



Legal Services –

Special Counsel Legal Services

Request for Proposals No. 23-002

Release Date: April 6, 2023

Filing Deadline: No later than **5:00 PM PDT, May 8, 2023**

Filing Method: File proposals electronically through the Calbright College's PlanetBids Bid Portal. The link to the Bid Portal may be found at: <https://www.planetbids.com/portal/portal.cfm?CompanyID=40988>

Contact: Calbright College
Attn: Michael Gladish, Procurement Coordinator
business@calbright.org

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1. Background

Calbright, the California Online Community College (“Calbright College” or “College”) is part of the California Community Colleges system (Education Code section 75000-75012) and is California’s 115th community college. Calbright College, California’s only statewide digital community college, offers skills-based credentials, certificates, and preparation for in-demand jobs, with flexibly-paced programs and wraparound supports, designed specifically for adults without degrees. Calbright is for Californians who want the skills that open access to better jobs, and whose lives, jobs, schedules, and family responsibilities do not fit typical semester-based course structures and timelines. Through its programs and services, the College is committed to increasing economic mobility and closing equity gaps for working adults who lack easy access to traditional forms of higher education, providing tangible economic value for both working adults and hiring managers.

2. Request for Proposals

Calbright’s General Counsel Office consists of one full-time attorney who relies on outside counsel to provide legal support and advice as matters arise. Calbright College is requesting proposals from responsive, responsible, and qualified individuals or firms (“Proposers or Proposer”) with experience and expertise in providing specialized legal services to public education institutions (community colleges, universities, K-12) and/or public agencies to serve as special counsel on an “as needed” basis. Calbright College uses the word “firm” throughout this Request for Proposals (RFP) but will also accept proposals from qualified individuals.

Calbright anticipates awarding a contract to provide legal services to more than one law firm receiving the highest scores from the Evaluation Committee in this RFP to provide legal services as described in the Scope of Work (See Section 3). Calbright retains the right to procure services from any law firm deemed to be qualified under proposals submitted in response to the RFP during the next two fiscal years (FY 2023-24 and FY 2024-25).

Respondents to this RFP shall submit responses electronically in PDF format via the PlanetBids Bid Opportunities portal. Respondent is responsible for confirming all required documents are submitted and uploaded correctly (e.g. file is not corrupt or damaged). If Calbright is unable to open an attachment because it is damaged, corrupt, infected, etc. it may disqualify Proposer’s submission. Should you have any issues submitting documents, please contact PlanetBids at 818-992-1771. RFP responses shall be submitted electronically to the PlanetBids Bid Opportunities Portal, found at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=40988>

All responses must be received by 5:00 PM PDT Monday, May 8, 2023

2.1. Pre-Proposal Meeting (if applicable)

Calbright will not be holding a pre-proposal meeting for this solicitation.

2.2. Tentative Timeline - Calendar of Events

Event	Date
RFP Posted	Thursday, April 6, 2023
Requests for Clarification due	Friday, April 21, 2023 at 5:00pm PDT
RFP Responses due	Monday, May 8, 2023 at 5:00pm PDT
Interviews [60 min.] (if applicable)	Week of May 15, 2023
Tentative Board Approval	Wednesday, June 21, 2023

*These dates are tentative and subject to change by Calbright.

2.3. Requests for Clarifications

All questions and requests for interpretations or clarifications, either administrative or technical, must be submitted in writing to Calbright through PlanetBids by selecting the Q&A tab. Questions sent directly to Calbright staff will not be addressed and you will be directed to submit your question(s) online. All requests must provide a sufficient amount of

information, such that Calbright can craft an appropriate response, based upon the contents of a request.

All questions properly submitted will be answered in writing through PlanetBids. To ensure a response, questions must be received through PlanetBids by 5:00 p.m. local time on Friday, April 21, 2023.

Calbright responses will be provided in writing to all prospective Proposers via Calbright's online bid portal on PlanetBids Q&A tab.

