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# **Request for Proposal**

IT Specialty Staffing and Professional Services



## **Request for Proposal # 09012023-IT Specialty Staffing and Professional Services**

**Date Issued: 09/01/2023**

**Due Date: 10/03/2023**

**Submitted by the  
University of California Davis Health**

This RFP is also available at: <https://health.ucdavis.edu/supplychain/>

All questions regarding this RFP should be directed to:

Matt Klaas  
UCDH Procurement and Strategic Sourcing Department  
Email: [maklaas@ucdavis.edu](mailto:maklaas@ucdavis.edu)  
Phone: (916) 734-4672

Questions should not be directed to any other University departments or staff. Material or substantive information provided to any bidder, as a result of questions received, will be provided to all bidders via an addendum to this RFP.

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## DISCLOSURES

**Deviations from specifications:** Any deviation from the specifications shall be identified and fully described. The right is reserved to accept or reject quotations on each item separately, or as a whole, and to waive any irregularities in the quotation; irregularities may, however, render the quotation non-responsive.

**Public disclosure:** Responses to Become Public Records:

All materials submitted in response to this solicitation become a matter of public record and shall be regarded as public record.

**Designation of Confidential Information:**

The Regents will recognize as confidential only those elements in each response, which are trade secrets as that term is defined in the law of California and which are clearly marked as 'TRADE SECRET,' 'CONFIDENTIAL,' or 'PROPRIETARY.' Vague designations and blanket statements regarding entire pages or documents are insufficient and shall not bind The Regents to protect the designated matter from disclosure.

The California Public Records Act limits The Regents' ability to withhold prequalification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that a Bidder does not want disclosed to the public or used by The Regents for any purpose other than evaluation of the Bidder's eligibility, each sheet of such information must be marked with the designation "Confidential." The Regents will notify the submitter of data so classified of any request to inspect such data so that the submitter will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

**The Regents Not Liable for Required Disclosure:**

The Regents shall not in any way be liable or responsible for the disclosure of any records if they are not plainly marked 'TRADE SECRET,' 'CONFIDENTIAL,' or 'PROPRIETARY,' or if disclosure is required by law or by an order of the court.

## SECTION I – RFP INSTRUCTIONS AND TIMELINE

### Submission of Written Questions or Request for Clarification

Inquiries regarding this RFP must be received by **3:00 PM PDT as per the Event date**. The UCDH contact person is listed below. Questions may only be sent via email.

Matt Klaas  
UCDH Procurement and Strategic Sourcing  
Email: [maklaas@ucdavis.edu](mailto:maklaas@ucdavis.edu)

### Responses to Written Questions

Responses to inquiries will be posted as an addendum. The addendum will contain all questions received, responses to all questions and any changes. Questions will not be identified by Bidder so please do not include any Supplier-specific inquiries. Individual questions will not necessarily be answered directly to submitter.

The addendum with responses to written questions and inquiries received on this RFP will be posted no later than **as noted in schedule of events or addendums**. All questions submitted shall be responded to as an addendum to the RFP and will be posted on the procurement website at: <https://health.ucdavis.edu/supplychain/>. The identity of the submitter of any particular question will not be disclosed. Inquiries and questions regarding this RFP will not be entertained after the **due date**.

### Proposal Submittal Instructions

Each Bidder is required to submit RFP by email to Matthew Klaas at [maklaas@ucdavis.edu](mailto:maklaas@ucdavis.edu). Please include “**RFP - 09012023-IT Specialty Staffing and Professional Services**” in the subject line.

All proposals submitted **must be received in the UCDH email inbox of Matthew Klaas** no later than **3:00 PM PDT on as per the Event date**. UCDH Purchasing Department will not accept proposals received after the due date and time.

A cover letter should be included with response and should include a brief statement of respondent's strengths as an IT staffing and professional services firm. The cover letter should identify the representative of the company that is duly authorized to commit and respond on behalf of the company. This person must sign the cover letter.

IT SPECIALTY STAFFING AND PROFESSIONAL SERVICES FIRM RESPONSE TEMPLATE: The embedded workbook contains six worksheets/tabs. Respondents are required to provide their answers in this template for all questions (excluding where attachments are requested).

## RFP Schedule of Events

Event	Date
Release of Request for Proposals	09/01/2023
Deadline for Submission of Written Questions or Request for Clarification	09/15/2023
Responses to Written Questions	09/25/2023
<b>Deadline for Submissions of Proposals</b>	<b>10/03/2023</b>
Completion of Proposal Evaluation*	10/23/2023

\*These are approximate dates and subject to change.

