

GLENDALE COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSALS (RFP) INTERNATIONAL INSURANCE BROKER SERVICES

NOTICE IS HEREBY GIVEN that Glendale Community College District (“District”) is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide professional services for Insurance Broker Services.

Respondents to the RFP should submit one (1) electronic copy, labeled “RFP International Students Submittal,” to: **All submissions must be electronically submitted to purchasing@glendale.edu.**

ALL RESPONSES ARE DUE BY 2:00 P.M. ON, TUESDAY, JULY 25, 2024.

Oral, telegraphic, facsimile and/or telephone Submissions will not be accepted.

Submittals received after this date and time will not be accepted. All submissions must be electronically submitted to purchasing@glendale.edu. The email header must read: “**RFP International Student Insurance**”.

Questions regarding the RFP must be emailed to purchasing@glendale.edu. The email header must read “RFP Q&A International Student Insurance” by Tuesday, July 18, 2024.

Each Submittal must conform and be responsive to the requirements set forth in the RFP. District reserves the right to waive any informalities or irregularities in received Submittals. Further, District reserves the right to reject any and all Submittals and to negotiate contract terms with one or more Respondents for any portion of the services. District retains sole discretion to determine issues of compliance and to determine whether any Respondent is responsive, responsible, and qualified.

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International Student Insurance Broker Services

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I. RFP RESPONSE SCHEDULE

District reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE/TIME
Release of RFP	July 15, 2024
Deadline to receive written questions from Respondents	July 18, 2024 at 4:00 P.M.
Deadline for Submittals in response to RFP	July 25, 2024 at 2:00 P.M.
Anticipated Board Meeting for Award	August 20, 2024

II. BACKGROUND

The Board of Trustees of the Glendale Area Community College District governs the Glendale City College (“District College”), which serves the needs of the people in the Glendale Union High School District, including La Crescenta, Glendale, and Tujunga. to empower students to transform their lives by achieving their economic, educational, career, and life goals through our instructional programs, student services, and community partnerships. The District is seeking proposals to enter into an agreement for one (1) type of coverage.

1. Medical Insurance Coverage for International Students under F-1 Visa Category

Contracts resulting from this RFP are anticipated for a one (1) year term with four (4) additional one (1) year extensions (at the discretion of the District only) from direct insurers and/or qualified brokers. The effective date for the excess insurance program will be fiscal year 24/25 with a tentative start date of starting August 1, 2024.

District is seeking experienced and proven firms to provide Insurance Broker Services for International Students. This RFP explains the services sought and generally outlines the requirements.

III. SCOPE OF SERVICES

Any firm selected based on this RFP process must be capable of providing Insurance Broker Services described here:

Respondent shall secure all applicable permits, licensing, and approvals, and coordinate all tasks with various parties to ensure timely performance and fulfillment of its duties as described in this Request for Proposal. Tasks include but not limited to:

Respondent shall provide the following services, all to be provided consistent with past practices and on a commercially reasonable basis:

The District is seeking to have Respondent(s) match existing coverage or propose improved coverage at equal or better rates/pricing.

- a. Assist school and plan participants in resolving claim issues and answer general inquiries.
- b. Supply School with fulfillment kit(s) for identified School staff on an annual basis that includes but is not limited to the policy, certificate and claim form.
- c. Assist school in obtaining alternate insurance quotes, provide guidance to School so that it may determine the insurance plan and carrier that best fits the School's needs.

Federal guidelines recommend all international students under an F-1 visa have sufficient insurance coverage for sickness and accident expenses while enrolled as a student at Glendale City College.

Respondents should include the following provisions and coverage in their proposals:

- Eligible Persons: Non-United States citizens traveling outside their home country and has his or her true, fixed permanent home and principal establishment outside of the United States, to include spouses of the principal eligible person as well as dependent biological children and legally adopted dependent children.
- Plan Year Coverage effective August 1, 2024 to July 31, 2025.
- Benefit Maximum Coverage

- Accidental Death and Disbursement Benefits
- PPO/HMO
- Deductible per Plan Participant per Injury of Illness
- Out of pocket limits
- Emergency Medical Evacuation Benefits
- Emergency Family Travel Arrangements
- Repatriation of Mortal Remains
- Travel Accident Insurance
- Physician Office Visits
- Treatment at Urgent Care Facility
- Hospital and Physician Outpatient Services
- Inpatient Hospital Services
- Emergency Hospital Services
- Maternity Care and Pregnancy Care
- Annual women's wellness exam
- Surgery, in-patient and out-patient
- Emergency Expenses
- Tests, procedures, and laboratory services
- Processing of non-covered Medical Expenses
- Prescription Drug Expense Benefits
- The District expects 100% upfront insurance coverage for prescription drugs. Or;
- Student can pay a co-payment but the insurance should cover the remainder of the prescription drugs.
- Student should not pay up front and be reimbursed through claim forms/procedures.
- Mental and Nervous Conditions Expense Benefit
- Alcohol and Drug Abuse Expense Benefit
- Other Schedule of Benefits
- Vision and Dental Coverage

