



REQUEST FOR PROPOSAL (RFP)

RFP Number & Title: 2122-01
Bond Consultant

Place of Opening: Barlow Hall – Business Office
Clackamas Community College
19600 Molalla Avenue
Oregon City, OR 97045

Date & Time of Opening: Thursday April 21, 2022 at 2:00PM

To Be Opened By: Elizabeth Cole, Purchasing Agent
(503) 594-3086

PURCHASING DEPARTMENT
19600 Molalla Avenue
Oregon City, OR 97045-7998
Phone: 503-594-3086
Fax: 503-722-5879
Email: purchasing@clackamas.edu

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REQUEST FOR PROPOSAL

RFP2122-01 Bond Consultant

SECTION 1. GENERAL INFORMATION

1.1 Legal Advertisement

Clackamas Community College
REQUEST FOR PROPOSALS RFP2122-01 Bond
Consultant

Proposals due Thursday April 21, 2022 at 2:00 PM

CLACKAMAS COMMUNITY COLLEGE invites proposals from qualified consultants (hereinafter, Responder, Proposer, company, firm, provider, or contractor) to provide Bond Consulting services located at the College's Oregon City, Harmony, and Wilsonville campuses. CCC is accepting written proposals from qualified firms to provide pre-bond facilitation and processing services for a possible Municipal General Obligation Bond Election slated for 2024. It is the intent of f CCC to select a consultant to accomplish the services outlined in this Request for Proposals.

Proposal documents and specifications will be available on [http://www.clackamas.edu/Request for Proposals.aspx](http://www.clackamas.edu/Request_for_Proposals.aspx) or by calling (503) 594-3086.

Electronic proposals will be accepted at purchasing@clackamas.edu until Thursday April 21 2022 at 2:00 p.m.

Proposals will be reviewed in closed session.

The College reserves the right to reject any proposal not in compliance with all prescribed public procurement requirements, and to reject for good cause any or all proposals upon finding that it is in the public interest to do so.

No proposal will be received or considered unless fully complete in the manner provided in the proposal documents and advertisement for proposals.

Elizabeth Cole
Purchasing Department

1.2 Description of the College

Clackamas Community College is an accredited public two-year institution offering comprehensive programs in college transfer, professional technical training, continuing education, and developmental learning skills. Formed in 1966, the College is a fiscally independent municipal corporation, governed by a seven-member Board of Education elected by zones. The College's budget and Comprehensive Annual Financial Report are available at http://www.clackamas.edu/Budget_Committee.aspx.

1.3 Responsibilities of Proposers

Clackamas Community College follows the Oregon Public Contracting Code, ORS 279 and related regulations, as modified by the College's local contract review board. Certain purchases go through a prescribed bid/quote/proposal process (for the purposes of this document, bid, quote, and proposal may be used interchangeably). A Request for Proposal (RFP) allows the College to evaluate vendors' proposals using criteria in addition to or instead of price.

As a bidder, you are expected to submit bids that are accurate, complete, and contain all terms and conditions which you feel are necessary. If, after submitting your bid, you find changes are necessary, you may change or withdraw your bid any time up to the time of the bid opening. However, after the opening, the bid may not be changed or altered in any way. If accepted, your bid/quote/proposal is considered a binding contract that you, as the bidder, will be expected to honor. No bidder may withdraw their bid after the time set for the opening, or before award of the contract, unless said award is delayed for a period exceeding 60 days. If for any reason you do not perform, the College can be expected to take whatever action it feels appropriate, including but not limited to removal of your name from future bid lists.

Proposers shall provide one (1) electronic copy of their proposal and all attachments submitted electronically to purchasing@clackamas.edu.

All proposals must be received at purchasing@clackamas.edu no later than the date and time of opening specified in this document. It is entirely the responsibility of the proposer to ensure that their proposal is received at the above location prior to the time of opening. Proposals which are received after the time of opening will not be considered and will be returned to the proposer, unopened.