## Addendum or Supplement to Request for Proposal

UCDH may modify the RFP prior to the RFP due date, by issuance of addendums posted on the procurement website. addendums will be clearly marked as such. Each addendum will be numbered consecutively and will become part of this RFP. Any Bidder who fails to receive such addendums shall not be relieved of any obligation under this quotation as submitted.

SPECIFICATIONS OR RFP REQUIREMENTS MAY BE REVISED ONLY THROUGH WRITTEN NOTICE OF ADDENDUM ISSUED BY Matthew Klaas, UNIVERSITY OF CALIFORNIA, DAVIS, HEALTH, PURCHASING DEPARTMENT. CHANGES BY ANY OTHER INDIVIDUAL ARE NOT AUTHORIZED.

## Basis of Award

An evaluation committee consisting of representatives from UCDH will evaluate the responses. Responses that do not meet the qualification criteria and scope of services will not be considered for selection.

California Public Contract Code Section 10507 et seq. require that all purchase contracts and/or agreements involving an expenditure of more than \$100,000 annually be awarded to the lowest responsible bidder meeting specifications, or else all bids be rejected. The lowest responsible bidder shall be determined based on one of two bid evaluation methodologies: (1) Cost alone, or (2) Best Value.

This bid shall be evaluated based on the Best Value method. In the Best Value method, proposals are scored based on weighted evaluation criteria of price, quality, service, performance, and other elements as defined by the University, achieved through methods in accordance with Public Contract Code Section 10507.8 and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, required services, and the reduction of overall operating costs included in the proposal

Award(s) will be made to the overall best responsive, responsible Bidder(s) whose proposal, in the sole opinion of UCDH is deemed best able to serve the needs of UCDH contained in this RFP and who have demonstrated the ability to perform the required service in an acceptable manner. Notwithstanding any other provision of this RFP, UCDH reserves the right to: (1) waive any immaterial defect or informality; or (2) reject any or all submissions or portions thereof; or (3) reissue a RFP when UCDH determines that it is in its best interest to do so (4) make an award to more than one vendor if in the best interest of UCDH to do so.

The evaluation committee reserves the right to contact, interview, and evaluate the respondent's references, contact and interview current clients, solicit information from any available source concerning any aspect of this proposal or response, and seek and review any other information deemed pertinent to the evaluation process.

UCDH reserves the right to reject or accept any or all proposals, to make more than one selection, or not select. Any resulting agreement will incorporate the terms, conditions, and requirements set forth in this RFP.

## **SECTION II – GENERAL INFORMATION**

### **University of California at Davis Health Profile**

UC Davis Health (UCDH) is comprised of several large entities including a large tertiary delivery system and nationally ranked Schools of Medicine and Nursing. Through leveraging these strengths, UCDH is improving lives and transforming health care by providing outstanding patient care, conducting ground-breaking research, fostering innovative interprofessional education, and creating dynamic, productive partnerships with regional healthcare providers and the community. We are a major driver of economic prosperity in the Sacramento region and Northern California. According to a recent study, UCDH generates more than \$3.4 billion in annual economic output and more than 20,000 jobs. For every employee or dollar of output directly supported by UCDH's operations, the Northern California economy gains an additional 1.1 jobs or \$1.10 of output, respectively.

UC Davis Health harnesses the power of an entire university's nationally ranked resources and research to tackle the most pressing health care issues facing the world today. The School of Medicine is ranked #8 in primary care and #51 in research by US News & World Report. Since opening in 2010, the School of Nursing has consistently ranked in the top 50. Much of the power of UCDH comes from our clinicians and researchers, including partners working on campus and in other UC Davis schools such as the #1 ranked School of Veterinary Medicine, the nation's #3 School of Agriculture and Environmental Sciences, one of the nation's top Colleges of Biological Sciences, and an outstanding College of Engineering – all from one of the top ten 'Best Public Universities' in the entire United States.

As the region's only academic health center, UCDH is focused on providing the highest quality of care, discovering and sharing knowledge and educating and training a diverse workforce that is responsive to population health care needs. UC Davis Health is a hub of innovation that encompasses UC Davis Medical Center, UC Davis School of Medicine, The Betty Irene Moore School of Nursing at UC Davis and UC Davis Medical Group.