2.4. Interviews

Based on rankings, Calbright may, at its sole discretion, invite a short list of Proposers to participate in interviews and/or demonstrations. If interviews and/or demonstrations are conducted, the Evaluation Committee will then evaluate the short-listed Proposers solely on the interview and/or demonstration and recommend the Proposer who ranked highest. The interview may consist of a short presentation/demonstration by the Proposer after which the Evaluation Committee will ask a series of questions related to the solicitation. The Committee will use pre-established criteria during the interview to score and develop a final recommendation. No Proposer shall be entitled to or otherwise guaranteed an interview with Calbright.

Calbright has identified the week (or weeks) listed on the Tentative Timeline - Calendar of Events for interviews. Proposers will be asked to keep this date available, as no other interview dates will be available. Proposers who are unable to attend their interview as scheduled may be eliminated from further participation in this procurement process.

2.5. Addenda

Calbright reserves the right to amend the RFP at any time. All changes to this RFP will be made by issuance of written addenda. Automatic notification of addenda is sent to Proposers via the PlanetBids Opportunities Portal.

Proposers shall acknowledge receipt of all addenda as instructed by Calbright's PlanetBids Bid Opportunities portal. Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the RFP requirements.

2.6. Proposal Due Date

Proposals must be submitted electronically on or before 5:00 pm PDT, Monday, May 8, 2023. Proposals submitted by hand, any postal carrier, fax or email will not be accepted. Proposals received after the due date will be disqualified.

Proposers are strongly encouraged to upload their electronic responses on Calbright's Bid Opportunities portal significantly before the RFP proposal due date to avoid last-minute technical issues. Should Proposers have any technical problems or questions regarding electronic submittal, please contact PlanetBids Customer Service at 818-992-1771.

2.7. Proposed Contract Term

The initial term is anticipated to be from July 3, 2023 to June 30, 2025. Thereafter, Calbright will have the option, at its sole discretion, to renew the agreement, if any, for up to three (3) additional one-year terms. If the parties are unable to reach an agreement, Calbright, at its sole discretion, will not move forward with the renewal option.

2.8. Debriefings

See Attachment A General Conditions.

2.9. Protests

See Attachment A General Conditions.

3. Scope Of Services/Work

The selected law firm(s) will be responsible for providing special legal counsel services to Calbright and shall provide legal advice and services relating to the following practice areas as requested by the General Counsel:

- A. General Matters.** Provide legal advice relating to federal, state, and local laws, statutes, regulations, and codes affecting Calbright regarding general matters including, but not limited to, the following:
- i. California Public Records Act compliance.
 - ii. Board and administrative policies and procedures.
 - iii. Conduct workshops and seminars in areas such as Equal Employment Opportunity, Non-Discrimination, Sexual Harassment Prevention and Awareness, Labor Relations, Human Resources, Conflicts of Interest, etc.
 - iv. Legal advice and representation of Calbright in administrative, alternative dispute resolution, and litigation proceedings (for claims/cases not covered by Statewide Association of Community Colleges).
 - v. Consult with General Counsel and President/CEO or designee about changes in the laws that would affect existing board policies and/or require new board policies.
- B. Employment Law/Labor Relations.** Employment Law/Labor Relations legal services may include without limitation:
- i. Provide legal advice on labor relations and collective bargaining issues.
 - ii. Provide mediation and fact-finding or other impasse situations.
 - iii. PERB proceedings (representation and unit matters, unfair practices charges, etc.).
 - iv. Assist in the arbitration of employee grievances.
 - v. Hearings or litigation arising out of the Education Employment Relations Law.
 - vi. Termination, discipline, staffing, and other related workplace disputes.
 - vii. Review Board Policies, Administrative Procedures, and personnel procedures.
 - viii. Supplemental advice on Workers' Compensation Insurance and workplace-related personal injury issues.
 - ix. Employee compensation and fringe benefit issues (i.e. STRS, PERS, COBRA, FICA).
 - x. Wage and labor issues under FLSA.
 - xi. Discrimination and sexual harassment, including the Americans with Disabilities Act and the Older Workers' Benefits Act, Section 504.

- xii. Legal advice regarding compliance with the California Education Code, Equal Employment Opportunity requirements, California Title 5, and Federal Title 9.
- xiii. Investigation of workplace complaints and grievances.
- xiv. Employment issues relating to adjunct faculty, independent contractors, and a remote workforce.

