

REQUEST FOR PROPOSAL
Enterprise Resource Planning (ERP) Project
Managers

RFP #R24001



JOLIET JUNIOR COLLEGE

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Joliet Junior College
Request for Proposal

RFP Opening July 26, 2023 at 2:00 PM CST

Background

Joliet Junior College (JJC), the nation's first public community college is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 11,411 full time and part time students enrolled in Spring 2022 classes and about 1,377 staff on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

JJC is the only public postsecondary institution within District 525 boundaries. JJC is located approximately 45 miles south of Chicago, the third largest city in the United States. Today, the 1,442-square mile district serves over 700,000 residents in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties. Multiple locations exist to serve residents throughout the district. The College consists of one (1) main campus (2) extended campuses, three (3) education centers, and multiple satellite locations throughout the district.

JJC has approximately 12,000 students per year enrolled in credit courses.

Vision Statement

Joliet Junior College is the first choice for learning, working and cultivating pathways to prosperity.

Mission Statement

Joliet Junior College inspires learning, strengthens communities and transforms lives.

OVERVIEW

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from Providers for two separate project managers for separate ERP projects for 1. Colleague migration to SaaS, and 2. Workday Finance and Human Resource module optimization. Responding companies may provide proposals for one or both projects.

Additional scope is discussed in the **SCOPE OF WORK** section VI of this proposal.



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I. RFP SCHEDULE

Date	Event
June 30, 2023	Vendors contacted via email / advertised
July 11, 2023, at 2:00 PM CST	Last date/time for submission of written questions through the ESM sourcing solutions tool under the Q and A section.
July 14, 2023	Responses to questions will be addressed through the ESM sourcing solutions tool under the Q and A section.
July 26, 2023, at 2:00 PM CST	Proposals must be submitted electronically through the ESM Solutions electronic sourcing site.
July 27, 2023, to August 4, 2023	JJC Evaluation Team reviews proposals
August 7, 2023, to August 10, 2023.	Possible presentations by top short-listed firms
August 17, 2023	Notification of Award

II. INSTRUCTIONS TO VENDORS

ADVICE: The department responsible for this RFP is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be the Senior Director of Business and Auxiliary Services, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent through the ESM sourcing solutions tool, under the Q and A section for the solicitation, on or before July 11, 2023, before 2:00 p.m. CST.

All questions and answers will be published on the ESM sourcing tool in the Q&A section by the end of business day on July 14, 2023.

Details on the JJC information technology environment, including systems and integrations performed by our ERP systems, and the Ellucian SOW may be securely provided to vendors who wish to submit a proposal for this RFP. Please send your request to PURCHASING@JJC.EDU

SUBMISSION: the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.



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Faxed and hard copy proposals ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above). All proposals must be submitted electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal.

A step-by-step [supplier registration guide](#) is posted to the college's website for your reference. [General supplier guides](#) are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

Registration Link:

<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

General Supplier Guide (ESM Documents): <https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

Supplier Registration Guide (JJC Document):

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

Please note the electronic sourcing tool will allow you to attach supporting documentation.

RFPs not submitted in the format as instructed by this RFP will not be accepted.

RFPs received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Senior director of Business and Auxiliary Services or Joliet Junior College.

ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

PROPOSAL DUE DATE: The proposal must be received through the ESM sourcing solution on or before **July 26, 2023 at 2:00 PM CST.**

INSURANCE:

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will



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be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

TAXES:

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

INDEMNIFICATION:

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts, falsification of information, or omissions of the supplier.

In the event the supplier breaches its Business Enterprise Program (BEP) obligation as described within the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575) and pledged within the supplier's submitted utilization plan, the supplier is required to pay liquidated damages to Joliet Junior College equal to 20% of the award amount for college-funded projects. For projects involving state or federal funds, the supplier is required to pay liquidated damages to Joliet Junior College equal to the full amount of the award amount.

DISCLOSURE:

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the proposal.

TERM OF CONTRACT:

Any contract, which results from this RFP, shall be for a period of two year(s) from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional two one-year terms.

BLACKOUT PERIOD:



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After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of proposal submission requirements or any information pertaining to preproposal conferences. Such vendors making such request shall email the Senior director of Business and Auxiliary Services, at purchasing@jjc.edu No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such response

III. GENERAL TERMS AND CONDITIONS

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Senior director of Business and Auxiliary Services.