### **UC Davis Medical Center**

Based in Sacramento, California, the UC Davis Medical Center is a nationally recognized academic medical center where clinical practice, teaching, and research converge to advance human health. A few highlights about the medical center:

- A 646-bed multispecialty academic medical center.
- Serves 33 counties covering a 65,000-square-mile area north to the Oregon border and east to Nevada.
- Recognized as one of the "Most Wired" hospitals in the U.S.
- Ranked Sacramento's top hospital by U.S. News & World Report, #7 in California, and among nation's best in 9 adult medical specialties.

Centers of Excellence include:

- UC Davis Comprehensive Cancer Center, one of only 52 National Cancer Institute-designated comprehensive centers nationwide.
- State-of-the-art emergency department that includes the region's only Level I adult and pediatric trauma centers and a leading research center.
- Burn Center (only one in Northern California).
- The internationally recognized UC Davis MIND Institute, devoted to finding treatments and cures for neurodevelopmental disorders.
- UC Davis Children's Hospital, a nationally ranked pediatric hospital with more than 120 physicians in 33 pediatric subspecialties, first West Coast Level 1 Children's Surgical Center, in partnership with Shriners Hospital-Northern California.
- A pioneering telehealth program, which provides remote underserved communities access to academic specialty and subspecialty care.
- The UCD Alzheimer's Disease Center is one of 33 funded NIH Research Center and has been continuously funded for 29 years, supporting over \$80 million dollars in clinical and basic science research.

### **UC Davis Ambulatory Services**

Ambulatory Services is expected to be a key driver for growth and further evolution for UCDH. Today, the ambulatory footprint extends to 23 sites and over 40 clinical practices in the greater Sacramento area, with over 900,000 visits annually, offering top caliber primary and specialty care. In addition to growth through additional sites, significant expansion and enhancement is planned over the next 18 months for several existing locations, which will bring additional UCDH services and clinicians to the communities it serves. The UCDH Patient Contact Center (PCC) opened in 2020 further enhancing the experience for patients, physicians, and staff, and will optimize our efforts around access excellence. PCC team members provide support to UCDH physician practices for appointment scheduling, referral processing, and scheduling template management among other essential support services.

UC Davis Health was recently ranked in the top 10 nationally by Vizient for the outstanding quality of its ambulatory care in outpatient clinics and emergency services. The Vizient Ambulatory Care Quality and Accountability Awards measure the quality of outpatient care in five areas: access to care, capacity and throughput, quality and efficiency, continuum of care, and equity.

### **UC Davis Medical Group**

UC Davis Medical Group is a 1,000-member physician group offering nationally recognized primary care and specialty expertise in more than 150 areas of academic medicine throughout the greater Sacramento area and surrounding communities. The Ambulatory division continues to innovate patient care by leveraging technology to provide services in a manner that best suits the individual patient and their loved ones, whether that is in person, through video visits, or e-communication through the Epic MyChart patient communication portal.

### **UC Davis Innovation Technology**

UC Davis Innovation Technology (IT) includes six centers of excellence working together to achieve the Digital Davis Vision of leading nationally as a digital and data first organization. The centers of excellence (CoE) include Epic and Applications, Infrastructure and Cloud, Operations, Telemedicine, Data, and CoLab Innovation. These CoEs are working to support large-scale transformation projects across service lines using Epic, digital care and artificial intelligence. IT focuses on collaboration, education, and innovation to create new opportunities and advancements in digital health. We continue to grow the CoLab innovation and development team, to support our mission of providing innovative digital health solutions for accessible and equitable care at UC Davis Health.

## SECTION III – PROJECT BACKGROUND AND OBJECTIVES

### Background

UC Davis Health, hereafter known as UCDH, is soliciting proposals for IT Specialty Staffing and Professional Services to support the advancement of the UCDH Artificial Intelligence “AI” and Digital Davis Strategy in accordance with Federal and State of California laws and the requirements of UCDH as further detailed in this RFP. UCDH aspires to become a leader in digital innovation and the application and use of AI within the academic healthcare setting, see health journey images in Exhibit F. To achieve our goals, UCDH is soliciting proposals from qualified staffing and professional services firms with this experience and capabilities.

The purpose of this RFP is to solicit proposals from staffing and professional services firms who can provide support to UCDH IT with digital health market research and analysis, problem discovery, experience design, product development, cloud architecture, full stack web development, data science, artificial intelligence, machine learning, Robotic Process Automation “RPA” development, informatics, and others.