- C. Student Services and Success.** Provide legal advice relating to student services and success matters including, but not limited to, the following:
- i. Provide advice on Student Services and instructional issues.
 - ii. Provide advice on student discipline, code of conduct, and other issues.
 - iii. Federal Title 9 compliance.
 - iv. Provide advice on Federal programs (financial aid, VA, etc.).
 - v. First Amendment/Freedom of Expression Issues.

- D. Business and Financial Affairs.** Provide legal advice relating to business and financial affairs matters including, but not limited to, the following:
- i. Provide advice and assistance with Intergovernmental agreements, partnerships, and business services contracts (drafting, reviewing, negotiating, and related litigation).
 - ii. Provide advice related to real property transactions (purchase, sale, lease, property rights, etc.) and compliance with Education Code requirements.
 - iii. Provide advice related to budget, finance, audits, and auditors.
 - iv. Foundations and Auxiliary organizations operations.
 - v. Advice on federal and state aid regulations regarding financial aid (Bankruptcy, filings).
 - vi. Provide supplemental advice on District insurance contracts, insurance claims, and litigation relating to insurance policies or insured claims.
 - vii. Provide interpretation and advice on contracts drafting, reviewing, negotiating and related litigation in accordance to Public Contracts Code, Education Code, and Government Code requirements.

4. Evaluation Criteria And Scoring

The award of an agreement pursuant to this RFP will be determined by factors other than price/cost alone. Calbright's sole purpose in this procurement process is to determine from among the Proposers which proposal is suited to meet the College's needs. Any final score or evaluation does not imply that one proposal is superior to another, it simply reflects our judgment regarding the proposal that offers the best overall response to our current needs. Calbright will evaluate proposals based on the qualifications and criteria listed below.

4.1. Minimum Qualifications

- A. Attorneys are members of the California State Bar in good standing.
- B. The selected firm(s) will be required to declare that it will represent Calbright to the exclusion of all other clients having potential conflicts with the interests of Calbright (i.e. provide signed conflict waivers as needed) (See Section 5.1(B)).
- C. Currently providing legal representation to a California Community College in one or more of the practice areas described in the Scope of Work (See Section 3).

Proposals that meet the minimum qualifications will be reviewed by the Evaluation Committee.

4.2. RFP Evaluation Criteria Scoring Standards

Selection of an individual and/or a firm will be based on demonstrated competence and on the professional qualifications necessary to meet Calbright College's needs to perform the services as described in this RFP. Calbright intends to utilize the following criteria in evaluating responses to this RFP but the College reserves the right to make modifications to the evaluation criteria scoring, weight and/or priority prior to the evaluation of responses.

Responsiveness and Quality of the Proposal

Responsiveness of the Proposal in addressing all the items requested in the RFP and complying with the requirements set forth herein.

Expertise and Qualifications

The extent of the firm's previous experience working with public education institutions, specifically with community colleges, and/or public agencies on legal matters outlined in the Scope of Work, and the firm's meeting the desired qualifications listed below:

- A. Substantial knowledge and experience in interpreting state, federal, and local laws and codes related to California Community College Districts, including but not limited to the Education Code, Title IX, Section 508, and Family Educational Rights and Privacy Act (FERPA).
- B. Substantial experience working with public education institutions (community colleges, universities, and/or K-12) and/or public

agencies in California on legal matters about employment law and labor relations.

- C. Substantial expertise and experience in various aspects of procurement and contracting as it pertains to the Public Contracts Code, Government Code, Title 5 and Title 9 Education Code, Section 508 et al.
- D. Substantial experience representing public education institutions (community colleges, universities, and/or K-12) and/or public agencies in enforcement or administrative matters, proceedings, and hearings, including, but not limited to, PERB and CRD complaints.
- E. Substantive experience advising on the legal requirements for implementing policies supporting an inclusive and diverse workforce.
- F. Experience interpreting and applying California statutes, rules, and regulations relating to labor relations, personnel, purchasing, and real property transactions.
- G. Experience reviewing and negotiating software as a service (SaaS), licensing, and other technology-related agreements with specific attention to data use and privacy matters.
- H. Knowledge of the Brown Act, Political Reform Act, and Government Code section 1090.

