



401 Thomas Run Road • Bel Air Maryland 21015
Voice: 443-412-2416 • 443-412-2307
Web: www.harford.edu/Purchasing/BidBoard

REQUEST FOR PROPOSALS

RFP 17P-005 WELLNESS AND HEALTH PROMOTION PROGRAM SERVICES

Harford Community College invites sealed proposals to provide and manage a program to run a wellness and health promotion program for employees at the College in accordance with instructions and parameters indicated in section 5.0 herein.

Potential bidders are requested to acknowledge receipt of this request for proposal by email to Beth Bertier, Procurement Assistant at bbertier@harford.edu.

The RFP and addenda (if any) will be posted on Emaryland Marketplace (EMM), www.emaryland.buyspeed.com and Harford Community College's Procurement website at www.harford.edu/purchasing/bidboard. **It is the bidder's responsibility to check these sites for additional documents and addenda.**

Bidders shall direct questions, via email, to Kelly Ryan, Director for Procurement at keryan@harford.edu. **Deadline for questions is 9:00 p.m. Tuesday, March 7, 2017.** Answers to questions will be issued in an addendum through EMM periodically during and shortly thereafter this period.

A campus map is located at the College website at www.harford.edu.

One (1) original **priced proposal** plus three (3) **un-priced copies** of sealed proposals are due in the Procurement Office located in Room 132 of the Hickory Center **not later than 12:00 Noon, Tuesday, April 4, 2017**. Proposals will be reviewed by a committee and firms may be required to attend an oral presentation (refer to section 10.0).

Proposal prices must be firm for sixty (60) days after the closing date. Award of a contract is anticipated to be made within thirty (30) days after receipt of proposals.

Harford Community College reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities, or to negotiate with any responsible Bidder, in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.

Kelly Ryan, CPPO
Director for Procurement
February 10, 2017

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Prospective bidders who have received this document or information from a source other than the Issuing Office should immediately go to the Harford Community College Procurement bid board (www.harford.edu/purchasing/bidboard) to ensure that they have received the correct information, complete documents and any addendums. Failure to monitor the website may result in a non receipt of important information prior to the closing date which may result in the rejection of a bid/proposal.

1.0 PURPOSE AND OBJECTIVE

- 1.1 The purpose of this RFP is to provide services to manage a wellness and health promotion program covering full time college employees at Harford Community College.

2.0 INSTRUCTIONS TO BIDDERS

2.1 Clarification; Addenda

- 2.1.1 Bidders in doubt as to the meaning of any terms, conditions, or specifications, or finding any discrepancy in or omission from same shall notify the Purchasing Agent in writing at once. Such notice in no way obligates the Board of Trustees of Harford Community College (hereinafter referred to as "the College") to revise the bid documents, but should the Purchasing Agent determine that amendment is necessary, each bidder will be furnished same. Acknowledgement of receipt of addenda shall be noted on each bid form submitted.
- 2.1.2 The College assumes no responsibility for oral or telephonic explanations or interpretations of bid documents.

2.2 Cancellation

- 2.2.1 The College may cancel this RFP, in whole or in part, at any time.

2.3 Form of Bids Submitted

- 2.3.1 Bids must be fully and properly executed on the forms provided by the College, with a positive entry in each blank ("N/A" or "0" may be inserted as necessary), typewritten or in ink. Mistakes may be lined out and corrections made before the bid is submitted; the officer signing the bid must initial such corrections in ink.
- 2.3.2 Each bid must be submitted in a securely sealed envelope, prominently marked with the number and title of the bid, and the name of the bidder. Sealed bids will **not** be accepted via facsimile or email.
- 2.3.3 Each Bidder must include with his submission a fully executed Affidavit of Non-Collusion, as furnished by the College. Anti-Bribery Affidavits or other special forms may also be specifically required herein, as federal or state funding sources or other special conditions dictate.
- 2.3.4 The College reserves the right to consider informal any bid not prepared in accordance with instructions.

