# Attachments

## Attachment 1 (RFP Submittal Checklist)

|  |  |  |
| --- | --- | --- |
| **Submittal Checklist** | |  |
| **Section** | **Item** | **Submitted** |
|  | **Introduction** |  |
|  | * **Attachment 1 Checklist** * **Attachment 2 Signature Page** * **Attachment 3 Proposer Statement** |  |
|  | **Proposer Team**   * **Attachment 19 Scope of Proposal** |  |
|  | **Functional Requirement** |  |
|  | * **Attachment 15 (Excel)** |  |
|  | **Software Products** |  |
|  | * **Attachment 4 Software Background** * **Attachment 5 Detailed Software Products** |  |
|  | **Technical Requirements** |  |
|  | * **Attachment 6 Hosted Requirements** * **Attachment 7 SaaS** * **Attachment 8 Proposed Service Level Agreement** |  |
|  | **Implementation Team** |  |
|  | * **Attachment 9 Professional Services Background** * **Attachment 10 Reference Form** * **Attachment 14 Level of Effort (Excel)** |  |
|  | **Implementation Approach** |  |
|  | * **Attachment 11 Project Management Expectations** * **Attachment 12 Deliverable Expectations** * **Attachment 17 Interface List (Excel)** * **Attachment 18 Data Conversion (Excel)** |  |
|  | **Implementation Terms** |  |
|  | * **Attachment 13 Key Contract Terms** * **Attachment 20 City Contract** |  |
|  | **Price** |  |
|  | * **Attachment 16 Cost (Excel)** |  |

## Attachment 2 (Signature Page)

The undersigned proposer having examined this RFP and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that the proposer will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that the proposer will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as proposed.

Submitting Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Contact Information:***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Attachment 3 (Proposer Statement)

By submitting a response, the respondent acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the proposer to acquaint themselves with available information will not relieve them from the responsibility for estimating properly the difficulty or cost of successfully performing the work available. The City is not responsible for any conclusions or interpretations made by the proposer on the basis of the information made available by the City.

The following addendums have been acknowledged and are included in our response. Proposals that do not acknowledge addendums may be rejected.

|  |  |
| --- | --- |
| Addendum# | Initials |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME OF AUTHORIZED AGENT (TITLE)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT DATE

## Attachment 4 (Software Background)

Complete one form for each firm included in the proposal.

| **Software Background** | |
| --- | --- |
| Software Product Name: |  |
| Firm Providing Software: |  |
| **Software History:** | |
| Current Version of the Software: |  |
| Date of Release for Current Version: |  |
| Date of First Release of Software: |  |
| Identify any Precursor Software Products or Alternate Names for Software |  |
| **Current Version** | |
| What Were Top Five Enhancements in Current Version of the Software | 1  2  3  4  5 |
| How has Software Changed Over Previous Three (3) Years | Attach additional pages if necessary |
| Biggest Limitation of Current Software |  |
| **Third Party Products:** | |
| List any Third-Party Products embedded in the Software |  |
| List any Third-Party Products Recommended for Use along with the Software |  |

## [Attachment 5 (Software Background)](#_Software_Proposal)

Complete one form for each firm included in the proposal. Include all software licenses proposed on the form below providing the following information:

* **Software Product Name.** Provide the name of the software product as it is expected to appear on any license agreements or official product listings.
* **Function.** Describe the function of the software product. If multiple software products share a similar function, be specific on role of the software and what is and is not allowed with each license
* **License Metric.** Define how the software product is licensed. If license is based on quantity, or if the cost of an enterprise license is based on metric, proposers must provide definition for the metric as it appears in contract documentation.
* **Quantity /Access Limitations.** Define any licensed quantities or access limitations to the proposed software.
* **Dependencies.** Define any proposed or third-party products that are required to utilize the software product.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Software Product Name** | **Function** | **License Metric** | **Quantity/ Access Limitations** | **Dependencies** |
|  |  |  |  |  |
|  |  |  |  |  |

For each major software product, please answer the following questions:

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Response** | **Comment** |
| **System Features** |  |  |
| System accessible on mobile device |  |  |
| System provides app for use on mobile device |  |  |
| System requires download of any software on device |  |  |
| **Security Information** |  |  |
| System provides role-based security |  |  |
| System provides role-based security connection to position file (assigning employee to position allows employee to inherit roles of the position) |  |  |
| **System Menus/Dashboard** |  |  |
| System provides role-based menu |  |  |
| System provides dashboard that can be defaulted to based on a role and then customized by the user to include tiles for workflows, pending approval notifications, Budget-to-Actual comparisons, filled/vacant positions, staff working/using accrued leaves |  |  |
| **Data Entry** |  |  |
| System allows for user-defined fields |  |  |
| System provides for spell-check for text fields |  |  |
| System provides audit trail for entered and modified information |  |  |
| System allows masking data upon entry (sensitive fields) |  |  |
| System allows designating mandatory fields |  |  |
| System allows data to be encrypted |  |  |

## Attachment 6 (Hosted Requirements)

\*Attach additional pages if necessary

|  |  |
| --- | --- |
| **Updates** |  |
| How often is solution updated? |  |
| How much advance notice are customers provided for new updates? |  |
| How long after release of new version are previous software versions supported? |  |
| Are all customers on the same version of the software? |  |

|  |  |
| --- | --- |
| **Authentication** |  |
| Does the solution support single sign on or LDAP authentication? |  |
| Does the solution support multi-factor authentication (please explain)? |  |

|  |  |  |
| --- | --- | --- |
| **Infrastructure** | **Minimum Requirement** | **Optimal Requirement** |
| Network Requirements (if necessary) |  |  |
| Database Requirements (if necessary) |  |  |
| Application Server Requirements (if necessary) |  |  |
| Desktop (client) Requirements |  |  |
| Browser Requirements |  |  |

|  |  |
| --- | --- |
| **Reporting / Data Access** |  |
| Does the solution contain a report writer? |  |
| Does the solution allow third party report writer access? |  |
| Does City have access to all data contained in the solution for report writing? (Please list any limitations) |  |

## Attachment 7 (SaaS)

\*Attach additional pages if necessary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SaaS** | | |  | | | |
|  | | | | | | |
| **Data Center** | | |  | | | |
| Where are data centers located? | | |  | | | |
| Are any third-party providers used to deliver PaaS or IaaS services? If so, please list. | | |  | | | |
| How many environments are proposed? | | |  | | | |
| **Availability** | | |  | | | |
| Provide historical availability for data center for past six months. | | |  | | | |
| Month | Total Minutes/Hours in Month | Downtime | Scheduled Maintenance | Other Downtime | Total Downtime | % Availability |
| December 2022 |  |  |  |  |  |  |
| November 2022 |  |  |  |  |  |  |
| October 2022 |  |  |  |  |  |  |
| September 2022 |  |  |  |  |  |  |
| August 2022 |  |  |  |  |  |  |
| July 2022 |  |  |  |  |  |  |
| **Updates** | | |  | | | |
| How often is solution updated? | | |  | | | |
| How much advance notice are customers provided for new updates? | | |  | | | |
| How long do customers have to test new update? | | |  | | | |
| **Authentication** | | |  | | | |
| Does the system support SSO or LDAP? | | |  | | | |
| **Information Security** | | |  | | | |
| Protections provided for data breach. Please include information on notification process, remedy, and indemnification provided. | | |  | | | |
| **Disentanglement** | | |  | | | |
| Can customer data be exported in non-proprietary format? | | |  | | | |

## Attachment 8 (Proposed Service Level Agreement)

If hosting services are proposed, please complete the following table identifying proposed service level guarantees. For each service, please indicate the metric used to measure the service quality, the proposed requirement (target for service), and the proposed remedy/penalty if guarantee is not met.

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Service Level Guarantees** | |  | |
| **Service** | **Metric\*\*** | **Requirement/ Guarantee\*\*\*** | **Remedy if Not Met** |
| System Availability\* (Unscheduled Downtime) |  |  |  |
| System Response (Performance) |  |  |  |
| Issue Response Time |  |  |  |
| Issue Resolution Time |  |  |  |
| Recovery Point Objective (RPO) |  |  |  |
| Recovery Time Objective (RTO) |  |  |  |
| System Data Restore |  |  |  |
| Implementation of System Patches |  |  |  |
| Notification of Security Breach |  |  |  |
| Please list other proposed service levels |  |  |  |

|  |  |
| --- | --- |
| **Proposed Service Level Guarantees** |  |
|  | |
| \* Formula used to calculate Availability |  |
| \*\* How is performance against service levels reported to the City |  |
| \*\*\*Describe process for City reporting issue to the vendor |  |

## Attachment 9 (Professional Services Background)

Complete one form for each firm included in the proposal.

