

REQUEST FOR PROPOSALS

**The Research Corporation of the University of Hawaii
requests proposals for the**

External Evaluation of the Early College High School Program

for

**Hawaii P-20 Partnerships for Education – GEAR UP Hawaii
Office of the Vice President for Academic Affairs
University of Hawaii
Honolulu, HI**

December 18, 2015

NOTICE TO OFFERORS

RFP Availability

A copy of the Request for Proposal (RFP) #016-0001, External Evaluation of the Early College High School Program, is available on the website:

<http://www.p20hawaii.org/programs/college-and-career-readiness/early-college-high-school-program/>.

Questions About the RFP

All questions about the RFP must be directed to Marlene Mattos at mmattos@hawaii.edu and Sena Pierce at senap@hawaii.edu. Closing Date for Receipt of Offeror Questions is 4:00 PM (Hawaii Standard Time), January 12, 2016.

Closing Date for Receipt of Proposals

Completed proposals must be received no later than 4:00 PM (Hawaii Standard Time), January 29, 2016, at the address listed in Section 1.10 of this RFP. Email or mailed submissions will be accepted (email submittals are strongly preferred), but regardless of the submittal method, it is the Offeror's responsibility to ensure confirmation of proposal receipt prior to the Closing Date for Receipt of Proposals. Proposals received after the time and date fixed for submittal will not be considered.

This RFP is issued by The Research Corporation of the University of Hawaii (RCUH).

Research Corporation of the University of Hawaii
1601 East-West Road, Burns Hall 4020
Honolulu, HI 96848

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IT IS THE RESPONSIBILITY OF ALL OFFERORS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR RFP PACKAGE.

This RFP contains 34 pages.

SECTION 1 – ADMINISTRATIVE OVERVIEW

1.1 INTRODUCTION

This is a Request for Proposals (RFP) issued by the Research Corporation of the University of Hawaii (RCUH), on behalf of Hawaii P-20 Partnerships for Education – GEAR UP Hawaii to solicit proposals from Offerors who wish to be considered. The contract will be issued and administered as an Agreement for Services with the RCUH.

1.2 SCHEDULE OF KEY DATES

The schedule of key dates set forth herein represents the RCUH’s best estimate of the schedule that will be followed. Any of the dates listed below may be changed at any time at the sole discretion of the RCUH Procurement Officer.

Date of Notice (RFP Issued): December 18, 2015
Closing Date for Receipt of Offeror’s Attachment A
(Notice of Intent to Submit a Proposal): January 8, 2016, 4:00 PM, HST
Closing Date for Receipt of Offeror Questions:..... January 12, 2016, 4:00 PM HST
Closing Date for Posting Responses to Questions: January 15, 2016, 4:00 PM, HST
Closing Date for Receipt of Proposals: January 29, 2016, 4:00 PM, HST
Proposal Review Period: February 1 – February 12, 2016
Date of Contractor Selection and Award: February 18, 2016
Services Start Date (Tentative): April 1, 2016

1.3 RFP AMENDMENTS

The RCUH reserves the right to amend the RFP at any time prior to the Closing Date for Receipt of Proposals. All RFP amendments will be posted on the following website, <http://www.p20hawaii.org/programs/college-and-career-readiness/early-college-high-school-program/>. **Offerors are solely responsible to check this website for any modifications to the RFP. The RCUH reserves the right to cancel this RFP at any time for any reason at no cost to the RCUH.**

1.4 QUESTIONS BY OFFERORS AND POTENTIAL OFFERORS TO RCUH

All questions by Offerors or potential Offerors should be submitted in writing via email to Marlene Mattos and Sena Pierce using the following email addresses: mmattos@hawaii.edu and senap@hawaii.edu. Questions regarding proposal requirements, contents, and details will receive a response only for those questions received by 4:00 PM HST, January, 12, 2016. All received questions and responses will be posted by 4:00 PM HST, January 15, 2016 on the website, <http://www.p20hawaii.org/programs/college-and-career-readiness/early-college-high-school-program/>.

The website referred to in the preceding paragraph will be non-secured (open and accessible to anyone to view). Since all questions and responses will be posted and accessible to the public, no proprietary information or questions regarding proprietary information or material should be communicated by an Offeror to the website identified above.

1.5 QUESTIONS BY RCUH TO OFFERORS

The Offeror is responsible for ensuring the correctness and readability of its proposal. However, the RCUH reserves the right to seek clarifications during the Proposal Review Period. Content for which a clarification may be requested includes obvious mislabeling of figures or tables, illegible text (such as may occur in a figure label being reduced to too small a font size), or an obvious clerical mistake (e.g., a misplaced decimal point or obvious mistake in designation of a unit such as feet instead of meters). The authority to permit correction of proposals is limited to proposals that, as submitted, are responsive to the RFP and may not be used to permit correction of proposals to make them responsive.

1.6 CLARIFICATION OF THE RFP

An Offeror shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter shall be promptly submitted to the RCUH prior to the Closing Date for Receipt of Offeror Questions. This shall allow issuance of any necessary amendments to the RFP. The Offeror hereby acknowledges, agrees, and waives any claim arising from any knowledge of any defect in this RFP acquired prior to the Closing Date for Receipt of Offeror Questions and failing to inform the RCUH prior to said deadline. The Offeror further acknowledges and agrees that: (1) the RCUH reserves the right to waive any technical irregularity not affecting an unbiased and objective evaluation of all proposals; (2) such waiver will be in the best interest of the RCUH; and (3) the Offeror hereby waives any claim against the RCUH arising from such technical irregularity.

1.7 TAX CLEARANCE FOR PROPOSALS

A tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service is not required for submission of a proposal. However, in accordance with Section 103-53 of the Hawaii Revised Statutes, the selected contractor shall submit a valid tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to execution of the Agreement for Services. A Certificate of Vendor Compliance that reflects a “Compliant” status from Hawaii Compliance Express (HCE), <https://vendors.ehawaii.gov/hce/splash> is acceptable in satisfying the tax clearance requirement. Governmental agencies in the U.S. (i.e., city, county, state, federal) and any foreign governmental agencies are excepted from the tax clearance requirement.

Due to the fact that the proposal review and contract award period may be tightly scheduled, it is highly recommended that Contractors submitting proposals apply for tax clearance upon submission of the proposal in order to meet key dates.

