

**Houston Community College System  
Procurement Operations**



**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**Television Production Services**

**PROJECT NO. 07-08**

# REQUEST FOR PROPOSALS

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HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSALS - SUMMARY

Date: February 12, 2007  
Project Title: Television Production Services  
Project No.: 07-08

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**ISSUED BY:**

Houston Community College System  
Procurement Operations  
3100 Main Street (11<sup>th</sup> Floor)  
Houston, Texas 77002

**SUBMIT INQUIRES TO:**

Name: Denise McGuire  
Title: Purchasing Supervisor  
Telephone: (713) 718-7430  
Fax: (713) 718-2113  
Email: Denise.McGuire@hccs.edu

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**Project Overview:**

The Houston Community College System ("HCC") is seeking proposals from qualified firms to provide Television Production Services for it's television studio (HCCTV).

**Contract Approval:** This procurement is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or his designee.

**Pre-Proposal Meeting:** \_\_\_\_\_Mandatory \_\_\_X\_\_\_Not mandatory

A pre-proposal conference will be held in the Purchasing Department, 3100 Main Street (11<sup>th</sup> Floor) Houston, Texas 77002 on February 20, 2007 at 1:00 p.m. (local time).

**Proposal Due Date/Time:** HCC will accept proposals to provide the required Production Services until 4:00 p.m. (local time) on February 26, 2007. Proposals will be received in the Purchasing Department, 3100 South Main Street (11th Floor), Houston, Texas 77002.

**Contract Term:** The contract term for contract(s) awarded resulting from this solicitation will be one (1) year).

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

HCC reserves the right to accept or reject all or any part of any proposal, waive any technicalities or irregularities in the proposal documents and consider the proposal for award.

This Request for Proposal does not obligate HCC to award a contract or to pay any costs incurred by a proposer in the preparation or submission of a proposal.

## INSTRUCTIONS TO PROPOSERS

### 1. **Introduction**

HCC is seeking proposals under the negotiated method of procurement from qualified firms interested in providing Television Production Services for its HCCTV television studio, in accordance with the Scope of Services contained in this solicitation (Attachment No. 3).

### 2. **Proposal Submittal**

Proposer(s) shall submit one (1) original and seven (7) copies of the technical proposal and eight (8) copies of the price proposal to the address shown below by the date and time specified in this solicitation. In addition to the technical and price proposal, each proposer must complete and return the following documents, if appropriate:

- Attachment No. 1 Proposal/Award Form
- Attachment No. 4 Determination of Good Faith Effort
- Attachment No. 5 Small Business Unavailability Certificate
- Attachment No. 7 Contractor & First Tier Subcontractor/Supplier Participation Form
- Attachment No. 8 Non-Discrimination Statement
- Attachment No. 9 Certification & Disclosure Statement
- Attachment No. 10 Affidavit Form
- Attachment No. 11 Business Questionnaire
- Attachment No. 12 Assurance of SBDP Goal

The envelope containing a proposal shall be addressed as follows:

- Name, Address and Telephone Number of Proposer;
- Project Description/Title;
- Project Number; and
- Proposal Due Date/Time.

All proposals shall be submitted to the following address:

Houston Community College System  
Procurement Operations  
3100 Main Street (11th Floor)  
Houston, Texas 77002  
Ref: Project No. 07-08  
Attn: Denise McGuire

### 3. **Eligibility for Award**

- a. In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive proposals are those complying in all material aspects of the solicitation. Proposals, which do not comply with all the terms and, conditions of this solicitation will be rejected as non-responsive.
- c. Responsible proposers as a minimum must:
  - Have adequate financial resources, or the ability to obtain such resources as required during the performance of the contract.
  - Be able to comply with the required performance schedule, taking into consideration all existing business commitments.
  - Have a satisfactory record of past performance.
  - Have necessary personnel and management capability to perform the contract.
  - Be qualified as an established firm regularly engaged in the type of business

necessary to fulfill the contract requirements.

- Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the proposal is so certifying.
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum criteria necessary to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive, and the proposal being rejected.

4. a. **Technical Proposal:**

The technical proposal shall include, as a minimum, the following information:

- **Cover letter:** The cover letter shall not to exceed 2 pages in length, summarizing key points in the proposal.
- **Project Management and Services:** This section shall include the management and technical approach as well as a description of all services offered by the proposer. Include an organizational chart, which includes "key" staff members and their respective responsibilities for this project. Provide a detailed management plan with defined lines of authority and proposer's commitment to utilize HCC students in an internship capacity with the firm.
- **Qualifications and Experience of Firm:** This section shall include a description of the firm, including firm's history, size and professional staff composition. Include a description of the firm's past and current contracts/assignments, which are related to the type of services, required by this solicitation. Indicate the firm's experience in providing television production services, especially in an educational environment, if any.
- **Qualifications and Experience of Personnel:** This section shall include a project-staffing plan including resumes for all proposed "key" staff members who will be assigned to this project. If personnel substitutions are contemplated on a contingency basis, they should also be identified. Note: If awarded the contract, personnel must be approved by the HCC-TV Operations manager in order to establish experience/expertise in operating HCC-TV equipment.
- **Small Business Participation:** This section shall include a clear statement of the firm's commitment and plan to meet the small business goal specified in this solicitation.
- **Student Internship**

b. **Price Proposal:**

The price proposal shall be clearly identified as such in the technical proposal documents, and shall be inclusive of all costs associated with this project. (Refer to Attachment No. 2, Schedule of Items and Prices).

