must be submitted and received in the HCC Procurement Operations Department on or before the time and date specified in The Request For Proposal-Summary, Section 3 and delivered to:

Houston Community College
Procurement Operations Department
3100 Main Street (11th Floor)
Houston, Texas 77002
Ref: Project No. 12-29
Attn: Wanda Pleasant, Buyer

g.1 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.**

g.2 Late proposals properly identified will be returned to Proposer unopened. Late proposals will not be considered under any circumstances.

g.3 Telephone proposals are not acceptable when in response to the Request for Proposal.

g.4 Facsimile ("FAX") or electronic (email) proposals are not acceptable when in response to this Request for Proposal.

3. 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 that comply with all material aspects of the solicitation, conform to the solicitation documents and meet the requirements set forth in this 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 the following requirements:
 - Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting 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 any resulting 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; and is not delinquent in taxes owed to the Houston Community College System; signing and submitting the proposal is so certifying to such non-delinquency;
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- d. Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described in the above Section 3 (c) and as 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.
- e. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders.
- f. A person or proposer shall not be eligible to be considered for this solicitation if the person or proposer engaged in or attempted to engage in prohibited communications as described in Section 12 below (Prohibited Communications).
- g. Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or consultants.) HCC will contract only with the individual firm or formal organization that submits a response to this RFP.

4. Preparation of Proposal:

a. Technical Proposal:

Proposer shall submit Technical Proposal responding to all Questions set forth in the Proposer Questionnaire, Section 3.0 attached hereto as Attachment No. 3.

b. Price Proposal:

Proposer shall submit a Price Proposal respondent to all requirements set forth in the Proposer Questionnaire, Section 4.0 attached hereto as Attachment No. 3.

5. 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>Evaluation Criteria</u>	<u>Available Points</u>
• Qualifications and Experience of Firm:	20
• Reputation including past performance at HCC	20
• Project Management and Services	20
• Quality of Products and the extent they meet HCC needs	20
• Small Business Commitment:	acceptable/unacceptable
• Price Proposal	20
<hr/>	
Total Points: 100	

6. Contract Award:

Award of a contract, if awarded, will be made to the proposer who (a) submits a responsive proposal; (b) is a responsible proposer; and (c) offers the best value to HCC, price and other factors considered. A responsive proposal and a responsible proposer are those that meet the requirements of and are as described in Section 3 of this solicitation. 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. Except as otherwise may be set forth in this solicitation, HCC reserves the right to waive any informalities, non-material errors, technicalities, or irregularities in the proposal documents submitted and consider the proposal for award.

7. 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.

8. 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.

9. 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, disability, sexual orientation or veteran status 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:
 - To the extent consistent with industry practices, divide the contract work into reasonable lots.
 - Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
 - Document reasons for rejecting a firm that bids on subcontracting opportunities.

10. 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.

11. 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.

12. Prohibited Communications:

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

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

The communications prohibition shall be imposed from the day the solicitation is first advertised through the day the contract documents are signed by all parties. During this period, no HCC Trustee and no Vendor Shall communicate in any way concerning any pending Solicitation involving that Vendor, subject to the penalties stated herein.

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 purposes, to circumvent equal consideration for 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.

13. 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.

14. 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.

15. 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.) ("the Act") after a contract if any, is awarded. If the proposer 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 proposer must identify such materials in the proposal response. Notwithstanding the foregoing, 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 proposer releases HCC from any liability or responsibility for maintaining the confidentiality of such documents.

16. 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 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.

17. Conflict of Interest:

If a firm, proposer, 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 proposal 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 176 of the Local Government Code. The person /proposer submitting a response to this solicitation must complete (as applicable), sign and submit **Attachment No. 9, Conflict of Interest Questionnaire Form, and Attachment No. 10, Financial Interest and Potential Conflict of Interests** with the proposal package. **Enter N/A in those areas on the Attachments that are not applicable to your company.**

HCC expects the selected contractor to comply with Chapter 176 of the Local Government Code and that failure to comply will be grounds for termination of the contract.

Note: Attachment No. 10 shall be completed, signed and returned to HCC. Failure to complete, sign and notarize (if applicable) Attachment No. 10 shall render your proposal non-responsive.

18. 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.

19. 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.

20. Withdrawal or Modification:

No proposal may be changed, amended, modified by telegram or otherwise, after the same has been submitted or filed in response to this solicitation, except for obvious errors in extension. However, a proposal may be withdrawn and resubmitted any time prior to the time set for receipt of proposals. No proposal may be withdrawn after the submittal deadline without approval by HCC which shall be based on Respondent's submittal, in writing, of a reason acceptable to HCC.

21. Validity Period:

Proposals are to be valid for HCC's acceptance for a minimum of 180 days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays. Proposals, if accepted, shall remain valid for the life of the Agreement.

22. Terms and Conditions:

The HCC General Terms and Conditions of Contracts shall govern any Purchase Order/Contract issued as a result of this solicitation (RFP). They may be viewed at:

[http://www.hccs.edu/hcc/System%20Home/Departments/Procurement Operations/About Procurement/General %20Terms%20and%20Conditions%20of%20Contracts.pdf](http://www.hccs.edu/hcc/System%20Home/Departments/Procurement%20Operations/About%20Procurement/General%20Terms%20and%20Conditions%20of%20Contracts.pdf)

Proposers may offer for HCC's consideration alternate provisions to the Terms and Conditions. Alternates proposed must refer to the specific article(s) or section(s) concerned. General exceptions such as "company standard sales terms apply" or "will negotiate" are not acceptable. Proposer's silence as to the terms and conditions shall be construed as an indication of complete acceptance of these conditions as written.

ATTACHMENT NO. 1

SCOPE OF SERVICES MINIMUM REQUIREMENTS

HCC Project No.: 12-29

GENERAL

The Contractor shall furnish all labor, materials, supplies, equipment and any and all other items necessary to perform Library Subscriptions Services required by this Request for Proposal (RFP No. 12-29). The Contractor acknowledges and understands that this document provides a general description of the work to be performed and is not intended to be all inclusive. In performing the work Contractor represents that it is familiar with the library subscription services that it will be required to deliver and agrees to perform all necessary and required work to deliver Library Subscription Services consistent with industry best practices and in accordance with all licensing, regulations, and professional standards.

PURPOSE

The purpose of this proposal is to secure a periodicals contract to supply the desired publications for HCC District campuses for a subscription period of twelve (12) calendar months, beginning January 1st, and ending December 31st, unless otherwise requested at the time orders are placed.

QUANTITIES

The quantities appearing in this request for proposal are approximate only, and HCC reserves the right to increase, decrease or delete any or all items. If the quantities of materials to be furnished are increased, such increase shall be paid for according to the unit prices established for the item. The successful proposer shall have no claims against HCC for anticipated profits for the quantities called for, diminished or deleted.

SERVICES

At the stated time, the awarded contractor shall:

- Provide a specific company representative for the HCC Library account who shall assist with renewals, ordering, claiming, and other questions.
- Provide an Internet website which includes listings of all available periodical titles and current pricing.
- Provide training for staff (if desired by the Library) and provide passwords as necessary to access the database.
- Provide a toll-free telephone number and email address for immediate customer service.
- Provide a current online renewal list, arranged in alphabetical order by title, for each HCC library unit before September 1st of each year. The list shall include Title, ISSN, publication status and frequency, and current price.
- Provide online renewal and claiming capability.
- Provide real-time printable and downloadable (compatible with Microsoft Excel) managements reports online for:
 - Orders
 - Renewals
 - Cancellations
 - Title changes, ceased titles, merged titles, frequency changes, split titles, discontinued titles, suspended titles, price projections, etc.
- Respond to online claims via email within one (1) week to the HCC contact for claiming and ordering.
- Maintain separate order and renewal lists for each HCC Library location

- Deliver all titles to the following address:
Attn.: Library <Campus Name> (as indicated on the order/renewal)
3100 Main, Room BB00
Houston, TX 77002

QUALITY OF MATERIAL

Damaged and missing issues will be replaced by the contractor at no cost to the District.