1.4 Submittal Acceptance

Submittals will be judged on the completeness and quality of content as described in this Request for Proposals. Only those submittals that contain complete information as required by these specifications will be considered for evaluation.

1.5 Right of Award or Rejection

Submission of a response shall indicate to the College that the proposer accepts all the terms and conditions contained in this RFP and associated documents. It is understood that all submittals shall become a part of the public file on this matter without obligation to College. The College may reject any submittal that does not comply with all the prescribed submission procedures and requirements in this Request for Proposal, and

may, for good cause, reject any or all submittals, or any part of a submittal, upon a finding that it is in the public interest to do so.

1.6 Inquiries

Questions that arise during preparation of the RFP shall be submitted in writing (writing includes Fax and E-mail) to:

Elizabeth Cole, Purchasing
Fax: 503-722-5879
Email: purchasing@clackamas.edu

All questions must be received by the Purchasing Agent no later than Wednesday March 23, 2022 at 5:00 pm. All questions and answers thereto shall be provided to all responders per Addendum via email by Friday March 25, 2022 by 5:00 pm.

1.7 Response Information

Each submittal shall list a responsible person and telephone number where that person can be reached if contact is necessary during the RFP review.

The proposal response forms which are a part of these specifications must be completed and returned. If you need additional space for your response, please attach pages and number your responses to match the question numbers.

Exhibit A: Signature Sheet must be signed with a digital signature as follows:

- 1.7.1 In the case of an individual bidder, by such individual.
- 1.7.2 In the case of a partnership, the name of the partnership must appear on the proposal sheet, and it shall be signed in the name of the partnership by at least one partner.
- 1.7.3 In the case of a corporation, the corporation name must appear on such proposal, and it shall be signed by the president or other officer who is authorized to submit bids for the corporation. There shall be set forth under the signature of such officer the name of the office they hold or the capacity in which they act for the corporation.
- 1.7.4 A signed copy of Exhibit B: Certification of Non-Discrimination must be signed with a digital signature.

1.8 Schedule of Events

Advertisement(s) for RFP:	Monday March 14, 2022
Inquires/Questions Due:	Wednesday March 23, 2022
Responses to Questions (via Addendum):	Friday March 25, 2022
Request for Proposal Due:	Thursday April 21, 2022
Intent to Award:	May 2022
Board of Education Approval	May 2022

1.8.1 CCC is conducting this RFP with the intention of contracting with a bond consultant to provide consulting and polling services in advance of a potential bond campaign.

1.9 Contract

1.9.1 The Master Price Agreement(s) resulting from this solicitation will have an initial term of one (1) year, with the option to renew in one (1) year increments, for a total maximum contract term of no more than five (5) years.

1.9.2 The successful proposal and all terms and conditions contained in this Request for Proposal will be made part of the contract.

1.9.3 The management of this contract for the College will be the direct responsibility of the Vice President of College Services.

1.9.4 The contract may be cancelled by either party, upon written notice delivered by Certified Mail 90 days prior to the chosen cancellation date.

1.9.5 In the event that the vendor fails to carry out or comply with any of the terms and conditions of the contract, the College reserves the right to demand remedy of any failure or default within ten (10) days. In the event that the Architect and/or Engineer fails to remedy the failure or default within the specified period, the College shall have the right to cancel and terminate the contract without additional notice.

1.10 Interpretation of Specifications

No officer or employee of Clackamas Community College has any authority to place any interpretation, either verbal or written, upon the foregoing or annexed specifications without written approval from the Purchasing Office.

1.11 Prohibition of Alternations

Proposals which are incomplete or conditioned, or which contain any erasures, alternations, addition of items not called for in the itemized proposal, or that contain irregularities of any kind, which are not in conformity with the law, may be rejected.

1.12 Acceptance of Conditions

Each responder, by the submission of a proposal, assents to each term and condition set forth anywhere in these specifications and agrees to be bound thereby.

