



BISHOP STATE COMMUNITY COLLEGE

**REQUEST FOR
PROPOSAL
(RFP 2016-007)**

NEW WEBSITE DESIGN

Date: September 27, 2016

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Summary of Dates Relating to RFP # 2016-007

October 4, 2016 by 12:00 p.m. noon CST - Final RFP Questions Due

October 11, 2016 by 4:00 p.m. CST- Proposals Due

October 19, 2016 – College Selects Responsive Proposer

December 2, 2016 – Website Launch Date

EXECUTIVE SUMMARY

Bishop State Community College, requests proposals for the design of a new website, with proposals due by October 11, 2016 at 4:00 pm CST and a presentation to the college thereafter if requested.

Questions regarding this RFP should be directed to heaton@bishop.edu no later than 10:00 am CST on October 4, 2016. Three hard copies of the proposal should be submitted with “RFP # 2016-007 New Website Design” in the subject line. The three hard copies of the proposal must be received by the deadline to the Business Office on the Main Campus located in the Administration Building at Bishop State Community College, 351 North Broad Street, Mobile. Alabama 36603-5898.

With this Request for Proposal (RFP), Bishop State seeks to acquire the services of a qualified website development firm to develop and design a new website for the college with experience in creating and designing new websites, managing them, and training users in the skills needed to maintain the website. Proposers must follow exactly and be responsive to, ALL requirements of this RFP. It is the responsibility of the responder to provide all specified materials in the required form and format. Responses that are not in the required form and format may not be considered.

The issuance date of the Request for Proposal (RFP) is September 27, 2016 with a submission date from firms responding to the RFP #2016-007 on October 11, 2016 by 4:00 pm CST. Decisions will be made by the College by October 19, 2016. The proposed contract period will be for one year. Based on performance, the contract may be renewed annually up to 3 years.

Background

A minimum of three firms/corporations were selected to receive the RFP #2016-007 Other companies are allowed to submit proposals related to RFP #2016-007 but all proposals must be received by the October 11, 2016 deadline.

See accompanying RFP for the below listed items:

- Proposers Qualifications
- Procedure for submitting a proposal
- Information about the college, the Alabama Community College System, and the history of the institution
- A synopsis of the target audience and services areas of the college

Proposal Evaluation

Firms submitting proposals will be considered based on certain criteria, including:

- Proposal Submission Responsiveness
- Delivery of Product
- Creativity
- Scope of Services Provided
- Cost of the Proposal
- Experience with Higher Education preferred but not required

INVITATION TO PROPOSE

RFP # 2016-007

SEE ATTACHED SPECIFICATIONS

This invitation package consists of 21 pages. Proposers should ensure that they have received all pages as indicated.

General Proposal Information

Proposers should carefully read all parts of the RFP package with its accompanying schedules and attachments, if any. Any explanation or additional information desired on the meaning or interpretation of the conditions or specifications of this invitation shall be referred to Harrietta Eaton via e-mail at heaton@bishop.edu. Note in the subject area of the email, RFP# 2016-007 New Website Design. Contact with any other college official initiated by a potential responder regarding this RFP, between the date of this RFP to the date of the proposal award, shall be deemed as an attempt to unduly influence the award and may be grounds for rejection of the proposal submitted by proposer initiating such contact at the discretion of Bishop State Community College.

QUALIFICATIONS

All proposers, to the best of their knowledge and belief, must be in compliance with all applicable federal, Alabama State, county and municipal laws, regulations and ordinance. In particular, if applicable, Title 34, Chapter 8 (dealing with general contractor licensing for business with construct or superintend the construction of any building, highway, sewer, grading or any

improvement or structure costing \$20,000 or more), Title 40, Chapter 12 (dealing with privilege licenses and store licenses), Title 40, Chapter 14 (dealing with permitting, franchise tax and other taxation of corporations conduction business in the state), Title 40, Chapater23 (dealing with sales and use tax), Title 39, Chapter 1 (dealing with submission of performance bonds, payment bonds and advertising the completion of public works contracts), Title 39, Chapter 3(dealing with use of domestic products and workmen and laborers who have actually resided in Alabama 1975, as amended; provided, the responder is not exempted from the above mentioned code sections elsewhere in the code. All responders submitting proposals should be prepared to timely submit non-confidential evidence or documentation supporting the fact that they are presently licensed under the applicable code sections, suitable to and upon request by, Bishop State Community College. Such non-confidential evidence or documentation may be submitted with the proposal.

