

## Request for Submissions ("RFB")

Division: Facilities		
Project Title: REQ-0001102 Workstation SB		
This publication is a request for the following submission type(s):	<input checked="" type="checkbox"/> Bids	<input type="checkbox"/> Proposals <input type="checkbox"/> Quotes

### Table of Contents

#### Timetable

#### General Information

Background

Introduction and Purpose

Contract Term

Contact and Questions

#### Format

Requirements

Submission

#### Evaluation of Submissions

#### Award of Contract

#### Appendix

- Appendix A – Vendor Terms and Conditions
- Appendix B – Vendor Insurance Attestation
- Appendix C – Confidentiality and Non-Disclosure Agreement (“NDA”)
- Appendix D – Vendor Information and Affirmation Form
- Appendix E – Scope of Work
- Appendix F – Bill of Materials
- Appendix G – Vendor Certifications

## Timetable

<b>Request Release Date</b>	June 19, 2024
<b>Deadline for Questions</b> All questions from prospective vendors concerning this request must be submitted in writing by email	June 21, 2024
<b>Questions and Answers Released via Addendum</b>	June 25, 2024
<b>Submissions Due</b> Submissions accepted on an ongoing basis through due date.	June 28, 2024

## General Information

### Background

This Request for Submissions (Bids, Proposals, and/or Quotes or "RFB") is requested by Child Care Resource Center, Inc. ("CCRC"). It is the mission of CCRC to cultivate child, family, and community well-being. CCRC helps meet the early childhood education, health and wellness, economic, and development needs of over 50,000 children, families, childcare providers and community members. For over 40 years, CCRC has provided an array of services to create and support quality early childhood experiences, strong and resilient parents, a quality early care and education workforce, and supportive and connected communities. Currently, CCRC provides services within the Los Angeles and San Bernardino counties.

## Introduction and Purpose

CCRC is currently requesting submissions for Office Workstation Upgrade for Service(s), good(s), material(s), part(s), and/or equipment needed include delivery and installation .

If applicable, the full scope of work and bill of materials can be found in the Appendix E. Any quantities or measurements provided by CCRC are approximate and are for bidding purposes only. Vendor shall be responsible for the confirmation and accuracy of all final counts or measurements for the completion of the project.

## Contact and Questions

All communication regarding this request shall be to:

Purchasing at [ofinaccountspayable@ccrcca.org](mailto:ofinaccountspayable@ccrcca.org)

All questions from prospective vendors concerning this request must be submitted in writing by email by June 21, 2024 no later than 3:00 PM Pacific Standard Time (PST). When submitting questions, please reference the Request number.

No telephone calls will be entertained. Inquiries that are received after the specified date and time will not be accepted.

CCRC will email or mail its response to all written questions to all vendors of record by formal addendum.

CCRC will extend the deadline by written addendum if such information significantly amends this request or makes compliance with the original due date impractical.

## Format

CCRC is not responsible for any expenses that may be incurred by any vendor to prepare or send a submission. The vendor may not materially alter its submission response after the submissions have been opened. Only the Accounting Manager and

the Chief Financial Officer ("CFO") may deem what constitutes a material alteration to a submission.

If a vendor takes exception to any of the contract terms and conditions contained herein, it must be so noted in the submission. Such an exception may be grounds for rejection of the submission, at the option of CCRC.

## Requirements

The following list of items to be submitted with the request is a minimum standard for consideration of submissions received by CCRC. Vendors must address every one of the following items listed below. The responses should describe the most favorable terms, and shall remain firm for ninety (90) days from the request opening date. Failure to submit these requirements may result in disqualification of the submission, at the option of CCRC.

- Vendor will complete the following and submit as part of the signed submission:
  - Vendor Terms and Conditions,
  - Vendor Insurance Attestation,
  - Confidentiality and Non-Disclosure Agreement, and
  - Vendor Information and Affirmation Form.
- Vendor will complete the Bill of Materials, if applicable, and submit as part of the signed submission.
- Vendor shall provide a statement outlining the vendor's qualifications including history and experience in the field over the past three (3) years.
- All the dollar figures will be given in numerical and written terms. If there is a difference between the numerical and written terms, the written terms will prevail.
- Vendor must provide a price structure to describe the proposed net pricing.
- Applicable taxes must be itemized separately.
- All and any additional costs must be detailed.

