



# REQUEST FOR PROPOSALS (RFP)

## SECURITY MANAGEMENT SYSTEM

### SAN FRANCISCO UNIFIED SCHOOL DISTRICT (SFUSD)

RFP No. SFUSD-PD-FY24-25#64 (FACBOND-Security Management System)

Mar 14, 2025

## 1. **OVERVIEW**

### 1.1 Introduction

The San Francisco Unified School District ("SFUSD") or ("the District") is seeking Proposals from qualified vendors to provide a Security Management System solution (software) and Support Services ("Services") for projects included in the SFUSD Facilities and Bond Program. Software must be compliant with the Open Network Video Interface Forum Profile S. The security camera, access control system, and intrusion detection hardware will be acquired through separate procurement processes.

### 1.2 Timeline & Key Dates

The District reserves the right, at its sole discretion, to modify RFP requirements, cancel the selection process, and/or amend the schedule. The District will make reasonable efforts to adhere to the following schedule:

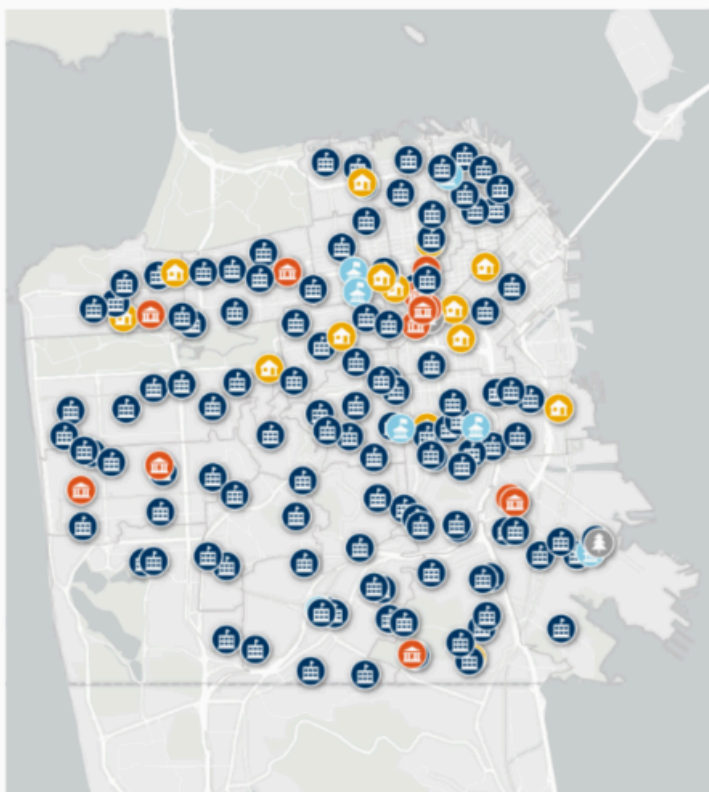


<b>Anticipated Project Schedule (all dates are subject to change)</b>	
Release of RFP (SFUSD Website)	Mar 17, 2025
RFP Advertisement #1	Mar 16, 2025
RFP Advertisement #2	Mar 19, 2025
Deadline to Submit Questions	Mar 21, 2025
Question and Answers Posting	Mar 28, 2025
Submittals Due Date	April 11, 2025
Notice of Intent to Award	Apr 18, 2025
Board of Education Contract Approval (projected)	May 13, 2025