2.4 Preparation of Bids

- 2.4.1 Bids should be prepared simply and economically, providing a straightforward, concise description of the items or services offered.
- 2.4.2 The College will not be responsible for any bid preparation or submission costs.

2.5 Exceptions; Alternates

- 2.5.1 Bidders that take exception to any part of this RFP, or intend to offer an alternate product to that specified, must so indicate on the bid form. Failure to do so shall be interpreted as the Bidder's intent to comply with all instructions, terms, conditions, and specifications herein.
- 2.5.2 Conditional or qualified bids may be rejected.

2.6 Errors in Bids

- 2.6.1 Bidders are expected to fully acquaint themselves with all governing laws and ordinances, and inform themselves as to the instructions, terms and conditions, specifications, and other requirements before submitting bids. Failure to do so will be at the Bidders' own risk; relief cannot be secured on plea of error.

- 2.6.2 Should the unit and extended price(s) of any bid, or part thereof, be at variance, the unit price shall prevail for the purpose of evaluating bids.
- 2.6.3 When prices on the bid form are requested in both words and figures, the sum written in words shall govern in the case of any discrepancy.

2.7 Time

- 2.7.1 Unless otherwise specified herein, all time periods are expressed in calendar days.

2.8 Withdrawal

- 2.8.1 Any bid may be withdrawn before the scheduled due date. After a bid has been opened, it may not be withdrawn during the period stated herein, for which prices and terms must remain valid.
- 2.8.2 The request to withdraw a bid must be made in writing addressed to the College's Director for Purchasing.

2.9 Receipt and Opening of Bids

- 2.9.1 Each bid shall be submitted to the Purchasing Agent or his/her designated Representative at the place specified herein, on or before the day and hour fixed for its receipt or opening. Bids received prior to that time will be securely kept unopened. No responsibility will attach to the College or its representative(s) for premature opening of any bid not secured and addressed as specified above.
- 2.9.2 The Purchasing Agent or his/her representative will determine when the hour fixed for opening has arrived. No bid received thereafter will be considered.
- 2.9.3 Bids received will be duly recorded and the tabulation may be inspected by appointment.

2.10 Award of Bids

- 2.10.1 The contract will be awarded to the basis of the best overall value to the College in accordance with the evaluation criteria stated in herein.

2.11 Reservations

- 2.11.1 Harford Community College reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities, or to negotiate with all responsible Bidders, in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.
- 2.11.2 The College also reserves the right to increase or decrease the quantities of any materials, equipment or services for which it is soliciting offers hereunder, and to award whole, in groups, or by item unless specifically indicated otherwise.
- 2.11.3 Unless otherwise specified herein, the College also reserves the right to award the contract(s) within sixty (60) days after the bid opening. Any bid on which the time of acceptance is limited to less than the specified period may be rejected solely on that basis.
- 2.11.4 The College further reserves the right to reject the bid of a Bidder who, investigation shows, is not currently in a position to perform the contract, or who has previously failed to perform contracts of similar nature in a proper and timely manner.

2.12 Qualifications of Bidder

2.12.1 The College may make such investigation as it deems necessary to determine the ability of the Bidder to provide the required services, and the Bidder shall furnish to the College all such information for this purpose as they may request. Should such investigation or evidence fail to satisfy the College that the Bidder is fully qualified to execute and complete the contract, his bid may be rejected.

2.12.2 Minority business enterprises, and women owned enterprises, are encouraged to respond to solicitations.

2.13 Non-Discrimination in Employment

2.13.1 The Bidder shall be an equal opportunity employer and shall conform to all Affirmative Action and other applicable requirements; accordingly, the Bidder shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, or sex in any manner prohibited by law.

3.0 INSURANCE REQUIREMENTS (Required for work/services performed on the College Site)

3.1 General Requirements

3.1.1 Required Coverage's. Unless otherwise required herein, the Contractor shall purchase and maintain the insurance coverages listed below.

3.1.1.1 The Board of Trustees of Harford Community College (hereinafter referred to as "the College") does not in any way represent that the insurance limits specified below are sufficient or adequate to protect the Contractor's interests. It is understood that these are minimums only; the Contractor may purchase and maintain additional insurance as will protect him against claims that may arise from operations under the contract.