Value-added Services: Respondent shall include a description of special resources, skills or services which the firm possesses, and which are not addressed in this RFP, that would be available as a part of an agreement with the District. Examples include but are not limited to:

- Support of District's Educational Master Plan.
- Commitment to providing materials, support and training for students and staff in understanding plan options and other key features.

The successful Respondent shall provide Medical Insurance Coverage for International Students under F-1 Visa Category including prompt and timely claims administration.

Below is enrollment data from datamart.cccco.edu.

Number F-1 Visa Students	Summer	Fall	Winter	Spring
Academic Term 2023-2024	72	192	65	195
Academic Term 2022-2023	70	244	62	252
Academic Term 2021-2022	86	250	60	249
Academic Term 2020-2021	146	348	102	302
Academic Term 2019-2020	164	461	152	459
Academic Term 2018-2019	186	495	168	496

The selected Respondent must be capable of performing the full Scope of Services set forth in this Section III. to the District for Insurance Broker Services, which is distributed with this RFP and incorporated herein by this reference. The exact scope of services and contribution to the District, however, will be negotiated with the selected firm and finalized in any resulting contract.

IV. FORM OF AGREEMENT

Respondent must be capable of executing and performing in accordance with District's form of Agreement for Insurance Broker Services ("Agreement"), which is distributed with this RFP as Attachment A and incorporated herein by this reference. Any proposed changes to the form of Agreement must be identified in Respondent's Submittal; undisclosed change requests may not be entertained.

V. ADDITIONAL REQUIREMENTS

1. **Required Documents for Complete and Responsive Proposal:** All documents requested by the District are required to be submitted completely and accurately to be considered a responsive proposal. The required documents are addressed in the Required Submittals and Evaluation Criteria section of this RFP document. Please refer to the Required Submittals and Evaluation Criteria for more information.
2. **Preparation of Proposals:** No proposal will be considered unless;
 - a. Firms/Individuals submitting a proposal must attend the Mandatory Pre-Proposal Conference and sign-in on the attendance log for their proposal to be considered (if applicable). Respondents submitting proposals without having attended the Mandatory Pre-Proposal Conference (and having signed in) will have their proposals rejected as non-responsive (if applicable). **There is no Pre-Proposal Conference for this RFP.**

- b. Proposals are submitted on the form(s) furnished. All proposals must be in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections entered adjacent and must be initialed in ink by the person signing the bid. Bid on each item and each part of each item separately and not in combination with other items, unless otherwise specified. In case of a discrepancy between the unit price and the extension, the unit price will be considered as correct. Bid extensions and totals must be computed where applicable. The bid must be signed in ink by a representative authorized to bind the company.

- c. All confidential and/or proprietary information contained in the proposal must be clearly marked "CONFIDENTIAL."

3. **Proposal Submittal:** The proposal must be received by email to the purchasing@glendale.edu by the by the Deadline for Submission of Proposals described in Section I. RFP Response Schedule.
4. **Proposal Withdrawal:** Proposals submitted to and received by the Purchasing and Contract Services office prior to the deadline for proposals submission may be withdrawn in person or by emailing: Rocio Maldonado, purchasing@glendale.edu however, once the deadline for proposal submissions has passed, no proposals can be withdrawn.
5. **Cost of Proposal Preparation:** Cost of preparing the response to this Request for Proposal is solely the responsibility of the Respondent.
6. **Request for Clarification/Information:** Requests for clarification or information submittal deadline is: **July 17, 2024 – 4:00 PM Pacific** via email to purchasing@glendale.edu No other RFC/RFI submission method will be accepted.

All addenda so issued shall become part of the contract documents. Under no circumstances may the Respondent contact faculty, staff, administrators, members of the evaluation team, the using departments/divisions, or members of the Board of Trustees. If a prior relationship exists between Respondent and District, Respondent may only discuss matters for which the Respondent is contracted. Failure to comply with this provision may deem Respondent's proposal non-responsive.

7. **Conduct:** During the course of this Request for Proposal process, prospective vendors are not permitted to contact any Glendale Community College District employee or member of the Governing Board unless at the request of

District's designated contact person found on the title page of this RFP or to fulfill pre-existing contractual obligations.