1.8 PREPARATION COSTS

Any costs incurred by Offerors in preparing or submitting a proposal shall be the sole responsibility of the Offeror.

1.9 PROPRIETARY INFORMATION

The Offeror should clearly identify any proprietary information in the Offeror's submitted proposal. Upon final execution of an Agreement for Services, all non-proprietary information in an Offeror's proposal may be made available by the RCUH for public inspection upon request. Accordingly, material designated as confidential should be readily separable from the proposal in order to facilitate inspection of the nonconfidential portion of the proposal.

1.10 SUBMISSION OF PROPOSALS

Offerors may submit proposals by mail or email. Email submittals are strongly preferred. Note that the maximum allowable file size for email attachments is 10 MB, so an Offeror may need to send its complete proposal in multiple parts. If submitting by mail, please include the original and 3 copies. It is the responsibility of the Offeror to confirm that the RCUH has received its proposal prior to the Closing Date for Receipt of Proposals. Proposals may be modified by an Offeror prior to the Closing Date for Receipt of Proposals.

Address, if submitting by mail:

Hawaii P-20 Partnerships for Education
Attn: Marlene Mattos
University of Hawaii
Sinclair Library, Room 504
2425 Campus Road
Honolulu, HI 96822

Address, if submitting by email:

mmattos@hawaii.edu

1.11 CERTIFICATION OF PROPOSAL

By submitting a proposal, the Offeror certifies that the proposal submitted to the RCUH is in accordance with any required authorization by the governing body of the Offeror's organization. The Offeror further certifies that the information and responses contained in the proposal are true, accurate, and complete, and that the RCUH may justifiably rely upon said information for purposes of evaluation and contracting with the Offeror. If it is later discovered that any information provided in the Offeror's proposal is false, it will result in the Offeror's elimination from consideration.

1.12 PROPOSAL WITHDRAWAL

An Offeror may withdraw its proposal by submitting a written request to the RCUH any time prior to the Closing Date for Receipt of Proposals.

1.13 RFP SUBMITTALS BECOME THE PROPERTY OF RCUH

All proposals and other material submitted shall become the property of the RCUH, and may be returned at the sole discretion of the RCUH.

1.14 OPENING OF PROPOSALS

Proposals will be opened after 4:00 PM Hawaii Standard Time, on January 29, 2016, or as amended at the office to which the proposals are submitted. The proposal opening will not be open to the public. Proposals will not be subject to public inspection until after an Agreement for Services is signed by all parties, but in no case will proprietary information or proprietary material designated as such and submitted by an Offeror as part of an Offeror's proposal, be available for public inspection.

1.15 DISQUALIFICATION OF PROPOSALS

The RCUH reserves the right to consider as acceptable only those proposals submitted in accordance with all the requirements set forth in this RFP, and which demonstrate an understanding of the scope of work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

An Offeror shall be disqualified and its proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or reserving the right to enter into a contract pursuant to an award, or has any provision contrary to those required in the solicitation.
- The Offeror is debarred or suspended. Entities that are currently debarred or suspended from federal procurement transactions are listed in the Excluded Parties Listing System. A search can be performed at www.sam.gov to determine whether an entity has an active exclusion.
- The proposal includes a proposed price which exceeds the allocated budget of \$240,000.

1.16 REFERENCES

The Offeror must disclose all contracts for similar services for the last two (2) years, and these may serve as potential references to be contacted by the RCUH as part of the evaluation of the Offeror's proposal. Points of contact and contact information should be indicated for each contract listed.

The RCUH reserves the right to contact the references named in the Offeror's proposal and any other references provided by the Offeror during the past two (2) years. The results of discussions with the references will be used to score the proposal, as described in Section 4 of this RFP.

1.17 SELECTION ON INITIAL PROPOSALS

The RCUH may select a Contractor on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Offeror's best terms.

1.18 BASIS FOR SELECTION

Based on the evaluation process discussed in Section 4 of this RFP, the highest ranked responsible and responsive Offeror will be selected.

1.19 PROCESS FOR NEGOTIATIONS

The RCUH will attempt to negotiate with the selected Offeror a mutually acceptable Agreement for Services. If this cannot be accomplished within 21 calendar days after initial Selection, the RCUH reserves the right to terminate contract negotiations with the first-ranked Offeror, and may select the second-ranked Offeror for negotiation of a potential award. This process may continue in order of Offeror ranking until a mutually acceptable Agreement for Services is achieved with the RCUH and an award is made to a selected Offeror.

1.20 AVAILABILITY OF FUNDS

Offerors are advised that entering into an Agreement for Services is contingent upon availability of funds. If funds are not available, the RCUH reserves the right not to enter into an agreement.

1.21 NOTICE TO PROCEED

The RCUH shall not be responsible for work done, even in good faith, prior to the RCUH's execution of an Agreement for Services unless specific provisions are made in the Agreement for Services.

1.22 CHANGES TO CONTRACTOR'S FEE

It is recognized that financial audit disallowances and other changes may require adjustments in the compensation due to the Contractor. In the event that future actions would either disallow or minimize the payments already made to the Contractor, the Contractor shall assist the RCUH in defending the correctness of the claim for reimbursement. If the disallowance or adjustment is upheld, then the Contractor will repay RCUH to the extent the amount of the disallowance or adjustment was included in the total fee received by the Contractor. Payment to the RCUH shall be made within THIRTY (30) calendar days from which official notice is received by the Contractor from the RCUH.

1.23 PROCUREMENT OFFICER

This RFP is issued by the Research Corporation of the University of Hawaii, on behalf of

Hawaii P-20 Partnerships for Education – GEAR UP Hawaii. The Procurement Officer responsible for overseeing the RFP process and Agreement for Services is Blanche Fountain.

SECTION 2 – STATEMENT OF WORK

GEAR UP Hawai‘i (GUHI), a federal program managed by Hawai‘i P-20 Partnerships for Education (Hawai‘i P-20), is seeking an external evaluator who is able to provide a high-quality, descriptive, and statistically-sound summative evaluation to assess the impact of the Early College High School (ECHS) program on students, schools, and local educational systems. While the external evaluator will have flexibility to develop the final evaluation design (subject to GUHI’s approval), it is expected that a successful evaluation would employ both qualitative and quantitative approaches to provide a robust and detailed account of the program and program impact.