3.1.1.2 Should any of the insurance coverages indicated below be cancelled, not renewed, or changed in such a manner as would make the coverage not in conformity with the provisions below, thirty (30) days advance written notice shall be given the College, **EXCEPT IN THE CASE OF NON-RENEWAL.** In this event, notice shall be given as soon as known, if that be less than thirty (30) days, not in any event less than ten (10) days. This notice requirement shall be reduced to only ten (10) days in case of cancellation of non-payment of insurance premiums for the coverages certified. All notice requirements shall identify the Contractor and the number of the Purchase Order.

3.1.1.3 Failure to provide, and to continue in force for the life of the contract, the required insurance shall be deemed a material breach of contract.

3.1.2 Certificate of Insurance Before beginning work on the Contract, the Contractor shall provide the College with Certificates of Insurance acceptable to the College that evidence the required coverages, and receive approval of same.

3.1.2.1 Such certificates for liability coverages **must include Harford Community College as an additional insured.**

3.1.3 Contractor's Responsibility Furnishing of the insurance required herein shall not relieve the Contractor of any responsibilities or obligations assumed under the Contract, or for which the Contractor may be liable by law or otherwise.

3.2 Insurance Coverages: Minimum limits of all coverages shall be not less than those below, or as otherwise provided in the Contract Documents, or as required by law, whichever is greater.

3.2.1 Comprehensive General Liability Insurance Such insurance shall protect the Contractor and save the College harmless from claims which may arise out of, or result from, the Contractor's operations under the Contract, whether such operations be by the Contractor, any Subcontractor, anyone directly or indirectly employed by the Contractor or Subcontractor, or anyone for whose acts any of the above may liable.

3.2.1.1 Minimum Limits of Coverage

- .1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- .2 The College reserves the right to require limits of \$2,000,000 per occurrence/\$3,000,000 general aggregate coverage for contracts with high-risk (e.g. hazardous materials) features.

3.2.1.2 Coverages to be included: Broad form property damage, including products and completed operations, independent contractor's, and contractual liability coverages previously purchased separately.

3.2.1.3 Damages not to be excluded: Such insurance shall contain no exclusions applying to operations by the Contractor or Subcontractor in the performance of the Contract pertaining to: (1) Collapse of, or structural injury to, any building or structure; (2) Damage to underground property; or (3) Damage arising out of blasting or explosion.

3.2.2 Automobile Liability Insurance Such insurance shall protect the Contractor and save the College harmless from claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.

3.2.2.1 Minimum Limits of Coverage:

- .1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per accident.
- .2 The College reserves the right to require a combined single limit of \$3,000,000 per accident for contracts that will involve heavy equipment (e.g. tractors, mix-in-transit concrete trucks) operations on its premises.

3.2.2.2 Coverages to be included: Coverage for all owned, non-owned and hired motor vehicles.

3.2.3 Worker's Compensation and Employer's Liability Insurance Such insurance must contain statutory coverage for all employees engaged under the contract.

3.2.4 Umbrella Liability (The College may request additional umbrella liability insurance for higher risk work).

3.2.4.1 Commercial General Liability - Minimum Limits:

- .1 \$1,000,000 to \$5,000,000, as determined by the College

3.3 Indemnification

3.3.1 The Contractor shall protect, hold free and harmless, defend and indemnify the College including its officers, agents and employees) from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to or death of any person or damage to property of any kind, which injury, death of any person or damage arises out of, or is in any way connected with the performance of the work under this Contract. This agreement shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, including

acts or omissions of Contractor's agents or employees, except that this agreement shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the College, its officers, agents and employees. Accordingly, the College shall notify the Contractor promptly, in writing, of any claim or action brought against the College in connection with the work under this Contract. Upon such notification, the Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense.