5. **Evaluation Criteria**

An Evaluation Committee ("Committee") will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Committee **may** be invited to make an oral presentation of their written proposal to the Committee and/or the HCC Board of Trustees. Proposals will be evaluated using the following criteria:

**FACTOR**

**Percentage Weight**

• Project Management and Services	25%
• Qualifications and Experience of Firm:	25%
• Qualifications and Experience of Personnel:	20%
• Small Business Commitment	10%
• Student Internship	10%
• Price Proposal	<u>10%</u>
	Total: 100%

6. **Contract Award**

Award will be made to the responsive, responsible proposer whose proposal conforms to this solicitation and offers the best value to HCC, price and other factors considered. HCC may award a contract, based on initial proposals received, without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical standpoint, which the proposer can submit to HCC.

7. **Postponement of Proposals Due Date/Time**

Notwithstanding the date/time for receipt of proposals established in this solicitation, the date and time established herein for receiving proposals may be postponed solely at HCC's discretion.

8. **Oral Presentations**

During the process of selecting a company to provide the required services, oral presentations may or may not be held. Each proposer should be prepared to make a presentation to HCC. The presentations must show that the proposer clearly understands the requirements of the solicitation, and has a strategic plan and approach to complete the work.

9. **Small Business Development Program (SBDP)**

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.
- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established **25%** of the total dollar amount of the proposal as its goal for Small Business participation.
- d. Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
  - e. To the extent consistent with industry practices, divide the contract work into reasonable lots.
  - f. Give notice to SBDP eligible firms of subcontract opportunities or post notices of such

- opportunities in newspapers and other circulars.
- g. Document reasons for rejecting a firm that bids on subcontracting opportunities.

10. **Small Business Compliance**

To ensure compliance with any stated small business participation goal, the selected contractor will be required to meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.

11. **Prime Contractor/Contracts for Services**

The prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

12. **Internship Program**

a. HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor will be expected to pay the student(s) at least the minimum wage required by law. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.

b. For additional information regarding the internship program, please contact Dr. Freddie Wade, Director of Workforce Program Initiatives at (713) 718-7596.

13. **Prohibited Communications**

Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or his designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

14. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

15. **TAXES**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

16. **Explanation to Proposers**

Any explanation desired by a prospective proposer regarding the meaning or interpretation of the solicitation documents must be requested in writing and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive proposals) for a response to reach prospective proposers before the submission of their proposals. Any HCC response will be in the form of an amendment of the solicitation or an informational letter. The response will be made available to all prospective proposers via HCC website at [www.hccs.edu](http://www.hccs.edu). Receipt of any amendment(s) issued by HCC shall be acknowledged with the proposal submission.

17. **Texas Public Information Act**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded.

18. **Appropriated Funds**

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to cancel the resulting contract at the end of the current fiscal year if funds are not allotted for the next fiscal year to continue the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to cancel the resulting contract by giving the selected contractor a thirty (30) day written notice of cancellation without penalty. Upon cancellation of the resulting contract, HCC shall not be responsible for any payment of any service or product received that occur after the end of the current contract period. HCC fiscal year begins on September 1 and ends on August 31<sup>st</sup>.



ATTACHMENT NO. 1

HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSALS

\*\*\*\*\*

PROPOSAL /CONTRACT AWARD FORM

**Project Title:** Television Production Services

**Project No.:** 07-08

\*\*\*\*\*

In compliance with the requirements of this Request for Proposals for Television Production Services, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with the Technical & Price Proposal dated February 5, 2007, and as mutually agreed upon by subsequent negotiations, if any.

-----  
Receipt of Proposal Amendment(s)

The undersigned acknowledges receipt of the below listed amendment(s).  
(List amendment number & date.)

\_\_\_\_\_  
Amendment Number(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Proposer (Type or Print)

\_\_\_\_\_  
Business Address (Type or Print, include "zip code")

\_\_\_\_\_  
Signed By (Sign in ink; type or print name and title under signature)

**ACCEPTANCE AND CONTRACT AWARD FORM**

(Note: This page will be completed by HCC.)