Background

Hawai‘i P-20 published a white paper in early 2014 that reviewed 10 years of postsecondary outcomes for students who participated in dual credit programs in Hawai‘i¹. The authors found that students who participated in dual credit were more likely to enroll in college, enroll in college-level courses, and were more likely to earn a degree than students who did not participate. They also found the programs were particularly beneficial for low-income students but that not all students participated equally. The paper concluded with suggestions that transportation challenges, paying for tuition, fees, and books, and teacher recommendations limited the number of students able to benefit from dual credit programs. These barriers were confirmed in a case study of dual credit programs in Hawai‘i contracted by GUHI in 2014.²

ECHS Program

In an effort to address perceived barriers to participation in dual-credit programs and increase the participation of underrepresented students in dual-credit, the Harold K.L. Castle Foundation and GUHI partnered to initiate the ECHS program in fall 2014. ECHS is a three-year program that provides funding and technical support to selected Hawai‘i public high schools to provide dual-credit courses on the high school campus. The first courses were offered in fall 2014 and the program will conclude in summer 2017. Key differences between the ECHS program and traditional Running Start (e.g. students individually pay for and attend college-courses on the college campus) include:

- ✓ ECHS courses are offered to intact groups of high school students at the high school campus;
- ✓ The courses are free to students;

¹ The paper is available at http://www.p20hawaii.org/wp-content/uploads/2013/06/Dual_Credit_Postsecondary_Outcomes_01102014.pdf

² The full case study report is available online at <http://educationnorthwest.org/resources/expanding-opportunities-earn-college-credit-rural-title1-high-schools-hawaii>.

- ✓ Participating schools are required to recruit students from groups that are underrepresented in higher education; and
- ✓ Schools receive technical assistance and participate in a community of learners to guide planning and implementation of the program.

A total of 12 high schools on four islands were selected to participate through a competitive proposal process. Selected schools are listed below.

Hawai‘i Island

- Hilo High School
- Kealakehe High School
- Kohala High School
- Waiakea High School

Hawai‘i Island

- Hilo High School
- Kealakehe High School
- Kohala High School
- Waiakea High School

Moloka‘i Island

- Moloka‘i High School

O‘ahu Island

- Kailua High School
- Farrington High School
- Kaimuki High School
- Wai‘anae High School
- Waipahu High School

Theory of Change

The primary goal for the ECHS program is to increase dual-credit participation and college credits-earned and, in-turn, increase college going, as well as support the development of institutionalized early college programs in the state. The long-term impact of the ECHS program is to contribute to the state’s goal of 55% of working age adults having a college degree by 2025.

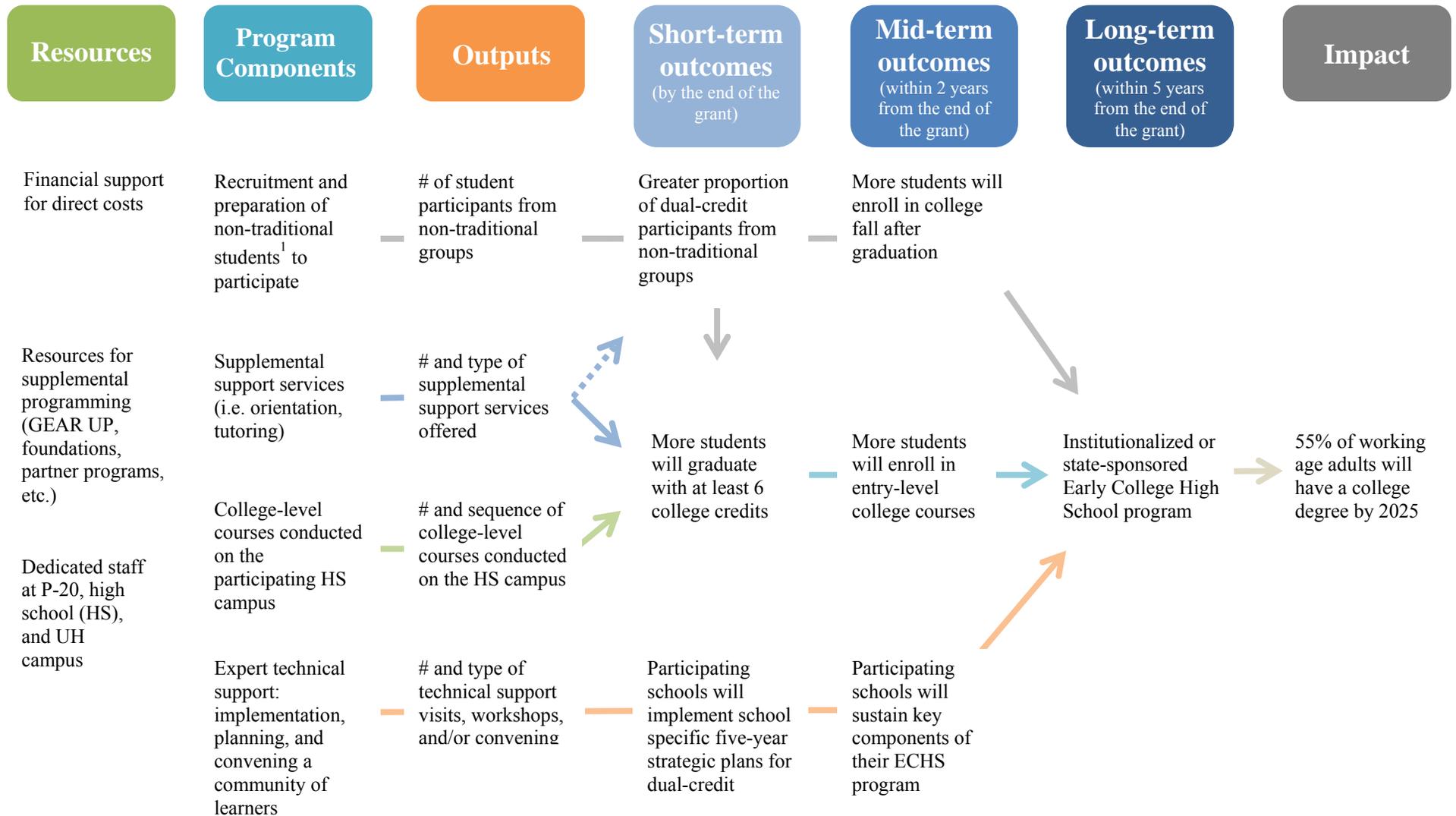
A logic model outlining program components and intents is presented on the next page and draws on the following assumptions:

- Under-qualified students will need supplemental support to qualify for and succeed in ECHS courses;
- Students who take ECHS courses will be more prepared for college which will result in more students enrolling in college and enrolling in college-level courses;
- Schools that successfully develop and implement a five-year strategic plan for ECHS at their schools will be able to sustain an early college program beyond the ECHS program; and
- The success of the program as evidenced by increases in students who earn dual-credits, in college-enrollment, and adoption of all or part of the ECHS program at participating schools will lead to institutionalized early college programs.