### 1.3 Background

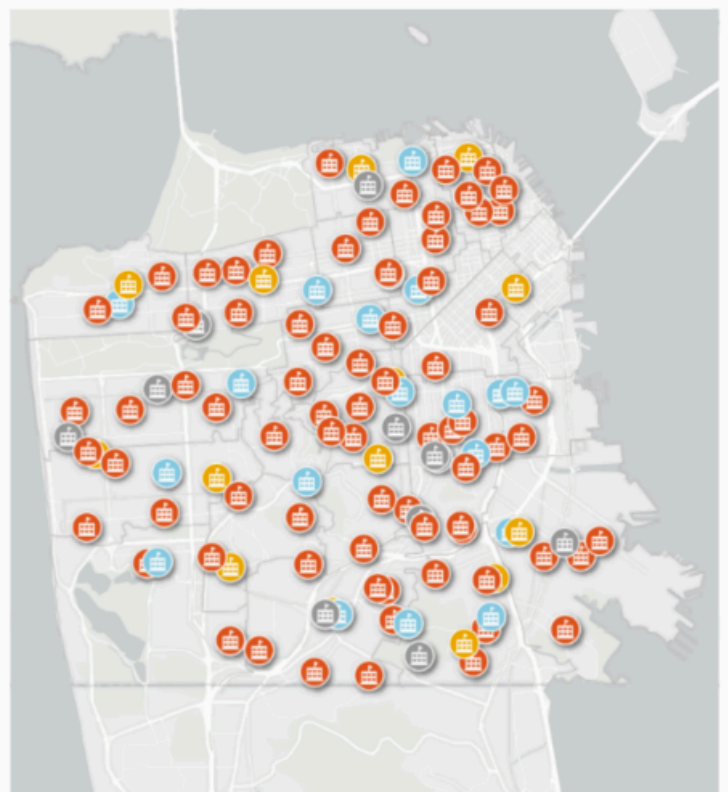
The San Francisco Unified School District is the seventh-largest school district in California, serving more than 50,000 students who speak more than 44 languages across 130 schools in San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career and equipped with the skills, capacities, and dispositions outlined in SFUSD's Graduate Profile.

The majority of SFUSD's properties are 120 schools (excluding charters), which account for 77 percent of all sites and 85 percent of the District's building square footage portfolio. The remaining balance consists of 12 administrative buildings, 14 leased properties, 7 charter facilities, and 2 parcels of undeveloped land. SFUSD manages 16.7 million square feet of exterior area (equivalent to 289 American football fields), much of which are student-activated schoolyards. The maps below show SFUSD District facilities by use and by school type. These maps are excerpted from SFUSD's 2023 Facilities Master Plan, which all Proposers should review in detail.



- School
- Leased
- Administrative
- Undeveloped land
- Charter
- ZIP Code Boundaries

Source: San Francisco Unified School District.



- Elementary School
- High School
- Middle School
- Early Education School
- ZIP Code Boundaries

Source: San Francisco Unified School District.

## 1.4 RFP Purpose

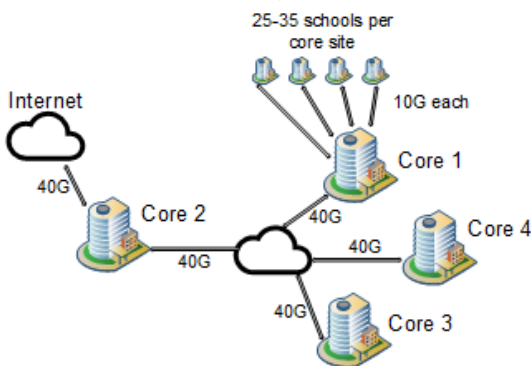
The District seeks proposals for the Services related to the Facilities and Bond Program's capital project work. The District will select a single Proposer to provide the Services. The Software Services will be funded through non-bond monies but the SFUSD's facilities and bond program will pay for the hardware and other modernization equipment. This Request for Proposals (RFP) seeks qualified firms to provide cloud-based security cameras, access control, and intrusion management services.

**The District anticipates awarding a contract that will have an initial term of three (3) years, with two (2) one (1) year options to extend, not to exceed a five (5) year term.**

## 2. SCOPE OF WORK AND REQUIREMENTS

The following general description of the scope of services is intended to illustrate the minimum project requirements, but it is not exhaustive. Proposers are encouraged to present their own concepts to develop a comprehensive plan. The proposal to address the scope of work should showcase the Proposer's original ideas for a highly visual, high-quality planning document that clearly outlines the items listed below. Proposers should also recommend any additional scope items that they believe the District may have overlooked and clearly state these in their proposal.