Submitting the Proposal

Responses are to be submitted on forms provided.

Proposals may be hand delivered to the office of the Dean of Financial Services, Attn: Bonita Allen, Bishop State Community College, Administration Building, 351 North Broad Street, Mobile, Alabama 36603-5898 or may be mailed to the same address. The College cannot guarantee that proposals sent by mail or courier will be received on or before the proposal due date of October 11, 2016 at 4:00 pm.

All proposals received must be plainly marked with the **RFP Number 2016-007** and “Bishop State Community College for New Website Design.” They should be addressed as follows:

Ms. Bonita Allen
Dean of Business/Finance
Administration Building
351 North Broad Street
Mobile, AL 36603-5898

No emailed copies will be accepted.

PROPOSAL AWARD

No errors in proposals may be corrected after the proposals are opened. Proposal prices must be good for at least 90 days after the proposal opening.

The length of time involving delivery and/or installation of items may be a determining factor in awarding the proposal. Specify delivery and installation time involved. Installation costs are to be listed separate from equipment costs with a total cost being given for all services.

All factors stated in this RFP will be evaluated in determining the successful responder. Any omission(s) of the herein stated requirements may be cause of rejection of the proposal(s) submitted solely as determined by Bishop State Community College. Bishop State reserves the right to study proposals as to their correctness and to award the proposal at a later date.

Contractual services awarded to proposer may not be subcontracted to other proposers without the College's express approval.

Bishop State Community College reserves the right to reject any and all proposals, to waive any informality in proposals and to accept in whole or in part, such proposals, solely at its discretion.

Done this _____ day of _____, 2016.

Purpose of This Request for Proposal

Bishop State Community College seeks a qualified firm to provide services to design a new website, maintain it, and train 3 members of the Bishop State staff to do content management for the new website; and the firm will provide technical support if requested for the maintenance and content management. The purpose of the Request for Proposals (RFP) is to establish a contract for professional services with a qualified proposer to create a new website for Bishop State Community College. The term of this agreement will be twelve (12) months with an option at the discretion of the college for two (2) additional twelve (12) month terms.

Bishop State Community college is transforming the college's online presence. The college is aiming to reach its highest retention and recruitment rate with its online presence playing a key role in reaching this goal.

Summary Scope of Work

Major Objective:

Create and develop a new website that will be user friendly for site visitors to easily access information.

The focus of the project is three fold.

- a. Design a new website for Bishop State Community College and transfer data from the current website if needed.
- b. Website Design Updates: Provide updates to the theme and design as needed when requested.
- c. Training: Provide training for 3 college personnel on content management for the website to include but not limited to updating the website's information quickly, trouble shooting potential issues, with tech support available 24 hours a day.
- d. The college seeks the design of a new website that is user friendly and compatible with other electronic devices.

To be effective, the web site must be:

- Easy to use, intuitive, and informative.
- Visually pleasing and connected to the identity of Bishop State with a strong emphasis on students and potential students being the majority of those accessing the information from the website.
- Safe and secure from possible hacking or issues that may cause the website to go down with a goal to have the website functional again within 24 hours at the most.
- Quick to load and operate.

- The college must be able to request and have a webmaster replaced at its discretion within 24 hours for any reason. If there is a content management issue, a resolution must be completed within 6 hours or less.
- Have a calendar of events that is accessible on the home page that shows the entire week's activities.
- Adaptable for the use of videos on the website.
- Functional in a manner that allows content to be accessed within 2-3 clicks.
- Designed in a manner that puts students first as the primary audience for information.

