

**Houston Community College System
Procurement Operations**



REQUEST FOR PROPOSALS (RFP)

FOR

Upgrade IT Infrastructure

PROJECT NO. 06-36

REQUEST FOR PROPOSALS

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HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSALS - SUMMARY

Date: June 19, 2006
Project Title: Upgrade IT Infrastructure
Project No.: 06-36

ISSUED BY:

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

SUBMIT INQUIRES TO:

Name: Jack Cutting
Title: Purchasing Agent
Telephone: (713) 718-5034
Fax: (713) 718-2113
Email: jack.cutting@hccs.edu

Project Overview:

Houston Community College System ("HCC") wishes to upgrade its network infrastructure. The network upgrade project will include; installation of a firewall, replacement of end of life network equipment, and acquisition of equipment to support the Capital Improvement Program (CIP) that will add a number of new and renovated buildings over the next several years. The goals of the project are to improve the performance of the network, add new features that will support the instructional mission of HCC, and improve the security of the HCC network.

Contract Approval:

This procurement 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.

Pre-Proposal Conference:

A pre-proposal conference will be held in Seminar Room B (2nd Floor), 3100 Main Street, Houston, Texas 77002 on **June 26, 2006 at 10:00 a.m.** (local time).

Proposal Due Date/Time: HCC will accept proposals to provide the required Upgrade IT Infrastructure Service until **4:00 p.m.** (local time) on **July 17, 2006**. Proposals will be received in Procurement Operations, 3100 Main Street (11th Floor Vendor Room#11A06), Houston, Texas 77002.

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

HCC reserves the right to reject any/all proposal submittals, negotiate changes in the scope of work or services to be provided, and to waive any technicalities or irregularities in any proposal submission documents. This solicitation does not in any way obligate HCC to select a particular Upgrade IT Infrastructure firm for any of the projects listed in this solicitation.

This Request for Proposal does not obligate HCC to award a contract or to pay any costs incurred by a proposer in the preparation or submission of a proposal.

INSTRUCTIONS TO PROPOSERS

1. **Introduction**

HCC is seeking proposals under the negotiated method of procurement from qualified firms interested in providing Upgrade IT Infrastructure Services in accordance with the Scope of Services contained in this solicitation as Attachment No. 3.

2. **Proposal Submittal**

Proposer(s) shall submit one (1) original and eight (8) copies of the technical proposal to the address shown below by the date and time specified in this solicitation. In addition to the technical and price proposal, each proposer must complete and return the following documents:

- Attachment No. 1 Proposal/Award Form
- Attachment No. 2 Fee Proposal
- Attachment No. 4 Determination of Good Faith Effort
- Attachment No. 5 Small Business Unavailability Certificate
- Attachment No. 7 Contractor & First Tier Subcontractor/Supplier Participation Form
- Attachment No. 8 Non-Discrimination Statement
- Attachment No. 9 Certification & Disclosure Statement
- Attachment No. 10 Affidavit Form
- Attachment No. 11 Business Questionnaire
- Attachment No. 12 Assurance of SBDP Goal
- Attachment No. 15 Conflict of Interest Form

The envelope containing a proposal shall be addressed as follows:

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

All proposals shall be submitted to the following address:

Houston Community College System
Procurement Operations
3100 Main Street (11th Floor Vendor Room#11A06)
Houston, Texas 77002
Ref: Project No. 06-36
Attn: Jack Cutting

3. **Eligibility for Award:** 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.

- Responsive proposals are those complying in all material aspects of the solicitation. Proposals, which do not comply with all the terms and, conditions of this solicitation shall be rejected as non-responsive.
- Responsible proposers as a minimum must:
 - Have adequate financial resources, or the ability to obtain such resources as required during the performance of the contract.
 - Be able to comply with the required performance schedule, taking into consideration all existing business commitments.

- Have a satisfactory record of past performance.
- Have necessary personnel and management capability to perform the contract.
- Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements.
- Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the proposal is so certifying.
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Have a satisfactory record of successfully completing projects.

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

4. **Preparation of Proposal and Submission**

A. Technical Proposal: The technical proposal shall include, as a minimum, the following information:

- **Letter of Interest:** The letter shall not to exceed 2 pages in length, summarizing key points in the proposal. The technical proposal shall be in the form of a bound 8-1/2 inch by 11-inch report with a table of contents and all pages numbered in sequence. Binding must allow reports to lay flat when open and may be either wire or spiral bound. Format of the proposal documentation by be either "portrait" or "landscape" with binding on the left long or short side. The technical proposal should contain at least the following information in the following order:
 1. Cover sheet containing the project title and HCC assigned project number, and the name of the lead firm(s) submitting the proposal;
 2. Table of Contents;
 3. Letter of Interest (2 page maximum);
 4. Firm Profile;
 5. Related College Project Experience. Indicate if firm was the prime or the subcontractor on project. Identify firm's role;
 6. Proposed staff composition including resumes;
 7. Team composition and organizational chart;
 8. Financial Statements (last 2 years);
 9. Letter(s) of Recommendation from college or other education clients listing recently completed projects;
 10. Small Business participation commitment statement;
 11. Experience with multiple projects on the same site.
 12. Firm's commitment in providing HCC students with paid internship opportunities.

B. Fee Proposal: The fee proposal shall be clearly identified as such in the technical proposal documents.

5. **SELECTION REQUIREMENTS AND PROCESS:**

An Evaluation Committee ("Committee") shall review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The committee's evaluations shall be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposers 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.