1.13 Resident Bidder

All responders must contain a statement as to whether the proposer is a “resident bidder” as defined in ORS 279A.120. It is understood that, in the selection of equipment and supplies listed herein, preference will be given articles manufactured or produced within the State of Oregon, price and quality being equal, and time required for delivery being satisfactory to the College.

1.14 Equal Employment Compliance Requirement

By submitting this proposal, the bidder certifies conformance to the applicable Federal Acts, Executive Orders, and Oregon Statutes concerning Affirmative Action toward equal employment opportunities. All information and reports required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws, shall be supplied to the College upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders.

1.15 Oregon COBID

Pursuant to Oregon Revised Statute (ORS) Chapter 200, DAS encourages the participation of small businesses, certified by the Oregon Certification Office for Business Inclusion and Diversity (“COBID”) in all contracting opportunities. This includes certified small businesses in the following categories: disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business. DAS also encourages joint ventures or subcontracting with certified small business enterprises. For more information, please visit <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz>

1.16 Audit of Books and Record

The College, through its representatives, shall have access at all reasonable times to the books and records of the Contractor and subcontractors so far as they relate to the contract and the performance of the work.

1.17 Departures from Terms of Contract

No direction or approval given by the College or any representative of the College which deviates in any respect from the specifications or other contract documents shall be valid or recognized unless and until the same is reduced to writing and issued in the form of a written order over the signature of the Vice President of College Services.

1.18 Non-Assignability

Neither the Contract nor any interest of the Architect and/or Engineer therein can be transferred to any other person or persons without the written consent of the College, and any such attempted transfer shall be utterly void and may be treated by the College as a willful failure or refusal on the part of the Architect and/or Engineer to perform the Contract according to its terms and conditions.

1.19 Subcontracting

All subcontracting shall be subject to the approval of the College. The Architect and/or Engineer shall be wholly responsible for the performance of all sub-contractors (including sub-consultants) for their acts and omissions, and those of persons either directly or indirectly employed by them, to the same extent as for the acts and omissions of persons directly employed by the Architect and/or Engineer, and the fact that subcontractors are subject to the approval of the College shall not affect the Architect’s and/or Engineer’s responsibility in this regard. Nothing contained in the contract documents shall be construed to create any contract between the College and any

subcontractor.

1.20 Prohibited Interests

No official of the College who is authorized in such capacity and on the behalf of the College to negotiate, make, accept, approve, or to take part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction, or material supply contract, or any subcontract in connection with the furnishing of items or service for the College, shall become directly or indirectly interested personally in this contract or any part thereof. No officer, employee, architect, attorney, engineer, or inspector of or for the College who is authorized in such capacity and on behalf of the College to exercise any legislative, executive, supervisory, or other similar functions in connection with the construction or in any part thereof, items, contract, subcontract, insurance contract, or any other contract pertaining thereto, shall become directly or indirectly interested personally in this contract or any part thereof.

1.21 Reservations

The Board of Education of Clackamas Community College herein expressly reserves the following rights:

- 1.21.1 To negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the College. The College does not intend to award a contract solely on the basis of any response made to this request for proposals or in any way to pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the College.
- 1.21.2 To reject any or all proposals as permitted by Oregon Statute, Oregon Community College Rules of Procurement, or Administrative Rule.
- 1.21.3 To consider the competency and responsibility of bidders and of their proposed subcontractors (including sub-consultants) in making the award.
- 1.21.4 In the event only one proposal is received, the Purchasing Agent may, at their election, return the proposal unopened.
- 1.21.5 To make the award based on its best judgment as to which contractor will provide services which best meets the College's needs and expectations.
- 1.21.6 To make such changes or corrections in plans, specifications, or quantities as it may deem necessary prior to the proposal opening. Architect will be notified of such changes in writing by addenda mailed to the address on file in the College's Purchasing Department.
- 1.21.7 To cancel the contract upon written notice at any time the College, in its sole judgment, determines that the contractor is not meeting the needs of the College.