ACCEPTANCE OF WORK

HCC shall not pay for services or supplies that are deemed by HCC to be unsatisfactory.

CONDITIONS OF CONTRACT OBLIGATIONS

The awarded contractor will receive purchase orders from HCC, and service for new subscriptions shall begin with the January issue of the periodical titles requested. The payment for subscriptions not received in January will be withheld by the HCC until such time as deliveries are established on a recurring basis (usually an additional 60 days).

In the event that additional subscriptions begin on a cycle which is not consistent with the yearly January-to-December cycle, it is requested that the contractor acquire back issues of the periodical to January of the current year or adapt the subscription cycle so that less than a one-year subscription rate is in effect for the first subscription to terminate on December 31st. This will be the case for all new subscriptions.

ATTACHMENT NO. 2

**HOUSTON COMMUNITY COLLEGE
REQUEST FOR PROPOSALS
PROPOSAL/CONTRACT AWARD FORM**

PROJECT TITLE: Library Subscription Services
PROJECT NO.: 12-29

Name of Proposer/Contractor: _____

Federal Employer Identification Number _____
(Note: please refer to RFP- Summary, Section 10: Vendor Registration)

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

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

The undersigned certifies that he/she has read, understands and agrees to be bound by the requirements and terms and conditions set forth in this Solicitation inclusive of the requirements of any and all amendments hereto issued by HCC. 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 understands and agrees that when evaluating proposals and making an award decision, HCC relies on the truth and accuracy of the statements and representations presented in the proposal response. Accordingly, HCC has the right to suspend or debar the undersigned from its procurement process and/or terminate any contract award that may have resulted from this solicitation if HCC determines that any statements or representations made were not true and accurate.

Signed By: _____ Name: _____
(Type or Print)

Title: _____
(Type or Print)

State of _____

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

this the _____ day of _____, 2012.

Notary Public for the State of: _____

ACCEPTANCE AND CONTRACT AWARD FORM

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

.....
Purchase Order No. _____ (for payment purposes only)

Project No. 12-29

EFFECTIVE DATE: _____

.....
Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions 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 _____, 2012.

Signed By: _____

Title: _____

ATTACHMENT NO. 3

Proposer Questionnaire

HCC Project No. : 12-29

1.0 Company Profile:

1.1 Provide details as to the following:

- Firm or Entity Name
- Years in Business
- Form of Business under which Proposer operates (i.e., corporation, partnership, sole proprietor)
- Key Contacts: List the names(s), telephone number, email addresses of the representative(s) who are to be contacted regarding your proposal
- Ownership: List the names of all officers and persons of organizations have a ten percent (10%) or greater ownership interest in the company. Indicate which persons are in day-to-day management of the company. Also, indicate if the business is a subsidiary of another entity or conglomerate.
- Sales Volume: Provide net sales data for the past three (3) years
- Describe your company's specific knowledge, experience and expertise in Library Subscription Services.
- Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under an Agreement with HCC.
- Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, specify date(s), details, circumstances, and prospects for resolution.

1.2 Firm's Financial Status: Provide evidence of the firm's financial stability including but not limited, any one or more of the following: the firm's audited financial statement for the last two (2) years; a statement from at least one financial institution with validation of at least six (6) months working capital; recent annual reports or equivalent information and your short and long-term credit rating; a letter from the company's CPA attesting to the company's financial stability.

2.0 Customer References:

2.1 Your response must include a listing of at least three (3) customers for which you have provided the Library Subscription Services of the type and kind required by this RFP. Your customer reference list shall include the company name; contact person including telephone #; scope of services, annual sales volume (\$), and the period of time for which work was performed.

2.2 Provide a reference list of all customers for whom you have performed work during the past three (3) years. The List to include company name, contact person, telephone #, and email address (if known).

3.0 Technical Proposal:

Your Technical Proposal should clearly define (i) your Company's total capabilities, (ii) your qualifications to perform the work, (iii) your ability to perform the services outlined in Attachment No. 1, (iv) your understanding of HCC, and (v) what differentiates you from your competitors. At a minimum, your Technical Proposal shall include the following:

3.1 Cover letter: The cover letter shall not to exceed 2 pages in length, summarizing key points in the proposal.

3.2 Qualifications and Experience of Personnel:

(a) Provide a project-staffing plan including resumes for all proposed "key" staff members who will be assigned to this account and defining their role in supporting the HCC account;

(b) Provide your criteria for hiring including screening, criminal background checks, or any other means of verification of employee information, or explain other means for ensuring the integrity and suitability of the Proposer's employees.

3.3 Implementation Plan: Provide a detailed *Start-up Implementation Schedule* identifying key tasks and milestone commencing date of contract award through implementation, including readiness to process first purchase order. Your response should clearly define both your and HCC's responsibilities and resources required during the implementation phase.

3.3.a Transition Plan: Provide a detailed *Transition Plan*. Upon termination of this contract, identify your plan of action to prevent interruption of the Library's subscriptions, including a conversion schedule.

3.4 Training of employees: Describe your training and development program of both full time and part-time personnel as it relates to customer service, policies and procedures, quality control, and general business operations.

3.4.1 Training for HCC: Describe all trainings available for HCC users as it pertains to the needs and services requested in this Request for Proposal. (Example: Will someone from your company come to HCC to train? Is the training available online? Etc.)

3.5 Quality: Please identify the key metrics you propose to use to measure your performance in delivering services to HCC. Your response should indicate the frequency of the measurement, how it will be used to continually improve performance, and how this information will be shared with HCC. Your response should include how do you measure and monitor production quality, ensure delivery/turnaround times are being met, and how problems are tracked, escalated (if required) both internally and with the customer.

3.6 Customer Satisfaction: How do you measure and monitor customer satisfaction; describe the method used, frequency, and how results are reported.

3.7 Capabilities and Capacity: Proposer shall clearly define its in-house capability and capacity to perform the work identified in Attachment No. 2. Your response must describe the various technologies, tools, methods, and technical expertise that you will provide to HCC and/or that will be used in the delivery of the services and how that will be of benefit in the delivery of services to HCC.

3.7.a Demonstration Website: For the services that HCC is requesting, provide your demonstration website and information that can be found on that website.

3.8 Communication Plan: Please provide a sample communication plan of how your company will communicate with HCC regarding updates, cancellation of subscriptions, upcoming prices changes from publishers, etc. upon commencement of the contract and thereafter, on an ongoing basis.

3.10 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, if any.

3.11 Miscellaneous:

(a) Please identify any challenges and/or difficulties you anticipate in providing services to HCC and how you plan to manage them; what assistance will you require from HCC.

(b) Please describe any special benefits or advantages in selecting your company.

4.0 Price Proposal:

Proposer shall complete and submit the Schedule of Items and Prices. Proposer may submit, for HCC's consideration, any other products and services it offers.