## SECTION IV – SCOPE OF WORK

UC Davis Health intends to award one or more contracts to qualifying IT specialty staffing and professional services firms who propose the greatest value in one or more of the following five areas of expertise:

- A. Application Development
- B. Data Science
- C. Artificial Intelligence, Machine Learning and RPA
- D. Product/Project Management, Leadership and Strategy Development

UCDH recognizes that information technologies and services are rapidly evolving and advancing, and that firms may be developing new services that are not yet available at the time of RFP response. Once these services are generally available, UCDH desires to have the ability to amend the Agreements awarded under this RFP to include these new service offerings at UCDH’s sole and absolute discretion.

Each Scope of Work will be unique to this engagement. All SOWs will vary in time, complexity, and deliverables based on need. The engagements will be awarded on a time and materials basis with each resource defined and named for the deliverables they are tasked with.

## **SECTION V – EXPECTED RESPONSIBILITIES OF IT SPECIALITY STAFFING AND PROFESSIONAL SERVICES BY AREA OF EXPERTISE**

*Responsibilities listed in this section are related to the roles in the response spreadsheet under the Rate Schedule. Detailed role sheet is expanded upon in Exhibit C.*

### **Application Development**

- Design and implement robust, scalable, and secure cloud-based solutions for healthcare applications.
- Develop end-to-end web and mobile application solutions with an emphasis on communication technologies.
- Design and refine prompts for language models in healthcare application.
- Develop and implement machine vision algorithms and systems within the healthcare sector.
- Develop and enhance functionality in the Epic MyChart application.
- Develop and customize the Epic Hyperspace interface.
- Design, develop, and implement RPA solutions to automate repetitive tasks and processes within the organization.
- Develop and customize solutions within the Microsoft Dynamics platform to meet the organization's needs.

### **Data Science**

- Generate actionable insights from complex healthcare data.
- Harness the power of large language models (LLM) to transform raw text into meaningful insights.
- Create and manage synthetic data environments or "sandboxes" specifically tailored for healthcare applications.
- Oversee the integration of nursing with information management and computer processes.
- Optimize the use of clinical information systems across the healthcare organization.
- Analyze and report on care quality data to support quality improvement initiatives.
- Design, develop, and implement clinical decision support (CDS) tools that help clinicians make informed decisions about patient care.

### **Artificial Intelligence, Machine Learning, and Automation**

- Design, implement, and deploy robust and scalable AI solutions on cloud platforms like AWS and Azure
- Develop and implement machine learning models that address key challenges in healthcare.
- Analyze and interpret complex healthcare datasets using ML and AI techniques.
- Design and oversee the implementation of ML and AI solutions in a healthcare context.
- Work with healthcare and technical teams to ensure that ML and AI solutions are correctly integrated with existing systems and workflows.
- Ensure that AI and ML solutions are designed and implemented in a manner that respects patient rights, data privacy, and fairness and perform as expected in a healthcare setting.
- Teach clinicians and other healthcare professionals about the use of ML and AI in their work.

### **Product/Project Management, Leadership, and Strategy Development and Deployment**

- Work closely with senior leadership to develop, communicate, and implement a robust digital health strategy overseeing the strategy, development, and successful execution of digital health products.
- Oversee the successful planning, execution, and completion of IT projects within the healthcare domain.

- Facilitate the Scrum framework within the development team.
- Lead a development team using Agile methodologies.
- Lead the implementation of Customer Relationship Management (CRM) systems within the organization.
- Plan and implement change management strategies to support the successful adoption of new processes, technologies, and initiatives within the organization.

## SECTION VI – REQUEST FOR PROPOSAL FORMAT

### Introduction

Each Bidder's response must contain the following completed documents. The awarded bidder will be required to execute the UC Davis Health documentation that will govern the award. Please provide all requested information in a brief but complete response, responding in order and identifying each response by the corresponding question number. PDF responses and/or PowerPoint presentations should only be provided to enhance responses. Failure to prepare proposals in the following required format may result in elimination from the evaluation process.

The term of the awarded agreement shall be 5 years with firm pricing for the entirety of the agreement. Each Statement of Work will be independent of the Agreement and the agreed to rates will be complied with by the awarded vendor. There is not guarantee that UCDH will engage with an awardee who is selected through the RFP process.

Each bidder is required to agree to the documentation format and terms in Exhibit A as listed below. Exhibit B and Exhibit C shall contain the responses to the bid as dictated in the Excel Spreadsheets. Exhibit D and Exhibit F are required to move forward in the RFP Process.

