
Request for Proposal

UCDH Enterprise Web Content Management System Support Services



Request for Proposal # 04212025 - UCDH Enterprise Web Content Management System Support Services

Date Issued: 4/21/2025

Due Date: 5/16/2025

**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:

Mariah Hernandez
UCDH Procurement and Strategic Sourcing Department
Email: mlyhernandez@ucdavis.edu
Phone: (916) 734-5446

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 on May 16, 2025**. The UCDH contact person is listed below. Questions may only be sent via email.

Mariah Hernandez
UCDH Procurement and Strategic Sourcing
Email: mlyhernandez@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.

The addendum with responses to written questions and inquiries received on this RFP will be posted no later than **May 7, 2025**.

Proposal Submittal Instructions

Each Bidder is required to submit RFP by email to Mariah Hernandez at mlyhernandez@ucdavis.edu. Please include **“RFP 04212025 - UCDH Enterprise Web Content Management System Support Services”** in the subject line.

All proposals submitted **must be received in the UCDH email inbox of Mariah Hernandez** no later than **3:00 PM PDT on May 16, 2025**. UCDH Purchasing Department will not accept proposals received after the due date and time.

RFP Schedule of Events

Event	Date
Release of Request for Proposals	4/21/2025
Deadline for Submission of Written Questions or Request for Clarification	4/30/2025
Responses to Written Questions	5/7/2025
Deadline for Submissions of Proposals	5/16/2025
Completion of Proposal Evaluation*	5/23/2025

*These are approximate dates and subject to change.

Question and Answer Period

Questions or requests for clarification must be submitted via email to mlyhernandez@ucdavis.edu no later than **April 30, 2025**. Individual questions will not necessarily be answered directly to submitter. 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 **April 30, 2025** date.

Addendum or Supplement to Request for Proposal

UCDH may modify the RFP prior to the RFP due date, by issuance of amendments posted on the procurement website. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this RFP. Any Bidder who fails to receive such amendments 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 MATT BRADLEY, 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.

Responses will be evaluated on the respondent's ability to provide the requested services, availability of resources, expertise, experience, and other factors deemed applicable to UCDH. UCDH has established a weight factor that will be applied to each award criteria and will be used to determine the overall cost per quality points.

UCDH reserves the right to award this agreement based on the best overall value of services and total costs. Therefore, the award may not be made to the lowest bidder.

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 health-care 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.

SECTION III – REQUEST FOR PROPOSAL

Background

PROJECT BACKGROUND AND OBJECTIVES

UC Davis Health, hereafter known as UCDH, is soliciting proposals for technology support services for UC Davis Health's Enterprise Web Content Management and Digital Asset Management Systems in support of a centralized, brand-centric, dynamic content syndication platform using OpenText Media Manager (OTMM), TeamSite and LiveSite products. As part of the support services for the Enterprise Web Content Management System, UCDH Public Affairs & Marketing requires services to include; providing solutions recommendations, implementation services, technical development and planning services as part of creation and updates of UC Davis Health websites and new web features, including brand redesign efforts. UCDH is looking for Bidders with extensive expert experience managing and using OpenText Media Manager (OTMM), Teamsite and LiveSite products, various analytics, search and project management tools, as they relate to installation, implementation, and the management of a digital ecosystem in similar in size, scope and complexity to the UC Davis Health environment. Additional detail can be found within Section IV Scope of Work.

SECTION IV – SCOPE OF WORK

The Scope of Work for these Services will include:

- **Solution Architecture Design**
 - Application
 - Branching design
 - Roles and permissions
 - Components and Templates design
 - Content and assets design
 - Content review workflow and deployment design
 - UI/JS/CSS design
 - Dynamic content types design
 - Define new dynamic content types
 - Tagging model
 - Taxonomy
 - URL redirects/rewrites design
 - Infrastructure
 - Hardware sizing and specifications
 - Network
 - Load balancers
 - Caching strategy
 - DNS

- Ports access
- Security
 - Firewall
 - Proxy
 - Secure data channels
- Database
 - Schema architecture
 - Tuning/sizing
- Development operations, build and deployment
 - Git projects
 - Deployments to various environments (development, test, stage and production)
- Production support model
 - Backups/restore
 - Maintenance
 - Monitoring

- **Solution Implementation**

- Work with UC Davis Health IT personnel to provision servers, databases, network artifacts like load balancers, VIPs and related infrastructure as needed for upgrades or new installations.
- Upgrade, Install, configure, test and implement the latest versions of OTMM, TeamSite, LiveSite and OpenDeploy
- Development of new components, templates, solutions along with any major enhancements to existing solutions
- Development of new publishing workflows or enhancements for content deployments from TeamSite to LiveSite, including pages/content/assets/metadata deployments to LiveSite Display Services/Content Services/Web
- Update Git and build and release automation as needed in support of new features and enhancements
- Setup branch(es), site(s), roles, permissions, site/content/assets structure
- Implement UI/JS/CSS design solution
- UI and front-end development
- Implement web server rules
- Development and integration testing
- Support and assist with user acceptance testing, bug fixing
- Migration of new features, enhancements to production environment

This RFP does not guarantee UCDH will pursue additional phases and an expansion of scope.

SECTION V – REQUEST FOR PROPOSAL FORMAT

Introduction

Each Bidder's response must contain a Qualification Statement, Technical Proposal, References, Cost Proposal and Non-Disclosure Statement as described below. Please provide all requested information in a brief but complete response, responding in order and identifying each response by the corresponding question number. Editable Word document is preferred, and PDFs 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.