Right to Cancel: JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Illinois Department of Human Rights Act



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The parties to any contract (inclusive of subcontractors) resulting from this RFP hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this RFP must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.

Sexual Harassment Policy

Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder/respondent who submits a bid, proposal, or offer for a State of Illinois contract under this Code shall have a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the college entering into the contract upon request.

Illinois Criminal Code of 1961

Responding vendors must not be barred from bidding on/responding to this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

Business Enterprise Program (BEP):

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, women-owned, and/or persons with a disability-owned business in the procurement process. This solicitation strives to meet the 30% aspirational goal established for businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act [30 ILCS 575] as outlined below. Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to https://www2.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx for complete requirements for BEP certification. BEP certified firms and firms utilizing subcontractors for the project shall submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the college's goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the



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proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that are submitted in response to this proposal becomes the permanent property of JJC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

IV. FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

All proposals must be submitted via email through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal. See item II above for more information.

1. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

2. Table of Contents

Clearly identify the materials by sections and page number(s).

3. Letter of Transmittal

Limit to one or two pages.

- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

4. Profile of the Vendor (See Scope of Work for additional details)

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top five current and prior two-year clients indicating the



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- type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).
- d. Provide contact information (name, phone number, and email address of at least three (3) references for projects of similar size and scope.

5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

6. Responses to Addendum

7. Prices Responses

8. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

9. Proposed Contract

Please submit a draft contract for the services being offered.

10. Certification of Contract/ Bidder

V. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include the following considerations through a weighted scoring system:

	DESCRIPTION	WEIGHT
1	The quality of equipment and range of services the firm proposes to provide and the extent to which to the goods or services meet JJC needs.	15%
2	The firm's overall experience, reputation, expertise, stability, and financial viability.	20%
3	The providers successful experience in higher education, qualifications of the staff assigned to service JJC's account and the firm's ability to provide service expediently and efficiently.	20%
4	Vendor's financial terms offered to JJC.	20%
5	Commitment to diversity*	20%
6	Any other relevant factor a business entity would consider in selecting a partner.	5%



*Commitment to diversity considerations may include:

- Business Enterprise Program (BEP) certification or utilization that meets or exceeds the college's 30% goal
- Assistance to BEP firms in obtaining lines of credit, insurance, equipment, supplies, or related services
- Percentage of prior year revenues for projects that incorporate the involvement of BEP firms
- Existence of a written supplier diversity plan or training/mentoring program for BEP firms
- Percentage of members serving the firm's governing board, senior executive, and managers who are women, minorities, or persons with a disability

VI. SCOPE OF WORK

Scope of Services - The Scope of Services describes the objectives, tasks, and outcomes provided by the Project Managers for the objectives described in this RFP. The description of the current environment and the desired environment below provides for professional project managers to be actively engaged throughout the projects as well as a variety of technical services.

JJC is in the process of modernizing its ERP systems and is looking for two distinct project managers to lead two separate, but related initiatives in a harmonious manner:

1. The first project involves JJC's current Ellucian Colleague ERP, which is utilized for student services. We are migrating from an on-premise solution to Ellucian's SaaS offering. Therefore, we need a project manager to guide our engagement with Ellucian and ensure a successful transition to the SaaS platform.
2. The second project is centered around our existing Workday ERP, utilized for HR and Finance services. While we are using Workday, our aim is to stabilize and optimize the functionality of Workday to deliver an efficient and effective business environment.
3. The project manager for each role will coordinate with the project manager for the other team to ensure the successful completion of each project and ongoing coordination between systems.

Note:

Proposals may be submitted for either one or both projects. Each will be considered separately and will be awarded based on the best solution presented. Clearly indicate in your response which project you're applying for. If applying for both, ensure that responses to each project are clearly delineated.

Details on the JJC information technology environment, including systems and integrations performed by our ERP systems, and the Ellucian SOW may be securely provided to vendors who wish to submit a proposal for this RFP. Please send your request to PURCHASING@JJC.EDU

Project Manager Role Overview:



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The hired project managers will report to the Executive Steering Committee, leading one of the ERP modernization projects, from defining the approach to delivering the desired outcomes.