-----  
Purchase Order No. \_\_\_\_\_ (for payment purposes only)  
Project No. 07-08  
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Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions of Purchase posted on the HCC website at [www.hccs.edu](http://www.hccs.edu), incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE SYSTEM

Executed for and on behalf of the Houston Community  
College System pursuant to approval by the Board of Trustees  
on \_\_\_\_\_, 2007

Signed By: \_\_\_\_\_

Name: Michael Kyme  
Title: Executive Director, Procurement Operations

**ATTACHMENT NO. 2**

**SCHEDULE OF ITEMS AND PRICES**  
For  
**TELEVISION PRODUCTION SERVICES**

The Proposer/Contractor shall furnish all resources and services necessary and required to provide Television Production Services, in accordance with the **Scope of Services**, and the general terms and conditions of the sample contract documents for the price(s) listed below.

**SCHEDULE A: Houston Community College's Magazine Shows**

	<b>Description of Work/Item(s)</b>				<b><u>PRICES</u></b>
001	2-4 minute video package, (approximately 12.5 hours work per package) Minimum four (4) video packages per 30 minute show (2 video packages in first segment and 2 video packages in third segment of show)				\$ _____ <b>(Per video package)</b>
002	Crew Charges (approximately 3 hours per show)				\$ _____ <b>(Per Show)</b>
003	Studio Production Personnel during Live-to -Tape Recording of Show in HCC-TV Studio at 3100 Main Street , Houston, TX. 77002 (Approximately 5 hours in-studio time per show recording)				\$ _____ <b>(Per Hour/Per Person)</b>
004	Post Production and Mastering of 30 minute MAGAZINE SHOW (approximately 12.5 hours work per show)				\$ _____ <b>(Per Show)</b>
005	Additional B-roll for host interviews of Magazine Show guests, "on-set." (approximately 6 hours of work for shooting and editing B-roll).				\$ _____ <b>(Per Hour)</b>
006	Final Master Editing for Magazine Show				\$ _____ <b>(Per Show)</b>

**SCHEDULE B: Event, Studio and Field Production Services**  
*ALL OTHER PRODUCTION SERVICES IN ADDITION TO MAGAZINE SHOWS*

<b>Position Title</b>	<b>Position Description</b>	<b>Maximum Hourly Rate</b>	<b>Maximum 10- hour day rate</b>
<b>Videographer</b>	Must be able to produce, direct, shoot and edit. Must start from scratch and complete a finished product and work all equipment.	\$	\$
<b>Director/Technical Director</b>	Direct and video switch a show. Direct other production personnel as needed for the show.	\$	\$
<b>Producer/Writer</b>	Produce a show including writing television style scripts and bringing all members of the production together including guests and context of show.	\$	\$
<b>Lighting Director</b>	Direct and design the lighting for a show. This includes light plots, programming ETC Dimmer Board, and setting lights and etc.	\$	\$
<b>Set Designer</b>	Design set for a show including CADD drawings of set and designing camera angles and etc. Also, overseeing and help in construction of set.	\$	\$
<b>Production Coordinator</b>	Coordinates production personnel including scheduling crews for shows and coordination of production equipment and etc.	\$	\$
<b>Floor/Stage Manager</b>	Crew Chief for a particular show. Coordinates communication between "talent" and crew. Gives time cues and works closely with Show Producer.	\$	\$
<b>Makeup Artist</b>	Artist who provides, designs and does makeup for "talent" for a show.	\$	\$
<b>Dub Coordinator</b>	Coordinates dubbing needs of HCC-TV, filling out necessary paperwork and keeping up with inventory on tape stock and etc.	\$	\$
<b>Graphic Artist/Non-Linear Editor</b>	Must have demonstrated skills and proficiency as a Graphic Artist and Non-Linear Editor. AVID editor is a MUST for HCC-TV. Must be able to do 3-D animation creations and similar capabilities and etc.	\$	\$
<b>Non-linear Editor</b>	Must be proficient as a non-linear editor on AVID DV.	\$	\$
<b>Linear Editor</b>	Must be proficient as a linear (analog) editor with the capability to do A/B Roll editing and other special effects and etc.	\$	\$
<b>Audio 1</b>	Must have demonstrated skills and proficiency as an Audio Mixer/Director. Must be able to design and coordinate audio production for shows, events, on-location/remote and studio audio editing and etc.	\$	\$
<b>Audio 2</b>	Must be able to coordinate audio mix and set mics and etc. for a show.	\$	\$
<b>Audio 3</b>	Must be able to assist Audio 1 or Audio 2 in audio production and set-up.	\$	\$