#### Exhibit A – UC Health Professional Services Purchase Agreement

- a. Appendix A – UC Terms and Conditions ver 12-14-21
- b. Appendix B – HIPPA Business Associate Agreement (BAA) ver 08-10-21
- c. Appendix C – Data Security ver 08-20-21
- d. Appendix D – Template Statement of Work (SOW)

#### Exhibit B – Bidder Questionnaire (Excel)

##### IT Staffing and Professional Services Firm Response Template

- General Vendor Information
- Program
- Implementation
- Pricing
- Rate Schedule
- References

#### Exhibit C – Detailed Roles for reference (PDF)

#### Exhibit D – Minimum Qualifications to Respond (PDF)

#### Exhibit E - Service Based Requirements (PDF)

### **Vendor Presentations (at UC Davis Health discretion)**

Qualified vendors may be invited to participate in vendor presentations with UCDH representatives to demonstrate vendor's ability to provide staffing and professional services. However, UCDH may determine that presentations are not necessary. In the event that presentations are conducted, information provided during the presentation process shall be taken into consideration when evaluating the stated criteria.

UCDH will not be responsible for any costs associated with a vendor's participation in the vendor presentations and/or for any expenses incurred should a vendor not be invited to participate in the vendor presentation.

## **SECTION VII – TERMS AND CONDITIONS**

### **Proposal Conditions**

Notwithstanding any other provision of the RFP, bidders are hereby advised that this RFP is solicitation of proposals only and is not to be construed as an offer to enter into any contract or agreement. Thus, UCDH reserves the right to reject any or all proposals for any reason including the following.

Incomplete or non-responsive

Generally unprofessional

Late (late bids are immediately rejected)

Exceptions to terms and conditions may be grounds for elimination from consideration.

UCDH shall have the unconditional and unqualified right to withdraw, cancel, or amend this RFP at any time. Bidders shall bear all costs associated with the preparation and furnishing of responses to this RFP. UCDH, in its sole discretion, reserves the right to determine whether any bidder meets the minimum qualification standards, to determine whether a proposal is responsive, and to select a proposal which best serves its programmatic objectives. UCDH reserves the right to negotiate a binding contract with the selected bidder.

All proposals shall be valid for a period of 180 days following the proposal submission due date.

The UCDH grants other University of California (UC) entities the right to acquire the properties and/or services from a resulting contract based on this competitively bid Request for Proposal (RFP). By submitting an RFP that results in a contract, the awarded bidder agrees to make the same bid terms and price, exclusive of freight and transportation fees, available to other University of California entities. UCDH will not be responsible for any problems or issues, which may arise between other UC entities and the awarded bidder as a result of any sales and/or purchases made.

Responses to this RFP should be made according to the instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal which contains conditions or limitations set up by the bidder may be deemed irregular and subsequently rejected by UCDH.

False, incomplete, or unresponsive statements in the proposal response may be cause for its rejection. The evaluation and determination of the fulfillment of the RFP requirements will be UCDH's responsibility and its judgment shall be final.

UCDH reserves the right to interpret or change any provision of this RFP at any time prior to the proposal submission date. Such interpretation or change shall be in the form of a written addendum to this RFP. Such addendum will become part of this RFP and any resultant contract. Such addendum shall be made available to each agency that has received an RFP. Should such addendum require additional information not previously requested, a bidder's failure to address the requirements of such addendum in the proposal response may result in the proposal not being considered.

UCDH has, at its sole discretion, the unconditional and unqualified right to determine that a time extension is required for submission of proposals, in which case, a written RFP addendum issued by UCDH shall indicate the new submission date for proposals.

Prior to the final submission date, any bidder may retrieve its proposal to make additions or alterations. Such retrieval, however, shall not extend the final submission date.

Bidders wishing to submit proposals in response to this request do so entirely at their own expense, and submission of a proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise.

It is understood and agreed by UCDH and vendor that in the performance of this agreement, vendor shall be, and act as an independent contractor and not as an agent or employee of UCDH. It is expressly understood and agreed that this agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between UCDH and vendor. Vendor is not an employee of UCDH and is not entitled to the benefits provided by UCDH to its employees, including but not limited to, group insurance, pension plans, worker's compensation or unemployment insurance.

Bidders may not distribute any announcement or news release regarding this project without written approval by the University of California, Davis Health. Any materials to be provided to regulatory agencies, other entities, or to the public shall be submitted to the UCDH for review and distribution unless otherwise directed by a UCDH representative.