Respondent must have experience in Upgrade IT Infrastructure projects (or equivalent) that were comparable in size, scope, and complexity to the Scope of Services generally described in Attachment No. 3 of this solicitation.

Respondent must be financially responsible, as determined by the evaluation committee, and be able to and willing to indemnify HCC and secure insurance and bonds as required in the solicitation documents.

Respondent must have experience in successfully completing projects.

6. **Evaluation Criteria:** The respondent's qualification submissions shall be evaluated in the following areas:

A. Product fit with HCC requirements. Demonstrate:

- Security Solution.
- Interoperability in a multi-vendor environment, e.g. end-to-end QOS.
- Centralized monitoring and management.
- Scalability.

B. Maintenance and Support. Demonstrate:

- Support structure for HCC.
- Availability of local trained/certified support engineers.

C. Price.

D. Value added services. Demonstrate:

- Experience with each of the value added services in Section 7 of Attachment 3.

E. Education and Training for internal staff. Demonstrate:

- Quality of training plans and training material.
- Quality of trainers (i.e. certified trainers).

F. Implementation services – Vendor provided/Partner provided. Demonstrate:

- Experience in the deployment of each of the items identified in Attachment 3.
- Experience in a multi-vendor environment (i.e., Cisco, Enterasys, and HP).

G. Experience in working with Educational Institutions and implementation of Cisco/Enterasys hardware and security solution. Demonstrate:

- Provide a minimum of three Educational Institution References on previous installations.

H. Small Business Participation.

- Firm's commitment to meeting the small business participation goal of 35% for the project(s). Identify past experience and relationship with small business **[Note: It is the understanding that when taking subcontractor bids for the overall project, that the prime contractor will conform to the 35 % small business participation goal.]**
- Firm's experience at successful completion of small business participation goals on other projects and percentage of participation achieved.
- Firm's commitment to meet small business participation goals.
- Firm's methods, techniques, and procedures for meeting participation goals for first and second tier contractors and subcontractors.

7. Selection Criteria:

Selection of the most highly qualified firm(s) will be made on the basis of demonstrated competence and qualifications to perform the required services. The factors to be used in the evaluation process are listed below. **Note:** *Each weight shall be applied to the corresponding factor and may not reflect the overall available points.*

<u>Factor</u>	<u>Weight</u>
• <u>Product fit with HCC requirements as listed in Attachment 3</u>	20
• <u>Maintenance and Support</u>	10
• <u>Price</u>	10
• <u>Value added Services</u>	15
• <u>Education and Training for Internal Staff</u>	10
• <u>Implementation of Web Content Monitoring & Filtering</u>	15
• <u>Experience of Firm with Educational Institutions/Cisco & Enterasys Hardware</u>	10
• <u>Small Business Commitment</u>	10
Total Weight:	<hr/> 100 %

8. 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 the discretion of HCC.

9. Oral Presentations

During the process of selecting a firm, the evaluation team may require oral presentations to 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 required tasks.

10. **Small Business Compliance Review**

To ensure compliance with the small business participation goal in the resulting contract, the selected contractor shall be required to meet with the procurement staff member responsible for this project and a representative of the Economic Development Office at the 50% and 75% completion phase to verify small business participation activity.

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

The selected prime contractor shall be required to perform a minimum of 30% of contract services with its labor force and/or demonstrate management of the contract for services to the satisfaction of HCC.

12. **Internship Program**

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 shall be expected to pay the student(s) at least the minimum wage required by law. HCC shall provide the selected contractor with the name of student(s) eligible to participate in the internship program. Please contact Dr. Freddie Wade @ (713) 718-7596 for additional information regarding this program.

13. **Prohibited Communications**

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

- Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- Between any Trustee and any member of a selection or evaluation committee; and
- Between any Trustee and administrator or employee.

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

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

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed. The communications prohibition shall not apply to the following:

- Duly noted pre-bid or pre-proposal conferences.
- Communications with the HCC General Counsel.
- Emergency contracts.
- Presentations made to the Board during any duly-noticed public meeting.
- 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.
- 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.

14. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on the premise of HCC is strictly prohibited.

15. **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.

16. **Explanation to Proposers/Inquiries**

Any explanation desired by a prospective proposer regarding the meaning or interpretation of the solicitation documents must be requested in writing and with sufficient time allowed (a minimum of Ten (10) calendar days before the date set to receive proposals) for a response to reach prospective proposers before the submission of their proposals. Any HCC response will be in the form of an amendment of the solicitation or an informational letter. The response will be made available to all prospective proposers via HCC website at www.hccs.edu.

Receipt of any amendment(s) issued by HCC shall be acknowledged with the proposal submission. Inquiries concerning this Request for Proposal will be addressed only when submitted in writing. Written inquiries must be submitted no later than **July 5, 2006 @ 4:00 P.M. (local time)** and shall be addressed to:

Houston Community College System
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Reference: Project No. 06-36
E-mail: jack.cutting@hccs.edu
Fax: (713) 718-2113
Telephone: (713) 718-5034

HCC responses to written inquiries will be sent by e-mail or fax to all firms who register with HCC before or at the pre-proposal meeting. HCC responses will also be posted on the HCC procurement operations website (www.hccs.edu) Click business, Click vendor info, Click bids/proposals, Click Project 06-36.