8. **Compliance with Specifications/Proposal:** All services to be furnished under this Request for Proposal shall be subject to performance evaluation and rejection by the District for non-performance or non-compliance with the specifications. If individual/firm awarded a contract fails to meet the specifications of the accepted proposal, the District shall at its option, terminate the contract entered into with the Respondent, either in whole or in part, and enter into a new contract in accordance with law for furnishing such article so agreed to be furnished. Services not meeting the specifications of the awarded contract may be rejected.
9. **Responsive Proposal/Responsible Respondent:** A "responsive proposal" is a proposal, which meets all the terms, conditions and specifications of the Request for Proposal. A "responsible respondent" is a Respondent who has the financial resources, personnel, facilities, integrity, and overall capability to complete the contract successfully.
10. **Respondent's Representative:** The successful Respondent shall appoint a representative to act as a liaison between the Respondent and the District. This representative shall have the authority to make binding decisions for the Respondent. The representative's name and telephone number shall be provided to the District after notification of award of the contract. Respondent must respond within reasonable time to requests made by the District.
11. **Addenda:** Responses to written questions for clarification or revisions to proposal specifications will be communicated by the issuance of a Request for Proposal addendum addressing the nature of the change. Addenda will be posted on the District's Business Services website, <https://www.glendale.edu/about-gcc/faculty-and-staff/administrative-services-department/business-services/bids-current>. If addenda is released, Respondent must submit a signed Acknowledgment of Addenda form and return with the completed proposal.

The effect of all addenda to the RFP documents shall be considered in the proposal, and said addenda shall be made part of the RFP documents and shall be returned with them. Before submitting a proposal each Respondent shall ascertain whether or not any addenda have been issued. Failure to include any such addenda in Respondent's proposal may render the proposal invalid and result in its rejection.

Respondents are primarily and ultimately responsible for ensuring that they have received any and all Addenda..

12. **Basis of Award:** The District, at its discretion, shall award one (1) or more contracts to the Respondent (s) providing the best overall value to the District.
13. **Previous Performance:** References from organizations will be required. Their past performance and experiences with the Respondent(s) may affect scores during evaluation. Similarly, if the Respondent has provided services to the District in the past, these experiences and previous performance may also affect the Respondent's score positively or negatively.
14. **Contract Award:** The District's intention is to award one (1) to four (4) one (1) year contract(s) with the option to renew for four (4) additional one (1) year extensions, without re-bidding, at the discretion of the District only, providing that quality and service remain in accordance with the specifications. A single agreement or multiple agreements for Insurance Broker Services is intended as a result of this Request for Proposals. The District has no obligation to renew and may decide to re-bid the contract at any time for any reason.
15. **Proposal Protest Procedure:** Any Respondent may file a proposal protest. The protest shall be filed in writing with the District not more than five (5) business days after the date of the Notice of Intent to Award. An e-mail address shall be provided and by filing the protest, protesting Respondent consents to receipt of e-mail notices for purposes of the protest and protest related questions and protest appeal, if applicable. The protest shall specify the reasons and facts upon which the protest is based.

To file a protest, please e-mail, Rocio Maldonado, Interim Director of Business Services, at rmaldonado@glendale.edu.

Resolution of Proposal Controversy. Once the proposal protest is received, the apparent most advantageous and responsible Respondent will be notified of the protest and the evidence presented. If appropriate, the apparent most advantageous and responsible Respondent will be given an opportunity to rebut the evidence and present evidence that the apparent most advantageous and responsible Respondent should be allowed to perform the work. If deemed appropriate by the District, an informal hearing will be held. District will issue a

written decision within fifteen (15) calendar days of receipt of the protest, unless factors beyond the District's reasonable control prevent such resolution. The decision on the proposal protest will be copied to all parties involved in the protest.

Appeal. If the protesting Respondent or the apparent most advantageous and responsible Respondent is not satisfied with the decision, the matter may be appealed to the Interim Director Business Services, or designee, within three (3) business days after receipt of the District's written decision on the proposal protest. The appeal must be in writing and sent via email to rmaldonado@glendale.edu and an e-mail address from which questions and responses may be provided to:

Appeal Review. The Executive Director of Business Services, or designee, shall review the decision on the proposal protest and issue a written response to the appeal, or if appropriate, appoint a Hearing Office to conduct a hearing and issue a written decision. The written decision of the Interim Director of Business Services, or designee, or the Hearing Officer shall be rendered within fifteen (15) calendar days and shall state the basis for the decision. The decision concerning the appeal will be final and not subject to any further Appeals.