3.4 Property Lost, Damaged or Destroyed

- 3.4.1 Any property or work to be provided by the Contractor will remain at the Contractor's risk until final written acceptance by the College. The Contractor will replace, at his expense, all property or work lost, damaged, or destroyed by any cause whatsoever.

4.0 GENERAL TERMS AND CONDITIONS OF SOLICITATIONS

4.1 Delivery and Packing

- 4.1.1 Delivery shall be made in accordance with instructions on the purchase order. All prices shall include delivery. All goods delivered under this agreement shall be packed in accordance with acceptable trade practices. Cartons containing packing list must be so marked. Uncrated or bundled goods must be tagged with waterproof tags. The purchase order number shall be shown on all packing slips, bills of lading and invoices.

4.2 Terms of Delivery

- 4.2.1 Delivery terms shall be FOB our works unless otherwise stated.

4.3 Terms of Payment

- 4.3.1 Payment terms shall be net 30 days, unless otherwise stated.

4.4 Tax exemption

- 4.4.1 The College is generally exempt from Federal excise and Maryland sales and use taxes. Exemption certificates are available upon request.

4.5 Warranty and Non-Conforming Goods

- 4.5.1 All goods received shall be subject to inspection by the College. The College shall have a reasonable time within which to inspect the goods and shall not be obligated to inspect goods purchased as spare parts, inventory or for future use until the same are to be used by the College. Excess or defective goods or goods not in accordance with the College's specifications will be held for a reasonable period of time for disposition in accordance with the Seller's instructions at Seller's risk and expenses and, if Seller directs, will be returned at Seller's expense. Payment for goods or services furnished or performed by Seller shall not constitute acceptance by the College, and such payments shall be deemed to have been made without prejudice to any and all claims the College may have against Seller.

4.6 Time is of the Essence

- 4.6.1 Time is of the essence in the performance of this agreement.

4.7 Delays; Force Majeure

- 4.7.1 Seller shall not be liable for delays in manufacture or delivery of goods and services and the College shall not be liable for delay in acceptance of any part of such goods and services to the extent that such delays are due to causes beyond the reasonable control of the party (Seller or College) affected thereby, such as acts of God, acts of civil or military authorities, governmental priorities, fires, strikes, lockouts, floods, war, acts of terrorism, riot, provided that the party affected thereby promptly notifies the other party of such event and uses its best efforts to remedy the situation within a reasonable period of time.

4.8 Patents

- 4.8.1 Seller guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Seller will, at their own expense, indemnify, protect and save harmless the College, its Trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement arising out of the purchase or use of these goods.

4.9 Quantities

- 4.9.1 The College assumes no obligation for articles or materials shipped in excess of the quantity ordered. Any over shipments will be subjected to rejection and may be returned at Seller's expense.

4.10 Invoices

- 4.10.1 Invoices shall be mailed to Harford Community College, Accounts Payable, 401 Thomas Run Road, Bel Air MD 21015. The purchase number must appear on the invoice. Failure to comply may result in delay of payment. Payments terms are net 30 days unless otherwise stated.

4.11 Complete Agreement

- 4.11.1 The purchase order hereto and these terms and conditions, together with any other documents incorporated herein by reference, constitute the sole and entire agreement between the College and Seller with respect to the subject matter hereof, superseding completely any oral or written communications unless the terms thereof are expressly incorporated herein. Where Seller's quotation is referred to herein, such quotation is incorporated in this document only to the extent of specifying the nature or description of the goods ordered and only to the extent such items are consistent with the other terms herein.

4.12 Termination for Convenience

- 4.12.1 The College may terminate all or any part of the purchase order and these terms and conditions for any reason at the College's convenience upon written notice to the Seller. Upon such termination Seller agrees to waive all claims for damages, including those for loss of anticipated profits and to accept as its sole remedy for termination the value of all work performed prior to the termination and reasonable costs occasioned by termination, provided, however, that the College shall have no liability whatsoever for goods which are Seller's standard stock.

4.13 Termination for Default

- 4.13.1 When the Seller has not performed or has performed unsatisfactorily, payment shall be withheld at the discretion of the College. Failure on the part of the Seller to fulfill contractual obligations shall be considered just cause for termination of the agreement and the Seller is not entitled to recover any costs incurred by the Seller up to the date of termination.