Item No.	Campus	Title	ISSN	Annual Cost
1	WestLoop	3D World (Print Edition)	1470-4382	
2	Central	American Artist (Print Edition)	0002-7375	
3	SpringBranch	American Cinematographer (Print Edition)	0002-7928	
4	SpringBranch	American Heritage (Print Edition)	0002-8738	
5	Stafford	American Heritage (Print Edition)	0002-8738	
6	WestLoop	American Heritage (Print Edition)	0002-8738	
7	WestLoop	American Historical Review (Print Edition)	0002-8762	
8	Central	American History (Print Edition)	1076-8866	
9	Northline	American History (Print Edition)	1076-8866	
10	SpringBranch	American History (Print Edition)	1076-8866	
11	WestLoop	American History (Print Edition)	1076-8866	
12	Codwell	American Journal of Psychology (Print + Online)	2796329	
13	Central	American Salon (Nonmember) (Print + Online)	0741-5737	
14	Katy	American Salon (Nonmember) (Print + Online)	0741-5737	
15	Central	American Theatre (Print Edition)	8750-3255	
16	Stafford	Americas (English Edition)	0379-0940	
17	Central	Architectural Digest (Print Edition)	0003-8520	
18	Pinemont	Architectural Digest (Print Edition)	0003-8520	
19	Central	Art in America (Print Edition)	0004-3214	
20	Northline	Art in America (Print Edition)	480021	
21	Pinemont	Art in America (Print Edition)	0004-3214	
22	SpringBranch	Art in America (Print Edition)	0004-3214	
23	Stafford	Art in America (Print Edition)	0004-3214	
24	Central	ARTFORUM International (Print Edition)	1086-7058	
25	Central	ArtNews (Print Edition)	0004-3273	
26	Codwell	ArtNews (Print Edition)	501571	
27	Northline	ArtNews (Print Edition)	501571	
28	WestLoop	ArtNews (Print Edition)	0004-3273	
29	WLGH	ArtNews (Print Edition)	0004-3273	
30	Central	Atlantic, The (Print Edition)	1072-7825	

Item No.	Campus	Title	ISSN	Annual Cost
31	Katy	Atlantic, The (Print Edition)	1072-7825	
32	Northline	Atlantic, The (Print Edition)	1072-7825	
33	SpringBranch	Atlantic, The (Print Edition)	1072-7825	
34	Stafford	Atlantic, The (Print Edition)	1072-7825	
35	WestLoop	Atlantic, The (Print Edition)	1072-7825	
36	Northline	Aztlan: A Journal of Chicano Studies (Print + Online)	257253	
37	Katy	Better Homes & Gardens (Print Edition)	0006-0151	
38	Northline	Better Homes & Gardens (Print Edition)	0006-0151	
39	Pinemont	Better Homes & Gardens (Print Edition)	0006-0151	
40	SpringBranch	Better Homes & Gardens (Print Edition)	0006-0151	
41	WestLoop	Bien-Dire (Print Edition)	1277-2690	
42	SpringBranch	Billboard (Print + Online)	0006-2510	
43	Codwell	Biomedical Instrumentation & Technology (Paid Subscription) (Print + Online)	0899-8205	
44	Central	Black Enterprise (Print Edition)	0006-4165	
45	Codwell	Black Enterprise (Print Edition)	827428	
46	Northline	Black Enterprise (Print Edition)	827428	
47	Pinemont	Black Enterprise (Print Edition)	0006-4165	
48	SpringBranch	Black Enterprise (Print Edition)	0006-4165	
49	WestLoop	Black Enterprise (Print Edition)	0006-4165	
50	NorthForest	Black enterprise.	14	
51	Central	Bon Appetit (Print Edition)	0006-6990	
52	Eastside	BON APPETIT (PRINT EDITION)	0006-6990	
53	Central	Booklist (Print Edition)	0006-7385	
54	Eastside	Booklist (Print Edition)	0006-7385	
55	Northline	Booklist (Print Edition)	2003509	
56	SpringBranch	Booklist (Print Edition)	0006-7385	
57	Stafford	Booklist (Print Edition)	0006-7385	
58	Central	BusinessWeek (Print + Online)	0007-7135	
59	Katy	BusinessWeek (Print + Online)	1912227	
60	Northline	BusinessWeek (Print + Online)	1912227	
61	Stafford	BusinessWeek (Print + Online)	0007-7135	
62	WestLoop	BusinessWeek (Print + Online)	0007-7135	
63	WLGH	BusinessWeek (Print + Online)	0007-7135	
64	Katy	Car & Driver (Print Edition)	1498439	
65	WestLoop	Car & Driver (Print Edition)	0008-6002	
66	Central	Ceramics Monthly (Print + Online)	0009-0328	

Item No.	Campus	Title	ISSN	Annual Cost
67	Central	Choice Magazine (Current Reviews for Academic Libraries) (Print Edition)	0009-4978	
68	Eastside	Choice Magazine (Current Reviews for Academic Libraries) (Print Edition)	0009-4978	
69	Northline	Choice Magazine (Current Reviews for Academic Libraries) (Print Edition)	1124462	
70	SpringBranch	Choice Magazine (Current Reviews for Academic Libraries) (Print Edition)	0009-4978	
71	Katy	Christian Science Monitor (Print Edition)	0882-7729	
72	Stafford	Christian Science Monitor (Print Edition)	0882-7729	
73	Northline	Christianity Today (Print Edition)	1407525	
74	Central	Chronicle of Higher Education (Print + Online)	0009-5982	
75	Eastside	Chronicle of Higher Education (Print + Online)	0009-5982	
76	Katy	Chronicle of Higher Education (Print + Online)	1491165	
77	Northline	Chronicle of Higher Education (Print + Online)	1491165	
78	SpringBranch	Chronicle of Higher Education (Print + Online)	0009-5982	
79	Stafford	Chronicle of Higher Education (Print + Online)	0009-5982	
80	WestLoop	Chronicle of Higher Education (Print + Online)	0009-5982	
81	NorthForest	Chronicle of higher education.	80	
82	Eastside	College & Research Libraries News and College & Research Libraries Combo Subscription (Print Edition)	0099-0086	
83	WestLoop	College Literature (Print Edition)	0093-3139	
84	WestLoop	Communication Arts (Print Edition)	0010-3519	
85	Codwell	Community College Journal (Print + Digital)	1067-1803	
86	Northline	Community College Journal (Print + Digital)	1067-1803	
87	SpringBranch	Community College Journal (Print + Digital)	1067-1803	
88	NorthForest	Community college journal.	45	
89	Eastside	Community College Times (Print Edition)	1089-4373	
90	WestLoop	Computer Arts (Print + CD ROM)	1360-5372	
91	WestLoop	Computer Graphics World (Print Edition)	0271-4159	
92	WestLoop	ComputerWorld (Print + Digital)	0010-4841	
93	Katy	Conde Nast Traveler (Print Edition)	0893-9683	
94	SpringBranch	Conde Nast Traveler (Print Edition)	0893-9683	