1.22 Incurred Costs

Neither the College nor its Board of Directors is liable for any costs incurred by a contractor in the preparation of the RFQ or attending an oral interview.

1.23 Protest Procedures

1.23.1 Solicitation Protest

Prospective contractors may submit a written protest, or request for change, of particular solicitation provisions, specifications, or contract terms and conditions to the College no later than seven calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request, and any proposed changes to the solicitation provisions, specifications, or contract terms and conditions. No protest against selection of a contractor or award of a contractor contract, because of the content of solicitation provisions, specifications, or contract terms and conditions shall be considered after the deadline established for submitting such protest.

1.23.2 Selection Protest

Every contractor who submits a bid in response to an RFQ shall be informed of the proposer to whom the contractor has been awarded. A contractor who has submitted a bid and claims to have been adversely affected or aggrieved by the selection of a competing contractor shall have seven calendar days after receiving the notice of selection to submit a written protest of the selection to the College Purchasing Agent. To be adversely affected or aggrieved, a protester must claim that the protester was the highest ranked contractor eligible for selection (i.e., the protester must claim that all other contractors were ineligible for selection because their bids were non-responsive or the contractors non-responsive). The College shall not consider a selection protest submitted after seven calendar days from the notice of selection.

1.23.3 Protest Review

The Purchasing Agent shall have the authority to settle or resolve a written protest submitted in accordance with sections 1.23.1 and 1.23.2. The Purchasing Agent shall promptly issue a written decision.

1.23.4 Protest Submission

All protest submissions shall be clearly identified and submitted to:

Elizabeth Cole, Purchasing
Barlow Hall – Business Office
Clackamas Community College
19600 Molalla Avenue
Oregon City OR 97045
Phone (503) 594-3086

1.24 Insurance Requirements

1.24.1 Contractor shall secure, at Contractor's expense and keep in effect during the term of any Contract, Worker's Compensation Insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon worker's compensation coverage for all their subject workers.

1.24.2 Contractor shall secure, at Contractor's expense, and keep in effect during the term of any Contract, occurrence form commercial general liability and automobile

liability insurance for the protection of Contractor, College, its Board of Directors, officers, agents, and employees. Coverage shall include personal injury, bodily injury (including death), and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's operations, in an amount not less than One Million dollars (\$1,000,000.00) combined single limit per occurrence and in an amount, not less than Two Million dollars (\$2,000,000.00) aggregate for general liability.

1.24.3 Contractor may be required to provide College with evidence of professional errors and omissions liability insurance for the protection of Contractor and its employees, insuring against bodily injury and property damage and arising out of or resulting from Contractor's negligent acts, omissions, activities, or services, in an amount not less than One Million dollars (\$1,000,000.00) combined single limit per occurrence and in an amount not less than One Million dollars (\$1,000,000.00) aggregate for professional liability. Such insurance shall be endorsed to include contractual liability.

1. If any of the required liability insurance is arranged on a claims made basis, tail coverage will be required at the completion of this Agreement for a duration of 24 months. Contractor will be responsible for furnishing certification of tail coverage as described or continuous claims made liability coverage for 24 months following Agreement expiration. Continuous claims made coverage will be acceptable in lieu of tail coverage, provided its retroactive date is on or before the effective date of this Agreement. Evidence of suitable coverage will be a condition of official acceptance and payment under the Agreement.

1.24.4 Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30-day written notice from the Contractor or its insurer(s) to Clackamas Community College.

1.24.5 Certificates of Insurance. As evidence of the insurance coverage required by this Contract, the Contractor may be required to furnish acceptable insurance certificates to Clackamas Community College prior to issuance of a Notice to Proceed. The certificate will specify all of the parties who are Additional Insured.