Proposed Staffing and Law Firm Capacity

The experience of the attorneys proposed to be assigned to assist Calbright and the range of expertise of the rest of the law firm and capacity to serve Calbright.

References

Information provided and obtained from the listed references.

Cost. Cost proposals shall be submitted in a separate attachment from the proposal. The firm's proposed legal fees for services provided, including hourly rates for different classifications of attorneys and support staff, fees or charges (e.g. research tools), and a detailed explanation of billing practices (i.e. time billing increments, travel time for in-person meetings, and other fees or charges).

4.3. RFP Scoring

Scoring	
Responsiveness and Quality of the Proposal	10
Expertise and Qualifications	30
Proposed Staffing and Law Firm Capacity	30
References	10
Cost	20

The Evaluation Committee will evaluate proposals and score the proposals to identify the highest-rated proposal(s). The General Counsel will make a final recommendation to the Board of Trustees to award a contract. The General Counsel may recommend a proposer that is not the highest rated and provide justification for the recommendation to the Board of Trustees.

5. Proposal Format and Requirements

Proposals shall not include any unnecessarily elaborate graphics, artwork or promotional materials. Lengthy narratives are discouraged. The proposal should be brief and concise. Appendices should provide information directly relevant to the needs of the solicitation and not consist of the Proposer’s general marketing materials.

Proposals must be submitted in PDF format in 12-point Arial or Calibri font, excepting embedded features and/or attachments such as infographics which may necessitate alternate visuals. All pages must be sequentially numbered.

5.1. Proposal Format

Table of Contents, Cover Letter and Executive Summary

In this section (maximum four (4) pages), include the following:

- A. Table of Contents: Provide a table of contents as the first page of the proposal which itemizes the Proposer's submission.
- B. Cover Letter: Provide a cover letter that provides an overview of the Proposer's general expertise, experience, and approach to performing the Scope of Services described in this RFP. The cover letter must be signed by a representative fully authorized to bind the firm or entity to the terms and conditions herein, and include contact information in the event questions arise regarding the proposal. The cover letter must include a statement declaring that the firm will obtain any necessary conflict waivers.
- C. Executive Summary: Provide a summary of the proposed approach to the topics identified in Scope of Services, the strengths of the proposed project team, and why your firm should be selected.

Firm Background Information

In this section (maximum two (2) pages), include the following:

- A. Legal entity name, addresses, telephone numbers of the principal office (national headquarters) and local office. Include the same information if services will be provided from additional locations.
- B. Year established and company history.
- C. Business entity status (i.e., partnership, corporation, LLC).
- D. Indicate if Proposer has defaulted in its performance on an agreement during the past five (5) years which has led the other party to terminate the agreement and, if so, the identity of the parties involved and the circumstances of the default or termination.
- E. Provide a response to the following:
 - a. Explain the nature of any pending litigation, liens or claims naming your organization as a party.
 - b. Has your company filed for bankruptcy in the last ten (10) years?

Expertise and Qualifications

In this section (maximum six (6) pages), provide written responses to the following:

- A. List of community colleges clients your firm has provided legal services to in the last five years and note what areas of law (General Matters; Employment Law/Labor Relations; Student Services and Success; and Business and Financial Affairs) services were in.
- B. Describe your firm’s approach to working with in-house legal counsel including staffing, communication, and service delivery (e.g. expected turnaround for memoranda, email responses, and calls).
- C. Does your firm have experience advising community colleges and/or public agencies with a fully remote or hybrid workforce and/or “virtual campus”? If so, please describe the services provided to clients with a particular focus on deliverables/work product (e.g. policies drafted, issues addressed, etc.).
- D. Based on your understanding of Calbright College, what are three legal or policy issues Calbright must contend with in the next two fiscal years? Describe any relevant experience your firm has with addressing those issues.
- E. Does your firm provide training to public agency employees in the areas of labor/employment law, new legislation, sexual harassment, harassment/bullying, Employment EEO plans, mandated reporter, collective bargaining, interest-based bargaining, public records act, and conflicts of interest? If so, describe the type of training your firm has provided to other public agencies. Do you charge your public agency clients for training services, and if so, how much?
- F. What training and development are provided to your team regarding diversity, equity, and inclusion? What, if any, efforts or initiatives does your law firm participate in to support diversity in the legal field?