There are some external assumptions outside the control of the program necessary for program success including:

- Schools will be able to recruit enough students to fill planned courses;
- Sufficient numbers of students will qualify to fill planned courses that have prerequisites (i.e. place into English 100);
- The University of Hawai‘i (UH) partner campuses will have sufficient instructional staff to teach planned courses; and
- Schools will develop and find funding for necessary supplemental supports.

Early College High School Program – Logic Model (revised 5/4/2015)



¹Non-traditional groups include a) students from particular demographic groups identified as non-traditional participants in Running Start including: male students, Native-Hawaiian students, and low-income students; b) middle-level academic achievers, and/or c) students from target groups identified by participating schools in ECHS proposals.

Requirements

A developmental and formative evaluation of the ECHS program is being conducted by the GUHI internal evaluator and GUHI program staff to address the guiding questions: a) what elements need to be in place prior to beginning ECHS in order to successfully implement the program; b) what practices, if any, were found to support or hinder successful implementation of the program; and c) to what extent did participating high schools implement the ECHS program as intended? Program documents and information collected during the developmental and formative evaluation of the ECHS program, including focus group data, surveys, and program monitoring reports, will be available to the external evaluator.

At a minimum, the summative evaluation of the ECHS program should address the following research questions drawn from the logic model and the formative evaluation of the program:

1. What was the effect of the program on ECHS participants in terms of: college-credits earned while in high school; first fall college enrollment; college-level course enrollment; and second fall college retention?
 - a. How and in what ways did program effects, if any, vary by student characteristics, i.e. socioeconomic status, gender, academic level, etc.?
 - b. How and in what ways did program effects, if any, vary by courses taken and course sequence?
 - c. How and in what ways did program effects, if any, vary by school characteristics, including Title I and non-Title I schools?
2. To what extent did participating high schools successfully sustain all or part of an early college high school program in terms of: student recruitment, courses offered, student support, and funding/strategic planning?
 - a. To what extent was the program sustained at the systems level (e.g. policy/practice outside of the participating school or partner campus)?
 - b. What factors facilitated/limited sustainability efforts?
3. What was the impact of the ECHS program on participating school culture or systems?³
 - a. What was the impact of the program on the culture/systems at the participating high schools?
 - b. What was the impact of the program on the culture/systems at the participating UH campus?

³ During focus groups with ECHS school and UH partner staff conducted at the close of the program's first year, ECHS leadership found the program appeared to be impacting the culture and systems at participating schools. Though school change was not an initial intent of the program, the external evaluation of ECHS should consider the impact of the program on systems and mindsets within participating schools, in particular the impact of the program on a school's college-going culture.

Required Deliverables

While the exact deliverables must be spelled out in the bidder's proposal and GUHI encourages bidders to include innovative deliverables, the following must be delivered by the successful bidder:

- Detailed work plan
- Evaluation instruments (i.e. survey, interview protocol, focus group protocol, etc.)
- Yearly interim report
- Sustainability plan at the school and systems level
- Final summative report
- Summary report brief for public distribution
- Technical report

Data Use, Ownership, and Confidentiality

The execution of the project described in this RFP requires the analysis of individual student record data from educational institutions including the Hawai'i Department of Education and UH. These data shall be obtained and provided to the external evaluator by GUHI through memoranda of understanding with the appropriate institutions. Appropriate measures must be taken to ensure that these data are kept secure and confidential. Upon termination of the contract all data must be destroyed, and GUHI reserves the right to demand the destruction of these institutional data at any time.

All data, data collection instruments and protocols, data documentation and findings created during this project will be the sole property of GUHI and the University of Hawaii. Data and documentation will be thoroughly cleaned by the external evaluator and will be turned over to GUHI in the form agreed upon for the project. All data must be accompanied with sufficient documentation necessary for GUHI to validate or replicate any analyses conducted in the course of the project. This includes a complete data dictionary, all variable descriptors, data collection instruments, code for creation of any composite variables or data reduction, and any users' notes. All data-related items will be submitted in both hard copy and electronic formats unless otherwise agreed upon.

SECTION 3 – PROPOSAL REQUIREMENTS

3.1 REQUIRED FORMAT

The proposal shall be organized in sections in the following order:

1. Executive Summary
2. Technical Proposal
3. Schedule
4. Qualifications and Expertise
5. Price Proposal
6. Appendices

3.1.1 EXECUTIVE SUMMARY

Offeror shall submit an Executive Summary, not to exceed four pages, outlining the key elements of the proposal.

3.1.2 TECHNICAL PROPOSAL

Offeror shall submit a Technical Proposal describing the planned scope of work in detail including, but not limited to, the evaluation design, evaluation questions, methods that will be used to address the evaluation questions, analytic plan, proposed deliverables, and reporting plan.

3.1.3 SCHEDULE

Offeror shall submit a schedule including the dates by which each proposed evaluation activity will be completed.

3.1.4 QUALIFICATIONS AND EXPERTISE

Offeror shall describe the firm's qualifications, experience and size. In addition, the Offeror shall identify the team it will use to provide the goods/services. Biographical summaries of the key team members shall be included in the proposal (to be included with Appendix B, described below).

3.1.5 PRICE PROPOSAL

Offeror shall submit a Price Proposal (to be included with Appendix C, described below) that includes a line by line break down of the cost of services including, but not limited to, the percent of each proposed staff member's time that will be dedicated to the project. The Price Proposal must be inclusive of travel costs to the GEAR UP Hawaii office in Honolulu as well

as to Early College High School sites on Hawaii, Kauai, Molokai, and Oahu Islands.