Item No.	Campus	Title	ISSN	Annual Cost
95	Central	Consumer Reports (With Buying Guide) (Print Edition)	0010-7174	
96	Codwell	Consumer Reports (With Buying Guide) (Print Edition)	1926564	
97	Eastside	Consumer Reports (With Buying Guide) (Print Edition)	0010-7174	
98	Katy	Consumer Reports (With Buying Guide) (Print Edition)	1926564	
99	Northline	Consumer Reports (With Buying Guide) (Print Edition)	1926564	
100	Pinemont	Consumer Reports (With Buying Guide) (Print Edition)	0010-7174	
101	SpringBranch	Consumer Reports (With Buying Guide) (Print Edition)	0010-7174	
102	Stafford	Consumer Reports (With Buying Guide) (Print Edition)	0010-7174	
103	WestLoop	Consumer Reports (With Buying Guide) (Print Edition)	0010-7174	
104	NorthForest	Consumer reports.	28	
105	Codwell	Cosmopolitan (Print Edition)	2791093	
106	Eastside	Cosmopolitan (Print Edition)	0010-9541	
107	Northline	Current History (Print + Online Edition/ Single Site)	595651	
108	Central	Dance Magazine (Print Edition)	0011-6009	
109	Katy	Dermscope Magazine (Print Edition)	1075-055X	
110	Stafford	Details (Print Edition)	0740-4921	
111	Central	Discover (Print Edition)	0274-7529	
112	Codwell	Discover (Print Edition)	0274-7529	
113	Katy	Discover (Print Edition)	0274-7529	
114	Stafford	Discover (Print Edition)	0274-7529	
115	WestLoop	Discover (Print Edition)	0274-7529	
116	Northline	Diverse: Issues in Higher Education (Print + Online)	1557-5411	
117	SpringBranch	DV Magazine (Digital Video)	1541-0943	
118	WestLoop	DV Magazine (Digital Video)	1541-0943	
119	Stafford	E: The Environmental Magazine (Print + Online)	1046-8021	
120	Stafford	EARTH Magazine (Print Edition)	1943-345X	
121	Alief	Ebony (Print Edition)	0012-9011	
122	Central	Ebony (Print Edition)	0012-9011	
123	Codwell	Ebony (Print Edition)	0012-9011	
124	Eastside	Ebony (Print Edition)	0012-9011	
125	Katy	Ebony (Print Edition)	0012-9011	
126	Northline	Ebony (Print Edition)	0012-9011	
127	SpringBranch	Ebony (Print Edition)	0012-9011	
128	Stafford	Ebony (Print Edition)	0012-9011	

Item No.	Campus	Title	ISSN	Annual Cost
129	WestLoop	Ebony (Print Edition)	0012-9011	
130	NorthForest	Ebony.	0012-9011	
131	Katy	Economist with The World In (Print + Online)	0013-0613	
132	Northline	Economist with The World In (Print + Online)	0013-0613	
133	SpringBranch	Economist with The World In (Print + Online)	0013-0613	
134	Stafford	Economist with The World In (Print + Online)	0013-0613	
135	WestLoop	Economist with The World In (Print + Online)	0013-0613	
136	Central	Education About Asia (Print Edition)	1090-6851	
137	Northline	Education Digest (Print Edition)	0013-127X	
138	Stafford	Education Digest (Print Edition)	0013-127X	
139	Katy	Education Week (Print + Online)	0277-4232	
140	Central	Electrical Construction & Maintenance (EC&M) (Print Edition)	0013-4260	
141	Codwell	EMS Insider (Print Edition)	1081-4507	
142	Codwell	EMS Magazine (Print + Online)	1946-9365	
143	Codwell	ENR (Engineering News Record) (Print + Online)	0891-9526	
144	Central	Entrepreneur (Print Edition)	0163-3341	
145	Katy	Entrepreneur (Print Edition)	0163-3341	
146	SpringBranch	Entrepreneur (Print Edition)	0163-3341	
147	Alief	Esquire (Print Edition)	0194-9535	
148	Northline	Esquire (Print Edition)	0194-9535	
149	SpringBranch	Esquire (Print Edition)	0194-9535	
150	Stafford	Esquire (Print Edition)	0194-9535	
151	WestLoop	Esquire (Print Edition)	0194-9535	
152	Codwell	Essence Magazine (Print Edition)	0014-0880	
153	Eastside	Essence Magazine (Print Edition)	0014-0880	
154	Katy	Essence Magazine (Print Edition)	0014-0880	
155	Northline	Essence Magazine (Print Edition)	0014-0880	
156	Pinemont	Essence Magazine (Print Edition)	0014-0880	
157	SpringBranch	Essence Magazine (Print Edition)	0014-0880	
158	Stafford	Essence Magazine (Print Edition)	0014-0880	
159	WLGH	Essence Magazine (Print Edition)	0014-0880	
160	NorthForest	Essence.		
161	Eastside	Everyday Food (Martha Stewart) (Print Edition)	1544-6395	
162	Central	Exchange (Print Edition)	0164-8527	
163	Pinemont	Family Circle (Print Edition)	0014-7206	
164	SpringBranch	Filmmaker Magazine (Print Edition)	1063-8954	
165	Pinemont	Fine Homebuilding (Print Edition)	1096-360X	

Item No.	Campus	Title	ISSN	Annual Cost
166	Codwell	FireRescue Magazine (Print Edition)	1094-0529	
167	Central	Forbes (Print + Online)	0015-6914	
168	Katy	Forbes (Print + Online)	0015-6914	
169	Northline	Forbes (Print + Online)	0015-6914	
170	SpringBranch	Forbes (Print + Online)	0015-6914	
171	Stafford	Forbes (Print + Online)	0015-6914	
172	NorthForest	Forbes.		
173	Central	Fortune (Print + Online)	0015-8259	
174	Northline	Fortune (Print + Online)	0015-8259	
175	SpringBranch	Fortune (Print + Online)	0015-8259	
176	Stafford	Fortune (Print + Online)	0015-8259	
177	WestLoop	Fortune (Print + Online)	0015-8259	
178	Central	Glamour (Print Edition)	0017-0747	
179	Eastside	Glamour (Print Edition)	0017-0747	
180	Northline	Glamour (Print Edition)	0017-0747	
181	Stafford	Glamour (Print Edition)	0017-0747	
182	WestLoop	Glamour (Print Edition)	0017-0747	
183	Central	Good Housekeeping (Print Edition)	0017-209X	
184	SpringBranch	Good Housekeeping (Print Edition)	0017-209X	
185	WLGH	Good Housekeeping (Print Edition)	0017-209X	
186	Alief	GQ Gentlemens Quarterly (Print Edition)	0016-6979	
187	Central	GQ Gentlemens Quarterly (Print Edition)	0016-6979	
188	SpringBranch	Guitar Player (Print Edition)	0017-5463	
189	WestLoop	Harper's Bazaar (Print Edition)	0017-7873	
190	SpringBranch	Harpers Magazine (Print + Online)	0017-789X	
191	WestLoop	Harpers Magazine (Print + Online)	0017-789X	
192	NorthForest	Hispanic business		
193		Hispanic business		
194	Central	Hispanic Business Magazine (Print Edition)	0199-0349	
195	Northline	Hispanic Business Magazine (Print Edition)	0199-0349	
196	Pinemont	Hispanic Business Magazine (Print Edition)	0199-0349	
197	SpringBranch	Home Theater (Print Edition)	1096-3065	
198	Katy	Horticulture Magazine (Print Edition)	0018-5329	
199	Central	House Beautiful (Print Edition)	0018-6422	
200	Central	Houston Business Journal	0277-4976	
201	Codwell	Houston Business Journal	0277-4976	
202	Eastside	Houston Business Journal	0277-4976	
203	Northline	Houston Business Journal	0277-4976	
204	SpringBranch	Houston Business Journal	0277-4976	