Proposed Staffing and Law Firm Capacity

In this section (maximum four (4) pages), provide written responses to the following:

- A. Names of attorney(s), including primary attorney, assigned to provide legal services to Calbright along with the following information:
 - B. Title
 - C. Office Location
 - D. How long in current position?
 - E. How long with the firm?
 - F. How long licensed in California?
 - G. Community college clients with a brief description of representative matters in the last four years

- H. Brief profile (website profile/bio will suffice; profiles exempt from page limit for this section)
- I. The total number of attorneys in the firm statewide and the number of attorneys within a 60-mile radius of Sacramento.
- J. Describe how your firm would staff Calbright if selected to serve as special legal counsel with a particular focus on the level of attorney (e.g. senior or junior partner, senior associate, associate, paralegal, etc.) used for specific assignments or matters.

Costs

Provide information response to the Cost Form (Attachment C).

Client References

In this section (maximum 3 pages), provide the following:

- A. Submit three (3) Client References that provide former clients and representative projects undertaken in the last four (4) years which demonstrate experience relevant to this RFP, including minimum qualifications.
- B. For each client, provide a description of the services provided, dates of engagement, and member(s) of the proposed team for this RFP that participated in the engagement, including any sub-consultants that worked on the project.
- C. For each reference, provide the name of the agency/firm, the contact person's name, title, address, phone number, and email address. Please ensure that the contact information is accurate for each reference.

CALBRIGHT COLLEGE

Attachment A - General Conditions

1. **COLLEGE RIGHTS AND LIMITATIONS.** Calbright College reserves the right to contract with any entity responding to this RFP. This RFP is neither a formal request for bids for a public works project nor an offer by the College to contract with any party responding to this RFP. This RFP does not commit the College to select any firm and the College makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. It is at the sole discretion of Calbright College to award a contract for the services or no contract at all. The award of the contract(s) is subject to approval of the College's Board of Trustees.

Calbright College shall not be liable for any costs incurred in preparing and submitting responses to this RFP. In no event will the College reimburse any respondent for any costs or expenses incurred in preparing and submitting responses to this RFP.

The College, in its sole discretion, reserves the right to:

- A. Postpone, cancel, or issue a subsequent RFP.
- B. Reject any or all proposals.
- C. Issue addenda to amend, modify, add, or delete requirements of this RFP.
- D. Disqualify Proposers who are deemed non-responsive to the requirements of this RFP.
- E. Waive any non-substantive or immaterial informality or irregularity in a proposal not affected by law, as the interests of the College may require.
- F. Negotiate changes to proposal submissions.
- G. Award a contract for all services offered in a proposal or for any portion thereof.
- H. Use judgment on whether to respond to questions after the RFP question submittal deadline.
- I. Interview proposal references to clarify information provided.
- J. Request additional information, documents, or other clarification from a Proposer for further evaluation, if necessary.
- K. Approve or disapprove the use of proposed sub-consultants/subcontractors.
- L. Not award an agreement.
- M. Award an agreement to one or more Proposers.

- N. Negotiate, make changes, or terminate an award of an agreement due to budgetary changes or constraints.

The respondent's submission and any other supporting materials submitted to the College in response to this RFP will not be returned and will become the property of the College unless portions of the materials are designated as proprietary at the time of submittal and are specifically requested to be returned. Responses are subject to the California Public Records Act, Government Code §§ 6250 et seq. The College will have no liability to the respondent or other party because of any public disclosure of any RFP.

All decisions concerning firm selection will be made in accordance with the terms of this RFP and in the best interests of the College.