**PUBLIC INFORMATION AND TRADE SECRETS** - The California Public Records Act limits the ability of UCDH to withhold pre-qualification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that bidder does not want disclosed to the public or used by UCDH for any purpose other than evaluation of the bidder's eligibility, each sheet of such information must be marked with the designation "Confidential." UCDH will notify the bidder of data so classified upon receipt of any request to inspect such data so that the bidder will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

All materials submitted in response to the RFP will become the property of UCDH. All samples of work submitted as a part of this proposal will be returned at the request of the bidder. Materials may be returned, with the exception noted above for sample material, only at the UCDH's option and at the bidder's expense.

Successful awardee will be required to extend terms of the agreement to all UC locations.

All pricing proposed in the bidder submission shall be firm for the term of the Agreement.

**Bidder Commitment to Sustainability:** UC is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices and thus will require Bidders to present their commitment to sustainable practices as it applies to its goods and services.

## **Contract Terms and Conditions**

All terms and conditions of University of California Health Terms and Conditions of Purchase, (Appendix A) shall apply to any contract awarded from this solicitation for proposals. The selected bidder will be required to comply with all the terms and conditions as specified therein. A bidder's inability to comply with, or exceptions and modifications to, the terms and conditions incorporated in the said terms and conditions must be stated in its proposal and may disqualify the bidder from further consideration.

To facilitate timely award of this contract, each bidder must certify its ability to comply with the insurance requirements as outlined in Appendix A. The University will require the selected bidder to furnish a certificate of insurance, naming The Regents of the University of California as an additional insured. Such certificate of insurance shall be in a form as issued by an insurer approved by the University and shall contain an endorsement requiring not less than thirty (30) days' written notice to the University prior to any cancellation or modification thereof. Thereafter, a certificate evidencing the renewal of each such policy shall be furnished to the University at least ten (10) days prior to the expiration of the term of said policy. Failure to comply with this requirement may result in cancellation of any contract resulting from this request for proposal.

The University reserves the right to adjust the minimum insurance limits specified in Appendix A, based on the overall risk assessment of the project. Each bidder must provide evidence of its current coverage with its proposal.

The final contract with the selected bidder will be prepared by the University of California, Davis, Health System's Business Contracts and will incorporate this Request for Proposal, the submitted proposal, and Exhibit A documentation.

Bidder shall be solely responsible for the conduct and control of the work to be performed by Bidder under this agreement. Bidder's services for UCDH shall be performed in accordance with currently approved methods and ethical standards applicable to vendor's professional capacity.

Any order resulting from this Request for Proposal shall be subject to the examination and audit by the California State Auditor for a period of three years after final payment under this order. The examination and audit shall be confined to those matters connected with the performance of the contract, including, but not limited to, the cost of administering the contract.

All agreements resulting from this RFP shall be construed and enforced in accordance with the laws of the State of California.

The Bidder shall not maintain or provide racially segregated facilities for employees at any establishment under the Bidder's control. The Bidder agrees to adhere to the requirements set forth in Executive Orders 11246 and 11375, and with respect to activities occurring in the State of California, to the California Fair employment and Housing Act Government Code section 2900 et seq.). Expressly, the Bidder shall not discriminate against any employee or

applicant for employment because of race, color, religion, sex, national origin, ancestry, medical condition, marital status, age, physical and mental handicap regarding any position for which the employee or applicant for employment is qualified, or because he or she is a disabled veteran or veteran of the Vietnam era. The Bidder shall further specifically undertake an outreach effort in regards with the hiring, promotion and treatment of minority group persons, women, the handicapped, and disabled veterans and veterans of the Vietnam era. The Bidder shall communicate this policy in both English and Spanish to all people as concerned within its company, with outside recruiting services and the minority community at large. The Bidder shall provide the University on request a breakdown of it labor force by groups, specifying the above characteristics within job categories, and shall discuss with the University its policies and practices relating to its programs.

### Authorized Signature

Please complete the vendor contact information requested below:

Company Name:	_____	Contact Person/Title:	_____
Federal Employer Identification #:	_____	Contact Email Address:	_____
Main Phone Number:	_____	Contact Phone Number:	_____

I certify that I am authorized to sign on behalf of the organization I represent for this offer and agree to all terms and conditions described herein.

\_\_\_\_\_ Authorized signature \_\_\_\_\_ Date