17. **Small Business Development Program:**

HCC has a small business development program to encourage prime contractors in bringing small business subcontractors to a level of being able to provide goods and/or services as prime contractors. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process. The small business goal for this project is **35%** participation.

18. **Performance and Payment Bonds**

- Payment Bond:

The Contractor shall furnish a Payment Bond in the amount equal to one hundred percent (100%) of the contract amount if the contract is in excess of \$25,000.

- Performance Bond:

The Contractor shall furnish a Performance Bond in the amount equal to one hundred percent (100%) of the contract amount if the contract is in excess of \$100,000.00. The bonds must be executed by a corporate surety authorized to do business in Texas and licensed in Texas to issue surety bonds, and must be executed by a surety company that is authorized and admitted to write surety bonds in Texas. If the amount of the bond exceeds \$100,000.00, the surety must:

- Hold a certificate of authority from the U.S. Secretary of the Treasury to qualify as a surety on obligations permitted or required under federal law; or
- Have obtained reinsurance for any liability in excess of \$100,000.00 from a reinsurer that is authorized and admitted as a reinsurer in Texas and is the holder of a certificate of authority from the U.S. Secretary of the Treasury to qualify as a surety or reinsurer on obligations permitted or required under federal law.

The Performance and Payment Bonds must be submitted to the Purchasing Department within fourteen (14) calendar days after receipt of a copy of the executed contract or a written notice of contract award. The bonds must be made payable to Houston Community College System.

19. **Public Information**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded.

20. **Project Timeline**

The following timeline reflects the anticipated completion schedule for the deliverables covered in this RFP.

Deliverable	Days After Contract Signing
Contract Signed	Day 0
Phase I	90 days
Phase II	60 days
Phase III	180 days

ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE SYSTEM
REQUEST FOR PROPOSALS

PROPOSAL /CONTRACT AWARD FORM

Project Title: Upgrade IT Infrastructure
Project No.: 06-36

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

Receipt of Proposal Amendment(s)

The undersigned acknowledges receipt of the below listed amendment(s).
(List amendment number & date.)

Amendment Number(s)

Date

Name of Proposer (Type or Print)

Business Address (Type or Print, include "zip code")

Signed By (Sign in ink; type or print name and title under signature)

ACCEPTANCE AND CONTRACT AWARD FORM

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

Project No. 06-36, Upgrade IT Infrastructure

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

HOUSTON COMMUNITY COLLEGE SYSTEM

Executed for and on behalf of the Houston Community College System pursuant to approval by the Board of Trustees on _____, 2006

Signed By: _____

Name: Michael Kyme
Title: Executive Director, Procurement Operations

**ATTACHMENT NO. 2
FEE PROPOSAL
Upgrade IT Infrastructure
Project No. 06-36**

The Proposer/Contractor shall furnish all resources and services necessary and required to supply and install an Upgrade IT Infrastructure Service in accordance with the scope of services and the general terms and conditions of the proposed contract for the prices listed below.

The following tables indicate the format in which pricing proposals shall be submitted. It will be necessary for the vendor to expand the rows in order to provide the necessary level of detail.

The first table shall contain unit pricing for the proposed routers, switches, firewalls, and web content filtering solution. The vendor shall identify the manufacturer in the Product Column (e.g., Cisco Switch). The table shall contain unit pricing for each product being proposed to add to the network (i.e., Firewall and Web Content Filter) or to replace switches detailed in Appendix A. The table shall also contain unit pricing for annual maintenance for each product being proposed. As indicated in Section 4.0, HCC will use the unit pricing for equipment and annual maintenance to compute the total project cost based on the results of Phase II.

Unit Pricing for Hardware

Product	Model	Configuration	Unit Price	Annual Maintenance
Router			\$	\$
Switch			\$	\$
Firewall			\$	\$
Web Content Filtering			\$	\$

For the proposed Security Solutions, the vendor shall itemize the components necessary for the proposed security solution by manufacturer, and provide a total solution cost. For the purpose of price comparison, the proposal shall assume a deployment to cover 13 campus sites consisting of approximately 10,000 nodes. HCC desires a solution that will scale to cover all existing campus sites (26 HCC campus sites have a combined total of approximately 20,000 nodes) and the additional buildings in the CIP (see Section 8.0 in Attachment 3, Scope of Services).

Security Solutions

Product	Model or Description	Quantity	Unit Price	Total Price	Annual Maintenance
Cisco Security Solution			\$	\$	\$
Enterasys Security Solution			\$	\$	\$

The table below shall include the proposed total fees for each item identified.

Deployment Services

	Fees
Initial Firewall Installation	\$
Proof of Concept – Phase II - Cisco	\$
Proof of Concept – Phase II – Enterasys	\$
Installation of Cisco WAN routers – Phase III	\$
Deployment of Cisco switches* - Phase III. Fee will assume that replacement switches will be all Cisco switches.	\$
Deployment of Enterasys switches* - Phase III. Fee will assume that replacement switches will be all Enterasys switches.	\$
Deployment of institution wide security solution	\$
Conversion to standard based protocols	\$
Implementation of firewall security features	\$
Implementation of web content filtering	\$
Implementation of network monitoring systems	\$
HP OpenView	\$
CiscoWorks	\$
Enterasys NetSight	\$

* Service fees will be prorated based on the number of switches selected by HCC

ATTACHMENT NO. 3
SCOPE OF SERVICES
For
Upgrade IT Infrastructure

1.0 Executive Summary

Houston Community College System (HCC) wishes to upgrade its network infrastructure. The network upgrade project will include; installation of a firewall, replacement of end of life network equipment, and acquisition of equipment to support the Capital Improvement Program (CIP) that will add a number of new and renovated buildings over the next several years. The goals of the project are to improve the performance of the network, add new features that will support the instructional mission of HCC, and improve the security of the HCC network.