The District has four core sites, which connect about 25-35 sites each. There is a 10G fiber connection between all sites to the four core sites. The core sites are connected to each other via 40G fiber connections. The District has a single 40G connection to the internet. The first iteration for deployment will be cloud-based only. All cameras will record to a cloud-based system and support 99.9% uptime. The second iteration will be a hybrid solution where systems record at the core sites and upload their data to the cloud at night. The solution should be able to support the hybrid solution as the system scales with additional cameras and access control systems.



The RFP request is for software only. Security cameras, access control, and intrusion hardware will be procured separately.

The Proposer is expected to demonstrate expertise in Security Cameras, Access Control Management, and Intrusion System Software and Systems and a commitment to delivering high-quality services through a 99.9% Service Level Agreement.

The initial system will be cloud only and based on the following parameters:

- a. 200 cameras, H.264, 15fps, 4MP, 30 day recording
- b. 200 access control doors or access pads
- c. Required services as outlined in Appendix A Minimum Qualifications Certification
- d. A Service Level Agreement, which includes all software, licenses, services, upgrades, maintenance, training and provides a system uptime of 99.9% for the term of the contract. Falling below this threshold will result in a credit to the District for ten times the amount of time the system is unavailable.

Scope of Work Requirements	
Feature	Details
Cloud-first capabilities	Native Cloud recording, retrieval, and access services
Hybrid cloud capabilities	Recording on-site and pushing data at night to the cloud
Service Level Agreement	Will support a 99.9% SLA for the term of the contract
Recording	60% motion, H.264, 4MP, 15FPS, and 30 days
Camera quantities	The system will start with two hundred (200) cameras and scale to five thousand (~4,000)
Access Control quantities	The system will start with two hundred (200) access control systems and scale to at least three thousand (3,000)
Directory Services	The system must integrate with Microsoft Active Directory and LDAP systems for user access, authentication, and role management
Multi-Factor authentication	The system must support multi-factor authentication
Multi-role assignment	The system must support multi-level role-based access control
Cloud-first	Video and access control integration through a single cloud-based system

Access Control Capable	Access control integration ready
Training and Support	Training, software updates, and tier 1 dedicated support for the term of the contract
Mass notification integration	The district system is from Valcom.com
Intrusion system integration	The district system is from Honeywell
Credential support	Multiple system support including but not limited to RFID, Proximity, Cards, fobs, Biometrics (fingerprint, facial recognition, iris), Mobile Credentials, keypads
Audit Trails	The ability to generate detailed and searchable logs
Multiple lock support	Electromagnetic and electric strikes
Central and localized reader control	Management of control panels in MDF and IDF spaces
Support multiple access technologies	HID, iClass, DESFire, MiFARE, etc.
Exit / Entry tracking	Monitoring and analyzing data on individuals entering and exiting school premises to ensure authorized access. Support must be included for Door Position Operating Sensor (DPOS) systems.
Panic button integration	Equipping staff with wearable and fixed alert systems. It must also be able to support silent alarm notifications
Emergency lockdown	Access control and lockdown ability with integrated video
Cloud-Based Recording	Video footage is stored in the cloud instead of a local hard drive, allowing remote access and backup security
Firmware updates	Automated updates for firmware and software across cameras, system components, access control systems, and both desktop and mobile applications.
Motion-Based Recording	The camera records only when it detects movement. This helps save storage space and makes reviewing footage easier.
Configurable Scheduled Recording	The system records based on a predefined schedule, such as during business hours or at night. Allows access related to door access
Event-Based Recording	The camera starts recording when a specific event occurs, such as a door opening, glass breaking, or triggering an alarm.