| **Proposer Background** | |
| --- | --- |
| Company Name: |  |
| Location of corporate headquarters: |  |
| **Firm History** | |
| Years of Experience Providing ERP Implementation |  |
| Previous Names/Successor Firms |  |
| **Current/Recent Projects** | |
| List up to five (5) current or recent projects that provided relevant experience |  |
| In the past, what has been your firm’s target market? |  |
| What is primary lesson learned from recent projects you have adjusted for the City? |  |
| **Size** | |
| Number of current (new) implementation clients |  |
| Number of current upgrade clients |  |
| Number of ongoing support clients |  |
| Number of other clients |  |
| **Consulting Team** | |
| Size of consulting team |  |
| Average tenure with firm |  |
| Source of recent hires (Where do you recruit for consultants?) |  |
| **Consulting Team Experience Matrix** | |
| For all key project team members proposed for the City’s project, prepare a matrix showing past experience with relevant clients. Matrix should be similar to the table below:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Project | Role | Project Manager | Consultant | Consultant | Consultant | Consultant | |  | Resource | Name | Name | Name | Name | Name | | Organization A | X | X | X |  |  |  | | Organization B |  |  |  | X |  | X | | Organization C |  |  |  | X |  |  | | Organization D |  |  | X |  |  |  | | Organization E |  | X |  |  | X |  | | |

## Attachment 10 (Reference Form)

Please provide at least five (5) references for past projects that include products and services similar to those proposed for this RFP. You should prioritize California City customers if applicable. Please use the following format in submitting references.

**GENERAL BACKGROUND**

**Name of Client**: \_

**Project Manager/Contact:** **Title:** \_

**Phone:** **E-mail:** \_

**Software Program/Version:** \_

**Summary of Project:** \_

\_

\_

**Number of Employees:**  **Size of Operating Budget:**

**PROJECT SCOPE**

**Please indicate (by checking box) functionality installed:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Financials |  | Budgeting |
|  | HR |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Payroll |  |  |

**TECHNOLOGY INFORMATION**

**Hosted? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_ If yes, hosting provider\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IMPLEMENTATION INFORMATION**

**Project Duration:**  \_\_ \_

**Initial Go-Live:** \_ \_ \_

**Describe Role on Project:** \_\_ \_

\_

\_

\_

**Project Challenges:**  \_

\_

\_

\_

\_

**Major Accomplishments:**  \_\_ \_

\_

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## Attachment 11 (Project Management Expectations)

Please respond to each of the following questions and provide your proposed level of service and/or description of service included within your proposal for project management expectations.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Response** | **Comment** |
| **Project Manger** |  |  |
| Vendor has identified project manager |  |  |
| Approximate hours/week from vendor project manager assigned to this project |  |  |
| Onsite % of project manager |  |  |
| Other projects the project manager would be assigned to |  |  |
| Typical Role for Project Manager During Project |  |  |
| **Project Plan** |  |  |
| Complete project plan is a deliverable for approval |  |  |
| Project plan includes: City and Vendor work tasks |  |  |
| Project plan includes: Project Resource Assignments |  |  |
| Project plan includes: Project Deliverables |  |  |
| What system is project plan developed in? |  |  |
| Who has responsibility for updating project plan? |  |  |
| How is project plan status communicated? |  |  |
| **Project Meetings** |  |  |
| Frequency of project management meetings |  |  |
| Frequency of project team meetings |  |  |
| Frequency of steering committee meetings |  |  |
| **Status Reports / Issues Log** |  |  |
| Frequency of status reports |  |  |
| Tool for Tracking Issues / Risks |  |  |

## Attachment 12 (Deliverable Expectations)

Please respond to each of the following questions regarding deliverables during the implementation.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Response** | **Comment** |
| **Overall** |  |  |
| All deliverables will be formally approved by the City functional leads and project manager. |  |  |
| Vendor will track requirements throughout applicable deliverables including design, test, and go-live. |  |  |
| **Knowledge Transfer** |  |  |
| Vendor provides training for project team members prior to implementation on system features |  |  |
| Format of vendor provided training (web, live, group, etc.) |  |  |
| Approximate length of training (per functional area) |  |  |
| Vendor provides system documentation |  |  |
| **System Design** |  |  |
| Vendor documents business process decisions or configuration decisions as part of design process |  |  |
| Vendor documentation includes recommendations for utilizing the system most effectively |  |  |
| **Build** |  |  |
| Vendor documents as-built configuration settings/code tables used in system |  |  |
| Vendor provides use cases that can be used for testing configurations |  |  |
| **Testing** |  |  |
| Testing plan provided as a deliverable during the project |  |  |
| Vendor provides testing scripts during implementation based on City scenarios that can be used during upgrades |  |  |
| Number of successful parallel payroll tests included in proposal. |  |  |
| **Go-Live** |  |  |
| Vendor provides end-user training materials |  |  |
| Lead role (vendor/government) for delivering end-user training |  |  |
| Format of end-user training (asynchronous, web, in-person, etc.) |  |  |
| **Project / Phase Closure** |  |  |
| Vendor provides UAT period of at least 30 days prior to go-live |  |  |
| Length of final acceptance period after go-live |  |  |