4.14 Non Collusion

- 4.14.1 Seller certifies that is has neither agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of bid or offer being submitted herewith. Seller also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Seller or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

4.15 Non-Hiring of Employees

- 4.15.1 No employees of the College, the State, or any Department, Commission, Agency or branch thereof whose duties as such include matters relating to or attending the subject matter of this agreement shall, while being employed, become or be an employee of the Seller.

4.16 Non Discrimination

4.16.1 The Seller agrees a) not to discriminate in any manner against an employee or applicant for employment due to race, color, religion, creed, age, sex, marital status, national origin, ancestry or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employee; b) include a provision similar to that contained in subsection (a) above in any subcontract for standard commercial supplies or raw materials; and c) to post and to cause subcontractors to post in conspicuous places to employees and applicants for employment, notices setting forth the substance of this clause.

4.17 Assurance of Non-Conviction of Bribery

4.17.1 Seller hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal Government.

4.18 Maryland Public Information Act

4.18.1 The Seller recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Seller agrees that it will provide any justification as to why any material, whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed.

4.19 Disputes

4.19.1 Any disputes arising under this contract which is not disposed of by agreement shall be decided by the President of Harford Community College or a designee. Pending final decision of the dispute, the Seller shall proceed diligently with the contract performance. Nothing hereunder shall be interpreted to preclude the parties from seeking, after completion of the contract, any and all remedies provided by law.

4.20 Insolvency

4.20.1 If the College has reasonable cause to believe the Seller is insolvent, or if any petition in bankruptcy or under any law for the relief of debtors is filed by or in respect of Seller, then at the option of the College, the agreement shall immediately terminate. In no event shall the agreement become an asset in any such proceeding nor shall the College be bound hereby after any act of bankruptcy by Seller. Any delay by the College to exercise the right to terminate under this section shall not diminish or waive that right.

4.21 Hazardous and Toxic Substances

4.21.1 Seller must comply with all applicable Federal, State, County and local laws, ordinances and regulations relating to hazardous and toxic substances including such laws, ordinances, and regulations pertaining to access to information about hazardous and toxic substances and as amended from time to time. Seller shall provide to the College's Environmental Safety Office a "Material Safety Data Sheet" including reference to the purchase order number, or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

4.22 Audit

4.22.1 Seller shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Seller and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

4.23 Record Retention

4.23.1 The Seller shall retain and maintain all records and documents relating to the subject matter of this agreement for three (3) years after final payment by the College under this agreement.

4.24 Insurance and Indemnification

4.24.1 The Seller or Contractor will be required to have proper identification showing Supplier name and technician name, at all times while on campus. The Seller or Contractor shall maintain such insurance as will indemnify and hold harmless the College from Worker's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Seller's or Contractor's operations under this agreement, or by anyone directly or indirectly employed by the Seller or Contractor. The College shall be named as additional insured on the insurance certificate.

4.25 Compliance with Laws

4.25.1 Seller agrees to comply, at no additional expense, with all applicable executive orders, Federal, State, County, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4 and U.S. laws regarding hiring practices to ensure a legal workforce

4.26 Maryland Law

4.26.1 This agreement shall be construed and interpreted according to Maryland Law.

4.27 W-9 Form

4.27.1 The awarded bidder will be required to submit a current *W-9 Request for Taxpayer Identification Number and Certification* prior to beginning work. The form may be emailed to the Procurement Office at bbertier@harford.edu.