Reservation of Rights to Proceed with Project Pending Appeal. The District reserves the right to proceed to award the Contract for the Project and commence services pending an Appeal. If there is a critical completion deadline, the District may choose to shorten the time limits set forth in this Section due to the urgency of proceeding with work if written notice is provided to the protesting party. E-mailed notice shall be sufficient to constitute written notice. If there is no written response to a written notice shortening time, the District may proceed with the award.

Finality. Failure to comply with this Bid Protest Procedure shall constitute a waiver of the right to protest and shall constitute a failure to exhaust the protesting Respondent's administrative remedies.

16. **Pandemic(s), including COVID-19, Required Procedures:** All staff operating on the District's campus by the Awarded Respondent must adhere to same standards and procedures as District faculty and staff in regards to any Covid Guidelines and Conditions, including but not limited to monthly Covid Testing, daily Covid screening/self-monitoring, and temperature checks, etc. They must also adhere to any State and Federal Regulations, including the regulations and requirements issued by the Los Angeles County Health Department.

17. **Campus Closure/Shutdown to the Public Due to Pandemic(s), including COVID-19:** In the event of a campus closure to the general public, the Awarded Respondent may still be responsible for other fees, etc. during this time.
18. **Audit:** At the discretion of the District, the District may elect to audit the Awarded Respondent's records, including financial documents. The Awarded Respondent agrees to cooperate with the District and obtain and deliver any pertinent record, within three (3) business days, for the District to review.

VI. LIMITATIONS

This RFP is neither a formal request for bids, nor an offer by District to contract with any party responding to this RFP. All decisions concerning selection will be made in the best interests of District. The awarding of a contract pursuant to this RFP, if at all, is at sole discretion of District.

District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFP.

Submittals and any other supporting materials submitted to District in response to this RFP will not be returned and will become the property of District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind District to protect the designated matter from disclosure.

Pursuant to Michaelis, Montanari, & Johnson v. Superior Court (2006) 38 Cal.4th 1065, Submittals shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act until after either: (1) District and the successful Respondent have completed negotiations and entered into an agreement, or (2) District has rejected all Submittals. Furthermore, District will have no liability to Respondent or other party as a result of any public disclosure of any Submittal.

VII. FULL OPPORTUNITY

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of the contract. District also affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to respond to this RFP.

VIII. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of District, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of Respondent.

IX. RELATIONSHIP TO OUTSIDE GOVERNMENTAL AGENCIES

Depending upon the scope of work, Respondent may be required to assist District in working with various outside governmental agencies, including but not limited to, the following as applicable: California Community Colleges Chancellor's Office, City or County Planning Commissions and Departments, the Department of Toxic Substance Control ("DTSC"), the regional air quality control district, the State and regional water quality control boards, the Department of General Services, DSA, including DSA Fire/Life Safety, DSA Access Compliance Section, DSA Structural Safety Section, the State Fire Marshal and any regulatory office or agency that has authority for review and supervision of community college district construction projects. Respondent shall discuss its relevant experience with these agencies.

X. SUBMITTAL REQUIREMENTS

A. Format

Respondents to this RFP must submit all of their materials electronically to purchasing@glendale.edu No external links will be evaluated. Submittals containing more than the authorized number of pages may affect scoring negatively.

B. Content

1. Table of Contents

Please include a table of contents with the proposal.

2. Cover Letter

Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.

Include in the cover letter all of the following:

- Brief description of why Respondent is well suited for, and can meet, District's needs.
- Identification of individual(s) who are authorized to speak for Respondent during the evaluation process.
- One (1) of the follow statements:

"[INSERT RESPONDENT'S NAME] received a copy of District's form of Agreement for Insurance Broker Services ("Agreement") attached as Attachment A to the RFP. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement."

OR

"[INSERT RESPONDENT'S NAME] received a copy of District's form of Agreement for Insurance Broker Services ("Agreement") attached as Attachment A to the RFP. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has objections to the use of the Agreement, all of which are identified in the Appendix to this Submittal."

A copy of District's form of Agreement is attached to this RFP as Attachment A. To the extent Respondent has any objections to the form Agreement, Respondent must state the objection, and must provide a reasonable description of its requested change in response to the objection. District will not entertain unidentified objections or vaguely described objections during any contract negotiation. Objections may be attached as an Appendix to Respondent's response and will not count toward the page limit.

- Certification that no official or employee of District, nor any business entity in which an official of District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to District.
- Certification that no official or employee of Respondent has ever been convicted of an ethics violation.

- Evidence that Respondent is legally permitted to conduct business in the State of California and properly licensed (as applicable) for the scope of services.
- Above the signature(s), the following language: “By virtue of submission, [INSERT RESPONDENT’S NAME] declares that all information provided in the Submittal is true and correct.”