HCC currently uses a combination of Enterasys and Cisco networking equipment. The network upgrade project includes several phases. Phase I is an immediate purchase and implementation of a Cisco firewall solution. In Phase II, HCC is asking vendors to provide loaner equipment for a short period of time to demonstrate security functionality of their respective solutions. Phase I and Phase II will occur concurrently. Phase III includes a large scale purchase by HCC of replacement of end of life network equipment, where the selected vendor(s) will be chosen as an outcome of the Phase II demonstration.

Phase IV will include a large scale purchase of equipment to meet the needs of the new and renovated building construction. HCC anticipates that the Phase IV purchase will include a second RFP and will be based on the experience of the equipment purchased and implemented as an outcome of this RFP.

2.0 Purpose

The purpose of the HCC Network Upgrade Project is to build the infrastructure foundation to position the institution to accomplish these important objectives:

- ▶ Support instructional technologies such as video streaming on a large scale, virtual classrooms, eLearning, improved Distance Education, IP video and voice conferencing, and Voice over IP
- ▶ Better meet the needs of its students and faculty
- ▶ Become more competitive in the education marketplace
- ▶ Support the Capital Improvement Program and the projected growth in HCC student enrollment

The project needs to satisfy the following key goals:

- ▶ Provide the necessary, scalable bandwidth to support instructional technologies for the next five years
- ▶ Convert the WAN to a Gigabit Ethernet Architecture
- ▶ Enable QOS to guarantee bandwidth allocation and prioritization for mission critical applications and de-prioritization of less critical network traffic
- ▶ Improve security -- identify, isolate and control illegitimate traffic
- ▶ Replace end-of-life routers and switches at various sites

3.0 Current Situation

HCC is composed of a central office and six Colleges located in the greater Houston area. Until 2004, the networking equipment used at HCC was exclusively Cisco. Many of the Cisco switches and routers at HCC are at the end of life cycle and need replacement. HCC has identified the production network equipment that does not meet HCC's requirements, specifically Quality of Service (QOS) and Network Access Control (NAC). This equipment is located at 22 different campus sites. The requirements at each site are different depending on the size of the campus and the student population. The list of equipment to be replaced is contained in Appendix A.

Prior to 2004, HCC had a totally Cisco-based infrastructure. In 2004 a security initiative was implemented by placing Enterasys networking products in the network's distribution layer. The Enterasys security products include Dragon, NetSight, and Automated Security Manager (ASM). The Enterasys security products are used to manage the Enterasys switches and enforce HCC defined security policy. Enterasys switches were all purchased less than two years ago and have several years of life cycle remaining.

The network includes the use of two Cisco proprietary protocols, PVST+ and EIGRP. This has caused interoperability problems between Cisco and Enterasys equipment. It is necessary to convert the network to standards-based spanning tree and routing protocols.

The existing Wide Area Network (WAN) is a star topology and consists of a mix of ATM networks serving six of the larger campuses and a backup Internet connection; a DS-3 serving one campus; and one or two T-1 lines serving all other campuses based on bandwidth requirements. Related to but separate from this RFP, HCC will be soliciting quotes for a highly scalable, Gigabit Ethernet Architecture WAN from network service providers. The actual rates provided for each site will be based on the anticipated bandwidth requirements to support the future initiatives described in Section 2.0. Because some service providers do not support bursting, the vendor's response must include deployment services to set up rate limiting capabilities in each of the routers. It will also be necessary for the selected vendor to coordinate the installation of the Cisco Wan routers with the WAN network service provider(s).

HCC will soon begin a major building initiative that over the next several years will roughly double the available teaching space. HCC must resolve the network architecture strategy to enable a timely and effective planning effort in the new buildings.

4.0 Network Upgrade Strategy

HCC has decided to continue with a network that includes both Cisco and Enterasys technology. The architecture will consist of Cisco firewalls and Cisco routers. HCC needs to resolve the best strategy for the distribution and access layers. Accordingly, HCC has divided the network upgrade project into four phases. Phases I – III are to be covered in this RFP and will include the conversion to standards-based spanning tree and routing protocols.

In Phase I, the selected vendor will provide and deploy Cisco firewall devices. Concurrent with Phase I, Phase II involves a proof of concept of two alternative network architectures. Alternative one is an all Cisco solution. Alternative two is a mixed Cisco/Enterasys solution. The goals and objectives of the proof of concept are articulated in the Phase II section below. In Phase III, the selected vendor shall provide and deploy equipment to replace the end of life equipment listed in Appendix A. *Please note that the ATM sites (identified in Appendix A) have Cisco switches as the WAN device. The vendor proposal should include a replacement of this device with a Cisco 3825 Router. At the System Office, a Cisco 7507 Router serves the existing T-1/3 connected campuses and a Cisco WS-C5500 serves the existing ATM network. The network upgrade will replace these devices with a Cisco 3825 Router and two WS-C4503s respectively.* The purchase will include Cisco WAN routers and a mix of Cisco and Enterasys switches, in percentage to be determined by HCC as an outcome of the Phase II proof of concept.