Insuring Companies or entities are subject to Clackamas Community College acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to Clackamas Community College. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

1.25 Other Government Agency Participation
Section not used.

SECTION 2: SCOPE OF WORK

2.1 Background

Clackamas Community College (CCC), founded in 1966, is a values-driven, student-centered organization whose mission guides its collective decision making. Over 90 career and technical programs are offered, including associate degrees, college transfer degrees, career technical education, literacy/basic skills, community education, business training, and partnership for four-year degree completion programs. The CCC main campus is located in Oregon City with branch campuses in Clackamas and Wilsonville.

CCC is seeking to renew a general obligation bond that was approved by voters in 2014 and allowed the college to raise \$90 million. The funding has helped CCC make significant investments in the Harmony West campus in Milwaukie, the Holden Industrial Technology Center, the DeJardin/Pauling Science Complex, and a range of other improvements.

CCC is accepting written proposals from qualified firms to provide pre-bond facilitation and processing services for a possible Municipal General Obligation Bond Election slated for 2024. It is the intent of CCC to select a consultant to accomplish the services outlined in this Request for Proposals. CCC will receive sealed responses for Bond Election Facilitation Services to provide for a contract commencing after the date of the award by CCC and continuing for a period sufficient to complete the original scope of work.

Major work activities to include but not limited to:

2.2 Potential Scope of Work/Services

2.2.1 Project Management Support - staff coordination, detailed explanations of project public engagement strategies and processes, calendar, presentation prep for CCC Board and other groups.

2.2.2 Overall project timeline, project facilitation and guidance on governance structure

2.2.3 Review of CCC previous bond/Capital Improvements Plan, WMPA Campaign Development Plan, recently completed DEI and Five Year Strategic Plan as well as ongoing CCC 10 Year Master Plan

2.2.4 Review previous opinion research, voting data, and campaign strategies to provide recommendations on the timing (including a May 2024 vs Nov 2024 election), budget, and necessary elements for bond renewal.

2.2.5 Messaging Support – Provide CCC with materials development and updates following opinion research including communication materials that provide topline messages about the bond development process, talking points, facts sheets, and a Q&A. Development of additional materials to accompany the planning process to provide transparency for investment strategy.

2.2.6 Develop interim messaging to support engagement with CCC Stakeholders including ongoing, rigorous opinion research, with both a quantitative survey and qualitative focus groups built around key constituencies, including younger voters, older voters, and BIPOC communities.

An equity lens will be applied to all work to ensure equitable engagement and outreach throughout the process.

- 2.2.7 Coordination/alignment with Strategic Plan “Community Connections” group and Master Plan visioning and open house (with strategic Support)
- 2.2.8 Opinion Research including scientific polling and focus groups survey design and presentation with the goals of:
 - i. learning more about what stakeholders view as the top priorities and areas for investment as part of a possible bond renewal measure
 - ii. Identifying what stakeholders view as opportunities and risks for a bond renewal
 - iii. measure economic confidence of community and Stakeholders
 - iv. developing a needs and risk analysis to prioritize where investments should be made and align the community’s priorities with investment priorities of the bond proposal
- 2.2.9 Online Survey - Survey design and translation, web design and hosting, analysis and presentation on findings
- 2.2.10 Launch online community survey Stakeholder Engagement Bond content for open house, core stakeholder engagement
- 2.2.11 Campaign planning - Draft campaign plan, volunteer and donor lists, campaign setup Board referral assistance and engagement. Work with the CCC on drafting potential ballot language

- 2.3.1 Marketing-Assist CCC with preparation of other marketing material and social media content to keep Stakeholders and Community engaged and informed about benefits of bond improvement projects
- 2.3.2 Due to COVID-19, meetings may include a combination of in-person and virtual meetings using either the CCC’s virtual platforms or the Proposer’s.
- 2.3.3 Apply an equity lens to this work to ensure equitable engagement and outreach throughout the process.