3.1.6 APPENDICES

Appendix A – Proposal Letter. The Proposal Letter shown in Appendix A shall be signed and dated by an individual authorized to legally bind the Offeror. Evidence shall be submitted showing the individual’s authority to bind the Offeror.

Appendix B – Offeror’s Profile. The Offeror’s Profile form shown in Appendix B shall be completed in its entirety.

Appendix C – Price Proposal. Offeror shall submit a detailed Price Proposal for the proposed evaluation, including a description of each cost element. A Microsoft Excel template may be requested; contact Marlene Mattos via email at mmattos@hawaii.edu.

Appendix D – References. Using the form shown in Appendix D, the Offeror must disclose all contracts for similar services performed during the last two (2) years. Points of contact and contact information should be indicated for each contract listed. These will serve as potential references to be contacted by the RCUH as part of the evaluation of the Offeror’s proposal. Appendix D may be duplicated as needed.

Appendix A

PROPOSAL LETTER TO THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

We propose to provide services for the Research Corporation of the University of Hawaii, for the benefit of _____ of the University of Hawaii.

It is understood that this proposal constitutes an offer.

It is understood and agreed that we have read the Research Corporation of the University of Hawaii's specifications described in the RFP and this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify all items included in this proposal meet or exceed any and all such specifications, and agree to the terms and conditions in all of the documents described in Section 4.5 of the RFP, including Attachments.

If selected, we agree to deliver goods and services which meet or exceed the specifications.

Respectfully submitted,

Authorized Signature

Date

Printed Name

Title

Email Address

Telephone

If contract is awarded, the purchase order/payment should be made to

Federal EIN

Remittance Address

City, State, Zip Code

*Attach to this page: Evidence of authority of the above officer to submit an offer on behalf of the company, giving also, the names and addresses of the other officers of the company.

Appendix B

OFFEROR PROFILE

(All items must be provided to be considered)

Company Name _____ **Type of Company** _____

Address _____ **Total # Full Time Employees** _____

_____ **Phone Number** _____

Email _____ **Federal ID #** _____

Company Start Date _____ **State ID #** _____

Project Manager / Principal Contact (Attach Bio) _____

Assigned Employees (Attach Bios) _____

_____ **(Attach Additional Listings)** _____

Signature _____ **Date** _____

Position/Title _____

***Attach to this page: Resumes for all project team members.**

Appendix C

PRICE PROPOSAL

CATEGORY	FTE	HOURS	TOTAL
<i>PERSONNEL - List all positions assigned to project</i>			
Fringe - Indicate percentage: %			

Subtotal Personnel \$ _____

CATEGORY	UNIT COST	AMOUNT	TOTAL
<i>TRAVEL - List planned travel</i>			
<i>Other - List all other items</i>			

Subtotal Non-Personnel \$ _____

TOTAL COST (Personnel + Non-Personnel) \$ _____

* Attach to this page: Detailed description/explanation of each cost element listed above.

Appendix D

REFERENCES

Name of Firm _____

Address _____

Contact Name _____ Position _____

Telephone Number _____ Email Address _____

Dates of Services _____

Description of Services Provided:

SECTION 4 – EVALUATION OF PROPOSALS AND BASIS FOR AWARD

4.1 EVALUATION OF OFFEROR PROPOSALS

All responsive proposals received prior to the Closing Date for Receipt of Proposals of 4:00 PM Hawaii Standard Time, January 29, 2016, will be evaluated and scored.

4.2 EVALUATION COMMITTEE

A committee, comprised of at least three (3) representatives, will evaluate and score each proposal submitted after review of all proposals and completion of oral presentations, if required. The committee will submit its evaluations to the Procurement Officer. The Procurement Officer will review the RFP and the evaluations before the selection of a Contractor. The firm with the highest score according to the criteria shown in this section shall be awarded the contract.

4.3 CRITERIA FOR PROPOSAL EVALUATION AND SCORING METHOD

The scoring and subsequent ranking of each proposal will be based on a scoring method using weighted formulas for technical merit (ability to meet scope of work/schedule), qualifications and expertise, technical merit, and price. The total score for each proposal will be on a scale of 0 to 100 points. Three general categories will be used to evaluate the proposals:

<u>Category</u>	<u>Maximum Number of Points per Category</u>
Qualifications and expertise	50
Technical merit	40
Price	10
Total	100

4.3.1 Detailed Evaluation Formula for Proposed Technical Approach

Within the above general categories, points will be further divided as follows:

Qualifications and expertise (50 points total)

- Experience evaluating educational programs (10 points) – Prior experience evaluating education programs is essential. Experience conducting evaluations of college access programs is especially desirable.
- Experience evaluating school culture or school change (10 points) – Prior experience evaluating school systems or culture, and/or knowledge of how to measure changes in school culture or systems is essential. Experience with measures of college-going culture in schools is especially desirable.
- Experience conducting quasi-experimental research or evaluation designs (10 points) – Because students were not randomly assigned into a treatment group, experience with quasi-experimental designs is essential. Specific experience conducting propensity score match analyses is desirable.

- Experience with qualitative studies (10 points) –A familiarity with case studies, interviewing, and other qualitative methods is essential. Specific experience conducting qualitative designs in high school settings is desirable.
- Experience working in Hawai‘i, especially with low-income populations in Hawai‘i (5 points) – Prior experience conducting evaluations in Hawai‘i’s low-income communities is essential.
- References. (5 points) – Prior client satisfaction with program evaluation implementation and products.

Technical Merit of the Proposal (40 points total)

- Evidence of understanding of the project (10 points) – The bidder’s proposal should address the requirements and ideas described in this request, demonstrating an understanding of the project needs.
- Quality of work plan and methodology (15 points) – The bidder’s proposal must clearly and thoroughly explain the bidder’s intended work plan and methodology. The strength of this plan in addressing GUHI’s research questions and requirements will be the most important element in assessing bidders’ proposals.
- Feasibility of proposal (10 points) – The bidder must describe the organization’s capacity to complete the work effectively and within the timeline. This capacity may be described by linking the organization’s experience to the work plan and by identifying the staff who will be dedicated to this project.
- Clarity of proposal presentation (5 points) – The proposal clearly and effectively addresses the requirements of the RFP and follows requested proposal guidelines and format.