<b>ENG Camera Video Shooter</b>	Must be able to shoot ENG cameras (BetaSP, DV cams and etc.) on-site. Must be proficient and constant in recording highest quality audio and video from "on-location" shoots without supervision.	\$	\$
<b>Camera Person</b>	Must be able to run a studio-configured camera for a show with proficiency and do other production duties (like setting up a set or helping to set up lighting as needed).	\$	\$
<b>Production/Traffic Assistant</b>	Must be able to assist Production Personnel and Traffic/Programming Personnel in production and traffic duties/responsibilities.	\$	\$
<b>Teleprompter Operator</b>	Must be able to operate a computerized teleprompter for a show. Must be able to insert information and run the teleprompter during production as needed.	\$	\$
<b>Utility Person</b>	Must be able to "pull cable" for Production and Engineering Personnel as needed and other duties as required. It requires lifting, pulling and a lot of physical/manual labor.	\$	\$
<b>Chyron/Graphics Operator/Designer</b>	Must be able to design for and operate a Chyron Max, Maxine and Infinite as well as other Chyron and similar CG and graphic animation products. Must be able to create "backgrounds" and other graphic/text designs as needed. Must have demonstrated proficiency in this area.	\$	\$
<b>Chyron/Character Generator Operator</b>	Must be able to operate a Chyron Max or Maxine. Some design ability is required. Must operate Chyron for shows and creation of shows and etc.	\$	\$
<b>Font Coordinator</b>	Must be able to coordinate fonts/graphics/text needed for a show. This position will assist the Chyron Operator during the production of a show.	\$	\$
<b>Master Control Operator</b>	Responsible for operating Master Control. Must be proficient in ingesting audio/video into Master Control Server and overseeing the product that goes out on the air to the public.	\$	\$
<b>Videotape Operator</b>	Responsible for recording shows and events during its production. Must be able to work under the pressure of LIVE production and cueing and coordinating B-roll, spots and etc. inside of recording a show and other similar responsibilities/activities. Must be proficient with BetaSP, DV and other similar formats.	\$	\$
<b>EIC (Engineer-In-Charge)</b>	A licensed Television Engineer who is "In-Charge" of the technical end of the production of a show. Must be able to trouble-shoot and fix television equipment and gear. Must be able to "run" all facets of the HCC-TV Mobile Production Truck including trouble-shooting and repair. Is responsible for all technical operations and the "working order" of all pieces of gear and etc. Makes sure equipment produces highest quality video and audio.	\$	\$

<b>Engineer/Technician</b>	A licensed Television Engineer who helps maintain HCC-TV equipment, gear and etc. This may include trouble-shooting, repair, consultation skills and etc.	\$	\$
<b>Video Shader Engineer</b>	A Television Engineer/Technician who is responsible for the video shading of cameras and etc. for a show. This may also include assisting in trouble-shooting, repair and etc.	\$	\$

**ATTACHMENT NO. 3**  
**SCOPE OF SERVICES**  
**FOR**  
**TELEVISION PRODUCTION SERVICES**

**I. SCOPE**

This scope of Services covers the requirements for the Contractor to provide television production services to HCC in support of its HCC-TV studio operations.

**II. MAGAZINE SHOW REQUIREMENTS**

**A. Houston Community College Regular Magazine Show:**

HCC-TV intends to produce approximately four (4) thirty-minute Magazine Shows per month during the term of the contract.

The Magazine Shows will entail two (2) highlight stories; three (3) to four (4) HCC news update stories; and two (2) HCC program/ HCC faculty stories. The show also include a segment with a host interviewing one to two HCC special guests "on-set" in the HCC-TV studio. Additional B-roll may be required for the segment which will include approximately 6 hours of shooting and editing time.

**B. Regular Magazine Show Production Requirements:**

The Contractor shall provide feature video "stories" to run between 2:00 to 4:00 p.m., (2 to 4 minutes) each. The videographer services are to include: the feature story shoot, editing, and overall production of the "story". All stories will be assigned in advance by the HCC-TV Operations Manager/Producer. All content produced shall become the property of HCC-TV.

The Contractor shall provide the following:

- **2 – 4 MINUTE VIDEO PACKAGE AS DESCRIBED BELOW:**  
(approximately 12.5 hours work per package)  
Minimum four (4) video packages per 30 minute show (2 video packages in first segment and 2 video packages in third segment of show)
- The Contractor shall be provide the appropriate crew services.  
(approximately 3 hours work per show)
- STUDIO PRODUCTION PERSONNEL DURING LIVE-TO-TAPE RECORDING OF SHOWS AT HCC-TV'S STUDIO AT 3100 MAIN STREET, HOUSTON, TX 77002

(Approximately 5 hours in-studio time per show recording)

- A) **In Studio** production of a magazine show will be provided by Contractor, the following production personnel:
- Three (3) Studio Camera Operators
  - Videotape Operator (1 ea.)
  - Audio Director (1 ea.)
  - Character Generator Operator (1 ea.)
  - Teleprompter Operator ( 1 ea.)
- B) **HCC** personnel: Full-time HCC-TV personnel will fill the following positions:
- Technical director
  - Engineer/Video Shader
  - Lighting/set Director
  - Floor Manager
  - Director
  - Producer