Definition of Terminology

This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

- ***“Contract”*** means an agreement for the procurement of items of tangible personal property or services.
- ***“Desirable”*** includes terms such as “may”, “can”, “should”, “preferably,” or “prefers” to identify a sought-after, but discretionary, item or factor.
- ***“Evaluation Committee”*** means a body appointed to perform the evaluation of proposer responses.
- ***“Mandatory”*** includes terms “must”, “shall”, “will”, “is required” to identify a compulsory item or factor. Failure to meet a mandatory item or factor will result in rejection of the vendor's proposal.
- ***“Proposer”*** is a firm or agency who chooses to submit a proposal.
- ***“Request for Proposals”***, or “RFP”, means all documents, including those attached or incorporated by reference, used for soliciting the services for a new website design services.
- ***“Responsible Proposer”*** means a company that submits a proposal furnishing, information required, including data to prove that financial resources, production or service facilities, personnel service reputation and experience are adequate to make a satisfactory delivery of the services or items of tangible personal property described in the proposal. This is to include 3 references.
- ***“College”*** means Bishop State Community College.

I. Timetable

A proposed timetable should be submitted with the proposal to have a launch date by December 2, 2016. If the design is to be phased, the launch date of a new functional website is December 2, 2016 at the latest. It is important that the proposer include the cost for designated phases if necessary along with a total cost for all services rendered as set out in the proposal.

II. Submission Deadline

Proposals will be received until 4:00 pm CST on October 11, 2016.

III. Pre-Proposal Conference and Site Visits

There will be no pre-proposal conference or site visits scheduled in relation to this RFP.

IV. Communication ***

Potential proposers may submit written requests **via email only** as to the intent or clarity of the RFP. Requests for clarification are to be sent to Harrietta Eaton, Director of Public Relations and Marketing, at heaton@bishop.edu. In the subject area of the email, put “**RFP # 2016-007 New Website.**” Potential proposers must submit their written questions by email until noon on October 4, 2016.

Attn: Harrietta Eaton, Director of Public Relations & Marketing

By email only to heaton@bishop.edu

Potential proposers may contact Ms. Eaton at 251-405-7135 to make sure that their email was received regarding clarification.

V. Proposal Acceptance

Bishop State Community College shall have the right to accept or reject any proposal. Conditional proposals will not be accepted.

VI. Contract Award

Award may be made to the one qualified firm whose Proposal is determined to be the most advantageous when taking into consideration the evaluation factors set forth in the sections that follow, including overall long-term value to the College. There is no obligation on the part of the College to award a contract. Any contract awarded will be awarded to a single firm.

VII. Fees and Operating Costs

Fees will be considered a part of the overall operating cost. Operating cost will be viewed as one of the number of component determinants of overall best value and will be considered in accordance with the criteria established herein.

VIII. Addenda

Any changes to the RFP will be made by addendum and such changes will prevail over previously issued information. Each firm submitting a proposal is responsible to ensure that the latest addendum is incorporated.

Anyone obtaining RFP documents from a source other than Bishop State Community College must notify the college of a contact name, address, telephone number, email address, and fax number in order to receive any correspondence, including addenda.

Bishop State Community College encourages free and open competition. Whenever possible, specifications and proposal terms and conditions are designed to accomplish this objective consistent with the necessity to satisfy the needs of the College and the assurance of an economically and operationally sound solution.

IX. Non-Collusion

Submission of a Proposal guarantees that the Proposal has been prepared without collusion with other firms and without effort to preclude the Bishop State Community College from obtaining the best possible competitive value. The firm certifies that neither its officers nor its employees have bribed or attempted to bribe or influence in any improper manner any officer, employees or agent of Bishop State Community College and that the firm has disclosed any known beneficial relationship between a college official and the firm.

X. Withdrawal or Modification

A Proposal may be withdrawn, but only before the Submission Deadline and only in its entirety. A withdrawn proposal may be resubmitted after modification, but only before the Submission Deadline. A Proposal may not be withdrawn or modified for a period of 60 days following the Submission Deadline.

XI. Errors

Responding proposer is responsible for any errors or misinterpretation of the RFP.

XII. Preparation Expense

Proposals submitted in response to the RFP must be supplied at the sole expense of the proposing firm.

XIII. Inquiries

The college will not provide verbal answers to inquires or verbal instructions regarding the RFP. A verbal statement by any person representing Bishop State Community College shall be considered non-binding. The College is not liable for increased cost or other consequence resulting from the reliance on such of verbal direction.