5.0 Phase I Firewall

The selected vendor shall supply, install, and provide deployment services for Cisco® ASA 5500 Series Adaptive Security Appliances for firewall, IPS, content filtering, network anti-virus and VPN services. Initial implementation will be limited to the implementation of the firewall functionality. HCC has two ISP points in the network; 3100 Main and Codwell locations. The ISP at 3100 Main is the primary. The Codwell ISP campus serves as an ISP failover. HCC requires hot failover at the primary and failover ISP sites.

Proposals should cover:

- 5.0.1 Acquisition pricing – provide pricing in format as shown in Attachment 2 format
- 5.0.2 Pricing for 1st year maintenance and support
- 5.0.3 Pricing for implementation services
- 5.0.4 Requirements for gathering objectives from HCC personnel
- 5.0.5 Requirements for gathering testing requirements from HCC personnel
- 5.0.6 Promulgation and delivery of a list of equipment required
- 5.0.7 Planning time requirements
- 5.0.8 Implementation plan
- 5.0.9 Test plan
- 5.0.10 Installation in collaboration with HCC personnel to allow knowledge transfer. Installation to be in accordance with HCC security policy
- 5.0.11 Testing utilizing methodologies specified in the test plan
- 5.0.12 Reports of results found
- 5.0.13 Setup documentation
- 5.0.14 Classroom training for HCC staff

6.0 PHASE II:

Phase II is a 30 – 60 day proof of concept period. The selected vendors will provide loaner equipment at no cost to HCC to be installed at two comparable campuses. The proof of concept will include a demonstration of a security solution of an all Cisco architecture at one campus and a complementary mixed Cisco/Enterasys security solution at a second campus.

For the all Cisco solution, the proof of concept site will be Cisco equipment from the WAN router through the access layer. The mixed proof of concept site will include a Cisco WAN router and Enterasys switches at the distribution and access layers. As part of this strategy, standards-base protocols will be implemented to eliminate interoperability issues.

6.1 Proof-of-Concept for Cisco Security Architecture

The selected vendor shall to provide loaner equipment (at no additional cost to HCC) to be installed at a selected site for a 30 – 60 day test and proof of concept period. The vendor will implement necessary elements of Cisco's "Self-Defending Network" - routers, switches and the Security Architecture at one (1) Houston HCC location to be determined by HCC. The HCC site chosen for the all Cisco solution will have an existing Microsoft Active Directory implementation in place. The expectation is that the Cisco network solution will integrate with the Microsoft Active Directory for an HCC defined NAC solution.

This test campus will consist entirely of Cisco equipment. This project will be a proof of concept and test implementation to verify functionality and document steps necessary for production implementation of an entirely Cisco security architecture. Standards-based protocols will be

implemented to maximize interoperability between network equipment from different vendors. This is primarily targeted at Cisco-proprietary protocols, including but not limited to Spanning Tree protocol and the EIGRP Routing protocol.

The selected vendor for the Cisco solution will provide equipment, software and services as loaners to determine the viability of its solution during the test period.

Proposals should cover:

- 6.1.1 Pricing for deployment services necessary to accomplish the above mentioned objectives. Provide pricing in format as shown in Attachment 2
- 6.1.2 Requirements for gathering objectives from HCC personnel
- 6.1.3 Requirements for gathering testing requirements from HCC personnel
- 6.1.4 Promulgation and delivery of a list of equipment required
- 6.1.5 Integration with the HCC Microsoft Active Directory
- 6.1.6 Planning time requirements
- 6.1.7 Implementation plan
- 6.1.8 Test plan
- 6.1.9 Installation in collaboration with HCC personnel to allow knowledge transfer. Installation to be in accordance with HCC security policy.
- 6.1.10 Conduct testing utilizing methodologies specified in the test plan
- 6.1.11 Reports of results found
- 6.1.12 Setup documentation
- 6.1.13 Classroom training for HCC staff

6.2 Proof-of-Concept for Enterasys Security Architecture:

The selected vendor shall provide loaner equipment (at no additional cost to HCC) to be installed at a selected site for a 30 – 60 day test and proof of concept period. The vendor will implement necessary elements of the Enterasys Security Architecture – switches and related software at one (1) Houston HCC location to be determined by HCC. This campus will consist of a Cisco WAN router. The distribution and access layer switches will be loaner Enterasys equipment. This project will be a proof of concept and test implementation to verify functionality and document steps necessary for production implementation of an exclusively Enterasys security architecture.

The HCC site chosen for the mixed Cisco/Enterasys solution will have an existing Microsoft Active Directory implementation in place. The expectation is that the Enterasys network solution will integrate with the Microsoft Active Directory for an HCC defined NAC solution. Standards-based protocols will be implemented to maximize interoperability between network equipment from different vendors. This is primarily targeted at Cisco-proprietary protocols, including but not limited to Spanning Tree protocol and the EIGRP Routing protocol.

The selected vendor for the Cisco/Enterasys solution will provide the Cisco WAN router and necessary Enterasys equipment, software and services as loaners to determine the viability of its solution during the test period.