Primary Responsibilities and Activities:

- **Project Planning:** Lead the creation of comprehensive project plans in collaboration with ERP vendors and any relevant third-party entities to ensure project success.
- **Issues Management & Change Control:** Lead the management of project issues and changes, ensuring that problems are addressed and resolved, and that necessary changes are implemented effectively.
- **Communication and Reporting:** Partner with executive sponsors to communicate program goals and potential outcomes. Coordinate with JJC and contracted vendors to deliver project updates and to ensure successful organizational change.
- **Training Facilitation:** Identify required skills and competencies for the project team. Collaborate with JJC and contracted vendors to deliver a training plan, ensuring effective enablement and ongoing support of the new solutions.

Responsibilities will include:

1. Serving as the primary project manager for one of the two ERP projects.
2. Managing and coordinating with third-party vendors contracted by the college.
3. Coordinating resource management within the project and across both projects.
4. Establishing governance frameworks for each project and the overarching program.
5. Managing stakeholder and sponsor communications.
6. Delivering project status reports to multiple levels within the institution – including the Board of Trustees.
7. Overseeing financial management of the assigned project budget, including managing third-party contractors and working with the JJC finance team to ensure budget to actual expenses are tracked and reported properly.

Expected Project Documentation Deliverables:

The Project Manager is expected to develop, deliver and implement the following documents:

1. Detailed Scope of Work
2. Project Updates and Meeting Notes
3. Scoping, Design Specification, and Sign-off
4. Project Requirements, Implementation, and Rollout Plan
5. Service Preparation Document/ Rollout Release List
6. System Integration and Design
7. Detailed Project Milestones and Timeline
8. Change and Business Process Management
9. Quality Assurance and Testing Strategy



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10. Technical Specifications and Design Documentation
11. Data Management and Migration Plan
12. Training and Communication Plan
13. Issue/ Risk Management and Mitigation Plan
14. Backup, Restore, and Recovery Plan
15. Maintenance, Warranty, Support, and Patch Management
16. Additional project documentation necessary for a successful outcome

All project documentation, deliverables, and information are considered JJC property and are not to be disclosed without prior approval from JJC.

Minimum Vendor Requirements:

1. At least five years' experience and a proven track record of managing higher education ERP Ellucian and/or Workday projects, preferably with Community College ERP projects.
2. Experience in managing mid to large-size projects dealing with business processes, data management, integration, migration, data mapping, data conversion, data clean-up, reports, quality assurance, and testing.
3. Demonstrated experience advising senior-level management, presenting to the Board of Trustees, and leading project teams and vendors, with strong planning and communication skills.
4. Must be a certified services partner or have significant experience with the firms, technology, and programs listed in our environment.
5. Ability to supplement or replace some vendor services with the vendor's approval.
6. Provide demonstrated examples and references for similar projects with the ERP system.
7. PMP Certification is preferred with a deep understanding of PMI Framework.

Current ERP Environments – Joliet Junior College:

- a. We currently operate in a hybrid environment leveraging Workday and Ellucian Colleague for our ERP systems
- b. Current Workday Environment
 - i. JJC went live with the Workday Platform phase of its ERP Modernization with the implementation of Workday Human Capital Management (HCM) and Financial Management in July 2021, replacing components previously in the Ellucian Colleague ERP System
 - ii. The Workday Platform is being utilized for ERP-related HR, Finance, Procurement, and Payroll functions, including:
 - Benefits – including open enrollment
 - Employee Recruiting
 - Financials, including Assets, Grants, and G/L



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- Human Resources Management
 - Payroll
 - Procurement, including AP/AR
 - Time & Absence
 - Travel/Expenses
- iii. The implementation of Workday required the creation and ongoing management of a significant number of reports and integrations to both 3rd party and internal systems.
- iv. JJC went live with the Student Phase 1 phase of its ERP Modernization with the implementation of Workday Student Recruiting and Admissions in October 2021, replacing components previously in the Ellucian Colleague ERP System.
- v. The Workday Student and Admissions is being utilized for Student Recruiting and Admissions ERP-related functions, including:
- Prospect Registration, Management, and Reporting
 - Prospective Student Recruiting Communication Campaigns
 - Student Application and Admission.
- vi. JJC implemented Workday Prism Analytics in September of 2022 as a data hub for platform data to enhance JJC analytic and reporting capabilities.
- vii. JJC went live with Workday Adaptive Planning in November of 2022 to enhance JJC financial budgetary planning capabilities.
- c. Current Ellucian Colleague Environment
- i. Joliet Junior College has been on the Ellucian (formerly Datatel) Colleague platform since 1988.
- ii. JJC's ERP Colleague system leverages UniData as its database and runs on servers located on-premise in the JJC datacenter.
- iii. Through the years, the college has customized Colleague to meet the needs of an ever-changing higher education landscape and to better serve our various student populations.
- iv. The Colleague system is being utilized for ERP-related academic and student service functions, including:
- Academic/Curriculum/Grades
 - Advising/Student Planning
 - Adjunct pay/Activity Pay
 - Course Registration
 - Financial Aid
 - Graduation
 - Student Account Creation in Colleague and Microsoft local ADFS
 - Student Records
 - Scholarships
 - Student Account Payments