5.0 SPECIFICATIONS / REQUIREMENTS

5.1 About Harford Community College

Harford Community College (HCC) is a two (2) year community college that provides high quality, accessible and affordable educational opportunities and services, including university transfer, career, developmental and continuing education programs, that promote professional competence, economic development, and improve the quality of the life in a multicultural community. The College supports the Maryland State Plan for Higher Education and is committed to expanding undergraduate degree opportunities to fulfill state workforce shortages in areas of teacher preparation, health care and technology, and to advance degree attainment for minorities particularly in relation to Title VI of the Civil Rights Act [of 1964]. The College expects to increase educational attainment for individuals as well as to prepare and to sustain an educated workforce for area residents, develop technology for program and service delivery, be accountable for the efficient and effective use of resources, be the primary resource for and coordinator of higher education in the community, and serve as the center for recreation, wellness and the cultural arts.

The College intends to enter into a contract with a firm that will provide, advertise, communicate, implement, manage, track performance, report results to the College, and continuously improve a wellness and health promotion program covering the College's employees.

The total population of full time employees eligible for the program is will be approximately 350.

Attached is "Worksite Wellness and Health Promotion RFI" questionnaire form. Bidders shall complete the information requested in the questionnaire. The categories include:

- General Information
- About your Company
- Activity Tracking and Hardware
- Rewards and Incentives

- Engagement and Sustainability
- Health and Productivity Communication
- Health Risk Assessment (HRA) and Biometrics
- Wellness Program Content
- Client reporting
- Health and Life Cycle Coaching
- Accreditation, Compliance, and Security
- Capabilities/Services

6.0 FIRM (COMPANY) PROFILE, EXPERIENCE

- 6.1 Bidders shall submit a company profile to include, at a minimum: the background and history of the company including overview of its product lines and services; size of the company including the number of employees; approximate annual sales volume for each of the past three (3) years; and number of years in the business, and include history of sales of the services similar in nature to that covered in this RFP.
- 6.2 Submit three (3) references of similar scope, performed in the past five (5) years, in accordance with instructions, and on the form provided herein. The College prefers that at least one reference is from an institution of higher education.
- 6.3 Bidders must have a minimum of three (3) years experience providing the services covered in this RFP. Proposal shall include a narrative of each project for the three (3) listed references.

7.0 PROPOSAL FORMAT

- 7.1 Technical proposal shall include a full narrative description of the proposed program and services, complete with technical description of software and hardware.
- 7.2 Completed questionnaire (attached herein).
- 7.3 Complete price proposal form herein and detailed pricing structure of proposed program and services including software and hardware costs (See paragraph 8.0)
- 7.4 References provided on the form herein.
- 7.5 A narrative on each project for the three (3) listed references.
- 7.6 Non-Collusion certificate signed.
- 7.5 Firm profile information requested in section 6.0.

8.0 PRICE PROPOSAL

- 8.1 The College recognizes that bidding firms may have different models for pricing the services. Bidders shall clearly explain its pricing model, delineate all components of the pricing structure and provide projected monthly and annual costs.
- 8.2 The Bidders shall provide a breakdown of projected costs into the following components as a minimum. All projected costs must be accounted for in the bidder's pricing model.
- Software license and/or software maintenance
 - Hardware
 - Program management/service fees
 - Reporting
 - Rewards/Incentives
 - Other fees

9.0 EVALUATION CRITERIA

- 9.1 Technical proposal of proposed program and services including narrative description of the proposed program and its elements, and completed questionnaire.
- 9.2 Capability, references, experience, profile of the firm.
- 9.3 Anticipated cost

10.0 ORAL PRESENTATION

10.1 The College reserves the right to short list bidders based on the submitted proposals and to request oral presentations from the short listed bidder(s). The College shall re-evaluate the short listed Bidder(s) after oral presentations. The College also reserves the right to negotiate with short listed bidder(s).