Proposals should cover:

- 6.2.1 Pricing for deployment services necessary to accomplish the above mentioned objectives of Phase II. Provide pricing in format as shown in Attachment 2
- 6.2.2 Requirements for gathering objectives from HCC personnel
- 6.2.3 Requirements for gathering testing requirements from HCC personnel

- 6.2.4 Promulgation and delivery of a list of equipment required
- 6.2.5 Integration with the HCC Microsoft Active Directory
- 6.2.6 Planning time requirements
- 6.2.7 Implementation plan
- 6.2.8 Test plan
- 6.2.9 Installation in collaboration with HCC personnel to allow knowledge transfer. Installation to be in accordance with HCC security policy.
- 6.2.10 Testing utilizing methodologies specified in the test plan
- 6.2.11 Reports of results found
- 6.2.12 Setup documentation
- 6.2.13 Classroom training for HCC staff

7.0 PHASE III Replacement of End of Life Equipment and Security Solution Implementation

HCC has identified the production network equipment that does not meet HCC's requirements (specifically QOS) going forward. This equipment is located at 22 different campus sites. The equipment to be replaced is listed in Appendix A. The final solution will include Cisco WAN routers at all campuses. The requirements at each site are different depending on the size of the campus and the student population. After the Phase II test period, HCC will determine the most efficient way to re-allocate and isolate Cisco and Enterasys switches among HCC campuses, The acquisition and re-allocation strategy will be an outcome of the Phase II proof of concept.

A critical objective of Phase III is an institution wide implementation of the security solution(s) identified in the Phase II proof of concept effort. HCC requires that the vendor(s) fully implement the security solution using a team based approach that includes HCC technical staff. Accordingly, the detailed implementation project plan for Phase III must include training milestones for HCC staff on the hardware equipment and the security solution. Classroom style training will be provided to HCC technical staff by the selected vendors. Implementation of both the hardware solution and the security solution must incorporate HCC staff in a collaborative, team-based approach.

For maintenance and support, HCC requires that the vendor(s) provide costing for 24/7/4 support for core components. The vendor(s) should provide 24/7/next business day (NBD) for distribution and access layer equipment. Vendors should include in their solution a complete set of spares for distribution and access layer equipment.

The selected vendor shall supply, install and provide implementation services for the equipment listed in Appendix A. Proposals should cover:

- 7.0.1 A description of the proposed security solutions (Cisco and Enterasys)
- 7.0.2 Pricing for the equipment listed in Appendix A to include spares as noted above. Provide pricing in format as shown in Attachment 2
- 7.0.3 Pricing for 1st year maintenance and support. Maintenance should include 24/7/4 for core equipment and 24/7/NBD for distribution and access layer equipment
- 7.0.4 Pricing for implementation services
- 7.0.5 Requirements for gathering objectives from HCC personnel
- 7.0.6 Requirements for gathering testing requirements from HCC personnel
- 7.0.7 Promulgation and delivery of a list of equipment required
- 7.0.8 Integration with the HCC Microsoft Active Directory
- 7.0.9 Planning time requirements

- 7.0.10 Implementation plan
- 7.0.11 Test plan
- 7.0.12 Installation in collaboration with HCC personnel to allow knowledge transfer. Installation to be in accordance with HCC security policy
- 7.0.13 Set up rate limiting capabilities in the routers
- 7.0.14 Testing utilizing methodologies specified in the test plan
- 7.0.15 Reports of results found
- 7.0.16 Setup documentation
- 7.0.17 Classroom training for HCC staff

7.1 PHASE III Implementation of Standards Based Protocols

The selected vendor shall assist HCC in implementing standards-based protocols institution wide as necessary to maximize interoperability between network equipment from different vendors. This is primarily targeted at Cisco-proprietary protocols, including but not limited to Spanning Tree protocol and the EIGRP Routing protocol. Proposals will include all HCC locations (including the System Building and core network) and should cover:

- 7.1.1 Pricing for deployment services necessary to accomplish the goals and objectives of implementing standards-based protocols. Provide pricing in format as shown in Attachment 2
- 7.1.2 Meeting with HCC personnel for specific feedback on interoperability issues
- 7.1.3 Requirements for gathering of required information (device lists and configurations)
- 7.1.4 Anticipated timeframes for completion
- 7.1.5 Implementation plan
- 7.1.6 Test plan
- 7.1.7 Implementation in collaboration with HCC personnel to allow knowledge transfer.
- 7.1.8 Testing utilizing methodologies specified in the test plan
- 7.1.9 Classroom training for HCC staff

7.2 PHASE III Implementation of Firewall Security Features

In Phase I of this Scope of Services, the selected vendor will have implemented a Cisco firewall solution. The selected vendor will assist HCC to complete the implementation of additional features of the Cisco firewall product including; IPS, content filtering, network anti-virus and VPN services. The objective of HCC is to use the firewall solution to provide proactive threat mitigation to stop attacks before they spread through the network, control network activity and application traffic.

Proposals should cover:

- 7.2.1 Pricing for deployment services necessary to accomplish the goals and objectives of implementation of firewall security features. Provide pricing in format as shown in Attachment 2
- 7.2.2 Meeting with HCC personnel for specific feedback on interoperability issues
- 7.2.3 Requirements for gathering of required information (device lists and configurations)
- 7.2.4 Anticipated timeframes for completion
- 7.2.5 Implementation plan

- 7.2.6 Test plan
- 7.2.7 Implementation in collaboration with HCC personnel to allow knowledge transfer. Installation will be in accordance with HCC security policy.
- 7.2.8 Testing utilizing methodologies specified in the test plan
- 7.2.9 Classroom training for HCC staff

7.3 Implementation of Web Content Monitoring and Filtering

The selected vendor shall assist HCC in implementing web content filtering and monitoring to keep inappropriate web content and customize internet usage policies by user, group and other parameters as defined by the security policy.