**C) SAMPLE MAGAZINE SHOW (general guidelines:)**

- BREAK #1
  - Station ID (5 second)
  - Registration Spot (30 second)
- OPEN of show
- Bird's Eye View Camera for Music and Open
- 2 Hosts Welcome Audience
- SEGMENT #1 "Student Highlights " (GMA style fluff intros and reactions to each story)
  - Student Highlight Feature Story Package #1 (2-4 minutes)
  - Student Highlight Feature Story Package #2 (2-4 minutes)
  - "Did You Know" voice over and graphic (approx. 15 seconds)
- BREAK #2
  - Usually 30 second HCC or HCC-TV spot
  - Station ID (5 seconds)
- SEGMENT #2 "HCC News Update" (1 Anchor at news desk, news style)
  - News story #1 (Can be "word story", 30 second to 2 minutes "news story package" or 30 seconds "B-roll of story" while News Anchor at desk does a "voice over")
  - News story #2 (Can be "word story", 30 second to 2 minutes "news story package" or 30 seconds "B-roll of story" while News Anchor at desk does a "voice over")
  - News story #3 (Can be "word story", 30 second to 2 minutes "news story package" or 30 seconds "B-roll of story" while News Anchor at desk does a "voice over")
  - Possible News story #4 (Can be "word story", 30 second to 2 minutes "news story package" or 30 seconds "B-roll of the story" while News Anchor at desk does a "voice over")
- BREAK #3



- Usually 30 second HCC or HCC-TV spot
- Station ID (5 seconds)
- SEGMENT #3 "Special Info for Students on Programs and Faculty" (2 hosts do GMA style fluff intros and reactions to each story)
  - HCC Program or Faculty feature story package #1 (2-4 minutes)
  - HCC Program or Faculty feature story package #2 (2-4 minutes)
- BREAK #4
  - Usually 30 second HCC or HCC-TV spot
  - Station ID (5 seconds)
- SEGMENT #4 "HCC Interview" (News style at news desk)
  - Anchor hosts one or two guests at news desk and interviews them for 5 minutes (Possible B-roll may be added if requested)
  - Hosts and Anchor close the show
- CLOSE of show
- STATION ID

**D. FINAL MASTER EDITING:**

Final editing of the MAGAZINE SHOWS shall be completed by the Contractor. The completed Magazine Product (30 MINUTE AIRABLE SHOW) shall be ready for air within a maximum of one week after the recording date of the designated Magazine Show.

**III. ALL OTHER PRODUCTION SERVICE REQUIREMENTS  
(Excludes MAGAZINE Shows)**

- Cancellations may be conducted 24 hours in advance of any scheduled event without charge to HCC-TV.
- HCC-TV anticipates monthly events, studio productions, and field productions over and above the Magazine programs to add up to approximately 4 – 6 (four to six) productions.
- Productions can vary such as sports coverage (i.e. soccer games and etc.), lecture series, community/town hall meetings, gala/dinners, luncheon speaker series, and others.
- Special documentaries and other special\_videos may be required on an "as needed" basis.
- The Contractor shall use professional broadcast non-linear video editing equipment such as AVID, Final Cut Pro or similar brand equipment/software.

#### **IV. Event, Studio, and Field Production Services**

- The Contractor shall provide finished videos via BetaSP for airing purposes and be prepared to use DV Cam if requested. Also, if technological changes dictate, contractor will be accommodating to new industry formats.
- On the day of magazine show recording, the same crew will be used to record a 30 minute on-set interview to be used in HCC Specials or other show.

#### **V. HCC Furnished Equipment**

- HCC-TV will provide 3-chip digital cameras for production and will supply appropriate videotape.
- HCC-TV will provide studio facilities and space for production services.
- HCC-TV will provide ENG equipment packages with light kits and microphones.

## ATTACHMENT NO. 4

### GENERAL TERMS AND CONDITIONS

1. **Contract Award**

A response to the solicitation is an offer to contract with Houston Community College System ("HCC") based on the terms and conditions contained therein. Proposals do not become contracts until they are accepted by HCC through issuance of written purchase orders or other duly executed documents.

2. **Contract Term**

The contract term for contract(s) awarded resulting from this solicitation will be for one (1) year.

3. **Interpretation, Jurisdiction and Venue**

The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in Harris County, Texas.

4. **Compliance with Laws**

The Contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the Contractor shall furnish to HCC certificates of compliance with all such laws.

5. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

6. **Termination for Convenience**

HCC may, at its option and discretion, terminate or reduce the statement of work or other requirements of the contract at any time, without any default on the part of the Contractor, by giving thirty (30) calendar days written notice thereof to the Contractor.

7. **Termination for Default**

HCC may terminate the contract immediately for default, by giving written notice thereof to the Contractor, if the Contractor neglects to execute the work properly; performs in an unsatisfactory manner or fails to perform any provisions of the contract. In the event of termination for default, HCC shall have against the Contractor, all remedies provided by law and equity.

8. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

9. **Small Business Development Program (SBDP)**

The Contractor hereby agrees to attain small business participation in the amount of 25% of the total contract amount. The Contractor agrees to enter into agreements for the Work identified in Exhibit 5, entitled Contractor and First Tier Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The Contractor's failure to comply with the aforementioned small business participation provisions may result in:

- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
- Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.

10. **Small Business Compliance**

The Contractor shall meet with the HCC Buyer and the HCC Small Business Representative

at the 50% and 75% completion phases/dates of the contract, to verify small business participation activity and to ensure compliance with the small business goal stated in the contract, if any.