3. Business Information

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number (if applicable).
- Type of organization (e.g., corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of Respondent, including number of years Respondent has been in business and date established under this name.
- Number of employees.
- Location of office where the bulk of services solicited will be performed.
- State of California certification of Small Business or Disabled Veteran Business Enterprise status, if any.
- How subconsultants are generally used by your firm and to what extent work is performed in-house versus by subconsultant(s).

4. Proposed Response

- Respondent must present a proposed method of satisfying each of the tasks/requirements specified in the Scope of Work; the narrative must directly reference the task number in the Scope of Work;
- Please provide the resumes of key personnel assigned to the project;
- Provide the firm’s experience and qualifications for similar types of work in the past

5. Fee/Cost Proposal

- Respondent shall include a price proposal specifically reflecting the cost/fee for each of the categories of coverage from Section II and Section III of this RFP that the Respondent is able to offer or provide.

6. Appendix

Shall include:

- Attachment B: Completed and Executed Proposal Signature Form
- Attachment C: Completed and Executed Reference Form
- Attachment D: Completed and Executed Non-Collusion Declaration
- Attachment E: Completed and Executed Acknowledgement of Addenda Form (when applicable)
- Attachment F: Completed and Executed Exceptions to Agreement Form
- Attachment G: Completed and Executed Minority Participation Form
- Attachment H: Completed and Executed Drug-Free Workplace Certification
- Attachment I: Completed and Executed Iran Contracting Act Certification, if applicable
- Attachment J: Relevant Business Licenses and Permits
- Completed W-9 Form, available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Can be included with initial submission or must be submitted at time of award, if/when awarded.
- Certificate(s) of Insurance matching District's requirements. Can be included with initial submission or must be submitted at time of award, if/when awarded.

XII. SELECTION PROCESS

A. Selection Criteria

Each Submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. District retains sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. District may elect to conduct interviews with some or all of Respondents.

The criteria for evaluating Respondents may include, without limitation, the following:

- | | | |
|----|---|---------------|
| 1. | Related experience and knowledge of community college needs and processes and overall ability | 0 – 15 Points |
| 2. | Firm and personnel qualifications | 0 – 20 Points |
| 3. | Proposal's Responsiveness | 0 – 20 Points |
| 4. | Cost for Coverages for Students/District (equal or better pricing) | 0 – 30 Points |
| 5. | Extent of Plan Coverage (equal or better coverage) | 0 – 25 Points |
| 6. | References | 0 – 15 Points |
| 7. | Exceptions to Agreement/Insurance | 0 – 25 Points |
| 8. | Interviews at the discretion of the District | 0 – 50 Points |

The District's evaluation will include, but is not limited to, a consideration of the following 150-point criteria and weights: (If the District decides to conduct interviews, the total will be out of 200 points)

District will identify Respondent(s) that can provide the greatest overall benefit to District.

B. District Investigations

District may perform investigations of Respondents that extend beyond contacting the references identified in the Submittal. District may request a Respondent submit additional information pertinent to the review process. District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

C. Interviews

District, at its sole discretion, may elect to interview one or more Respondents. If a Respondent is requested to come for an interview, the key proposed staff will be expected to attend the interview. Any proposed changes to the form of Agreement attached hereto as Attachment A shall be provided with the Submittal and may be the subject of inquiry at the interview.

D. Final Determination and Award

District reserves the right to contract with any entity responding to this RFP for all or any portion of the services described herein, to reject any Submittal as nonresponsive, and/or not to contract with any Respondent for the services described herein. District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. District reserves the right to contract with any person or firm not participating in this process. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFP, including any supporting materials.

Awarding of contract(s) is at sole discretion of District. District may, at its option, determine to award contract(s) only for portions of the scope of services identified herein. In such case, the successful Respondent(s) will be given the option not to agree to enter into the contract and District will retain the right to negotiate with any other Respondent selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, District will retain the right to enter into negotiations with any other Respondent to this RFP.

The District may or may not consider a Best and Final Offer at the discretion of the District.

WE THANK YOU FOR YOUR INTEREST!

ATTACHMENTS A – G TO FOLLOW:

ATTACHMENT A: PROPOSAL SIGNATURE FORM

International Insurance Broker Services RFP

The undersigned acknowledges the following:

1. Having become familiar with the specifications, contract conditions and requirements of the Request for Proposal hereby offers to provide "Insurance Broker Services" in accordance with the proposal set forth herein, including all referenced material and attachments.