Proposals should cover:

- 7.3.1 Pricing for deployment services necessary to accomplish the goals and objectives of implementation of web content monitoring and filtering. Provide pricing in format as shown in Attachment 2
- 7.3.2 Meeting with HCC personnel for specific feedback on interoperability issues
- 7.3.3 Requirements for gathering of required information (device lists and configurations)
- 7.3.4 Anticipated timeframes for completion
- 7.3.5 Implementation plan
- 7.3.6 Test plan
- 7.3.7 Implementation in collaboration with HCC personnel to allow knowledge transfer. Installation to be in accordance with HCC security policy.
- 7.3.8 Testing utilizing methodologies specified in the test plan
- 7.3.9 Classroom training for HCC staff

7.4 Implementation of Network Monitoring Systems

HCC has software and maintenance licenses for; HP OpenView, CiscoWorks, and Enterasys NetSight. The selected vendor shall assist HCC in the full implementation of each of the products and will provide training in the effective use of the products to HCC staff.

Proposals should cover:

- 7.4.1 Pricing for deployment services necessary to accomplish the goals and objectives of implementation of network monitoring systems. Provide pricing in format as shown in Attachment 2
- 7.4.2 Meeting with HCC personnel for specific feedback on interoperability issues
- 7.4.3 Requirements for gathering of required information (device lists and configurations)
- 7.4.4 Anticipated timeframes for completion
- 7.4.5 Implementation plan
- 7.4.6 Test plan
- 7.4.7 Implementation in collaboration with HCC personnel to allow knowledge transfer
- 7.4.8 Testing utilizing methodologies specified in the test plan
- 7.4.9 Classroom training for HCC staff

8.0 Phase IV Future Sites

The 2004 Houston Community College System Capital Improvement Program (CIP) will add or renovate 12 buildings on seven different campus sites. These new and renovated buildings will come on line in the next 18 to 24 months.

Phase IV of the Network Upgrade project would support the addition of these new campuses. HCC network is projected to at least double in size as these buildings come on line. HCC has already done a preliminary estimate of the network hardware requirements for this phase. These needs will be further refined and made available over the next 18 - 24 months. A separate Request for Proposal will be issued for these products and services.

HCC will determine its network direction based on its experiences and the vendor support through Phases I – III.

APPENDIX - A
Equipment to be Replaced

811 Dallas Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	723B	
Alief Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	153	
WS-C5500	240	mdf	153	
Bluebonnet Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	n/a	
Central Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	109	Adult Center
Cisco 1721	n/a	mdf	n/a	Crawford Bldg
WS-C5500	24	mdf	n/a	San Jac Bldg / Replace this switch with a Cisco 3825 Router
WS-C5500	264	idf 1	n/a	San Jac Bldg Library
WS-C5500	216	idf 1	n/a	San Jac Bldg Library
WS-C5500	264	idf 2	210	San Jac Bldg
WS-C5500	264	idf 2	210	San Jac Bldg
WS-C2948	48	idf 3	149	San Jac Bldg
WS-C2950C-24	24	idf 4	307	San Jac Bldg
WS-C2924	24	idf 5	n/a	Heinen Bldg
WS-C2924	24	idf 6	n/a	Theater 1 Bldg
Codwell Campus				
Equipment	User switch ports	mdf/idf	Room	Note

Cisco 3640	n/a	mdf	130C	
WS-C5500	96	mdf	130C	
WS-C5509	192	mdf	130C	
WS-C5500	192	idf 1	111A	
WS-C5505	48	idf 2	235A	
WS-C5500	216	idf 3	211A	
WS-C5500	216	idf 4	311	
WS-C5505	24	idf 5	332	
WS-C5509	120	idf 6	125	Truck Driver Bldg
Coleman Campus				
Equipment	User switch ports	mdf/idf	Room	Note
WS-C5500	24	mdf	51	ATM site, replace this switch with a Cisco 3825 Router
WS-C5500	264	idf 1	131	
WS-C5500	168	idf 1	131	
WS-C5509	144	idf 2	255B	
WS-C5509	120	idf 3	349	
WS-C5509	120	idf 4	442	
WS-C5509	192	idf 5	54	
Crites Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 1721	n/a	mdf	n/a	
Eastside Campus				
Equipment	User switch ports	mdf/idf	Room	Note
WS-C5500-S3	250	mdf	216	ATM site, replace this switch with a Cisco 3825 Router
WS-C5509-S3	192	mdf	216	
WS-C5509-S3	192	mdf	216	
WS-C5505-S3-E3	96	mdf	216	
WS-C5500-S3-E3	264	idf 1	2012	
WS-C5500-S3-E3	240	idf 1	2012	
WS-C5509	192	idf 1	2012	
Greenbriar Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	n/a	
WS-C2950	24	mdf	n/a	