- 2.4.1 Analyze potential projects for 2024 bond election as identified by the CCC and Bond Advisory Committee (BAC).
- 2.4.2 Proposer may assist with project cost estimation and sequencing in conjunction with CCC staff or engage/consult an engineering firm.
- 2.4.3 Assist CCC and BAC in ranking and prioritizing projects for recommendation
- 2.4.4 Facilitate discussions with CCC, BAC and Board of Education (BOE) to work through a list of potential projects for recommendation. Engage in public dialogues related to the potential projects and solicit feedback from the community.
- 2.4.6 Work with CCC’s Finance Officer and Bond Counsel to analyze the potential tax rate impacts of bond election.
- 2.4.7 With input from the CCC Finance Officer, explain the property tax impacts resulting from the presented bond scenarios based on selected projects and sequencing.
- 2.4.8 Meetings - The Proposer will provide for the necessary meetings as indicated in the scope of work to include meetings with the BOE, CCC staff, BAC, community groups and all Stakeholders for engagement around strategy development and plan execution. Due to COVID-19, meetings may include a combination of in-person and

virtual meetings using either the CCC's virtual platforms or the Proposer's.

- 2.4.9 Reports – The Proposer will provide the necessary reports and presentations to support the deliberations of CCC, Board of Education, BAC and Stakeholders. The reports shall become the property of CCC.

SECTION 3: PROPOSAL SPECIFICATIONS

3.1 Submission Requirements:

Please provide the information specified below. Additional information is welcome but not required. The total length of the proposal, including attachments, should not exceed 20-double sided pages (total of 40 written pages) including pictures, charts, graphs, tables, and text the proposer deems appropriate to be part of the proposer's response. Resumes of the key team individuals proposed to be involved in this project, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 20-page limit.

3.1.1 Information Required

1. Cover Letter (Pass/Fail)
 - a. Responders name, address, telephone number, fax number, email, and website for the prime firm.
 - b. Provide single point of contact with phone number and email address.
 - c. Number of years the firm has been in business.
2. Proposed Responder's Team Key Personnel (20 Points)
 - a. Resumes of proposed team members who may be involved in providing services for a prospective project. Include the following:
 - 1) Team member's name, title
 - 2) Relevant credentials (education, degree, professional registrations, etc.)

Note: Clearly note if team members experience/project occurred at another firm.

The Responder's proposed team members shall remain the same for the project duration unless a change is approved through written request to Clackamas Community College.

The College may elect to request changes in consultants if it thinks it will benefit the project.

3. Responder's Related Project Experience (30 Points)
 - a. Provide experience in the successful polling, community engagement, etc. of regional higher- education or public entity bond projects.
 - b. Experience in working with an entity's established Strategic Plan AND Diversity, Equity and Inclusion framework.
4. Responder's Approach/Communication Work Plan (50 Points)

Describe the Responder's proposed Approach/Work Plan for providing professional services. Include the following:

 - a. Provide a written description of your methods and approach to a typical project.

- c. Describe your firm’s demonstrated technical competence and management qualifications with public entities, including higher education. Please describe your firm’s approach to providing the services identified in the Scope of Work.
 - Include a proposed work plan detailing your firm’s approach to providing the services included in the Scope of Work.
- d. Indicate how the team proposes to interface with the stakeholders involved in the project.
- e. Describe your firm’s approach to facilitating the discussions with the Bond Advisory Committee and CCC’s staff and Stakeholders and their roles in that process.
- f. Describe how your firm proposes to assist with marketing and sharing information about the Bond Election process.
- g. Communication - Provide information on how the firm will regularly communicate and keep CCC updated on legislative items.
- h. The successful consultant will have the necessary experience and background to comprehend and espouse a thorough understanding of the project lists and costs associated therewith to explain to CCC, Staff, Bond Advisory Committee, and the public:
 - i. the technical information from the list of projects within such plans;
 - ii. the tax implications for the community from the selection of projects; and
 - iii. the funding recommendations on which projects will be better suited for a Certificate of Obligation issue versus a General Obligation Bond for City Council.