Proposal Format and Content

Proposals are to be submitted in four separate sections as follows:

Part A – Qualification Statement

Part B – Technical Proposal

Part C – References

Part D – Cost Proposal

Part E – Non-Disclosure Statement

Part A – Qualification Statement (Tier 1)

Qualified staff from successful Awardees will be expected to have substantial experience working with academic health systems in providing technology support services on Enterprise Web Content Management Applications.

The Qualification Statement must contain a description of the Bidder's corporate qualifications, area of expertise, and prior experience with providing services similar to those described in this RFP, including but limited to the following:

A detailed narrative to the following inquiries, identified by the number of the inquiry and provided in order.

1. Provide the Bidder's name, address, telephone and facsimile numbers, a contact name, a brief description of the company's history, including name and address of the parent company, and the size of the company.
2. Provide a corporate profile, service portfolio, and description of the Bidder's service philosophy and approach. What separates and distinguishes this Bidder from other applicants?
3. Provide a report of the Bidder's financial status, including the most recently audited financial statements and profit and loss statements or equivalent evidence of financial stability and include auditor's opinion.

4. Identify by name and University position any University officer, faculty member or other employee who holds a position of director, officer, partner, trustee, manager or employee in the Bidder's company, as well as the name of any near relatives who are employed by the University.
5. List any successfully completed large-scale, high-volume projects with competing deadlines which demonstrate experience and expertise in an organization comparable to UCDH.
6. Provide detailed profiles with skills and experience of staff who would be assigned to this project.
7. Willingness to agree to University of California Terms and Conditions (see attachment posted).
8. Willingness to sign required UC Davis Health Business Associates Agreement and complete the Appendix - Data Security as written (see attachment posted).
9. Willingness to sign any required NDA agreements set forth (see attachment posted).

Part B – Technical Proposal (Tier 2)

The RFP response should specifically address each item below with a maximum of one page per answer. No response to any of the following may result in disqualification of the bidder.

Required Technical Skills:

- Comprehensive and demonstrated knowledge/ability working with OTMM, Teamsite, LiveSite, OpenDeploy and other tools in OpenText's suite of Web Content Management (WCM) products, including but not limited to; most recent versions of product releases, installation, upgrades, configuration and best practices, branches/work area structure, workflows, security groups, access permissions, components, templates, externals, controllers, pre-processors, Teamsite FormsPublisher, OpenDeploy, OTMM, Web Server configurations and products integration.
- Expert knowledge and extensive proven experience working with large-scale, enterprise-wide website architecture, object-oriented design techniques, and building solutions using programming languages such as Java/J2EE, XSLT, XML, & SQL.
- Expert knowledge and extensive proven experience working with Java/J2EE, object-oriented design techniques, XML, XSLT, HTML, JavaScript/AJAX, JQuery, Bootstrap, Angular, Perl, SQL, CSS and RSS
- Expert knowledge of and hands-on experience with large-scale, enterprise-wide website architecture and implementation based on object-oriented design techniques, and:
 - TeamSite/LiveSite Web Content Management System and OpenDeploy
 - Java/J2EE, Spring, Hibernate, JSP Tag libraries
 - Responsive UI development experience with Javascript frameworks, CSS frameworks.
 - Bootstrap
 - React

- jQuery
 - JavaScript
- XML, XSLT
- Perl
- SQL
- Open Text Media Manager (OTMM) Digital Asset Management System
- Search, Maps and other features implementation by integrating using third party application/services APIs
- Apache Solr and Nutch for intranet search functions
- Siteimprove Analytics integration
- IIS, web proxy plugin and web configurations
- GIT, CI/CD
- Advanced technical leadership/management experience
- Excellent solution design and architecture experience
- Good working knowledge of and experience with project management tools

Required Non-Technical Skills:

- Strong communicator, both orally and in writing
- Ability to communicate effectively with both technical and non-technical staff
- Translate strategic communication business needs into technical specifications and IT solutions
- Work as a liaison between the Public Affair and Marketing department and the IT department
- Excellent customer service skills
- Excellent interpersonal communication skills, tact and diplomacy appropriate for interaction with the health system community
- Ability to work as an effective team member and develop working relationships needed to accomplish organizational goals
- Ability to effectively build relationships and manage conflict
- Ability to work with and maintain confidentiality of information
- Excellent project and time management skills and experience to work independently and effectively prioritize projects and tasks and meet or exceed deadlines
- Must be independently driven and able to self-manage/drive IT operations for the team, while also being extremely responsive to business and customer service needs

Part C – References

Each Bidder must provide a reference list of at least three (3) clients for whom similar services have been performed within the past four (4) years. The references must be from two current and one prior client. The references will be used as a basis for inquiry concerning the bidder's quality of service. The scores received in the reference check process will be factored into the quality percentage points earned (See Section I, Basis of Award). The reference criteria to be used in the reference checks will be provided to bidders, upon written request, after the due date and time for RFP responses.

Furnishing incorrect and/or incomplete reference information may lead to bidder's elimination from consideration for award. The decision to eliminate bidder from consideration for award for poor reference checks or for incorrect and/or incomplete reference information shall be at the sole discretion of UCDH and shall not be subject to appeal.

Part D – Cost Proposal

Fee Structure/Payment Terms

Complete the attached Cost Proposal rate sheet for potential resources. Bidders must provide hourly rates for the positions found below and in addition to any other roles the bidder feels would be required to complete the Scope of Work identified in Part B.

- Technical Architect
- Technical Operations Engineer
- Programmer/Application Developer
- Product/Project Manager
- UI/UX, Front-end Developer

SECTION VI – 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 unqualified right to reject any or all proposals for any reason.

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.

Contract Terms and Conditions

All terms and conditions of University of California Health Terms and Conditions of Purchase, (Attachment I) 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 Attachment I. 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 Attachment I, 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 Attachment I.

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.

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
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