Gulfton Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	109	
Katy Mills Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2651	n/a	mdf	116	
3100 Main MDF				
Equipment	User switch ports	mdf/idf	Room	Note
WS-C5500	n/a	mdf	4A08	Replace this switch with two Cisco WS-C4503
Cisco 7507	n/a	mdf	4A08	Replace this router with a Cisco 3825 router
Missouri City Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	n/a	
North Line Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	176A	
WS-C5505	24	mdf	176A	
Pinemont Campus				
Equipment	User switch ports	mdf/idf	Room	Note
WS-C5500-S3-E3	120	mdf	127	ATM site, replace this switch with a Cisco 3825 Router
WS-C5509-S3-E3	96	mdf	127	
WS-C5500-S3-E3	216	idf1	148	
WS-C5509-S3-E3	120	idf1	148	
South Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 2514	n/a	mdf	n/a	
Stafford Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco L1010	n/a	mdf	E108	ATM site, replace this switch with a Cisco 3825 Router
WS-C5505	24	mdf	E108	
Town & Country Campus				
Equipment	User switch ports	mdf/idf	Room	Note
WS-C5500	168	mdf	116A	ATM site, replace this switch with a Cisco 3825 Router
WS-C5500	240	mdf	116A	
WS-C5505	96	idf 2	420	
Transportation Campus				
Equipment	User switch ports	mdf/idf	Room	Note

Cisco 2514	n/a	mdf	211	
Westgate Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 3640	n/a	mdf	240A	
Cisco 2514	n/a	mdf	240A	
WS-C2950-24	24	mdf	240A	
Westloop Campus				
Equipment	User switch ports	mdf/idf	Room	Note
Cisco 7206	n/a	mdf	200	
WS-C5505	24	mdf	200	
WS-C2950-24	24	idf 5	270	

**ATTACHMENT NO. 4
PROJECT NO. 06-36**

**HOUSTON COMMUNITY COLLEGE SYSTEM
DETERMINATION OF GOOD FAITH EFFORT**

Proposer _____

Address _____

Phone _____ Fax Number _____

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

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

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

Signature of Proposer

Title

Date

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

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

Of _____, certify that on the date shown below, I contacted the following small
 (Business name) business(es) to obtain a Bid for Materials or Services to be utilized on
 HCC Project No. 06-36

DATE CONTACTED	SMALL BUSINESS	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 was unable to award a subcontract(s) or supply orders(s) to the small business listed above.

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

Signature: _____
 (Proposer)

**ATTACHMENT NO. 6
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

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

**Houston Community College System
Economic Development Office
Post Office Box 667517
Houston, Texas 77266-7517
Project#06-36**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

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

BUSINESS CLASSIFICATION

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

Please provide information regarding certifying agency (if any)

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

ATTACHMENT NO. 7

CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: _____ Business Name: _____

TOTAL \$ _____

Address: _____

Contractor \$ _____

Telephone/Fax: _____ Date: _____

Subcontractor(s) \$ _____

Supplier (s): \$ _____

ATTACHMENT NO. 8
NON-DISCRIMINATION STATEMENT

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

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 9

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: YES or NO
Have you been convicted of a felony? _____

If a business entity: YES or NO

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

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

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

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006

Notary Public for the State Of

ATTACHMENT NO. 10

STATE OF TEXAS AFFIDAVIT

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

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006.

Notary Public for the State of _____

**ATTACHMENT NO. 11
BUSINESS QUESTIONNAIRE**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

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

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

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

If yes, please specify: _____

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

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

If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____
Title _____

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

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

TYPE OF ORGANIZATION

_____ Individual _____ Sole Proprietorship
_____ Partnership _____ Corporation, Incorporated in _____

Federal Employer Identification Number _____
Social Security Number, if an individual _____

How long in business under present name _____
Number of persons now employed _____

BUSINESS CLASSIFICATION

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

** HCC is an equal opportunity / educational institution, which does not discriminate on the basis of race, religion, national origin, gender, age or disability. HCC encourages small and disadvantaged businesses to seek procurement opportunities*

REFERENCES

List three references (local or otherwise) which have been or are now your customer and at least one in which you have performed comparable work in quantity and scope to that specified in this solicitation.

	<u>Name of Firm</u>	<u>Address</u>	<u>Point of Contact</u>	<u>Telephone #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006

Notary Public for the State

of _____

ATTACHMENT NO. 12

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 FIRST TIER 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 = 35%

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 the Chancellor or the duly authorized representative, the bidder/proposer may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 13 HCC VENDOR APPLICATION

HCC Procurement Operations has developed an online vendor application system. This system 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 HCC.

Please take a moment to go to the procurement website and register as a vendor. The website address to access the vendor registration form is:

http://216.119.142.201/HCCS/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register or utilize the procurement operations vendor room located at 3100 Main Street, Room 11A06.

**ATTACHMENT NO. 14
INSURANCE REQUIREMENTS**

HOUSTON COMMUNITY COLLEGE SYSTEM

The insurance coverage and limits listed below are the minimum limits that the Vendor/Contractor shall carry during performance of the contract for Upgrade IT Infrastructure, Project No. 06-36.

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

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

2. Automobile Liability:

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

3. Workers Compensation:

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

4. Professional Liability

Professional liability coverage is required when a professional liability exposure is present. A minimum of \$5,000,000 will be required.

The following endorsements are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except the Workers Compensation;
- Waiver of Subrogation added by endorsement on all policies;
- The assigned HCC project number and/or purchase order.

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to Houston Community College System within 14 calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate to: Houston Community College, PO Box 667517 (MC-1119), Houston, TX 77266, Attn: Risk Management Office.

ATTACHMENT # 15

**CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ
For vendor of other person doing business with local government entity**

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the government entity.
By Law this questionnaire must be filled with the records administrator of the local government 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 76.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of Person doing business with local government entity.

2 Check this circle if you are filing an update to a previous questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local government entity with respect to the expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local government entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor of other person doing business with local government entity PAGE 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to the Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10% or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the government entity

Date