**11. Prime Contractor/Contract for Services**

If this contract is for services, the Contractor shall perform a minimum of 30% of the work with its labor force or demonstrate management of the work to the satisfaction of HCC.

**12. Changes**

HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the Contractor's cost and/or the time for performance, the Contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written direction of HCC.

**13. Insurance Requirements**

The Contractor agrees to comply with the insurance requirements contained in Exhibit 8.

**14. Indemnification**

The Contractor shall hold HCC, its agents, employees, trustees and other officers harmless from any claim or liability asserted against it by reason of the negligence of the Contractor, its agents, servants and employees in the performance of the Contract.

**15. Independent Contractor**

It is agreed and understood that the Contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the Contractor to perform the services required by the contract shall be deemed to be Contractor's employees or independent subcontractors; that Contractor's employees shall be paid by the Contractor; that Contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law.

**16. Assignment**

The Contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

**17. Notices**

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

**Houston Community College System:**  
Procurement Operations (11<sup>th</sup> Floor)  
3100 Main Street  
Houston, Texas 77002  
ATTN: Michael Kyme,  
Executive Director, Procurement Operations

**Contractor:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
ATTN: \_\_\_\_\_

**18. Invoicing and Payment**

The Contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by HCC:

Houston Community College System  
Accounts Payable

P.O. Box 667460  
Houston, Texas 77266-7460  
Reference Project No. 07-08 and the applicable purchase order number.

Generally, payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when HCC deposits the Contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

19. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, Dispensation, or use of illegal drugs or alcohol by the Contractor or its employees while on HCC's premises is strictly prohibited. Any violation of this provision by the Contractor or its employees will be considered a breach of contract by the Contractor.

20. **Appropriated Funds**

The purchase of any service or product under this contract beyond the initial contract period is contingent upon the availability of appropriated funds. HCC shall have the right to cancel this contract at the end of the current fiscal year if funds are not allotted for the next fiscal year to continue this contract. If funds are withdrawn or do not become available, HCC reserves the right to cancel this contract by giving the Contractor a thirty (30) day written notice of cancellation without penalty. Upon cancellation of this contract, HCC shall not be responsible for any payment of any service or product received that occur after the end of the current contract period. HCC fiscal year begins on September 1 and ends on August 31<sup>st</sup> .

21. **Entire Agreement**

This Contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials provided and supersede all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. This Agreement may not be amended or modified, except by mutual written agreement.

**CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM**

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ Date: \_\_\_\_\_

\$ \_\_\_\_\_  
 TOTAL \_\_\_\_\_  
 \$ \_\_\_\_\_  
 Contractor \_\_\_\_\_  
 \$ \_\_\_\_\_  
 Subcontractor(s) \_\_\_\_\_  
 \$ \_\_\_\_\_  
 Supplier (s): \_\_\_\_\_

**ATTACHMENT NO. 6**

**HOUSTON COMMUNITY COLLEGE SYSTEM  
SUBCONTRACTOR / SUBCONSULTANT / SUPPLIER PAYMENT CERTIFICATION FORM**

**HCC Project No. 07-08**

(This form is to be completed by the Subcontractor/Subconsultant or Supplier for each payment received from the Prime Contractor/Consultant.)

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

The above firm is a: (check one)

- Subcontractor
- Subconsultant
- Supplier

I hereby certify that the above firm received payment on \_\_\_\_\_ from \_\_\_\_\_ in the amount of  
(date) (enter name of prime contractor)  
\$ \_\_\_\_\_ as full payment of Invoice No. \_\_\_\_\_ dated \_\_\_\_\_ for work performed or materials provided  
during \_\_\_\_\_ under HCC Project No. \_\_\_\_\_  
(enter dates)

**Note:** This form shall be completed and signed by an Officer of the firm. Attach this form to each invoice for payment.

Signature \_\_\_\_\_

Printed or Typed Name \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT NO. 7**

**HOUSTON COMMUNITY COLLEGE SYSTEM  
 PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED FORM**

Reporting Period: From \_\_\_\_\_ To \_\_\_\_\_

Consultant / Contractor: \_\_\_\_\_ HCC Project No. 07-08

Total Contract Amount (Prime Contractor) \$ \_\_\_\_\_

Subconsultant / Subcontractor / Supplier (Name)	Total Subcontract Amount	Amount Paid This Period \$ _____	Total Paid to Date \$ _____

I hereby certify that \_\_\_\_\_ has made timely payments from proceeds of prior payments, and will make payments within  
 (enter name of prime contractor)

five (5) calendar days of receipt of funds now due from HCC to our subcontractors and suppliers in accordance with contractual arrangements with them.