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- Testing/Equivalency Scores
 - Transcripts
- v. JJC also utilizes Colleague Reporting and Operational Analytics (CROA) to warehouse and as one of its reporting tools, including for a portion of institutional ICCB compliance reporting.
- vi. There has been a significant increase in the number of 3rd party systems and solutions the college requires to perform routine business functions, including the need for several temporary integrations between our Workday and Colleague ERP environments.

Bidder's Responses:

Vendors must respond to each item detailed in this section. Please also include any pertinent information not addressed in the questions. Failure to respond to all items may result in the disqualification of your response. Please respond in the order listed below:

1. Describe your firm's experience adhering to all requirements in the "Minimum Vendor Requirements" section.
2. Describe your experience with ERP and project management in a higher education environment, particularly with community colleges.
3. Provide three (3) references with details on services provided, including at least one higher education and one ERP Project Management reference. Include the proposed project manager(s).
4. Detail the proposed cost and credentials of the proposed project manager(s), including CV, project portfolio, training, certifications, and adherence to all requirements in the "Minimum Vendor Requirements" section.
5. Describe your firm's and the project manager(s) experience, expertise levels, and certifications concerning the technology listed in the "Current ERP Environments" section.
6. Detail your firm's approach to the project(s) being bid, including recommendations on philosophies, deliverables, timelines, and other details which demonstrate your ability to deliver the proposed work.

VII. Additional Expectations from Joliet Junior College

1. The ERP for the Ellucian SaaS Project Manager coincides with the signing of a contract with Ellucian for resource engagement to enable our SaaS environment. This will facilitate early planning activities like establishing program/project governance, developing program/project artifacts, initiating a communication plan, and setting up a change management framework in line with the project.
2. Both projects mentioned in this RFP are anticipated to run concurrently as they influence each other. The estimated duration of these projects is between 12 to 24 months. We expect the proposed project managers to actively participate in finalizing



the project timelines, work together effectively and efficiently and showcase their expertise in timeline estimation in their proposals.

3. The college anticipates that the intensity of the ERP Modernization program and associated projects may fluctuate. In other words, there might not always be a 40-hour workweek required, particularly at the start of the project or during the winding-down phase between major go-live milestones and the end of the modernization program.
4. Once a vendor is selected, we expect the designated project manager to remain committed throughout the project's duration. Any request for a replacement must be approved by JJC, and the replacement's qualifications must meet the criteria specified in this solicitation.
5. We expect travel and associated expenses to be kept to a minimum, with all expenses requiring advance approval. For consultants based locally (in the Chicago metro area), we do not anticipate paying for mileage or toll expenses.
6. The college retains the right to approve any additional project resources or consultants that may be required throughout the modernization initiative.
7. While the college prefers that the Project Managers work on-site, we understand that remote work may sometimes be necessary. Any remote work should be planned and approved by the college in advance.
8. Any program and project change requests that impact the budget must be approved by an Executive Sponsor or a college stakeholder in accordance with the college's procurement policies.
9. JJC expects to receive monthly invoices for Project Management services, with net 45 payment terms. The invoices should detail and provide backup for the services rendered and must be approved and signed by the designated Executive Sponsor or stakeholder.
10. Both parties in the contract should have a 30-day exit clause.
11. A 3rd party access and confidentiality agreement will be required as part of any mutually agreed-upon contract.
12. The college will provide an appropriate workspace, technology, and access to network resources, applications, and information as required.

VII. QUANTITY

There is no guaranteed amount of services intended, either expressly or implied, to be purchased or, contracted for by JJC. However, the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

VIII. PROPOSED PRICING

The vendor should provide a clear proposal for pricing all services, service levels, and materials used during the contract term. The proposed prices should be structured in a manner that is easy to understand, even if the evaluator is not an industry expert. The prices included herein are to be firm through the contract term unless noted otherwise by the vendor.



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CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on or responding to this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE ATTACHED WITH YOUR PROPOSAL