Price (10 points total)

- Comprehensiveness and cost-effectiveness of budget – GUHI has allocated \$240,000 for the entire evaluation across two years. Bidders must provide a line-item budget of their proposed work not to exceed \$240,000. GEAR UP will assess the comprehensiveness and cost-effectiveness of the line-item budget. Please note: budget must be inclusive of travel costs to the GUHI office in Honolulu as well as to ECHS sites on Hawai‘i, Kaua‘i, Moloka‘i, and ‘Oahu Islands. **GUHI will not consider any proposals that exceed the allocated \$240,000 budget.**

A pricing formula shall be used to allot points based on the Offeror’s price and the price of the lowest bidder.

The References category will be scored by selecting up to three of the Offeror’s previous or current customers, and factoring their responses to standardized questions, into the evaluation.

4.4 BASIS FOR SELECTION AND AWARD OF AN AGREEMENT FOR SERVICES

The RCUH will select and attempt to negotiate a mutually acceptable Agreement for Services with the first-ranked Offeror. If this cannot be accomplished within 21 calendar days

after initial Selection, the RCUH reserves the right to terminate contract negotiations with the first-ranked Offeror, and may select the second-ranked Offeror for negotiation of a potential award. This process may continue in order of Offeror ranking until a mutually acceptable Agreement for Services is achieved with the RCUH and an award is made to a selected Offeror.

4.5 REQUIREMENTS FOR AN AGREEMENT FOR SERVICES WITH THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

The selected Offeror must submit the following documentation prior to execution of an Agreement for Services with the Research Corporation of the University of Hawaii:

1. Tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service. *See* Section 1.7 of this RFP.
2. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters, if applicable.
3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions, if applicable.

Acceptance of an Agreement for Services with the Research Corporation of the University of Hawaii requires acceptance of Attachment B – General Conditions for Services Agreements, Attachment C – Special Conditions for Services Agreements–Federal Provisions, if applicable, and Attachment D – Standards of Conduct Declaration. Necessary forms will be provided to the selected company.

Attachment A. Notice of Intent to Submit a Proposal
(May be sent by email or fax.)

Company Name: _____

Address: _____

Phone No.: _____

Email.: _____

[] I acknowledge receipt of Request for Proposal No. _____ and my company intends to submit a proposal prior to the Closing Date for Receipt of Proposals. I acknowledge the requirements for a services agreement with the Research Corporation of the University of Hawaii, including submittal of a price proposal; State of Hawaii Department of Taxation and Internal Revenue Service tax clearances; Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters; Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions; Standards of Conduct Declaration; and acceptance of the General Conditions for Services Agreements and the Special Conditions for Services Agreements (Federal Provisions).

[] I acknowledge receipt of Request for Proposal No. _____ but my company is not submitting a proposal.

Submitted by:

Signature Date

Typed Name

Title

Attachment B. General Conditions for Services Agreements

1. Coordination of Services by the State. RCUH, or RCUH's designee, shall coordinate the services to be provided by the CONTRACTOR in order to complete the Project. The CONTRACTOR shall maintain communications with RCUH, or RCUH designee, at all stages of the CONTRACTOR's work, and submit to RCUH or RCUH designee, for resolution, any questions which may arise as to the performance of this Agreement.
2. Relationship of Parties; Independent Contractor Status and Responsibilities, Including Tax Responsibilities.
 - a. In the performance of services required under this Agreement, the CONTRACTOR shall be an "independent contractor", with the authority and responsibility to control and direct the performance and details of the work and services required under this Agreement; however, RCUH shall have a general right to inspect work in progress to determine whether in RCUH's opinion, the services are being performed by the CONTRACTOR in accordance with the provisions of this Agreement. It is understood that RCUH does not agree to use the CONTRACTOR exclusively, and that the CONTRACTOR is free to contract to provide services to other individuals or entities while under contract to RCUH.
 - b. The CONTRACTOR and the CONTRACTOR's employees and agents, shall not be considered agents or employees of RCUH for any purpose, and the CONTRACTOR's employees and agents shall not be entitled to claim or receive from the RCUH any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to RCUH employees.
 - c. The CONTRACTOR shall be responsible for the accuracy, completeness, and adequacy of its performance under this Agreement. Furthermore, the CONTRACTOR intentionally, voluntarily, and knowingly assumes the sole and entire liability (if such liability is determined to exist) to the CONTRACTOR's employees and agents, and to any individual not a party to this Agreement, for all loss, damage, or injury caused by the CONTRACTOR, or the CONTRACTOR's employees or agents in the course of their employment.
 - d. The CONTRACTOR shall be responsible for payment of all applicable federal, state and county taxes and fees which may become due and owing by the CONTRACTOR by reason of this Agreement, including but not limited to (i) income taxes, (ii) employment related fees, assessments and taxes, and (iii) general excise taxes. The CONTRACTOR is further responsible for obtaining all licenses, permits, and certificates that may be required by reason of this Agreement, including but not limited to a general excise tax license from the Department of Taxation, State of Hawaii.

- e. The CONTRACTOR shall be responsible for securing any and all insurance coverage for the CONTRACTOR and the CONTRACTOR's employees and agents which is or may be required by law during the pendency of this Agreement. The CONTRACTOR shall further be responsible for payment of all premiums, costs and other liabilities associated with securing said insurance coverage.
3. Personnel Requirements.
 - a. The CONTRACTOR shall secure, at the CONTRACTOR's own expense, all personnel required to perform the services required by this Agreement.
 - b. The CONTRACTOR shall ensure that the CONTRACTOR's employees or agents are experienced and fully qualified to engage in the activities and services required under this Agreement, and that all applicable licensing and operating requirements imposed or required under federal, state or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.
 4. Nondiscrimination. No person performing work under this Agreement, including any subcontractor, employee or agent of the CONTRACTOR, shall engage in any discrimination that is prohibited by any applicable federal, state or county law.
 5. Subcontracts and Assignments. The CONTRACTOR shall not assign or subcontract any of the CONTRACTOR's duties, obligations, or interests under this Agreement without the prior written consent of RCUH. Additionally, no assignment by the CONTRACTOR of the CONTRACTOR's right to compensation under this Agreement shall be effective unless and until the assignment is approved by RCUH.
 6. Conflict of Interest. The CONTRACTOR represents that neither the CONTRACTOR, nor any employee or agent of the CONTRACTOR, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, which would or might conflict in any manner or degree with the performance of the CONTRACTOR's services under this Agreement.
 7. Modifications of Agreement. Any modification, alteration, amendment, change, or extension to any term, provision, or condition of this Agreement shall be made only by written amendment to this Agreement, signed by the CONTRACTOR and RCUH.
 8. Suspensions and Termination of Agreement.
 - a. RCUH reserves the right at any time and for any reason to suspend this Agreement for any reasonable period, upon written notice to the CONTRACTOR. Upon receipt of said notice, the CONTRACTOR shall immediately comply with said notice and suspend all work under this Agreement at the time stated.