**Note:** This form shall be completed and signed by an officer of the firm. Attach this form to each invoice for payment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_



**ATTACHMENT NO. 8**

**INSURANCE REQUIREMENTS**

The following coverage and limits are the minimum limits that the Contractor / Vendor are required to carry during performance of the contract for Television Production Services, HCC Project No. 07-08:

**1. Commercial General Liability for Bodily Injury / Property Damage Limits:**

- a. Occurrence / Personal Injury / Advertising /
- b. Products / Completed Operations \$1,000,000. CSL
- c. Annual Aggregate \$2,000,000.CSL
- d. Products Aggregate \$2,000,000. CSL
- e. Fire, Lightning or Explosion \$1,000,000. CSL
- f. Medical Expense \$5,000 Per Person

**2. Automobile Liability:**

Bodily Injury / Property Damage \$1,000,000. CSL

**3. Workers Compensation:**

- Part A - Statutory
- Part B - \$1,000,000 Each Accident  
\$1,000,000 Policy Limits  
\$1,000,000 Each Employee

**4. Professional Liability**

Professional Liability coverage is required when a professional liability exposure is present. A minimum of \$1,000,000 will be required.

The following endorsements and other stated information are required on the Original Certificate of Insurance:

- 90 Day Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except the Worker's compensation;
- Waiver of Subrogation on all policies;
- The assigned Project No. and/or Purchase Order Number.

The Original Certificate of Insurance, indicating the limits, coverage and endorsements stated herein, shall be furnished to Houston Community College System Risk Management, within 14 calendar days after receipt of written purchase order or some other duly executed contract document. Mail the original certificate to: Houston Community College, Post Office Box 667517 (MC-1119), Houston, Texas 77266, attention: Risk Management.

**ATTACHMENT NO. 9**

**HCC PROJECT NO. 07-08**

**HOUSTON COMMUNITY COLLEGE SYSTEM  
DETERMINATION OF GOOD FAITH EFFORT FORM**

Proposer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the small business goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation:

- \_\_\_\_\_ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- \_\_\_\_\_ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.
- \_\_\_\_\_ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.
- \_\_\_\_\_ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification.

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ATTACHMENT NO. 10  
SMALL BUSINESS UNAVAILABILITY CERTIFICATION FORM**

I, \_\_\_\_\_, \_\_\_\_\_,  
 (Name) (Title)

Of \_\_\_\_\_, certify that on the date(s) shown below, the small businesses listed herein were  
 (Business name) contacted to obtain Bids for Materials or Services to be utilized on  
 HCC Project No. \_\_\_\_\_

DATE CONTACTED	SMALL BUSINESS	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I am unable to commit to awarding subcontract(s) or supply order(s) to the small business listed above.

**NOTE: This form to be submitted with all Proposer's documents for Waiver of small business participation. (See Instructions to Proposers)**

Signature: \_\_\_\_\_  
 (Proposer)

**ATTACHMENT NO. 11  
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

**Note:** Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return them in a separately sealed envelope addressed to:  
**Houston Community College System  
Procurement Operations/Small Business Representative  
Post Office Box 667517  
Houston, Texas 77266-7517**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. \_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print):  
\_\_\_\_\_

**COMPANY MAJORITY OWNERSHIP** (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
___ African American (AA)	___ Male	___ Houston (H)
___ Asian Pacific American (APA)	___ Female	___ Texas (T)
___ Caucasian ( C)		___ Out of State (O)
___ Hispanic American (HA)		Specify State _____
___ Native American (NA)		___ Public Owned (PO)
___ Other (O) Specify _____		

**BUSINESS CLASSIFICATION**

___ <b>DBE</b> Disadvantaged Business Enterprise	___ <b>SB</b> Small Business
___ <b>WBE</b> Women Owned Business Enterprise	___ <b>MBE</b> Minority Business Enterprise
___ <b>HUB</b> Historically Underutilized Business	___ Other: _____

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	
_____	_____	
_____	_____	

**ATTACHMENT NO. 12**

**NON-DISCRIMINATION STATEMENT**

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: \_\_\_\_\_  
(Type or Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
(Type or Print)

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**ATTACHMENT NO. 13**

**CERTIFICATION AND DISCLOSURE STATEMENT**

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. **This requirement does not apply to a publicly held corporation.**

If an individual: YES or NO  
Have you been convicted of a felony? \_\_\_\_\_

If a business entity: YES or NO  
\_\_\_\_\_

Has any owner of your business entity been convicted of a felony? \_\_\_\_\_

Has any operator of your business entity been convicted of a felony? \_\_\_\_\_

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. I attest that I have answered the questions truthfully and to the best of my knowledge.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Entity: \_\_\_\_\_

Signature of Firm's Authorized Official: \_\_\_\_\_

**State of :** \_\_\_\_\_

sworn to and subscribed before me at \_\_\_\_\_

this the \_\_\_\_\_ day of \_\_\_\_\_, 2007

Notary Public for the State of : \_\_\_\_\_

**ATTACHMENT NO. 14**

**STATE AFFIDAVIT**

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

**State of :** \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_

this the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

Notary Public for the State of : \_\_\_\_\_

**ATTACHMENT NO. 15  
BUSINESS QUESTIONNAIRE**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):  
\_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print): \_\_\_\_\_

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston Community College System? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify: \_\_\_\_\_

State in which your home office / headquarters is located \_\_\_\_\_?