2. That failure to complete all portions of the proposal documents described in Section 2 of the Request for Proposal and to submit documents by the stated deadlines, may render the proposal non-responsive and bar award of the contract.

3. Understands that the District reserves the right to reject any and all proposals and that this proposal shall remain open and not be withdrawn for a minimum of 60 days after the opening of proposals.

4. If the proposer is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the State of _____, and that _____ is authorized to act for and bind the corporation.

Entity Type (Select one)

- | | | | |
|----------------|-------|------------------|-------|
| Sole Ownership | _____ | Partnership | _____ |
| Corporation | _____ | Other: Specify | _____ |
| Small Business | _____ | Woman-Owner | _____ |
| Minority-owned | _____ | Disabled Veteran | _____ |

Sub-Contractors: (Please list all-subcontractors name, address, and phone numbers below):

Company Name (as per license)	Signature	Title	Date
Mailing Address	Telephone #	Email Address	

Must be signed by an authorized representative on behalf of the company. DO NOT use pre-printed stamp.

ATTACHMENT B: REFERENCE FORM

International Student Insurance Broker Services - RFP

Bidder: _____

The Bidder shall provide three (3) references below (preferably California public agencies or higher education institutions) for which similar services have been provided within the last three years:

Reference Name: _____ Contact Person: _____
Address: _____ Phone: _____
Email Address _____

Description and date(s) or services provided: _____

Reference Name: _____ Contact Person: _____
Address: _____ Phone: _____
Email Address _____

Description and date(s) or services provided: _____

Reference Name: _____ Contact Person: _____
Address: _____ Phone: _____
Email Address _____

Description and date(s) or services provided: _____

References will be contacted to confirm the abilities and qualifications as stated in the proposal response. The District may deem the response non-responsive if a reference is not obtainable from a listed reference after reasonable attempts.

ATTACHMENT C: NON-COLLUSION DECLARATION

STATE OF _____ COUNTY OF _____

I, _____, being first duly sworn, depose and say that I am the
(Typed or Printed Name)
_____ of _____, the party submitting the foregoing
(Title) (Company Name)

Proposal ("the Respondent"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other respondent or anyone else to put in sham proposal, or to refrain from submitting a proposal.
4. The Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other respondent, or to fix any overhead, profit or cost element of the proposal price or that of any other respondent, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Respondent has not, directly or indirectly, submitted the price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Executed this _____ day of _____, 2024, at _____
(City, County, and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature _____ Printed Name _____

Address _____

Area Code & Phone Number _____

ATTACHMENT D: ACKNOWLEDGEMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda from the District pursuant to the Request for Proposal issued on July 17, 2024 for Insurance Broker Services.

	Addendum Number	Release Date
Addendum # 1	_____	_____
Addendum # 2	_____	_____
Addendum # 3	_____	_____
Addendum # 4	_____	_____
Addendum # 5	_____	_____
Addendum # 6	_____	_____
Addendum # 7	_____	_____

Name of Company _____

Address _____

Email _____

Name of Authorized Representative _____

Signature _____ Date _____

EXCEPTIONS TO INSURANCE:

If respondent is unable to meet District's insurance limits and requirements, respondent shall be considered non-responsive.

By signing below, respondent acknowledges and agrees that he/she, upon District's request, shall provide the District with a Certificate of Insurance that meets or exceeds the limits set forth in this RFP, with the Glendale Area Community College District and its Board of Trustees as additional insured. Following proposal submission, the District shall not consider any request for exception(s), and at its sole discretion, may consider the respondent non-responsive.

Company Name: _____

Authorized Representative's Name: _____

Email _____ Phone No _____

Signature _____ Date _____

ATTACHMENT E: MINORITY PARTICIPATION FORM

GLENDALE AREA COMMUNITY COLLEGE DISTRICT MINORITY, WOMEN-OWNED ENTERPRISE AND SERVICE-DISABLED VETERAN-OWNED BUSINESS ENTERPRISE (DVBE) MINORITY PARTICIPATION FORM

FOR TRACKING PURPOSES ONLY

The Glendale Area Community College District encourages participation and provides equal access to procurement and contracting opportunities to local businesses, businesses that are owned by minorities, women, and veterans with service-related disabilities.

DEFINITION OF MINORITIES AND DVBE CATEGORIES

Woman Business Enterprise (WBE): A business that is at least 51% woman owned; or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women. The woman/women owning such an enterprise must be either U.S. citizens or legal aliens with permanent residence status in the United States.

Minority Business Enterprise (MBE): A business that is at least 51% minority owned by an individual or group; or in case of any publicly owned business, at least 51% of the stock of which is owned by one or more minority groups detailed below, and whose management and daily business operations are controlled by one or more of those individuals. The person(s) owning such an enterprise must be either U.S. citizens or legal aliens with permanent residence status in the United States.

