

SAN DIEGO CONVENTION CENTER CORPORATION

REQUEST FOR PROPOSALS FOR DIGITAL ASSET MANAGEMENT SOFTWARE RFP # 23-1019

Issue Date: March 22, 2023

Pre-Bid Question Deadline: April 12, 2023 at 5:00 p.m. local time

Bid Deadline: April 28, 2023 at 5:00 p.m. local time
San Diego Convention Center Corporation
Procurement Department
Send bids to: robin.wied@visitsandiego.com

Procurement Contact: Robin Wied
Procurement Administrator
E-mail: robin.wied@visitsandiego.com
Phone: (619) 577-3099

Description: The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide digital asset management software (“Software”) with functionality and capabilities to serve as a hub for all Corporation digital assets. For full details of the scope of work, see Section 3 – Scope of Work.

Any addendum or exhibit that is issued for this RFP can be found at:
<https://www.visitsandiego.com/procurement/2206274-rfp-23-1019-digital-asset-management-software>

Written questions regarding the substance of the RFP must be submitted via e-mail to the procurement contact listed above no later than the Pre-Bid Question Deadline indicated above. E-mailed Bids are due prior to the Bid Deadline indicated above and must be delivered to robin.wied@visitsandiego.com. Late bids will not be accepted – NO EXCEPTIONS.

PROCUREMENT REQUIREMENTS

Section 1 – Proposal Process Timeline.....	2
Section 2 – Instructions & General Conditions	3
Section 3 – Scope of Work	6
Section 4 – Bid Form	9

Section 1 – Proposal Process Timeline

Event	Location	Date(s)	Time (PT)
Bid Issue	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	March 22, 2023	10:00 a.m.
Deadline for Pre-Bid Inquires	E-mail: robin.wied@visitsandiego.com	April 12, 2023	5:00 p.m.
Responses to Inquires Posted	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	April 19, 2023	5:00 p.m.
Bid Deadline	E-mail Proposals to: robin.wied@visitsandiego.com	April 28, 2023	5:00 p.m.
Bid Evaluation for Shortlist	Contractor will be notified by e-mail	May 1, 2023 – May 12, 2023	TBD
Shortlist Interviews/Demos	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	May 18, 2023 - May 26, 2023	TBD
Final Evaluation	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	May 29, 2023 – June 1, 2023	TBD
Notice of Intent to Award (contingent on approvals)	Contractor will be notified by e-mail	June 2, 2023	TBD
Budget Committee Approval	Internal Approval Process	Mid-June, 2023	TBD
Board of Directors Approval	Internal Approval Process	Late June, 2023	TBD
Anticipated Award Date	Contractor will be notified by e-mail	Late June, 2023	TBD

Section 2 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses, or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Corporation to reject a company's bid. No contact regarding this document with other Corporation employees is permitted and may be grounds for disqualification.
2. **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Corporation. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Bid Deadline at the discretion of the Corporation. It is the Bidder's responsibility to periodically check the Corporation's website at <https://visitsandiego.com/work-with-us/vendors/current-opportunities> until the posted Bid Deadline to obtain any issued addenda.
4. **BID SUBMISSION:** Submit offer on the Bid Form provided. Bidders are required to complete the entire Bid Form and supplements (if applicable).
 - a. Bids must be submitted to the Procurement Department, San Diego Convention Center Corporation, by **e-mail** to robin.wied@visitsandiego.com, before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Procurement Department receives the bid prior to the Bid Deadline.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - c. All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Corporation.
 - d. Bids must be held firm for a minimum of 60 days.
5. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Work in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Corporation will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
6. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises will be considered by the Corporation. In the event multiple bids are submitted in violation of this provision, the Corporation will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.
7. **REJECTION:** The Corporation reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Director,

Procurement and Contracts that the best interest of the Corporation will be served by doing so. A Bidder's failure to provide any additional information requested by the Corporation prior to a contractor selection may result in rejection of the bid. The Corporation may reject any bid from any person, firm, or corporation in arrears or in default to the Corporation on any contract, debt, or other obligation, or if the Bidder is debarred by the Corporation from consideration for a contract award.