Time-Lapse Recording	The system captures frames at set intervals instead of real-time video, useful for monitoring slow changes over time (e.g., construction sites).
Continuous Recording (24/7)	The camera records non-stop, ensuring no missed events. This requires a large storage capacity and is common in high-security areas.
Triggered recording	Door access events can trigger cameras to record
Pre/Post-Event Recording	Some systems can record a few seconds before and after an event (like motion detection) to provide context around what triggered the recording.
API availability	The system should support API interoperability for systems such as gunshot detection, weapon detection, vape detection, and other 3rd party hardware and software systems.
AI-Based or Smart Recording	Uses artificial intelligence to detect specific types of motion (like a person vs. an animal) or identify faces, reducing false alarms and unnecessary recordings.
Object-Based Search	Identify and filter specific objects such as people, vehicles, animals, or packages in recorded footage.
Motion and Activity Search	Allows users to search for movement in specific areas of the frame (e.g., front door, driveway).
Behavior Analysis and Anomaly Detection	AI can detect unusual behavior, such as loitering, trespassing, or aggressive actions. Send alerts if unexpected activity is detected (e.g., a person entering a restricted zone).
Color and Clothing Search	Users can filter footage based on the color of clothing or objects (e.g., "search for a person wearing a red shirt")
Vehicle and Parking Lot Monitoring	Identifies unauthorized vehicles, tracks school buses, and ensures proper pick-up/drop-off procedures.
Forensic Search Capabilities	Enables rapid investigation and manages chain and custody of evidence.
Compression	Support H.264 and H.265 compression.
Face Recognition & Search	Detects and recognizes faces, allowing users to search for specific individuals. Can differentiate between authorized personnel and unknown visitors.
IP camera support	Examples include Pelco, Panasonic, Sony, Axis, Flir, Bosch, Vigilant Solutions, etc.
<b>DESIRED SERVICES</b>	

Feature	Details
Integration	The system must be able to integrate with other systems. Examples: Alarm systems, Building Management Systems, Access Control Systems
Sound anomaly detection	Detects and searches for specific sounds like gunshots, breaking glass, or shouting. It can trigger alerts based on abnormal noise levels
Smart Time-Lapse	AI summarizes long recordings into a short clip, showing only key events
Heat Maps and Crowd Analysis	AI generates heat maps showing high-traffic areas based on movement over time
Threat and Intruder Detection	Weapons detection, Unidentified Visitor Detection, Loitering Detection
Facial Recognition for Access Control	Allows only authorized individuals to enter secure areas like classrooms or staff rooms
Fight Detection	AI can identify aggressive behavior or physical altercations and notify security personnel
Hallway Congestion Alerts	Detects overcrowding in hallways during class changes and helps optimize student flow
Social Distancing and Occupancy Monitoring	Monitors space capacities and ensures compliance with safety guidelines
Slip and Fall Detection	Alerts staff in case of accidents, improving response time
Vandalism Detection	Identifies graffiti, property damage, or unusual activities near school property
Bullying Identification	AI can detect signs of bullying based on movement patterns and gestures
Gunshot & Loud Noise Detection	Detects and pinpoints locations of gunshots or other emergency sounds
Fire & Smoke Detection	Enhances safety by recognizing fire hazards even before alarms are triggered
Evacuation Monitoring	Tracks student and staff movement during fire drills or emergency evacuations
Unauthorized Classroom Access	Detects if someone enters a classroom outside of scheduled times
Vape detection	the ability to identify the presence of vaping activities
Active Shooter Detection	System that can recognize the presence of firearms and alert in real time, facilitating rapid lockdown procedures



### 3. FORM OF AGREEMENT

Proposers must read and fully agree to the District's form of Agreement for the Services ("Agreement"), which is distributed with this RFP as Appendix B - Form of Contract and incorporated herein by this reference.