- **African American** – Person(s) having origins in any black racial groups of Africa.
- **Hispanic American** – Person(s) of Mexican, Puerto Rican, Cuban, South or Central American, Caribbean, and other Spanish culture or origin.
- **Native American** – Person(s) having origin in any of the original peoples of North America or the Hawaiian Islands, in particular American Indians, Eskimos, Aleuts, and Native Hawaiians.
- **Asian Pacific American** – Person(s) having origins in Asia or the Indian subcontinent, including but not limited to Japan, China, the Philippines, Vietnam, Korea, Polynesia, Samoa, Guam the U.S Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh.
- **Other** – Members are found to be disadvantaged by the Small Business Administration pursuant to Section 8(d) of the Small Business Act as amended (15 U.S.C. 637(d)), or the Secretary of Commerce pursuant to Section 5 of Executive Order 11625. The provisions of Executive Order 11625 of Oct. 13, 1971, appear at 36 FR 19967, 3 CFR, 1971-1975 Comp., p. 616, unless otherwise noted.
- **Service-Disabled Veteran Owned Business Enterprise (DVBE):** A business that is at least 51% owned by a disabled veteran individual or group of the United States Military, Naval, or Air Service with a Service-connected disability who is a resident of the State of California or in case of any publicly-owned business, at least 51% of the stock of which is owned by one or more disabled veterans, and whose management and daily business operations are controlled by one or more of those individuals.

- Lesbian Gay Bisexual and Transsexual (LGBT):** "LGBT-owned business" means (1) a business enterprise (a) that is at least 51% owned by a lesbian, gay, bisexual, or transgender person or persons or (b) if a publicly owned business, at least 51 % of the stock of which is owned by one or more lesbian, gay, bisexual, or transgender persons; and (2) whose management and daily business operations are controlled by one or more of those individuals.

All bidders/proposers including minorities, women, and veterans with service-related disabilities firms in their response, must execute a copy of this Minority Participation Form and include it with their BID/RFP/Field Agreement (FA) submission. Firms which do not return this report may be determined to have no DVBE participation and/or not to be a minority owned business. Bidders/proposers that are DVBE firms shall check the first box on the form. Firms responding to the DVBE program should list DVBE subconsultants/partners.

FIRM NAME _____

BID/RFP/FA# _____

STATUS (check one)

- Our firm(s) is a certified DVBE certified by the California Department of General Services. DGS No. _____
- Our firm utilizes DVBE subcontractors. (List DVBE firms utilized, including their DGS number, and the percentage)

- Our firm(s) is MINORITY certified by _____ Certificate No. _____
- Our firm(s) is WOMEN-OWNED certified by _____ Certificate No. _____

Check appropriate box below

<input type="checkbox"/> No DVBE utilization <input type="checkbox"/> Non-profit organization <input type="checkbox"/> Educational institution <input type="checkbox"/> Government agency <input type="checkbox"/> Not a Minority firm <input type="checkbox"/> Not a Women-Owned firm

By signing below, bidders/proposers represent that this is an accurate representation of the minority status of their firms and/or DVBE status or utilization for the firm(s) participating in this acquisition.

Name _____

Title _____

Signature _____ Date _____

Telephone _____

ATTACHMENT F: IRAN CONTRACT ACT CERTIFICATION

IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code Sections 2202-2208)

Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/respondent must submit this certification pursuant to Public Contract Code section 2204.

The bidder/respondent must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

- OPTION 1.** Bidder/Respondent is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

- OPTION 2.** Bidder/Respondent has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

CERTIFICATION:

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/respondent to the OPTION selected above. This certification is made under the laws of the State of California.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

ATTACHMENT G: RELEVANT PERMITS AND LICENSES

(Attach permits and licenses to this page and on additional pages, if needed)