8. The Corporation reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
9. **PROCUREMENT POLICY:** Procurement for the Corporation will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Corporation.
10. **NON-DISCRIMINATION:** Corporation will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
11. **BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following criteria:
 - A. Price – 30%
 - B. Software Capabilities & System Interfacing – 20%
 - C. Implementation & Training Schedule – 10%
 - D. References – 10%
 - E. Company Resume – 5%
 - F. Service Level Agreement – 5%
 - G. Technical Infrastructure Plan – 10%
 - H. Shortlist Interview/Demo(s) (if shortlisted) – 10%
12. **CONTRACT AWARD:** The Corporation reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Corporation, the Contractor must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Corporation may recommend the award to the next qualified Bidder.
13. **DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:
 - a. Evidence of collusion among Bidders;
 - b. Lack of competency as revealed by either financial, experience, or safety statements;
 - c. Lack of responsibility as shown by past work;
 - d. Uncompleted work under other contracts which in the judgment of the Corporation, might hinder or prevent the prompt completion of additional work if needed.
14. **DISCUSSIONS:** Discussions may be conducted with responsible Bidders, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but bids may be accepted without such discussions.
15. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and

revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of a bid in writing.

- 16. SUBCONTRACTORS:** The successful Bidder must identify all subcontractor(s) regardless of the dollar amount or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all subcontractor(s). Corporation reserves the right to approve or reject any proposed subcontractor. If the Corporation rejects any proposed subcontractor, the successful Bidder shall be responsible to assume the proposed subcontractor's responsibilities. The successful Bidder may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract.
- 17.** Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between subcontractor and the Corporation. The Contract will not be assignable to any other business entity without the Corporation's approval.
- 18. INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Contractor shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$2,000,000.00
B. Each Employee-disease	\$2,000,000.00
C. Policy Aggregate-disease	\$2,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
4. Business Auto Liability	\$2,000,000.00

San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured.

- 19. DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision.
- 20.** Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Corporation personnel or competing Bidder's personnel shall be subject to disqualification.
- 21. PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 22. CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Corporation approvals, including Corporation's Board of Directors approval where required, and subsequent execution of the Corporation's Contract. Commencement of a contract without these approvals is solely at the Bidder's own risk and is likely to result in no payment for services performed or goods received.
- 23. LIVING WAGE:** Contractor shall comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245).

Section 3 – Scope of Work

OVERVIEW:

The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide digital asset management software (“Software”) to support and serve as a hub for all Corporation digital assets. The program must have a robust system for tagging and sorting stored media to make it easily searchable. All assets need to be easily shareable via a link or a dashboard that is accessible to people outside the Corporation. Software must provide file transfer services to onboard and help tag and sort images. Software must provide ease in file manipulation to select, crop, and download images with custom dimensions. Corporation requires no more than five (5) admin users with the ability to send links to anyone outside of the Corporation.

SOFTWARE FUNCTIONALITY & CAPABILITIES:

A) Asset Storage

The Software will serve as a hub for all Corporation digital assets. This includes, but is not limited to photos, logos, collateral such as flyers and facility guides, maps and floor plans, and videos. As items are updated, users who access the Software will find the most up-to-date version. Contractor shall transfer ownership of data at term of contract. Corporation’s storage requirements include:

- a. At least 5 TB of storage.
- b. Ability to upload all image types, pdfs, Microsoft Office documents, and videos.
- c. Batch upload.
- d. Version changes.

B) Tagging, Sorting, and Searchability

The Software must have a robust system for tagging and sorting stored media to make it easily searchable. Tags on photos and a basic folder hierarchy are required.