3.1.2 Submission Format

Cover Sheet

Index

Cover Letter

Tab/Divider 1: Responder's Team Key Personnel

- a. "Key personnel" Resumes

Tab/Divider 2: Responder's Related Project Experience

- a. Project Profiles

Tab/Divider 3: Responder's Approach/Communication Work Plan

- a. Methods & Approach to the Project
- b. Technical Competence
- c. Stakeholder Communication

Tab/Divider 4: Attachments

- a. Exhibit A: Signature Sheet
- b. Exhibit B: Certification of Non-Discrimination

References: provide up to 5 references within the last 3 years.

Responder's information must be presented in format order noted above and all matrixes and/or forms must be used as graphically issued and filled out completely.

Incomplete proposals will not be reviewed and will be rejected.

3.2 Financial Information

- 3.2.1 Provide a list of the billing rates w/ multipliers of the positions to be assigned to the project.

Note: Submit Billing Rates as a separate electronic file. These documents are not opened, scored, and/or evaluated until firm has been notified as the Apparent Successful Proposer awarded the project.

3.3 Additional Services

If the Responder believes there are additional services not identified in the RFP that are necessary for the successful completion of the Project, the Responder's proposal must include a description of the additional services recommended by the Responder. Describe how the additional services would benefit the College, the Responder's ability to provide the additional services, and propose a cost for providing the additional services.

3.4 Confidential Information

The proposal must identify any confidential information that the Responder contends is exempt from disclosure under ORS 192.501 or 192.502. The College will endeavor in good faith to honor appropriate requests for exemption from disclosure, but the College reserves exclusive discretion to determine whether information qualifies for a statutory exemption. The College's obligation under this Section shall survive the selection of the Contractor.

SECTION 4. EVALUATION/SELECTION PROCESS

4.1 Evaluation Process

The written proposals will be reviewed and evaluated by the Clackamas Community College selection committee.

4.2 Evaluation Criteria

Considerations for determining whose RFP is the most qualified and advantageous to CCC are based on the evaluation of experience and the project team meeting criteria for each section outlined in the Bond Consultant RFP. The evaluators will consider which proposers meet the following criteria in comparison to other Responders.

4.2.1 Experience in each category outlined in Section 2: Scope of Work

4.2.2 Project experience of key personnel proposed to be assigned to this project.

4.2.3 The merits of the Responder's approach/plan for providing services to the College.

4.3 Clackamas Community College's Rights

The College retains exclusive discretion and reserves the right to determine the following:

4.3.1 whether the response is complete and complies with the provisions of the RFP;

4.3.2 whether to seek clarifications of each proposal or request additional information necessary to permit the College to evaluate, rank, and select the most qualified Responder;

4.3.3 whether a short list of qualified Responders should be created; and

4.3.4 whether the evaluation committee should reconvene and collectively review the scoring, making changes as the evaluation committee deems appropriate.

4.4 Scoring Process

Each of the evaluation criteria has been assigned a weighted number. Members of the evaluation committee will separately score each proposal in each of the evaluation criteria.

The evaluation committee will meet and discuss the individual evaluation committee members' scores. The committee will discuss firm strengths and weaknesses and the individual evaluation committee member scorings. The evaluation committee's discussion will result in the consolidated short list from which the finalists for interviews will be selected for step two of the selection process.

4.4.1 Summary of Scored Evaluation Criteria

Scored Evaluation Criteria

- | | |
|--|-----------|
| a. Responder's Proposed Team Key Personnel | 20 Points |
| b. Responder's Experience | 30 Points |
| c. Approach/Communication Work Plan | 50 Points |

Total Points	100 Points
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Non-Scored Evaluation Criteria

- | | |
|---------------------------|------------|
| a. Cover Letter | Not scored |
| b. Responder's References | Not Scored |