### 4. PROPOSAL FORMAT, CONTENT, AND SUBMISSION

Proposers shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Proposals that fail to meet these requirements and procedures. Proposals must be submitted as PDF attachments to an email addressed to Arthur Marcelo marceloa@sfusd.edu. The email must be a direct email to the address with the following subject line: **SFUSD-PD-FY24-25#64 (FACBOND-Security Management System)**. Proposals received other than via email or after the due date shall not be accepted.

Proposals shall be in 8 1/2" X 11" portrait format, with 11pt. minimum size font and standard margins. Proposals shall have a 20-page limit, excluding tabs, resumes, references, and billing schedules, and must be complete with a table of contents and be consecutively numbered on each page. Pages 1-20 will be reviewed as within this limit —all additional information must be included in the 4.10 Appendices. Proposal sections must be properly labeled with a section heading for ease of reference. Proposers should not include any pre-printed advertising or marketing materials, as they will not be reviewed or evaluated but may count toward maximum page counts.

Please provide the following information, in the order of the sections below, as well as the order of each component of each section. All information requested must be provided, including sections which do not carry points. Failure to provide all information requested shall be deemed non-responsive. The categories of the Proposal are:

#### 4.1 Introduction & Cover Letter

Provide a letter of introduction signed by an authorized officer of Proposer. If Proposer is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture include in the cover letter all of the following:

1. Brief description of why Proposer is well suited for and can meet District's needs.
2. Identification of individual(s) who are authorized to speak for the Proposer during the evaluation process.
3. The following statement:

“[INSERT PROPOSER’S NAMES] received a copy of the District's Form of Contract for the Services (“Agreement”) attached as Appendix B to the RFP **SFUSD-PD-FY24-25#64 (FACBOND-Security Management System)**. [INSERT PROPOSER’S NAMES] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions, and has fully agreed to the terms of the District. Given the opportunity to contract with SFUSD, [INSERT PROPOSER’S NAMES] limits any objections to those submitted during the RFP process.”

A certification that no official or employee of District, nor any business entity in which an official of District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to District.

1. Certification that no official or employee of Proposer has ever been convicted of an ethics violation.
2. Evidence that Proposer is legally permitted to conduct business in the State of California and properly licensed (as applicable) for the scope of services.
3. Above the signature(s) the following language: “By virtue of submission, [INSERT PROPOSER’S NAME] declares that it has reviewed the RFP and all addenda and that all information provided in the Proposal is true and correct.

## 4.2 Business Information

1. Company name
2. Address
3. Telephone
4. Fax
5. Website
6. Name and email of main contact
7. Federal Tax I.D. Number
8. License or Registration Number (if applicable)
9. Type of organization (e.g., corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
10. A brief description and history of Proposer, including number of years Proposer has been in business and date established under this name
11. Number of employees
12. Location of office where the bulk of services solicited will be performed

## 4.3 Professional Qualification

For this section focus on the FIRM'S information in terms of qualifications, experience and approach.



Describe your Firm's qualifications and experience to clearly demonstrate your ability to successfully furnish the services described in this RFP. Provide a complete description of any proposed software product, including services and built-in modules provided, reporting templates included, and a description of what customization opportunities might be available.

#### 4.4 Relevant Project Experience

Provide information about prior professional services contracts furnished by your firm in the last ten (10) years for K-12 school districts or public sector projects, and list the following for each contract:

1. The district/company name and contact person's name, title, telephone number, and email address are to be contacted as a verifiable reference.
2. Term (beginning and end dates) of service
3. Contracted scope of services
4. Original contract value and final value after all amendments or options
5. Briefly state the relevance of the project for consideration in this RFP
6. Key individuals of the firm involved and their roles in the services
7. Any sub-consultants that worked with the firm

#### 4.5 Approach to the Scope of Services

Please provide a Proposal that outlines your Firm's understanding of the Security Camera and Access Control Management System services required and your Firm's specific approach to the services, including the following:

1. **Working With SFUSD.** Your Team's understanding of the District's mission, vision, values, and goals, and how your Team is uniquely poised to partner with the SFUSD bond program.
2. **Partnership with SFUSD management team.** Your Team's approach to integrating with SFUSD's leadership and project managers to fluidly implement the capital program projects utilizing your products and services. Discuss your experience working with complex clients, gaining and maintaining trust, and provide
3. **Project Management Software.** Software capabilities including upload and download features, customization ability, mobile access, security features.
4. **Integration Tools & Compatibility.** Integration tools with other SFUSD software, such as Active Directory, Google Apps suite, Solarwinds, etc.
  - a. Collaboration. Document access that facilitates multiple users editing a document simultaneously.
  - b. Additional Features. Software features that are available but are not specifically referenced in this document.

- c. Training and Support Services. Your Team's approach to project setup & training and what kind of customer support is available; such as live chat, tier 1 phone support, and online direct knowledge base.
- 5. Provide a reference list of three (3) current or former clients of the Firm. This list should include projects which your Firm has provided similar services for public school districts or local governments during the past five (5) years. This reference list should include the client's names, addresses, and telephone numbers and briefly describe each client/program. The District may or may not contact all those on the reference list.
- 6. Provide screenshots of your ability to provide requested services. Links may also be provided but the content found on external links may not be viewed and will not factor into the District's decision.

#### 4.6 Project Team Staffing

Please provide a one-page graphic organizational chart (or charts) of the specific team your firm is proposing to provide the services to, indicating primary sub-consultant team members and the managerial relationship of these individuals with each other. This chart should focus on the Key Personnel, defined as the project team members who will be interfacing with the District, such as the Contract Manager and the Training & Support Staff. SFUSD assumes that any individuals or positions listed in this organizational chart will be available to SFUSD for contractual services as required by the Services. Provide resumes of all team members who will interact with SFUSD. Resumes should not exceed one-page per team member and include project experience relevant to the Services.

#### 4.7 Key Personnel Experience

Please demonstrate your Key Personnel's experience over the last five (5) years. Prepare a matrix of all programs or projects on which your Firm was contracted and which any member of Key Personnel was assigned for relevant services. Mark those projects with a check if the proposed Key Personnel member worked on the project. If the Key Personnel member did not work on the project, leave it blank.

In addition to this experience matrix showing the experience of the team(s) working together on the programs and projects in your proposal, you may include an additional list or matrix of other relevant work by the Key Personnel in the last five (5) years. For these projects, indicate completion dates, project value, and client contact person(s) from the school districts/educational facilities where work was completed.

If sub-consultants are to provide any of the required scope of services, include a statement as to the proposed arrangement and include the qualifications of the sub-consultants. SFUSD expects that the team included in the Proposals will remain intact throughout any contract. If a team member departs, SFUSD reserves the right to approve the replacement team member.

## 4.8 Fee Proposal

Based on your Firm's approach to the Services as outlined, provide a fee proposal that will enable the District to evaluate the Proposer's pricing and, if selected, facilitate a fee negotiation. Provide an overview of the pricing structure, including how services are billed, setup costs, subscription fees, and pricing for multiple users or devices. Please use Appendix C – Bid Sheet.

**Extra Services.** Provide a current fee schedule for the types of service that the Firm offers, which will be used for the performance of Extra Services. If referencing basic services costs, include typical staffing expectations, professional fee schedules, and software customization that the District could expect for specific services, if applicable.

**Additional Costs.** Identify any additional fees, costs, expenses, or reimbursable fees for which the Firm would seek compensation.

## 4.9 Litigation History

- Provide a comprehensive five (5)-year summary of Proposer's litigation history (including arbitration and mediation) with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A Submittal failing to provide the requested information on litigation history will be considered non-responsive.
- For Joint Venture SOQs, provide the item above for each JV member firm.