- a. Tagging – Ability to be done manually during asset upload (and in bulk). Corporation desires a platform that offers an AI-assisted capability to auto-tag. Auto-tag features that can differentiate locations at the San Diego Convention Center is preferred.
- b. Folders – This is a base-level functionality and Corporation will only consider platforms with this capability. Corporation will need to be able to sort digital assets into folders and re-organize as needed.
- c. Searching – To be done based on several parameters including file name, tags, file type, upload date, creation date, and file size.

C) Sharing

All the assets need to be easily shareable via either a link or a dashboard that is accessible to people outside Corporation.

- a. Sharing Links – These will need to be “version-resistant” in that Corporation should be able to update the file itself without affecting the link, which may have been sent out or exist in documents.
 - i. Link expirations – Corporation should be able to set the expiration date (if desired) for sharing links Corporation generates.
- b. Sharing Permissions – Ideally, Corporation would be able to restrict certain folders to only be accessible by certain levels of user.
- c. Dashboard – Software must include website-style front-end interfaces that allow people to browse the catalog at their own pace, instead of being sent links to individual assets or folders. It would be necessary to restrict certain assets/folders from showing up in this view.

D) Onboarding

- a. File Transfer – Contractor shall help pull files directly from Microsoft Teams to prevent Corporation from having to download all files and re-uploading directly to the Software.
- b. Tagging and Sorting – Contractor shall assist with tagging and sorting the bulk images as Corporation does the initial upload.

E) File Manipulation and Options

When accessing still images, users should be able to select and download a customized “version” of an asset to their specific needs. Options must include:

- a. Choose File Type - If the original file is a .png, the user should be able to download it as a .jpg. This is not a required feature for video files but is desired by Corporation.
- b. Crop – The user should be able to crop the image if they only need a small portion.
- c. Download with Custom Dimensions – Corporation will be uploading large high-resolution files for most of Corporation’s photos. Users need a version suitable for web or presentations. Users should be able to specify the file dimensions.

F) Users

Corporation will need no more than five (5) admin users with the ability to upload, rename files, and change folder structure. Users will need the ability to send links to anyone outside of Corporation. Software shall include an option for Corporation’s internal team that allows an in-between level of user the ability to access and browse without editing.

G) Software Interfaces

Corporation prefers a Software with the ability to link with existing programs. Using “Onboarding” as an example, Corporation would like program to interface with Microsoft Teams to pull out existing files. Another option would be to provide a link with Corporation web content management system, Joomla.

IMPLEMENTATION, SUPPORT, AND TRAINING:

a) Implementation

Contractor will provide full implementation and configuration of the Software as specified. Contractor must ensure sufficient testing of the Software and verify no functional problems occur prior to the new Software going live and must coordinate all activities as necessary with Corporation Project Management and any personnel designated by the Project Manager. The Project Manager must provide authorization for the new Software to go live before the implementation is considered complete. Contractor will be required to migrate data from the existing Corporation software programs into the new Software prior to it going live.

Sufficient technical support shall be provided during installation, configuration, testing, deployment, and implementation including on-site training and support as required. Implementation meetings shall include:

- Project Initiation Meeting: Review responsibilities, personnel assignments, project schedule, site requirements, safety practices, and other items.
- Weekly Meetings: Contractor shall attend weekly meetings with Corporation personnel during the implementation phase to review design, issues identified, and other topics as needed.
- Project Closeout Meeting/“Go Live” Support: Contractor shall meet with Corporation at the completion of the implementation to review software implementation and completed training sessions.

b) Training

Prior to the new Software going live, Contractor must provide user training. The training must be comprehensive to ensure personnel can independently navigate and use the Software. Contractor shall provide written training materials necessary to complete the required training along with an electronic user manual for personnel to reference after training is complete. During the term of the Contract, any software

upgrade or change to the software making any portion of the user manual incorrect or obsolete will result in an updated electronic user manual for Corporation personnel.

c) Software Maintenance & Support

All software maintenance (“updates”) including bug fixes and security patches, and technical support shall be included in the proposal and any costs related to these items shall occur once the Software has been fully implemented (after “Go Live”). Technical support shall be available Monday through Friday from 8:00 a.m. PT to 5:00 p.m. PT.

d) Software Upgrades

All software upgrade costs should be included as part of the ongoing software maintenance and support. Any work required to deploy the upgrade (testing changes, data migration, configuration changes, etc.) should be included in the proposed costs.