11.0 BILLING AND PAYMENT

11.1 Invoices, in duplicate, shall be sent to the College's Business Office.

11.2 The College shall pay invoices within net 30 days.

Procurement Office
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015

PROPOSAL FORM

RFP 17P-005 WELLNESS AND HEALTH PROMOTION PROGRAM SERVICES

All proposals should be properly executed on the form provided sealed in an envelope and delivered or mailed to the Procurement Office located in the Chesapeake Center, Room C103 address above. Proposals must be received in the Procurement Office **not later than 12:00 Noon, Tuesday, April 4, 2017.**

To be considered responsive, each proposal submitted must, at a minimum, include the following documents:

1. Proposal form, completed and signed;
2. One **(1) original priced** and **three (3) un-priced** copies of the Proposal;
3. Non-Collusion Certificate completed and signed;
4. References, on the form provided;
5. Profile of firm (refer to section 6.0, page 11);
6. Complete technical proposal narrative (refer to section 7.0, page 11)
7. Completed questionnaire (refer to section 7.0, page 11)

PROPOSAL OF: _____ DATE _____
(Firm Name)

In accordance with the information, terms and conditions, specifications and requirements for the captioned solicitation, I/we submit the following for evaluation:

1. Projected Price to provide, implement, operate, manage, and report for a wellness and health promotion program for employees at the College in accordance with the requirements and specifications herein. Bidders shall attach their price proposal (refer to section 11.0) to this form:
 - 1.1 _____ see attached _____ \$ _____ see attached _____
WORDS FIGURES
2. Lead time for delivery, start up and implementation of the Health and Wellness Promotion Program:
 - 2.1 Number of weeks after receipt of purchase order _____ weeks
3. EXECUTION: The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within sixty (60) calendar days after the deadline above, to proceed to execute the contract in accordance with the proposal as accepted.

| | |
|---------------------------|-----------------------------|
| _____ Firm Name | _____ Signature |
| _____ Street Address | _____ Typed/Printed Name |
| _____ City, State, Zip | _____ Title |
| _____ Telephone | _____ Email |

If a corporation, place corporate seal beside signature above and state:

Name of President _____

Name of Secretary _____

Under what laws incorporated _____

Minority Business Certification – Please check one:

_____ MBE _____ WBE _____ Not Applicable

Procurement Office
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NON-COLLUSION CERTIFICATE

Solicitation **RFP 17P-005 WELLNESS AND HEALTH PROMOTION PROGRAM SERVICES**

I HEREBY CERTIFY that I am the _____
(Title)

and the duly authorized representative of the firm of _____

whose address is _____.

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the offeror herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Signature

Date

Printed or Typed Name

Procurement Office
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

REFERENCES

Solicitation **RFP 17P-005 WELLNESS AND HEALTH PROMOTION PROGRAM SERVICES**

Each firm must furnish three (3) references of recent (within five (5) years) of prior service comparable in nature and scope to the requirements of the captioned solicitation. The College prefers that at least one reference is Higher Education.

1. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
Description of System: Provide narrative in proposal

2. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
Description of System : Provide narrative in proposal

3. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
Description of System: Provide narrative in proposal

PROPOSAL OF: _____
Firm Name

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NO PROPOSAL REPLY FORM

SOLICITATION: RFP 17P-005 WELLNESS AND HEALTH PROMOTION PROGRAM SERVICES

Dear Sir or Madam:

To assist us in obtaining good competition on our request for proposals, we ask that each firm that has received a solicitation package, but does not wish to submit a proposal, state their reason(s) below. This information will not preclude receipt of future solicitations unless you request removal from the Bidder's List by so indicating below.

Unfortunately, we must offer a "No Proposal" at this time because:

- ___ 1. We do not sell the items/services for which proposals are requested.
- ___ 2. The specifications are either unclear or too restrictive (Please explain in the "Remarks" section.)
- ___ 3. We cannot submit a bid because of marketing or franchising policies of the manufacturing company.
- ___ 4. We do not feel we can be competitive. (Please explain in the "Remarks" section.)
- ___ 5. Other commitments preclude our participation at this time.
- ___ 6. We do not wish to participate in the proposal process.
- ___ 7. We do not wish to submit a proposal under the terms and conditions of the Request for Proposal document.
Our objections are: _____

- ___ 8. We do not wish to sell to Harford Community College. Our objections are: _____

- ___ 9. Other: _____

Remarks: _____

Firm Name _____
(PLEASE PRINT)

Authorized Signature _____

- ___ We wish to remain on the Bidder's List.
- ___ We wish to be removed from the Bidder's List.