Item No.	Campus	Title	ISSN	Annual Cost
205	WestLoop	Houston Business Journal	0277-4976	
206	NorthForest	Houston business journal.		
207		Houston business journal.		
208	WestLoop	How Magazine (Print Edition)	0886-0483	
209	WestLoop	Hudson Review, The (Print Edition)	0018-702X	
210	Central	Hunger Mountain		
211	Alief	In Style (Print + Online)	1076-0830	
212	Katy	In Style (Print + Online)	1076-0830	
213	Central	Inc (Print + Online)	0162-8968	
214	Katy	Inc (Print + Online)	0162-8968	
215	Northline	Inc (Print + Online)	0162-8968	
216	Stafford	Inc (Print + Online)	0162-8968	
217	WestLoop	Inc (Print + Online)	0162-8968	
218	NorthForest	Inc.	12	
219	Alief	India Currents (Print Edition)	0896-095X	
220	Stafford	India Currents (Print Edition)	0896-095X	
221	WestLoop	Inside Photoshop (Online Edition)	1094-0774	
222	Central	Interior Design (Print + Online)	0020-5508	
223	Central	International Sculpture Center Institutional Membership		
224	Stafford	Islamic Horizons (Print Edition)	8756-2367	
225	Codwell	JEMS Journal of Emergency Medical Services (Print Edition)	0197-2510	
226	Central	Jet (Print Edition)	0021-5996	
227	Northline	Jet (Print Edition)	0021-5996	
228	WLGH	Jet (Print Edition)	0021-5996	
229	WestLoop	Journal of Abnormal Psychology (Print Edition)	0021-843X	
230	WestLoop	Journal of Accountancy (Print + Online)	0021-8448	
231	WestLoop	Journal of American History (Print + Online)	0021-8723	
232	Pinemont	Journal of Light Construction (Print Edition)	1040-5224	
233	WestLoop	Journal of Politics (Print + Online)	0022-3816	
234	WestLoop	Journal of Property Management (Print Edition)	0022-3905	
235	Central	Journal of Southern History (Print Edition)	0022-4642	
236	WestLoop	Journal of Southern History (Print Edition)	0022-4642	
237	WestLoop	Journal of Taxation (Print Edition)	0022-4863	
238	WestLoop	Kenyon Review, The (Print Edition)	0163-075X	
239	SpringBranch	Keyboard Magazine (Print + Online)	0730-0158	
240	Katy	Kiplingers Personal Finance Magazine (Print Edition)	1528-9729	

Item No.	Campus	Title	ISSN	Annual Cost
241	Northline	Kiplingers Personal Finance Magazine (Print Edition)	1528-9729	
242	Pinemont	Kiplingers Personal Finance Magazine (Print Edition)	1528-9729	
243	SpringBranch	Kiplingers Personal Finance Magazine (Print Edition)	1528-9729	
244	WestLoop	Kiplingers Personal Finance Magazine (Print Edition)	1528-9729	
245	NorthForest	Kiplinger's personal finance magazine.	23	
246		Kiplinger's personal finance magazine.		
247	Central	Ladies Home Journal (Print Edition)	0023-7124	
248	Katy	Les Nouvelles Esthetiques & Spa Magazine (American Edition) (Print + Digital)	1043-9641	
249	Central	Library Journal (Print + Online + Email)	0363-0277	
250	Codwell	Library Journal (Print + Online + Email)	0363-0277	
251	Eastside	Library Journal (Print + Online + Email)	0363-0277	
252	Katy	Library Journal (Print + Online + Email)	0363-0277	
253	Northline	Library Journal (Print + Online + Email)	0363-0277	
254	Stafford	Library Journal (Print + Online + Email)	0363-0277	
255	Central	Live Design (Print Edition)	1559-2359	
256	WestLoop	MacLife (Mac Life) (Non-Disc Version)	1935-4010	
257	Central	MacWorld (Print Edition)	0741-8647	
258	Eastside	MacWorld (Print Edition)	0741-8647	
259	WestLoop	MacWorld (Print Edition)	0741-8647	
260	WLGH	MacWorld (Print Edition)	0741-8647	
261	Alief	Mens Health Magazine (Print Edition)	1054-4836	
262	Central	Mens Health Magazine (Print Edition)	1054-4836	
263	WestLoop	Mens Health Magazine (Print Edition)	1054-4836	
264	Pinemont	Minority Business Journal (Print Edition)	1534-3006	
265	NorthForest	Mix Magazine (Print Edition)	0164-9957	
266	SpringBranch	Mix Magazine (Print Edition)	0164-9957	
267	Central	Modern Salon Magazine (Print + Digital)	0148-4001	
268	Katy	Modern Salon Magazine (Print + Digital)	0148-4001	
269	Katy	Money (Print Edition)	0149-4953	
270	Stafford	Money (Print Edition)	0149-4953	
271	WestLoop	Money (Print Edition)	0149-4953	

Item No.	Campus	Title	ISSN	Annual Cost
272	Stafford	More Magazine: Smart Talk for Smart Women (Print Edition)	1094-7868	
273	Stafford	Mother Earth News (Print Edition)	0027-1535	
274	Katy	Mother Jones (Print Edition)	0362-8841	
275	Northline	Motor Trend (Print Edition)	0027-2094	
276	Codwell	Ms Magazine (Print Edition)	0047-8318	
277	SpringBranch	Ms Magazine (Print Edition)	0047-8318	
278	Stafford	Ms Magazine (Print Edition)	0047-8318	
279	WestLoop	Ms Magazine (Print Edition)	0047-8318	
280	Northline	Multicultural Review (Print Edition)	1058-9236	
281	Central	Nation, The (Print Edition)	0027-8378	
282	Katy	Nation, The (Print Edition)	0027-8378	
283	SpringBranch	Nation, The (Print Edition)	0027-8378	
284	Stafford	Nation, The (Print Edition)	0027-8378	
285	Eastside	National Geographic en Espanol (Print Edition)	1138-1434	
286	Central	National Geographic Magazine (Print Edition)	0027-9358	
287	Codwell	National Geographic Magazine (Print Edition)	0027-9358	
288	Eastside	National Geographic Magazine (Print Edition)	0027-9358	
289	Katy	National Geographic Magazine (Print Edition)	0027-9358	
290	Northline	National Geographic Magazine (Print Edition)	0027-9358	
291	Pinemont	National Geographic Magazine (Print Edition)	0027-9358	
292	SpringBranch	National Geographic Magazine (Print Edition)	0027-9358	
293	Stafford	National Geographic Magazine (Print Edition)	0027-9358	
294	WestLoop	National Geographic Magazine (Print Edition)	0027-9358	
295	WLGH	National Geographic Magazine (Print Edition)	0027-9358	
296	Stafford	National Geographic Traveler (Print Edition)	0747-0932	
297	Central	National Review (Libraries Only) (Print + Online)	0028-0038	
298	Eastside	National Review (Libraries Only) (Print + Online)	0028-0038	
299	Northline	National Review (Libraries Only) (Print + Online)	0028-0038	
300	SpringBranch	National Review (Libraries Only) (Print + Online)	0028-0038	
301	Stafford	National Review (Libraries Only) (Print + Online)	0028-0038	