PROJECT SCHEDULE:

- Anticipated Implementation & Training Timeline: July 5, 2023 – August 4, 2023
- Anticipated “Go Live” Date: August 7, 2023

Section 4 – Bid Form to Follow

Section 4 – Bid Form

Failure to complete this form in its entirety may result in your Bid being deemed non-responsive.

BIDDER:

Legal Business Name

Other Entity Name(s) (if applicable)

Primary Contact Name

Primary Contact Position

Primary Contact Phone Number

Primary Contact E-mail

BID:

The term for live services shall be in effect for an initial term of three (3) years. Prior to expiration of the initial term, the live services may be extended by Corporation for an extension term of an additional two (2) year period.

Submit a cost proposal for the following: (attach as separate file)

- Pre – “Go Live” costs
- Initial term – three (3) year live costs
- Extension term – additional two (2) year live costs

The cost proposal must include information on costs for the following items:

- Software
- Asset Migration
- Implementation
- Training
- Annual Support
- Annual Licensing
- Additional Fees

(Cost is inclusive of all software, materials, equipment, labor, any necessary trip charges to site, applicable taxes and all overhead costs. For bidding purposes, assume five (5) admin users will be Corporation’s user count during the initial term and extension term.)

PROMPT PAYMENT DISCOUNT:

The price(s) proposed herein can be discounted by ____% if payment is made within ____ days.

Note: Unless Prompt Payment Discount is specified above, a Net 30 will be considered.

SOFTWARE CAPABILITIES:

Please insert responses to questions below:

Asset Storage: Confirm if your company’s Software includes the following capabilities:	Yes/No or Comments <i>(If needed, please use the Exclusions and Clarifications section of the Bid Form to include additional comments.)</i>
5 TB of storage (minimum)?	

SLA uptimes?	
Expected downtime per year?	
Frequency of data back-up?	
Storage is 100% cloud-based? (Corporation will not provide storage.)	
Ability to upload all image types, pdfs, MS Office docs, and video?	
Batch upload?	
Ownership of data at end of contract?	
Tagging, Sorting, and Searchability: <i>Confirm if your company's Software includes the following capabilities:</i>	Yes/No or Comments <i>(If needed, please use the Exclusions and Clarifications section of the Bid Form to include additional comments.)</i>
Ability to tag manually during asset upload (and in bulk)?	
Ability to sort digital assets into folders and re-organize as needed?	
Ability to search based on several parameters (including file name, tags, file type, upload date, creation date, file size, etc.).	
Sharing: <i>Confirm if your company's Software includes the following capabilities:</i>	Yes/No or Comments <i>(If needed, please use the Exclusions and Clarifications section of the Bid Form to include additional comments.)</i>
Are assets easily sharable via a link?	
Are the links "version-resistant" so that Corporation can update the file without affecting the link?	
Can Corporation set expiration dates when sharing folders to restricted users?	