XIV. Interpretation

Any questions as to the meaning of the RFP should be directed in writing to the individual indicated in Section IV above. Bishop State Community College will attempt to provide adequate clarification to specific questions directly to the firm submitting the question. Only in cases where Bishop State discovers probable cause for all proposing firms to misinterpret the meaning and intent of the document will an addendum be issued. All clarifications and interpretations issued by the College will be final and binding upon the recipient.

XV. Qualifications

A contract will only be awarded to a qualified firm with proven capability to provide the full range of services specified. Bishop State Community College will require evidence of qualification, including:

- 1) Evidence of appropriate licensing to perform the work specified.
- 2) Experience record showing expertise and success in similar work.
- 3) Proof of substantial experience in designing, maintaining and training of individuals on updating and maintenance of website content. It is preferred but not mandatory that the responder has experience with website design for post-secondary institutions.

XVI. Selection

Selection shall be made of one firm deemed to be fully qualified and best suited among those submitted Proposals on the basis of the evaluation factors identified herein. Bishop State Community College can cancel the RFP, reject Proposals or any portions thereof at any time prior to an award and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous.

XVII. Negotiations

Final negotiations may be conducted with the selected firm in order to insure the best overall program design and to achieve the best business arrangement for the parties.

XVIII. Americans with Disabilities Act

If special accommodations are needed in order to attend meetings or to accomplish building site visits, please contact Bishop State at least one (1) week prior to the event to ensure such accommodations.

XIX. Certifications

Included with this RFP are certain certifications mandated by Alabama Law. These certifications are to be completed and returned with the RFP. The awarded proposer will be further required to provide additional certifications relative to compliance with certain ethics related laws and immigration laws.

XX. Proposal Conditions

A) Appropriation

If funds for the services provided under the contract are not appropriated in a given College fiscal year, Bishop State Community College may terminate the contract upon 60 days' notice.

B) Illegal Workers

Bishop State Community College shall consider the intentional employment of unauthorized aliens by the selected firm in violation of U.S. immigration laws cause for unilateral cancellation of any contract resulting from this RFP.

The selected firm in addition to federal immigration compliance must further be in compliance with applicable Alabama statues regarding employment of illegal

immigrants and provide the College the required certification documents and evidence of enrollment in the E-Verify program.

C) Pricing and Payment

Proposers should submit with their proposal a phased timeline of completing various stages of the website design and also the total cost for the complete design of a new fully functional website.

D) Payment Responsibility

The payment responsibilities of the parties will be clearly spelled out in the contract and in the proposal.

E) Assignment

Assignment of contract may only be made to an affiliate or wholly-owned subsidiary of the selected firm and must be expressly approved by the College.

F) Notices and Amendments

All notices and amendments must be in writing.

G) Force Majeure

The contract may contain a provision limiting obligation and liability due to catastrophe or other force majeure.

H) Indemnity

To the extent permitted by law, proposer will indemnify Bishop State Community College against loss due to its negligent acts or omissions.

I) Termination

Any contract resulting from this RFP may be cancelled upon 60 days' notice without cause or upon 30 days' notice for cause.

XXI. Proposal Format and Specific Requirements

A) Proposal Format

Proposals should provide a straight forward, concise description of the capabilities of the firm and must satisfy at least the basic requirements of the RFP. Emphasis should be on completeness and clarity of content. The response may be placed in any order, but should be formatted in the following major sections:

- 1) Required Documents – This section should include any specific document required by the RFP, such as completed forms supplied by the College, examples of work, etc.
- 2) Company – This section should include information about the firm and its qualifications and should include references.

- 3) Financial – This section should include pricing and related information sufficient to explain the fees and costs associated with providing the services.
- 4) Operations – This section should include operational information concerning the method of service delivery, including programs and management.
- 5) Implementation – Information concerning the general plan for implementations should be provided in this section.
- 6) Supplemental – This section should include any additional information the firm wishes to provide which it believes will help the Bishop State Community College make a determination about its capability and suitability to provide the services contemplated by this RFP.

B) RFP Special Requirements

Proposals should be as thorough and detailed as necessary so that the College may properly evaluate the capabilities of the firm to provide the required services. Each firm is required to submit completely the following items.