- b. If, for any cause, the CONTRACTOR breaches this Agreement by failing to satisfactorily fulfill in a timely or proper manner the CONTRACTOR's obligations under this Agreement or by failing to perform any of the promises, terms, or conditions of this Agreement, and having been given reasonable notice of and opportunity to cure such default, fails to take satisfactory corrective action within the time specified by the RCUH, the RCUH shall have the right to terminate this Agreement by giving written notice to the CONTRACTOR of such termination at least seven (7) calendar days before the effective date of such terminating. Furthermore, RCUH may terminate this Agreement without statement of cause at any time by giving written notice to the CONTRACTOR of such termination at least thirty (30) calendar days before the effective date of such termination.
- c. Upon termination of the Agreement, the CONTRACTOR shall, within four (4) weeks of the effective date of such termination, compile and submit in an orderly manner to RCUH an accounting of the work performed up to the effective date of termination. In such event, the CONTRACTOR shall be paid for the actual cost of the services rendered, but in no event more than the total compensation payable to the CONTRACTOR under this Agreement.
- d. In the event of termination of either type, or in the event of the scheduled expiration of the time of performance specified in this Agreement, all finished or unfinished material prepared by the CONTRACTOR shall, at RCUH's option, become RCUH's property and, together with all material, if any, provided to the CONTRACTOR by RCUH, shall be delivered and surrendered to RCUH on or before the expiration date or date of termination. For the purposes of this Agreement, "material" includes, but is not limited to any information, data, reports, summaries, tables, maps, charts, photographs, films, graphs, studies, recommendations, program concepts, titles, scripts, working papers, files, models, audiotapes, videotapes, computer tapes, cassettes, diskettes, documents, and records developed, prepared, or conceived by the CONTRACTOR in connection with this Agreement, or furnished to the CONTRACTOR by RCUH. The terms do not include records which are maintained by RCUH solely for the CONTRACTOR's own use and which have only an ancillary relationship to the services provided under this Agreement.
- e. If this Agreement is terminated for cause, the CONTRACTOR shall not be relieved of liability to RCUH for damages sustained because of any breach by the CONTRACTOR of this Agreement. In such event, RCUH may retain any amounts which may be due and owing to the CONTRACTOR until such time as the exact amount of damages due to the RCUH from the CONTRACTOR has been determined. RCUH may also set off any damages so determined against the amounts retained.

9. Compliance with Laws. The CONTRACTOR shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be from time to time, which in any way affect the CONTRACTOR's performance of this Agreement.
10. Indemnification and Defense. The CONTRACTOR shall defend, indemnify, and save harmless RCUH, its officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees, and all claims, suits, and demands therefore, arising out of or resulting from the malicious, reckless, or negligent acts or omissions of the CONTRACTOR or the CONTRACTOR's employees, officers, agents, or subcontractors occurring during or in connection with the performance of the CONTRACTOR's services under this Agreement. The provisions of this paragraph shall remain in full force and effect notwithstanding the expiration or early termination of this Agreement.
11. Disputes. No dispute arising under this Agreement may be sued upon by the CONTRACTOR until after the CONTRACTOR's written request to RCUH to informally resolve the dispute is rejected, or until ninety days after RCUH's receipt of the CONTRACTOR's written request, whichever comes first. While RCUH considers the CONTRACTOR's written request, the CONTRACTOR agrees to proceed diligently with the provision of services necessary to complete the Project.
12. Confidentiality of Material.
 - a. All material given to or made available to the CONTRACTOR by virtue of this Agreement, which is identified as proprietary or confidential information, will be safeguarded by the CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of RCUH.
 - b. All information, data, or other material provided by the CONTRACTOR to RCUH shall be kept confidential only to the extent permitted by law.
13. Ownership Rights and Copyright. RCUH shall have complete ownership of all material, both finished and unfinished, which is developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Agreement, and all such material shall be considered "works made for hire". All such material shall be delivered to the RCUH upon expiration or termination of this Agreement. RCUH, at its discretion, shall have the exclusive right to copyright any product, concept, or material developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Agreement. The CONTRACTOR, however, reserves the right to use thereafter any ideas and techniques that may be developed during the performance of this Agreement.
14. Publicity. The CONTRACTOR shall not refer to RCUH, or any project, office, agency, or officer thereof, or to the services provided pursuant to this Agreement, in any of the CONTRACTOR's brochures, advertisements, or other publicity of the CONTRACTOR. All media contacts to the CONTRACTOR about this Agreement shall be referred to RCUH.

15. Payment Procedures. All payments under this Agreement shall be made only upon submission by CONTRACTOR of original invoices specifying the amount due and certifying that services requested under the Agreement have been performed by CONTRACTOR according to the Agreement.

16. Payment Procedures: Final Payment (Tax Clearance). Final payment under this Agreement shall be subject to Section 103-53, Hawaii Revised Statutes, which requires a tax clearance from the Hawaii Department of Taxation, and the U.S. Internal Revenue Service stating that all delinquent taxes, if any, levied or accrued against the CONTRACTOR have been paid. A tax clearance is required on final payment for agreements \$25,000 or more.

In addition to tax clearance prior to final payment, the CONTRACTOR is required to obtain a tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to execution of this contract for all agreements \$25,000 or more.