## Attachment 13 (Key Contract Terms)

Confirm your acceptance of the following contract terms related to any software contracts resulting from this RFP. If the following terms are not accepted, please provide an alternative proposal.

|  |  |
| --- | --- |
| **Contract / Proposal Requirement** | **Response** |
| **Key Personnel -** The City requires assurances as to the consistency and quality of vendor staffing for its project. Key points of the City’s key personnel provision include: The City shall have the ability to interview and approve key personnel proposed by the vendor and the vendor key personnel may not be removed from the project without the City’s approval.  ***Note: This requirement only applies to consulting services.*** |  |
| **Warranty –** The Proposer will warrant that all work will be performed by an adequate number of qualified individuals with suitable training, education, and experience and that all work performed and all deliverables, including the system itself will conform to the scope and specifications as stated in the eventual SOW, including the vendor responses to the functional requirements for a period extending no less than 45 days after final acceptance.  ***Note: This requirement only applies to consulting services.*** |  |
| **Acceptance –** Vendor shall provide final acceptance period after go-live of not less than thirty (45) days to confirm that the project meets all SOW requirements. Milestone payment for final acceptance is no less than 5% of the total implementation fees for the phase.  ***Note: This requirement only applies to consulting services.*** |  |
| **Support for Closing Processes -** The City expects support for the first fiscal year close for Financials and the first calendar year close for Payroll to ensure that year-end processing works. |  |
| **Insurance and Indemnity** - Vendor accepts the obligations in the City contract at Sections 1 and 2, in Attachment 20. |  |
| **System Configuration Limits –** Vendor shall consider the scope of the project defined by the City’s business process goals, functional requirements, and desire to implement the licensed software to best meet the needs of the City. The scope shall not be constrained by any configuration limits that would be necessary to achieve the project scope. |  |
| **Service Level Agreements –** Vendor shall identify clear service level objectives for availability. Please refer to Attachment 8 (Proposed Service Level Agreement) |  |
| **Service Level Agreement Remedy –** Vendor shall provide remedies for failure to meet service levels that includes but is not limited to refund of fees paid for service periods where the failure to meet service level objective is met. Please refer to Attachment 8 (Proposed Service Level Agreement) |  |
| **Fixed Fee Pricing Based on Milestones –** Vendor shall provide fixed fee pricing based on milestones for all implementation services. Fixed fee pricing shall not be further limited by an hours cap on select services. |  |

## Attachment 14 (Level of Effort)

(See Separate Excel Spreadsheet)

## Attachment 15 (Functional Requirements)

(See Separate Excel Spreadsheet)

## Attachment 16 (Cost)

(See Separate Excel Spreadsheet)

## Attachment 17 (Interface List)

(See Separate Excel Spreadsheet)

## Attachment 18 (Data Conversions)

(See Separate Excel Spreadsheet)

## Attachment 19 (Scope of Proposal)

Identify the scope of the proposal and if the proposal contains software and services for each scope option. Scope is defined in the RFP in Section B.

**Software and Implementation Services:**

|  |  |
| --- | --- |
|  | Proposed |
|  | Not Proposed |

*Primary Software Firm* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Software Product Proposed*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Version \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Primary Implementation Firm* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technology Services:**

|  |  |
| --- | --- |
|  | Hosting Services Proposed |
|  | Software as a Service Proposed |
|  | Not Proposed |

*Hosting Provider:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third Party Products/Services**

|  |  |
| --- | --- |
|  | Third-Party Products/Services Proposed |
|  | No Third-Party Products/Services Proposed |

*Firm*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Purpose* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Firm*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Purpose* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Firm*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Purpose* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Firm*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Purpose* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Firm*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_P*urpose* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Firm*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Purpose* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Individual / Firm Submitting Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Attachment 20 (City Standard Contract)

**EXHIBIT B**

**SAMPLE MASTER TERMS AND CONDITIONS**