## Submission

All submission are due no later than by June 28, 2024 no later than .3:00 PM Pacific Standard Time (PST). A vendor may submit no more than one (1) submission in response to this request. All submissions should be in writing, and should be clearly marked "SUBMISSION for Request for Submissions – REQ-0001102 Workstation SB". All submissions are to be submitted on standard 8.5 x 11" paper, in 12-point font minimum, and double-spaced. All pages of the submission should be numbered.

All submissions should be submitted:

Electronically

Saved in PDF format and emailed to:

Purchasing at [ofinaccountspayable@ccrcca.org](mailto:ofinaccountspayable@ccrcca.org)

Submissions should be as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the request. Emphasis should be placed on completeness and clarity of content. Vendor may respond to this request using additional attached documents if necessary. Documents must include a reference to the respective section of the request, and referenced sections must be in the order as outlined in the request. CCRC reserves the right to reject any bid that fails to meet formatting or content requirements.

Submissions shall be signed by an authorized representative of the vendor. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information. Submissions which are substantially incomplete or lack key information may be rejected by CCRC. Vendors are required to acknowledge receipt of any Amendment issued by CCRC in reference to this request by submitting a signed copy of each Amendment as part of the signed submission.

It is the sole responsibility of the vendor to ensure their submission is delivered in its entirety by the due date and time. Late or misdelivered submissions will not be considered, regardless of circumstance, and will be left unopened.

## Evaluation of Submissions

Requests for Proposals and/or Quotes will be evaluated and selected based on final total price.

Requests for Bids will be assessed by a Selection Committee. The Selection Committee representing CCRC will review the submissions and select a bid whose product, pricing, services, availability, and references are the most advantageous to CCRC. The evaluation may include, but is not limited to, the following:

- The ability to perform desired services,

- Quality of service being offered in the submission,
- Vendor references,
- Financial consideration for CCRC,
- Accuracy of submission and ability to provide the service(s), good(s), material(s), part(s), and/or equipment requested, and/or
- Responsiveness to the request and quality of the bid offer.

The submissions will be evaluated on a points system. The criteria and assigned points will be placed in sealed envelope in the submission folder prior to the submission opening date and time, for use by the Selection Committee during the awarding process. In the event a contract cannot be negotiated with the top-ranking vendor, CCRC may enter into negotiations with the second highest ranked vendor and/or may decide to call for new submissions.

## Award of Contract

CCRC anticipates a contract award by July 2024, CCRC reserves the right to extend the contract award and implementation dates as circumstances require. CCRC anticipates selecting one (1) vendor. At the discretion of CCRC, exceptions may be made on a case-by-case basis, this includes special items and for single-purchase large orders. CCRC reserves the right to make multiple awards or to make no award and reject all submissions without recourse.

Vendors are advised that if their submission is accepted, the successful vendor will be required to sign a contract with CCRC, which, for mutual benefits and considerations each to the other, CCRC and the vendor will agree to certain terms and conditions, which, together with CCRC's request and the Vendor's submission, will constitute the "Agreement". Upon selection of a vendor, additional documentation may be requested including, but not limited to, W-9, Business License, Contractor License, and Certificate of Insurance.

## Appendix

Please see the following attached documents:

- Appendix A – Vendor Terms and Conditions
- Appendix B – Vendor Insurance Attestation
- Appendix C – Confidentiality and Non-Disclosure Agreement (“NDA”)
- Appendix D – Vendor Information and Affirmation Form

The following may, or may not, be included in this Request for Submissions. This will be indicated by the Table of Contents on the first page:

- Appendix E – Scope of Work
- Appendix F – Bill of Materials
- Appendix G – Vendor Certifications