Does Contractor offer a website-style dashboard with front-end interfaces to allow users to browse the catalog?	
If dashboard is available, can Corporation restrict permissions to specific content?	
Onboarding: <i>Confirm if your company's Software includes the following capabilities:</i>	Yes/No or Comments <i>(If needed, please use the Exclusions and Clarifications section of the Bid Form to include additional comments.)</i>
Is there a cost to provide this service?	
Can Contractor pull files directly from Teams to upload directly to Software?	
Can Contractor help in tagging and sorting bulk images when doing initial upload?	
File Manipulation and Options: <i>Confirm if your company's Software includes the following capabilities:</i>	Yes/No or Comments <i>(If needed, please use the Exclusions and Clarifications section of the Bid Form to include additional comments.)</i>
Regarding still images: Can users choose file type?	
Regarding still images: Can users crop images?	
Regarding still images: Can users download files with custom dimensions?	
Users: <i>Confirm if your company's Software includes the following capabilities:</i>	Yes/No or Comments <i>(If needed, please use the Exclusions and Clarifications section of the Bid Form to include additional comments.)</i>
Corporation ability to upload, rename files, and change folder structure for 5 admin users. Does Contractor offer any in-between level of user?	
Software Interfaces: <i>Confirm if your company's Software includes the following capabilities:</i>	Yes/No or Comments <i>(If needed, please use the Exclusions and Clarifications section of the Bid Form to include additional comments.)</i>
Does Contractor Software link with existing Corporation programs? (i.e., interface with Microsoft Teams, Joomla Website CMS, etc.)	

EXCLUSIONS AND CLARIFICATIONS:

List any exclusions and/or clarifications (use additional sheets of paper as needed): _____

[illegible]

COMPANY RESUME: (attach as separate file)

Submit a company resume that includes:

- Statement of Experience – Briefly describe the background/history and capabilities of your company.
- Key Personnel – Provide names, titles, resumes and experience of the individual(s) who will be assigned to this account for implementation and ongoing support.

IMPLEMENTATION & TRAINING SCHEDULE: (attach as separate file)

Submit an implementation and training schedule in a bar-chart style format with a list of activities, early and late start dates, early and late finish dates, activity duration in workdays, total float or slack time.

TECHNICAL INFRASTRUCTURE PLAN: (attach as separate file)

Submit a detailed plan pertaining to the following:

Security -

- Frequency of updating and patching Software.
- Security posture for any hosted software.
- Controls for accessing the data center.
- Where data is hosted.
- Guarantees that Corporation data is not accessible to outside parties.
- Security access to the physical servers.
- Online access controls.

Disaster Recovery Plan -

- How Corporation's data is backed-up.
- If data center is destroyed, explain how Corporation can access data from a back-up location.

SERVICE LEVEL AGREEMENT: (attach as separate file)

Submit a service level agreement for resolution of technical software issues (including issue severity and resolution time).

REFERENCES: Provide four (4) references:
(use additional sheets of paper as needed)

1. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Are Different Values, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

2. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

3. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

4. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

TO: CORPORATION

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT:

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Corporation can rely on its accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Instruction, Scope of Work, Bid Form, all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addenda: _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Corporation's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Corporation's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Corporation any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name: _____

Title: _____

Signature: _____

Business Ownership Declaration

For Statistical Purpose Only. Required by the City of San Diego.

Company Information

Name: _____

Contact Person: _____

Address: _____

Phone: _____

E-mail: _____

Ownership Classification

*Includes Individuals, Sole Proprietorships, Partnerships, LLC's and Corporations

☐ Women owned Business (WBE – SWBE) – 51% ownership and active management

☐ Minority Owned Business (MBE – SMBE) – 51% ownership and active management

☐ Disadvantaged Business (DBE): a for-profit small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged as defined in Code of Federal Regulations Title 49 part 26. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

☐ Disabled Veteran Business Enterprise (DVBE)

☐ Small Business Enterprise (SBE)

☐ Small Local Business Enterprise (SLBE)

☐ None Apply

Certifications

☐ Yes ☐ No Ownership Classification has been certified by a city, federal, state or private agency.

Certifying Agency: _____ Certification Date: _____

Certifying Agency: _____ Certification Date: _____

Ethnicity

*Required – select one.

☐ African American

☐ Asian

☐ Caucasian

☐ Hispanic

☐ Filipino

☐ Native American

☐ Pacific Islander

☐ Other: _____