Item No.	Campus	Title	ISSN	Annual Cost
302	WestLoop	National Review (Libraries Only) (Print + Online)	0028-0038	
303	Stafford	National Wildlife (Print Edition)	0028-0402	
304	Stafford	Natural History (Print Edition)	0028-0712	
305	WestLoop	Natural History (Print Edition)	0028-0712	
306	WestLoop	New England Quarterly, The (Print + Online)	0028-4866	
307	SpringBranch	New Republic (Print + Online)	0028-6583	
308	Stafford	New Republic (Print + Online)	0028-6583	
309	Stafford	New Scientist (US Edition) (Print Edition)	0262-4079	
310	Katy	New York Times Book Review (Print + Online)	0028-7806	
311	Northline	New York Times Book Review (Print + Online)	0028-7806	
312	Central	New Yorker, The (Print Edition)	0028-792X	
313	Katy	New Yorker, The (Print Edition)	0028-792X	
314	WestLoop	New Yorker, The (Print Edition)	0028-792X	
315	Alief	Newsweek (Print + Online)	0028-9604	
316	Central	Newsweek (Print + Online)	0028-9604	
317	Codwell	Newsweek (Print + Online)	0028-9604	
318	Eastside	Newsweek (Print + Online)	0028-9604	
319	Northline	Newsweek (Print + Online)	0028-9604	
320	Stafford	Newsweek (Print + Online)	0028-9604	
321	WestLoop	Newsweek (Print + Online)	0028-9604	
322	WLGH	Newsweek (Print + Online)	0028-9604	
323	NorthForest	Newsweek.	39	
324	Alief	O The Oprah Magazine (Print + Online)	1531-3247	
325	Eastside	O The Oprah Magazine (Print + Online)	1531-3247	
326	Katy	O The Oprah Magazine (Print + Online)	1531-3247	
327	Northline	O The Oprah Magazine (Print + Online)	1531-3247	
328	Pinemont	O The Oprah Magazine (Print + Online)	1531-3247	
329	SpringBranch	O The Oprah Magazine (Print + Online)	1531-3247	
330	Stafford	O The Oprah Magazine (Print + Online)	1531-3247	
331	WestLoop	Occupational Outlook Quarterly (Print + Online)	0199-4786	
332	Central	Office Pro	1096-5807	
333	Northline	Office Pro	1096-5807	
334	Pinemont	Office Pro	1096-5807	
335	WestLoop	Office Pro	1096-5807	

Item No.	Campus	Title	ISSN	Annual Cost
336	Central	OfficeSolutions (Print Edition)	1529-1804	
337	Central	Out Magazine (Print Edition)	1062-7928	
338	Eastside	Parents Magazine (Print Edition)	1083-6373	
339	Stafford	Parents Magazine (Print Edition)	1083-6373	
340	SpringBranch	Paris Match (Print Edition)	0397-1635	
341	Alief	PC World (Print Edition)	0737-8939	
342	Central	PC World (Print Edition)	0737-8939	
343	Eastside	PC World (Print Edition)	0737-8939	
344	WestLoop	PC World (Print Edition)	0737-8939	
345	WLGH	PC World (Print Edition)	0737-8939	
346	Central	People en Espanol (Print Edition)	1096-5750	
347	Codwell	People en Espanol (Print Edition)	1096-5750	
348	Eastside	People en Espanol (Print Edition)	1096-5750	
349	Northline	People en Espanol (Print Edition)	1096-5750	
350	SpringBranch	People en Espanol (Print Edition)	1096-5750	
351	Stafford	People en Espanol (Print Edition)	1096-5750	
352	Central	People Weekly (Time Inc) (Print Edition)	0093-7673	
353	Codwell	People Weekly (Time Inc) (Print Edition)	0093-7673	
354	Eastside	People Weekly (Time Inc) (Print Edition)	0093-7673	
355	Katy	People Weekly (Time Inc) (Print Edition)	0093-7673	
356	Northline	People Weekly (Time Inc) (Print Edition)	0093-7673	
357	SpringBranch	People Weekly (Time Inc) (Print Edition)	0093-7673	
358	Stafford	People Weekly (Time Inc) (Print Edition)	0093-7673	
359	WLGH	People Weekly (Time Inc) (Print Edition)	0093-7673	
360	Stafford	Phi Delta Kappan (Print + Online/ Password)	0031-7217	
361	Alief	Poder Hispanic (Print Edition)		
362	Central	Poder Hispanic (Print Edition)		
363	Codwell	Poder Hispanic (Print Edition)		
364	Eastside	Poder Hispanic (Print Edition)		
365	Katy	Poder Hispanic (Print Edition)		
366	Northline	Poder Hispanic (Print Edition)		
367	SpringBranch	Poder Hispanic (Print Edition)		
368	Stafford	Poder Hispanic (Print Edition)		
369	WestLoop	Poder Hispanic (Print Edition)		
370	NorthForest	Poder hispanic.	13	
371	Codwell	Police Magazine	0893-8989	

Item No.	Campus	Title	ISSN	Annual Cost
372	WestLoop	Political Science Quarterly (Print + Online)	0032-3195	
373	Codwell	Popular Mechanics (Print Edition)	0032-4558	
374	Central	Popular Photography (Print Edition)	1944-0510	
375	Alief	Popular Science (Print Edition)	0161-7370	
376	Codwell	Popular Science (Print Edition)	0161-7370	
377	Eastside	Popular Science (Print Edition)	0161-7370	
378	Katy	Popular Science (Print Edition)	0161-7370	
379	Pinemont	Popular Science (Print Edition)	0161-7370	
380	Stafford	Popular Science (Print Edition)	0161-7370	
381	Central	Prevention (Print Edition)	0032-8006	
382	Codwell	Prevention (Print Edition)	0032-8006	
383	Katy	Prevention (Print Edition)	0032-8006	
384	Northline	Prevention (Print Edition)	0032-8006	
385	Pinemont	Prevention (Print Edition)	0032-8006	
386	SpringBranch	Prevention (Print Edition)	0032-8006	
387	Stafford	Prevention (Print Edition)	0032-8006	
388	WestLoop	PRINT: America's Graphic Design Magazine (Print Edition)	0032-8510	
389	Central	Psychology Today (Print Edition)	0033-3107	
390	Codwell	Psychology Today (Print Edition)	0033-3107	
391	Katy	Psychology Today (Print Edition)	0033-3107	
392	Northline	Psychology Today (Print Edition)	0033-3107	
393	Pinemont	Psychology Today (Print Edition)	0033-3107	
394	SpringBranch	Psychology Today (Print Edition)	0033-3107	
395	Stafford	Psychology Today (Print Edition)	0033-3107	
396	WestLoop	Psychology Today (Print Edition)	0033-3107	
397	WLGH	Psychology Today (Print Edition)	0033-3107	
398	Eastside	Publishers Weekly (Print + Online)	0000-0019	
399	Katy	Publishers Weekly (Print + Online)	0000-0019	
400	Stafford	Publishers Weekly (Print + Online)	0000-0019	
401	Stafford	Readers Digest (Chinese Edition)	1017-4265	
402	Eastside	Readers Digest (Print Edition)	0034-0375	
403	Stafford	Readers Digest (Print Edition)	0034-0375	
404	WestLoop	Real Estate Forum (Print Edition)	0034-0707	
405	Katy	Real Simple (Print Edition)	1528-1701	
406	SpringBranch	Real Simple (Print Edition)	1528-1701	
407	Stafford	Real Simple (Print Edition)	1528-1701	
408	WestLoop	Realtor Magazine (Print + Online)	1522-0842	
409	Alief	Redbook (Print Edition)	0034-2106	
410	Stafford	Redbook (Print Edition)	0034-2106	
411	Alief	Rolling Stone (Print Edition)	0035-791X	
412	Central	Rolling Stone (Print Edition)	0035-791X	