## 4.10 Appendices

Shall Include

- Appendix A - Minimum Qualifications Certification
- Appendix B - District's Form of Contract + Exhibits
- Appendix C - Bid Sheet
- Appendix D - Release of Liability

May include:

- Key team member resumes
- Subconsultant resumes

## **5. EVALUATION AND SELECTION PROCESS**

### **5.1 Overall Evaluation Process**

Submittals received in response to this RFP will be evaluated in two phases. Proposers that pass the initial evaluation phase will be advanced to the next phase, the panel review and evaluation of the Proposals. The evaluation criteria listed below will be used to evaluate the Proposer's written proposals. This RFP does not in any way limit the District's right to solicit contracts for similar or identical services through a separate RFP process if, in the District's sole and absolute discretion, it determines that none of the selected Proposers are fully capable of satisfying its needs.

### **5.2 Evaluation Panel**

The district will convene a panel whose membership will include people who know about the services requested through this RFP to evaluate and score the proposals. To do this, the panelists will review the RFP and any addenda issued by the District, the Submissions received, and participate in interviews and product demonstrations as required, and at the District's sole discretion.

### **5.3 Evaluation Phases**

The evaluation process will consist of the phases specified below:

#### **1. Minimum Qualifications (Pass / Fail)**

The Proposals will be reviewed for minimum qualifications on a pass/fail basis. Only Proposers that meet the minimum qualifications (Appendix A - Minimum Qualifications Certification) will be advanced to the next phase of the evaluation. The District has established the following requirements as the minimum qualifications for participating in this RFP. Proposals should include a minimum service level agreement guaranteeing uptime for these services.

The District is seeking proposals from firms, either individually or as joint ventures, that have at least three (3) years of experience in providing cloud-based security camera and access control management services.

#### **2. Selection Criteria**

Each Proposal must be complete. Incomplete Proposals will be considered non-responsive and shall be disqualified. District retains sole discretion to determine issues of compliance and to determine whether a Proposer is responsive, responsible, and qualified. District may elect to conduct interviews with some or all of the Proposers.

The criteria for evaluating Proposers may include, without limitation, the following:

- Score from Appendix A Minimum Qualifications Certification
- Overall responsiveness of the Proposal
- Experience and performance history of Proposer with similar services
- Success and applicability of the proposed software product
- Experience and results of proposed personnel, if applicable
- Value of product offering and services under proposed fees
- References from clients and
- Technical capabilities and track record of use.

**Table of Criteria and Points Allocation for Technical Proposal**

<b>Evaluation Criteria</b>	<b>RFP Section</b>	<b>Maximum Points Possible</b>	<b>Points Awarded</b>
Introduction and Cover Letter & Business Information	4.1 & 4.2	5	
Professional Qualification & Relevant Experience	4.3 & 4.4	10	
Approach to Scope of Services	4.5	20	
Project Team Staffing & Personnel	4.6 & 4.7	5	
Fee Proposal	4.8	60	
Litigation History	4.9	P/F	
<b>TOTAL</b>		<b>100</b>	

The District will identify the Proposer(s) that can provide the greatest overall benefit to the District.

### **3. Reference Checks**

District staff will review and check the references at their discretion. The references, see Appendix D - Release of Liability, will be asked to verify the Proposer's experience in providing the requested services, the quality of services and products provided to prior clients, as well as adherence to schedules/budgets and project management, communication abilities, performance on deliverables and outcomes, effectiveness in meeting or exceeding project objectives.

#### **4. District Investigations**

The District may perform investigations of Proposers that extend beyond contacting the references identified in the Proposal. District may request a Proposer to submit additional information pertinent to the review process.

#### **5. Product Demonstration**

At its sole discretion, the District may request a presentation of the software from Proposers, virtually or in-person.

#### **6. Final Determination and Award**

The District reserves the right to contract with any firm responding to this RFP for all or portions of the above-described phases, to reject any proposal as non-responsive, and not to contract with any firm for the Services described herein. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFP. The District reserves the right to seek proposals from or to contract with any firm not participating in this process.