2. **FULL OPPORTUNITY.** The College hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), Disabled Veterans Business Enterprises (“DVBE”) and minority and women business enterprises shall be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.
3. **RESTRICTIONS ON LOBBYING.** 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 responding to this RFP, nor any officer, employee, representative, agent or contractor 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(s) with any member of the College's Board, Evaluation Committee members or with any employee of the College except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the firm submitting a proposal.
4. **MINIMUM INSURANCE REQUIREMENTS.** The selected respondent shall maintain policies of insurance with an insurer(s) qualified to do business in the State of California and acceptable to the College. The awardee will be required to provide an insurance certificate and must meet all insurance requirements set forth in Section 4.6 of the sample Professional Services Agreement included

herein, including but not limited to naming the College as an additional insured. The College reserves the right to request that the awardee maintain additional policies of insurance, including but not limited to, errors and omissions coverage. Any exceptions to the insurance requirements contained in Section 4.6 shall be noted in the proposal.

5. **PURCHASING AND CONTRACTS; SAMPLE CONTRACT.** The Chief Executive Officer/President is delegated as the authority to purchase supplies, materials, equipment, and services as necessary to the efficient operation of the College. With the exception of contracts entered into by the Chief Executive Officer/President in amounts less than \$100,000, in accordance with the authority delegated to the Chief Executive Officer/President in Board Policy 6100, contracts are not enforceable obligations until they are ratified by the Board.

A sample contract/Professional Services Agreement is provided as Attachment B to this RFP and the terms and conditions of the contract are incorporated herein and made a part of these General Conditions. The proposal must identify provisions in the Sample Contract with which Proposer takes exception or wishes to modify, specifying the specific language the Proposer wishes to change, and the specific language Proposer wishes to replace said language with.

6. **DEBRIEFINGS.** Debriefings are available by request for unsuccessful Respondents.
7. **PROTESTS.** Proposers wishing to protest disqualification or the proposed award recommendation(s) must submit a written letter of protest to the Procurement Coordinator within five (5) calendar days of the Notice of Intent to Award, in writing, containing all facts of the protest, to:

Calbright College
Attn: Michael Gladish, CPPB
business@calbright.org

Any protest shall be limited to the following grounds:

- A. Calbright failed to include in the RFP a clear, precise description of the format for proposals and elements it shall contain, the standards to be used in screening and evaluating proposals, the timeline for this procurement process including the deadline for the submission of proposals; and/or

- B. Proposals were not evaluated and/or recommendation(s) for the award were not made in a manner consistent with the RFP.

All written protests shall be investigated by the Chief Financial Officer or designee who shall make a finding regarding any protest prior to the Board acting on any recommendation to award a contract.

Failure to comply with protest procedures will result in rejection and waiver of right to further protest.

8. MISCELLANEOUS.

- A. The proposal shall be signed by a duly authorized representative(s) of the proposer and include the full name and address of the proposing firm or entity.
- B. The proposals must set forth accurate and complete information as required in this RFP and must include all required attachments, as set forth in the RFP.
- C. Submission of a proposal constitutes agreement by the proposer to each and all of the terms, conditions, provisions and requirements set forth and contemplated in this RFP and any attached documents.
- D. The successful proposer will be expected to adhere to all College policies, procedures, and regulations.
- E. The proposal submitted by the interested individual shall be irrevocable for a period of sixty (60) days from the official closing date for the receipt of proposals.
- F. The contents of the proposal of the successful proposer will become contractual obligations. Failure of the successful proposer to accept those obligations in a subsequent contractual agreement may result in the cancellation of the award.
- G. Any contract resulting from this RFP is subject to the appropriation of funds by the College's Board of Trustees for each fiscal year of service.
- H. Respondent shall certify that no official or employee of the College, nor any business entity in which an official of the College has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the College.

CALBRIGHT COLLEGE

Attachment B - Sample Contract

The successful proposer will be required to execute a contract with the College in a form substantially similar to the form attached in PlanetBids “Sample Contract”.

CALBRIGHT COLLEGE

Attachment C - Cost Form

Please provide the hourly rates for different classifications of attorneys and support staff; fees, charges, or reimbursed expenses (e.g. research tools); and a detailed explanation of billing practices (i.e. time billing increments, travel time for in-person meetings, expenses, and/or any other fees). Rates and fees associated with litigation must be provided but will not be evaluated for purposes of scoring a proposal for this RFP.