Item No.	Campus	Title	ISSN	Annual Cost
413	Eastside	Rolling Stone (Print Edition)	0035-791X	
414	Northline	Rolling Stone (Print Edition)	0035-791X	
415	SpringBranch	Rolling Stone (Print Edition)	0035-791X	
416	WLGH	Rolling Stone (Print Edition)	0035-791X	
417	Codwell	Safety & Health (Print Edition)	0891-1797	
418	Stafford	Science (Print Edition)	0036-8075	
419	WestLoop	Science (Print Edition)	0036-8075	
420	Eastside	Science Books & Films (SB&F) (Online Edition)	1533-5046	
421	Central	Science Illustrated	0897-8581	
422	Central	Science News (Small Institutions) (Print + Online/ Single User)	0036-8423	
423	Northline	Science News (Small Institutions) (Print + Online/ Single User)	0036-8423	
424	Stafford	Science News (Small Institutions) (Print + Online/ Single User)	0036-8423	
425	WestLoop	Sewanee Review, The (Print Edition)	0037-3052	
426	Katy	Shape (Print Edition)	0744-5121	
427	Katy	Smart Computing (Print + Online)	1093-4170	
428	Northline	Smart Computing (Print + Online)	1093-4170	
429	Pinemont	Smart Computing (Print + Online)	1093-4170	
430	SpringBranch	Smart Computing (Print + Online)	1093-4170	
431	NorthForest	Smart computing in plain English.	33	
432	Codwell	Smithsonian Magazine (Print Edition)	0037-7333	
433	Eastside	Smithsonian Magazine (Print Edition)	0037-7333	
434	Northline	Smithsonian Magazine (Print Edition)	0037-7333	
435	SpringBranch	Smithsonian Magazine (Print Edition)	0037-7333	
436	Stafford	Smithsonian Magazine (Print Edition)	0037-7333	
437	WestLoop	Sociological Inquiry (Print Edition)	0038-0245	
438	SpringBranch	Sound & Vision (Print Edition)	1537-5838	
439	Katy	Southern Living (Print Edition)	0038-4305	
440	Northline	Southern Living (Print Edition)	0038-4305	
441	Stafford	Southern Living (Print Edition)	0038-4305	
442	WestLoop	Southern Living (Print Edition)	0038-4305	
443	Eastside	Spin Magazine (Print + Online)	0886-3032	
444	Alief	Sports Illustrated (Print Edition)	0038-822X	
445	Central	Sports Illustrated (Print Edition)	0038-822X	
446	Codwell	Sports Illustrated (Print Edition)	0038-822X	
447	Eastside	Sports Illustrated (Print Edition)	0038-822X	
448	Northline	Sports Illustrated (Print Edition)	0038-822X	
449	SpringBranch	Sports Illustrated (Print Edition)	0038-822X	
450	Stafford	Sports Illustrated (Print Edition)	0038-822X	
451	WestLoop	Sports Illustrated (Print Edition)	0038-822X	

Item No.	Campus	Title	ISSN	Annual Cost
452	WLGH	Sports Illustrated (Print Edition)	0038-822X	
453	WestLoop	Supervision: Magazine of Industrial Relations and Operating Management (Print Edition)	0039-5854	
454	WestLoop	Survey of Current Business (Print + Online)	0039-6222	
455	WestLoop	Technical Communication (Print + Online)	0049-3155	
456	Codwell	Texas EMS Magazine (Print Edition)	1063-8202	
457	Katy	Texas EMS Magazine (Print Edition)	1063-8202	
458	Katy	Texas Gardener (Print Edition)	0744-0987	
459	Eastside	Texas Highways	0040-4349	
460	Stafford	Texas Highways	0040-4349	
461	WestLoop	Texas Highways	0040-4349	
462	Alief	Texas Monthly (Print + Online)	0148-7736	
463	Central	Texas Monthly (Print + Online)	0148-7736	
464	Codwell	Texas Monthly (Print + Online)	0148-7736	
465	Eastside	Texas Monthly (Print + Online)	0148-7736	
466	Katy	Texas Monthly (Print + Online)	0148-7736	
467	Northline	Texas Monthly (Print + Online)	0148-7736	
468	Pinemont	Texas Monthly (Print + Online)	0148-7736	
469	SpringBranch	Texas Monthly (Print + Online)	0148-7736	
470	Stafford	Texas Monthly (Print + Online)	0148-7736	
471	WestLoop	Texas Monthly (Print + Online)	0148-7736	
472	WLGH	Texas Monthly (Print + Online)	0148-7736	
473	Central	Texas Observer: A Journal of Free Voices	0040-4519	
474	Eastside	Texas Observer: A Journal of Free Voices	0040-4519	
475	Katy	Texas Observer: A Journal of Free Voices	0040-4519	
476	SpringBranch	Texas Observer: A Journal of Free Voices	0040-4519	
477	Stafford	Texas Observer: A Journal of Free Voices	0040-4519	
478	WestLoop	Texas Observer: A Journal of Free Voices	0040-4519	
479	Eastside	Texas Parks & Wildlife (Print + Online)	0040-4586	
480	SpringBranch	Texas Parks & Wildlife (Print + Online)	0040-4586	
481	Stafford	Texas Parks & Wildlife (Print + Online)	0040-4586	
482	WestLoop	Texas Parks & Wildlife (Print + Online)	0040-4586	
483	Central	Texas State Historical Association Membership		

Item No.	Campus	Title	ISSN	Annual Cost
484	Katy	The Week (Print Edition)		
485	Alief	Time Magazine (Print Edition)	0040-781X	
486	Central	Time Magazine (Print Edition)	0040-781X	
487	Codwell	Time Magazine (Print Edition)	0040-781X	
488	Eastside	Time Magazine (Print Edition)	0040-781X	
489	Katy	Time Magazine (Print Edition)	0040-781X	
490	NorthForest	Time Magazine (Print Edition)	0040-781X	
491	Northline	Time Magazine (Print Edition)	0040-781X	
492	Pinemont	Time Magazine (Print Edition)	0040-781X	
493	SpringBranch	Time Magazine (Print Edition)	0040-781X	
494	Stafford	Time Magazine (Print Edition)	0040-781X	
495	WestLoop	Time Magazine (Print Edition)	0040-781X	
496	WLGH	Time Magazine (Print Edition)	0040-781X	
497	Pinemont	Today's Health & Wellness (Print Edition)	1531-8044	
498	Katy	US Weekly	1529-7497	
499	SpringBranch	US Weekly	1529-7497	
500	Codwell	Utne Reader (Print Edition)	1544-2225	
501	Katy	Utne Reader (Print Edition)	1544-2225	
502	SpringBranch	Utne Reader (Print Edition)	1544-2225	
503	WestLoop	Utne Reader (Print Edition)	1544-2225	
504	Central	Vanidades Continental (Print Edition)	0505-0146	
505	Eastside	Vanidades Continental (Print Edition)	0505-0146	
506	Katy	Vanidades Continental (Print Edition)	0505-0146	
507	Northline	Vanidades Continental (Print Edition)	0505-0146	
508	SpringBranch	Vanidades Continental (Print Edition)	0505-0146	
509	Stafford	Vanidades Continental (Print Edition)	0505-0146	
510	Central	Vanity Fair (Print Edition)	0733-8899	
511	Stafford	Vanity Fair (Print Edition)	0733-8899	
512	WLGH	Vanity Fair (Print Edition)	0733-8899	
513	Stafford	Vital Speeches of the Day (Print + Online)	0042-742X	
514	WestLoop	Vital Speeches of the Day (Print + Online)	0042-742X	
515	Eastside	Vogue (Print Edition)	0042-8000	
516	Katy	Vogue (Print Edition)	0042-8000	
517	WestLoop	Vogue (Print Edition)	0042-8000	
518	WestLoop	Windows IT Pro (Print + Online Edition)	1552-3136	
519	Alief	Wired (Print Edition)	1059-1028	
520	Central	Wired (Print Edition)	1059-1028	
521	Eastside	Wired (Print Edition)	1059-1028	
522	WLGH	Wired (Print Edition)	1059-1028	
523	Central	World of Interiors, The	0264-083X	

TOTAL ANNUAL COST \$ _____

ATTACHMENT NO. 4

DETERMINATION OF GOOD FAITH EFFORT

HCC Project No. :12-29

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 as directed below:

Section 1.