Awarding of contract(s) is at sole discretion of the District. District may, at its option, determine to award contract(s) only for portions of the scope of services identified herein. In such a case, the successful Proposer(s) will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other Proposer selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, District will retain the right to enter into negotiations with any other Proposer to this RFP.

### **6. TERMS FOR RECEIPT OF PROPOSALS**

#### **6.1 Questions Regarding the RFP or Agreement**

Any questions from prospective Firms or suspected errors regarding this RFP or the Agreement (including requested edits) must be submitted via email to Arthur Marcelo marceloa@sfusd.edu by March 25, 2025 at 2:00 P.M. (PST) according to the RFP schedule. The email must be a direct email to





this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: QUESTIONS FOR RFP **SFUSD-PD-FY24-25#64 (FACBOND-Security Management System)**.

If necessary, an addendum containing a "Questions and Answers" document will be developed and posted on the District's contracts opportunities portal: Current RFPs, RFQs, RFOs & RFIs | SFUSD. It is the responsibility of the Proposers to check the portal for the Questions and Answers document and any addenda.

## **6.2 Change Notices**

The District may modify the RFP, prior to the bid due date, by issuing an addendum, which will be posted on the District's contracts opportunities portal: Current RFPs RFQs RFOs & RFIs SFUSD. Proposers shall be responsible for ensuring that their Proposals reflect any and all RFP addenda issued by the District prior to the bid due date regardless of when it is submitted. Therefore, the District recommends that Proposers visit the portal frequently, particularly during the run up to the Proposal due date, to determine if they have downloaded any and all addendum/addenda and documents.

## **6.3 Term of Proposal**

Submission of a Proposal signifies that the proposed services and fees/billing rates are valid for 120 calendar days from the Proposal due date and that the quoted fees/billing rates are genuine and not the result of collusion or any other anti-competitive activity.

## **6.4 Revision of Proposals**

A Proposer may revise its Proposal on its own initiative at any time before the deadline for submission of the Proposal. The Proposer must submit the revised Proposal in the same manner as the original. A revised proposal must be received on or before the bid due date. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the bid due date.

At any time during the evaluation process, the District may require a Proposer to provide oral or written clarification of its Proposal. The District reserves the right to make an award without further clarifications of Proposals received.

## **6.5 Errors and Omissions in Proposal**

Failure by the District to object to an error, omission, or deviation in a Proposal will in no way modify the RFP or excuse a Proposer from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

## 6.6 Limitations

This RFP is neither a formal request for bids, nor an offer by District to contract with any party responding to this RFP. All decisions concerning selection will be made in the best interests of the District. The awarding of a contract pursuant to this RFP, if at all, is at sole discretion of District.

District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP.

Proposals and any other supporting materials submitted to District in response to this RFP will not be returned and will become the property of District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind District to protect the designated matter from disclosure.

Pursuant to Michaelis, Montonori, 6 Johnson v. Superior Court (2006) 38 Cal.4th 1065, Proposals shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act until after either: (1) District and the successful Proposer have completed negotiations and entered into an Agreement, or (2) District has rejected all Submittals. Furthermore, the District will have no liability to Proposer or other party as a result of any public disclosure of any Proposal.

## 6.7 Full Opportunity

District hereby affirmatively ensures that all Proposers, including without limitation Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprise ("SLBE"), Small Emerging Local Business Enterprise ("SELBE") and Disabled Veterans Business Enterprise ("DVBE") firms, shall be afforded full opportunity to submit qualifications in response to this RFP and will not be discriminated against on the basis of actual or perceived race, color, national origin, ancestry, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics in any consideration leading to the award of contract.

## 6.8 Restrictions on Lobbying and Contacts

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of District, Governing Board, selection members, or any member of the Citizens' Bond Oversight Committee. Any such contact shall be grounds for the disqualification of Proposer.

**THANK YOU FOR YOUR INTEREST!**