- 1) A complete response to the RFP
- 2) Evidence of experience in providing services similar to those described herein.
- 3) A minimum of three (3) references for which the firm has provided similar services of the same or similar scope as outlined herein.
- 4) Please include any other pertinent information that demonstrates the firm's corporate capability to successfully perform the services.
- 5) Please indicate and identify those capabilities and resources produced within the firm's organization as opposed to those to be acquired through the use of third party employees or subcontractors. If sub-contractors are to be employed in the performance of the specified services, provide a written narrative describing the rationale used for utilizing those resources for the purposes of this contract.

C) Additional Terms and Conditions

Any contract for services arising out of this RFP shall include the following terms and conditions:
The following provisions shall take precedence over any and all contrary or conflicting provisions of the agreement between the parties and shall govern the rights and obligations of the parties:

This agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice- or conflict- of- laws, provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.

It is further agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void. Successful proposer understands, acknowledges and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.

By signing this contract, the contracting parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.

This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, negotiations and agreements, both oral and written, with respect to such subject matter.

In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.

In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.

The Alabama Community College System (ACCS)

Bishop State Community College is part of the Alabama Community College System.

Mission of the Statement of the Alabama Community College System:

The Alabama Community College System provides unified system of academic college education, technical education, customized business and industry training, workforce development and adult education. This system is part of a seamless, lifelong education process for all Alabamians and corporate citizens.

Vision of the ACCS

To develop an educated, prosperous population by providing an affordable pathway to help citizens of any walk or state of life succeed through quality education and training; a community college system where education works for all.

Values of the ACCS

- Integrity

- Excellence
- Accessibility
- Accountability
- Diversity

Bishop State Community College’s Mission Statement:

The Mission of Bishop State Community College is to provide high-quality educational opportunities and services that are responsive to individual and community needs for the citizenry of Mobile and Washington counties at an affordable cost. The College utilizes traditional and distance learning to accomplish its mission. Bishop State Community College fulfills its mission by offering the following:

- Transfer education designed to prepare students at the freshman and sophomore levels for transfer to other colleges and universities.
- General education courses in the liberal arts and sciences to support all college degree programs.
- Technical, vocational, occupational, and career education courses that prepare students for immediate employment, retrain existing employees, and promote local and state economic stability and competitiveness.
- Partnerships with businesses, industry, and professional groups to assess and fulfill training needs to meet workforce demands.
- Developmental education to assist individuals in order to improve learning skills and overcome educational deficiencies to bring their basic skills to a level appropriate for college level-work.
- Academic support services that include a learning resource center and basic skills activities that enhance instruction.
- Student support services that provide advising, counseling, tutoring, financial assistance, and social and cultural activities for all students, including those with special needs.
- Continuing education and personal enrichment opportunities that support lifelong learning and the civic, social, and cultural quality of life.
- Conducive learning environments equipped with classroom technology and attractive physical campuses.
- Continuous assessment through research and development of programs and services and the utilization of results for approval.

Bishop State’s Enrollment Goal: Increase Enrollment to 10,000 students.

COLLEGE ACCREDITATIONS:

Bishop State Community College is accredited by the Southern Association of College and School Commission on Colleges (SACS COC) to award associate degrees, certificates and short certificates.

Additional Accreditations

- *Practical Nursing and Associate Degree Nursing*: Accreditation Commission for Education in Nursing (ACEN)
- *Funeral Service Education*: The American Board of Funeral Service Education
- *Physical Therapist Assistant*: Commission on Accreditation in Physical Therapy Education
- *Health Information Technology*: Commission on Accreditation of Allied Health Programs
- *All associate degree programs in the Division of Business and Economics*: Association of Collegiate Business Schools and Programs

Overview

BISHOP STATE COMMUNITY COLLEGE

Founded in 1927, Bishop State Community College was originally the Mobile Branch of Alabama State College (University) in Montgomery, Alabama during the presidency of Dr. Harper Council Trenholm. It was established as an in-service arm of Alabama State College that offered extension courses to African American elementary and secondary teachers in Mobile. Bishop State prides itself on being one of the most affordable state colleges in its region providing a high quality education.