17. Governing Law. The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of the State of Hawaii. Any action at law or in equity to enforce or interpret the provisions of this Agreement shall be brought in a state court of competent jurisdiction in Honolulu, Hawaii.

18. Notices. Any written notice required to be given by a party to this Agreement shall be (a) delivered personally, or (b) sent by United States first class mail, postage prepaid, to RCUH at its address and to the CONTRACTOR at its address as indicated in the Agreement. A notice shall be deemed to have been received by the recipient three (3) days after mailing or at the time of actual receipt, whichever is earlier.

19. Severability. In the event that any provision of this Agreement is declared invalid or unenforceable by a court, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Agreement.

20. Waiver. The failure of RCUH to insist upon the strict compliance with any term, provision or condition of this Agreement shall not constitute or be deemed to constitute a waiver or relinquishment of RCUH's right to enforce the same in accordance with this Agreement.

21. Federal Provisions. If federal funds are expended under this contract, the CONTRACTOR shall comply with the applicable provisions of Attachment C.

Attachment C. Special Conditions for Services Agreements

FEDERAL PROVISIONS (Applicable to Contracts, Subcontracts, and Purchase Orders under Federal Grants)

1. ANTI-KICKBACK ACT. For construction or repair projects of more than \$2,000, the contractor/subcontractor/vendor shall comply with the Copeland Anti-Kickback Act of 1986 (18 U.S.C.874 and 40 U.S.C.276c) as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States).
2. DAVIS-BACON ACT. For construction projects of more than \$2,000, the contractor/subcontractor/vendor shall comply with the Davis-Bacon Act (40 U.S.C.176a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”).
3. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT. For construction projects of more than \$2,000 or other projects of more than \$2,500 that involve the employment of mechanics or laborers, the contractor/subcontractor/vendor shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.327-333), as supplemented by Department of Labor regulations (29 CFR part 5).
4. RIGHTS TO INVENTIONS. For the performance of experimental, developmental, or research work, the Federal government and RCUH shall retain rights to any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements”.
5. ANTI-LOBBYING. If this purchase is more than \$100,000, the contractor/subcontractor/vendor shall certify that it will not or has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee or any agency, a member of Congress, officer or employee or Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by the Byrd Anti- Lobbying Amendment (31 U.S.C.1352). The contractor/subcontractor/vendor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
6. DEBARMENT AND SUSPENSION. In accordance with E.O.s 12549 and 12649, “Debarment and Suspension,” no purchase of more than \$30,000 shall be made with a contractor/subcontractor/vendor that is debarred, suspended, or proposed for debarment. For purchases of more than \$30,000, the contractor/subcontractor/vendor shall certify that it is or is not debarred, suspended, or proposed for debarment by the Federal Government or the RCUH shall check the government Excluded Parties List at <http://epls.arnet.gov> to ensure that the contractor/subcontractor/vendor is not included on the list. Recipients shall

fully comply with the requirements stipulated in Subpart C of 45 CFR 620, entitled "Responsibilities of Participants Regarding Transactions". The recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 45 CFR 620, entitled "Covered Transactions", includes a term or condition requiring compliance with Subpart C. The recipient is also responsible for further requiring the inclusion of a similar term or condition in any subrecipient lower tier covered transaction. The recipient acknowledges that failing to disclose the information required under 45 CFR 620.335 may result in the termination of the award, or pursuance of other available remedies, including suspension and debarment. Recipients may access the Excluded Parties List System at <http://epls.arnet.gov>.

7. RIGHT TO AUDIT. For all negotiated purchases of more than \$100,000, the contractor/subcontractor/vendor agrees that RCUH, the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to and the right to examine any pertinent books, documents, papers and records of such vendor involving transactions related to this purchase.
8. EQUAL EMPLOYMENT OPPORTUNITY. All contracts/subcontracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
9. CLEAN AIR ACT (42 U.S.C. 7401 et. seq.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251 et. seq.) AS AMENDED. Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, order or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et. seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
10. TRAFFICKING IN PERSONS. For subawards, the subrecipient will comply with Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(g)) as implemented by 2 CFR 175.
11. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT. For first-tier subawards, the subrecipient will comply with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act – P.L. 109-282, as amended by Section 6202(a) of P.L. 110-252).

Attachment D. Standards of Conduct Declaration

For the purposes of this declaration:

“Employee” means any nominated, appointed, or elected officer or employee of the State, including members of boards, commissions, and committees, and employee under contract to the State or of the Constitutional Convention, but excluding legislators, delegates to the Constitutional Convention, justices and judges.

“Controlling interest” means an interest in a business or other undertaking which is sufficient in fact to control, whether the interest be greater or less than fifty per cent.

On behalf of _____, CONTRACTOR, the undersigned does declare, under penalty of perjury, as follows:

1. CONTRACTOR (is) (is not) a legislator or an employee or a business in which a legislator or an employee has a “controlling interest”.
2. CONTRACTOR has not been assisted or represented by a legislator or employee for a fee or other compensation to obtain this Agreement and will not be assisted or represented by a legislator or employee for a fee or other compensation in the performance of the Agreement, if the legislator or employee had been involved in the development or award of the Agreement.
3. CONTRACTOR has not been assisted or represented for a fee or other compensation in the award of this Agreement by a RCUH employee, or in the case of the Legislature, by a legislator.
4. CONTRACTOR has not been represented or assisted personally on matters related to the Agreement by a person who has been an employee of the RCUH within the preceding two years and who participated while in state office or employment on the matter with which the contract is directly concerned.
5. CONTRACTOR has not been represented or assisted on matters related to the Agreement, for a fee or other consideration by an individual who, within the past twelve months, has been a RCUH employee.
6. CONTRACTOR has not been represented or assisted in the award of this Agreement for a fee or other consideration by an individual who, (a) within the past twelve months, served as a RCUH employee, and (b) participated while an employee on matters related to this Agreement.

CONTRACTOR understands that the Agreement to which this document is attached is voidable on behalf of the RCUH if this Agreement was entered into in violation of any provision of Chapter 84, Hawaii Revised Statutes, commonly referred to as the Code of Ethics, including the provisions which are the source of the declarations above. Additionally, any fee, compensation, gift, or profit received by any person as a result of a violation of the Code of Ethics may be recovered by RCUH.

Dated: _____, 20____.

CONTRACTOR

By

Its (Title)