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the Proposer must determine what portion(s) of work, including goods or services, will be subcontracted. Check the appropriate box that identifies your subcontracting intentions:

_____ Yes, I will be subcontracting portion(s) of the contract.
(If Yes, please complete Section 2, below and Attachments No. 5 and No. 6

_____ No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.
(If No, complete Section 3, below.)

Section 2.

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form Section 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 subcontracting a portion of the work and 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.

Section 3.

SELF PERFORMANCE JUSTIFICATION

If you responded "No" in SECTION 1, please explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

Signature of Proposer Title

Date

**ATTACHMENT NO. 5
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

HCC Project No: 12-29

(Name)

_____, of
(Title)

(Name of proposer's company)

certify that on the date(s) shown, the small businesses listed herein were contacted to solicit Proposals for Materials or Services to be used on this Project.

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. 6
CONTRACTOR AND SUBCONTRACTOR PARTICIPATION FORM**

HCC Project # 12-29

Proposer/offeror presents the following participants in this solicitation and any resulting Contract. All proposers / offerors, including small businesses submitting proposals as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their proposal submissions.

CONTRACTOR	Specify in Detail Type of Work to be Performed	Indicate below, the following: Small Business (SB) and Certification Status, if any (i.e. SB – COH, METRO, etc.)	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person Name/E-mail:				
SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Business Name: _____ Submitted By (Name): _____
 Address: _____
 Telephone/Fax: _____
 Date: _____

Contractor 's Price/Total: \$ _____
 Small Business
 Subcontractor (s) Price/Total: \$ _____
 Non-Small Business
 Subcontractors Price/Total: \$ _____
 Grand Total: \$ _____

**ATTACHMENT NO. 7
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

HCC Project No.: 12-29

Note: Proposers are to complete this form along with a **copy** of the Contractor and Subcontractor/Supplier Participation Form and return it in a separate envelope marked: "Small Business Development Questionnaire"

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>
<input type="checkbox"/> African American (AA)	<input type="checkbox"/> Male	<input type="checkbox"/> Houston (H)
<input type="checkbox"/> Asian Pacific American (APA)	<input type="checkbox"/> Female	<input type="checkbox"/> Texas (T)
<input type="checkbox"/> Caucasian (C)		<input type="checkbox"/> Out of State (O)
<input type="checkbox"/> Hispanic American (HA)		Specify State _____
<input type="checkbox"/> Native American (NA)		<input type="checkbox"/> Public Owned (PO)
<input type="checkbox"/> Other (O) Specify _____		

BUSINESS CLASSIFICATION

<input type="checkbox"/> DBE Disadvantaged Business Enterprise	<input type="checkbox"/> SB Small Business
<input type="checkbox"/> WBE Women Owned Business Enterprise	<input type="checkbox"/> MBE Minority Business Enterprise
<input type="checkbox"/> HUB Historically Underutilized Business	<input type="checkbox"/> Other: _____

Please provide information regarding certifying agency (if any)

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

ATTACHMENT NO. 8
PROPOSERS CERTIFICATIONS

HCC Project No.: 12-29

1. 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: non-discriminatory employment practices: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

2. 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

3. BLACKOUT PERIOD COMPLIANCE:

The undersigned certifies that he/she has read, understands and agrees to be bound by the Prohibited Communications provision set forth in the RFP. The undersigned further understands that the Proposer shall not communicate with a HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning this Solicitation from the day it is first advertised through the day the contract documents are signed by all parties.

This period is known as the "Blackout Period," as further defined in Section 1.7.10 and 3.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct

and will be handled as such with regard to a Trustee and all applicable federal and state laws and regulations, local ordinances, board policies and procurement procedures with respect to their conduct as public officials involved in the procurement process.

With regard to a Proposer, violation of the Blackout Period may result in the cancellation of the referenced transaction, disbarment, disqualification from future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.

4. 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.

Signed: _____

Name of Company: _____

Address of Company: _____

State of _____

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

this the _____ day of _____, 2012.

Notary Public for the State of: _____

ATTACHMENT NO. 9

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 Date Received	
1 Name of person who has a business relationship with local governmental entity.		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (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.)		
3 Name of local government officer with whom filer has employment or business relationship. <div style="text-align: center; margin: 10px 0;"> _____ Name of Officer </div> <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>		
4 <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> _____ Signature of person doing business with the governmental entity </div> <div style="width: 35%;"> _____ Date </div> </div>		

Adopted 06/29/2007

Note: When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate

**ATTACHMENT NO. 10
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS**

HCC Project No.: 12-29

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 through 3 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be received by HCC Office of Systemwide Compliance before the vendor's bid, proposal, or offer will be considered received or evaluated.** Completed forms must be **NOTARIZED** and delivered to:

**Houston Community College System
Attn: Office of Systemwide Compliance, Compliance Officers
3100 Main St, 12th Floor
Houston, TX 77002**

This requirement applies to contracts with a value exceeding \$50,000.

Section 1 - Disclosure of Financial Interest in the Vendor

a. If any officers or employees of HCC ("individuals") have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: _____
Address: _____

b. For each individual named above, show the type of ownership/distributable income share:

Ownership interest exceeding 10%	(_____)
Ownership interest exceeding \$15,000 or more of the fair market value of vendor	(_____)
Distributive Income Share from Vendor exceeding 10% of individual's gross income	(_____)
Real property interest with fair market value of at least \$2,500	(_____)
Person related to or married to individual has ownership or real property interest in Vendor	(_____)
No individuals have any of the above financial interests (If none go to Section 4)	(_____)
sole proprietorship <input type="checkbox"/> stock <input type="checkbox"/> partnership <input type="checkbox"/>	
other (explain): _____	

c. For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the vendor (or its principal) or its subcontractor (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (____).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership _____ %, or
the value of ownership interest \$ _____ .

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for vendor.

Yes _____ No _____

b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

Yes _____ No _____

Section 3- Disclosure of Gifts

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

b. Individual's spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

Section 4- Other Contract and Procurement Related Information

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with a value exceeding \$50,000. You must submit this information along with your bid, proposal, or offer.

a. Vendor shall identify whether vendor (or its principal), or its subcontractor(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

Yes _____ No _____

b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

c. Vendor shall identify whether vendor (or its principal) or its subcontractor(s) has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

Yes _____ No _____

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of:

(Name of Vendor)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by HCC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed) _____ Title _____

Signature _____ Date _____

"NOTE: PROPOSER MUST COMPLETE THE ABOVE "FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

For assistance with completing this form, please contact the **Office of Systemwide Compliance** at (713)718-2099