Bishop State Community College is a state-supported, open-admission, urban community college located in Mobile, AL. The College consists of four campuses in the city dedicated to serving the residents of Mobile and Washington counties in southwest Alabama. The College is part of the Alabama Community College System, the state supported network of two year community and technical colleges. Bishop State offers university transfer programs for students wanting to continue their education at a four year school. Other programs provide the skills needed to immediately enter the workforce after completion of coursework at the college.

The four campuses make Bishop State the most convenient college option in Mobile. All four campuses- Main, Baker-Gaines Central, Carver and Southwest are located within the city limits. The Main and Baker-Gaines Central campuses offer day-care services for parents enrolled in Bishop State classes. There are five off campus sites located in Mobile and Washington counties.

The College has an open admission policy and considers students for admission throughout the academic year. This makes Bishop State a good place to start. Students that have earned either a high school diploma or their GED are accepted by the college.

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS COC) to award associate degrees and other types of certifications. This offers the student a variety of options as they pursue their education.

Approximately 3,000 students are currently enrolled with over 90% of them being Alabama residents. A little over 80% of students receive financial aid. BSCC provides a variety of student support services for students that include financial aid, academic advising, career guidance and counseling services. Bishop State offers men's and women's basketball, men's baseball and women's softball. Some of our athletes have been recognized conference wide as being a player of the week and player of the year.

Bishop State Community College's vision is to be a comprehensive learning institution that equips students and the community with the skills, knowledge and ability to achieve real world success. The key objectives of the college are to provide: transfer education to prepare students to transfer to other colleges and universities; general education courses to support all college degree programs; technical, vocational, occupational and career education courses that prepare students for immediate employment, retrain existing employees and promote local and state economic stability and competitiveness.

Bishop State Community College serves traditional as well as nontraditional students. The average age of the students is 26 years old. On the academic and general education side, there are programs in business, computer information systems, mathematics, natural sciences and social sciences that prepare students to transfer to four year colleges and universities. The Technical/Workforce Development Department serves students desiring short term training, long term training and/or degree programs. Technical programs offered are: automotive technology, auto body, cosmetology, electrical technology, electronics engineering, diesel technology, instrumentation, air conditioning and refrigeration, graphic communications technology, jewelry design, nail technology, truck driving, drafting and design, process maintenance technology, welding, watch repair, commercial food service, barbering, hair styling and plumbing. BSCC also provides Adult Education for individuals needing to earn their high school equivalence. Additionally, the Ready-to-Work (RTW) Program offers a system of job readiness, basic computer skills and Work Keys assessment and testing to adult job seekers and dislocated workers. Work Keys is a job skills assessment system that measures real world skills. Technical Dual Enrollment provides high school students an opportunity to take college courses while in high school.

Cost Savings

Overall, Bishop State Community College is the most affordable institution of its type in Mobile County. The college provides a quality and affordable education option for the community it serves.

Current Trends at Bishop State Community College

One of the main goals of the college is to provide a qualified workforce for the ever changing industries in the region. Partnerships have and continue to be formed with entities in the area who share this same goal. The collaborative efforts are being done with other stakeholders in the community such as the South Alabama Workforce Development (SAWDC), Mobile Area Chamber of Commerce, Mobile County Public School System, MAAS Aviation and others.

Forms

The following forms are attached following the page and should be completed and included in the response document by the proposing firm.

- 1) Performance Timeline
- 2) Certification Pursuant to ACT No. 2006

Performance Timeline

The proposer must complete the following and return this page with the attached forms.

1. Proposal prices are good for _____ days.
2. List below any stages/phases of implementation or the projected timeline of delivery of services:
3. Proposer or Name: _____
4. Mailing Address: _____
5. Phone Number: _____
6. Email Address: _____
7. Fax Number: _____

Certification Pursuant to ACT No. 2006-557

Alabama law (Section 41-4-116, Code of Alabama 1975) provides that every proposal submitted and contract executed shall contain a certification that the vendor, contractor and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting and remitting Alabama State and Local sales, use and/or Lease tax on all taxable sales and leases into Alabama. **By submitting this proposal, the Proposer is hereby certifying that they are in full compliance with ACT No. 2006-557.**

Proposer/Contactor

Date

End of RFP # 2016-007