ACADEMIC CALENDAR

APR 15 2024
Spring Break - Classes Not in Session
April 15 to April 20

APR 19 2024
Campus Closed

MAY 27 2024
Memorial Day – Campus Closed

JUN 10 2024
Spring 2024 - Final Examinations
June 10 to June 16

JUN 14 2024
Commencement

JUN 16 2024
Last Day of Classes - Spring Semester 2024

JUN 17 2024
Classes Not in Session
June 17 to June 23

JUN 19 2024
Juneteenth – Campus Closed

JUN 24 2024
First Day of Classes - Summer Intersession 2024

JUL 04 2024
Independence Day Celebration – Campus Closed

AUG 16 2024
Last Day of Classes – Summer Session 2024

AUG 17 2024
Classes Not in Session
August 17 to August 22

SEP 2 2024
Labor Day – Campus Closed

NOV 11 2024
Veterans Day – Campus Closed

NOV 28 2024
Thanksgiving Break – Campus Closed
November 28 to December 1

Expanded calendars available at: <https://Glendale.edu/calendars/academic.php>

CAMPUS MAP

BUILDINGS

- AD JOHN A. DAVITT ADMINISTRATION BLDG.
- AS ARROYO SECO BLDG.
- AT ADVANCED TECHNOLOGY BLDG.
- AU AUDITORIUM BLDG.
- BK BOOKSTORE
- BV BUENA VISTA BLDG.
- CC GLENDALE CIVIC AUDITORIUM
- CDC CHILD DEVELOPMENT CENTER
- CR CAMINO REAL BLDG.
- CS CIMMARUSTI SCIENCE CENTER
- G ART GALLERY
- HS BHUPESH PARIKH HEALTH SCIENCES & TECHNOLOGY BLDG.
- LB LIBRARY BLDG.
- LS LIFE SKILLS BLDG.
- M&O MAINTENANCE & OPERATIONS
- PCHS PACIFIC CLINICS HEADSTART PROGRAM
- SA SANTA ANITA BLDG.
- SB SANTA BARBARA BLDG.
- SC J.W. SMITH STUDENT CENTER
- SF SAN FERNANDO COMPLEX
- SG SAN GABRIEL BLDG.
- SM SIERRA MADRE BLDG.
- SN SIERRA NEVADA GYM
- SR SAN RAFAEL BLDG.
- SV SIERRA VISTA BLDG.
- TG TONGVA BLDG.
- TG-A TONGVA BLDG. ANNEX
- VQ KINESIOLOGY AND VAQUERO ATHLETIC COMPLEX

PARKING

- LOT A Staff Permit
- LOT B Student Permit
- LOT C / GGC PARKING STRUCTURE Student Permit/Staff Permit
- LOT D Staff Permit
- LOT E Staff Permit
- LOT F Unavailable due to construction
- LOT G Unavailable due to construction
- LOT H Staff/Disabled Student Permit
- LOT I Staff Permit
- CIRCLE DRIVE Staff Permit
- LOT 30 Metered Lot/Student & Daily Permit
- CIVIC AUDITORIUM PARKING STRUCTURE AND LOT 31 Semester Permits Only
- LOTS 32, 33 & 34 Metered Lots/Student Permit

SERVICE

- Academic Counseling SV, Third Floor
- Admissions & Records SV, Third Floor
- ASGCC Business Office SC, First Floor
- Baja Field Studies Program SR, First Floor
- Bookstore SC, First Floor
- Box Office AU 106-A
- CalWORKs Parents Program SV, Second Floor
- Career Center SV, Third Floor
- Center For Students With Disabilities SG, First Floor
- EOPS SV, Third Floor
- Fees, Tuition & Refunds SV, Third Floor
- Financial Aid SV, Third Floor
- GCC CARES CC, First Floor
- Health Center SR, First Floor
- Instructional Services AD 145
- International Student Services SV, Third Floor
- Job Placement Center SV, Third Floor
- Kreider Hall SR 138
- Learning Center AD 232
- Learning Commons SV, First Floor
- Lost & Found SM 153
- Multicultural & Community Engagement Center SM 267
- Outreach SM 266
- Planetarium CS, Second Floor
- Police Department SM 153
- Scholarship Office SC, Second Floor
- Student Affairs SC, Second Floor
- Study Abroad AD 145
- Student Equity SR, Second Floor
- Transfer Center SV, Third Floor
- Vaquero Success Center SV, Third Floor
- Veterans Office TG-A
- The Welcome Center SM 266

BUILDING

- SV, Third Floor
- SV, Third Floor
- SC, First Floor
- SR, First Floor
- SC, First Floor
- AU 106-A
- SV, Second Floor
- SV, Third Floor
- SG, First Floor
- SV, Third Floor
- SV, Third Floor
- SV, Third Floor
- CC, First Floor
- SR, First Floor
- AD 145
- SV, Third Floor
- SV, Third Floor
- SR 138
- AD 232
- SV, First Floor
- SM 153
- SM 267
- SM 266
- CS, Second Floor
- SM 153
- SC, Second Floor
- SC, Second Floor
- AD 145
- SR, Second Floor
- SV, Third Floor
- SV, Third Floor
- TG-A
- SM 266



Find your way around with our 3D map!

For the most up-to-date version, please visit: <https://Glendale.edu/about/campus-maps.php>