If headquarters is located out of state, does that state have preferential treatment on Bids? \_\_\_\_\_  
If yes, list percentage. \_\_\_\_\_%

Name of Financial Institution \_\_\_\_\_ Contact Person \_\_\_\_\_  
Title \_\_\_\_\_

Please indicate how you became aware of this procurement? Source: \_\_\_\_\_

*Example: Newspapers (Chronicle, El Dia, Houston Star, African American News, etc.)(Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)*



**TYPE OF ORGANIZATION**

Individual  Sole Proprietorship  
 Partnership  Corporation, Incorporated in \_\_\_\_\_

Federal Employer Identification Number \_\_\_\_\_  
(Note: Please refer to Attachment No. 17, Vendor Application Instructions.)

How long in business under present name \_\_\_\_\_  
Number of persons now employed \_\_\_\_\_

**BUSINESS CLASSIFICATION**

DBE Disadvantaged Business Enterprise  SB Small Business  
 WBE Women Owned Business Enterprise  MBE Minority Business Enterprise  
 HUB Historically Underutilized Business  Other: \_\_\_\_\_

*\* HCC is an equal opportunity / educational institution, which does not discriminate on the basis of race, religion, national origin, gender, age or disability. HCC encourages small and disadvantaged businesses to seek procurement opportunities*

**REFERENCES**

List three references (local or otherwise) which have been or are now your customer and at least one in which you have performed comparable work in quantity and scope to that specified in this solicitation.

	<u>Name of Firm</u> <u>Telephone #</u>	<u>Address</u>	<u>Point of Contact</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

State of : \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_  
this the \_\_\_\_\_ day of \_\_\_\_\_, 2007

\_\_\_\_\_  
Notary Public for the State of: \_\_\_\_\_

**ATTACHMENT NO. 16**

**ASSURANCE OF SBDP GOAL**

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

**Small Business Participation Goal = 25%**

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date of Signing \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

**ATTACHMENT NO. 17**  
**VENDOR APPLICATION INSTRUCTIONS**

Houston Community College System ("HCC") Procurement Operations has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within HCC. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College System Procurement Operations website and register as a vendor. The website address to access the vendor registration form is [http://216.119.142.201/HCCS/Supplier\\_Registration\\_Form.asp](http://216.119.142.201/HCCS/Supplier_Registration_Form.asp)

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

**CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ**  
**For vendor of other person doing business with local government entity**

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the government entity. By Law this questionnaire must be filled with the records administrator of the local government not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 76.006, Local Government Code.  
 A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE**  
**USE ONLY**  
 Date Received

**1 Name of Person doing business with local government entity.**

**2  Check this box if you are filing an update to a previous questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3 Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local government entity with respect to the expenditure of money.**

**4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local government entity that is the subject of this questionnaire.**

**CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ**  
**For vendor of other person doing business with local government entity PAGE 2**

**5 Name of local government officer with whom filer has affiliation or business relationship.**  
**(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to the Form CIQ as necessary.

**A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?**

Yes  No

**B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?**

Yes  No

**C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10% or more?**

Yes  No

**D. Describe each affiliation or business relationship.**

**6 Describe any other affiliation or business relationship that might cause a conflict of interest.**

**7**

\_\_\_\_\_  
Signature of person doing business with the government entity Date

**Houston Community College System  
Procurement Operations**



**SAMPLE CONTRACT DOCUMENTS**

**By and Between**

**HOUSTON COMMUNITY COLLEGE SYSTEM**

**AND**

---

**FOR**

**Television Production Services**

**HCC PROJECT NO. 07-08**

**SAMPLE CONTRACT EXHIBITS**

**EXHIBIT A  
PROPOSAL / AWARD FORM**

Note: (Attachment No. 1 of this solicitation may become Exhibit A in the resulting contract.)

**EXHIBIT B  
SCHEDULE OF ITEMS AND PRICES**

Note: (Attachment No. 2 of this solicitation may become Exhibit B in the resulting contract.)

**EXHIBIT C  
SCOPE OF SERVICES**

Note: (Attachment No. 3 of this solicitation may become Exhibit C in the resulting contract.)

**EXHIBIT D  
GENERAL TERMS AND CONDITIONS**

Note: (Attachment No. 4 of this solicitation may become Exhibit D in the resulting contract.)

**EXHIBIT E  
CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM**

Note: (Attachment No. 5 of this solicitation may become Exhibit E in the resulting contract.)

**EXHIBIT F  
SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER PAYMENT CERTIFICATION**

Note: (Attachment No. 6 of this solicitation may become Exhibit F in the resulting contract.)

**EXHIBIT G  
PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED**

Note: (Attachment No. 7 of this solicitation may become Exhibit G in the resulting contract.)

**EXHIBIT H  
INSURANCE REQUIREMENTS**

Note: (Attachment No. 8 of this solicitation may become Exhibit H in the resulting contract.)