REQUEST FOR QUALIFICATIONS (RFQ)
BENEFITS CONSULTING AND BROKER SERVICES
RFQ NUMBER 2015-001

The Long Beach Community College District (District) is inviting responses from qualified firms, partnerships, corporations, associations, or professional organizations to provide comprehensive Benefits and Consulting and Benefits Broker Services to the District. The firm chosen must have the ability to start the engagement effective July 1, 2015.

Please submit one (1) original response, six (6) copies, and a thumb drive with an electronic version of all requested materials outlined in the attached Request for Response (RFQ) document. Responses must be no more than 14 pages in length. It is the responsibility of the Proposer to submit the response by the proper time and all responses received must be date/time stamped by the time stamp located in Building T, Room 2031. No oral, email, electronic, facsimile, or telephonic responses or modifications will be accepted.

All responses shall be labeled “RFQ Number 2015-001 BENEFITS CONSULTING AND BROKER SERVICES” and addressed to:

Long Beach Community College District
Purchasing and Contracts Department
Attn: Alan Moloney, Deputy Director
4901 E. Carson Street - Mail Code: G-4 - Building T
Long Beach, CA 90808

All responses must be received before 4:00 PM March 2, 2015. Responses received after March 2, 2015 at 4:00 PM may, at the sole discretion of the District, be rejected as non-responsive and returned without review.

All questions, requests for information, correspondence, and conversations regarding this RFQ process must be directed to Alan Moloney at 562-938-4541 or amoloney@lbcc.edu. Do not contact the District’s Human Resources or Benefits Staff regarding this RFQ. Failure to follow these rules may result in your RFQ responses being rejected as non-responsive.

Sincerely,

Alan Moloney
Deputy Director, Contracts and Purchasing

Cc: Blanca Morales
Sandy Rice
REQUEST FOR QUALIFICATIONS (RFQ)
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BACKGROUND

Long Beach Community College District (District) founded in 1927, is a single college district with two campuses and is one of the 72 community college districts in California. The college serves over 28,000 students, annually, and offers two-year associate degree courses in the business, health services, trade and technical, and liberal arts fields; one-year vocational certificates in occupational trades; courses that offer job skill advancement; and courses for transfer to four-year colleges and universities.

The District is dedicated to providing high-quality educational programs and related student services. With emphasis on transfer, economic development, vocational training and personal enrichment, Long Beach City College is responsive to individuals and the diverse needs of the community. The College prides itself on being a large, thriving institution that offers personal attention and care.

The District has a diverse workforce and provides benefits to:

- 738 employees enrolled in medical, 750 enrolled in vision, dental and MHN
- 1015 dependents in medical, 1055 dependents in dental, vision and MHN.
- 163 district paid retirees with 95 dependents, 79 self-pay retirees with 27 dependents

The employees are offered the following benefit plan choices:

- Three Medical Plans including a PPO through Anthem Blue Cross and HMO plans through Kaiser and California care
- A DHMO Dental Plan through Delta Dental
- A self-funded PPPO through Delta Dental
- A self-funded vision plan through VSP
- Employee only life plans
- Optional life plans
- Section 125 plan (FSA)
- Employee assistance plan

SCOPE OF WORK

Long Beach Community College District wishes to identify and choose an innovative and proactive firm which has seasoned and well trained professionals that specialize in the area of benefit programs, broker services, and consulting services. The successful firm will offer to the District expertise and advice on cutting edge methods of alternative plan designs, funding arrangements, and long term cost control. The District requires the firm to have consulting abilities and access to experts on all federal, state, and insurance industry issues (ex: Affordable Care Act) and innovations which could affect its programs, services, and costs of providing benefits. The firm chosen must have experience and understanding of self-insured funding plans and experience working directly with California community college districts and the ability to track, analyze, and provide information on how changes in legislation will affect the District.
The District is looking for a firm which will provide benefits consulting and broker services for a 5-year period to help support the District's mission of having accessible, cost effective, and innovative employee benefit programs. The services provided may include but not be limited to:

2. Underwriting, Analytics and Actuarial Services  
3. Compliance (State and Federal)  
4. Communications  
5. Technology Solutions  
6. Wellness Support  
7. Other Available Services

INSTRUCTIONS FOR SUBMITTING A RESPONSE

RFQ's should be complete and be prepared to provide an insightful, straightforward, and concise overview of the capabilities of your company. The emphasis of your qualifications statement should be on completeness and clarity of content. All responses must not be more than 15 pages in length.

Any statement of qualifications received after the deadline of 4:00 PM on March 2, 2015 will not be considered or reviewed.

Responses to the RFQ may be rejected if not prepared in the format described, or if submitted without all required information and signatures. Additional facts and information may be included if it will help to highlight your firm's qualifications and experience.

All materials submitted in response to this Request for Qualifications shall become the property of Long Beach Community College District and shall be considered a part of Public Record.

Please include in your response the following:

1. Cover Letter - A maximum one-page, dated introductory letter must be submitted including the legal name of the respondent, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the response on behalf of the firm.

2. Table of Contents - A Table of Contents of the material contained in the response should follow the Cover Letter.

3. Executive Summary - The Executive Summary should contain an outline of your general business approach along with a brief summary of your qualifications to engage in a professional relationship with Long Beach Community College District and serve its needs as described in the Scope of Work above.

4. Background Information - Furnish background information about your firm, including date of founding, legal form, number and location of offices, numbers of employees, other services offered, and other pertinent information. Indicate the firm's ongoing commitment to professional education of staff, and total number of permanent employees.
5. Personnel - Include resumes/vitas of personnel who would likely be assigned to projects associated with Long Beach Community College District. Specifically define the role of each person and outline his or her individual experience. Indicate who would serve as the primary contact for the District. The size of the firm must be such that it is able to handle the required work. Please also include any information your firm may use to make sure all employees hired are of a caliber and background to serve a Community College. Does your firm use the services of an outside firm for background checks?

6. Narrative - Provide a comprehensive narrative of the benefit consulting and broker services offered by your firm. The narrative must include discussion of the following:
   a. Experience – Please describe your experience working with and providing similar services for other community colleges in California.
   b. References - Please provide a reference name, title, phone number, and email for business clients, especially community college or other educational clients to which your firm is currently providing similar services. References will be checked at the discretion of the District.
   c. The experience of the staff assigned to complete project work at the college shall meet the requirements listed above for experience and projects listed in the Anticipated Scope of Work. The staff assigned must demonstrate that their knowledge and experience in this subject matter as well as their people and consulting skills are excellent. Please outline how the staff proposed will meet or exceed these expectations.
   d. The firm shall demonstrate their presentation and graphics abilities with regard to communicating to the public and end users in a manner that elicits support from those groups and provides them a greater knowledge and understanding of the changes required. Please outline how the staff proposed will meet or exceed these expectations.
   e. The firm must demonstrate its flexibility in adapting to the changing needs and priorities of the college community. Describe how your firm stays current with changes in legislation and court findings regarding benefits and HR services.

7. Statement of Care – Please provide a statement outlining the firms commitment to the level of care it will commit to providing on all assignments from the District if the firm is awarded a contract. Please identify any methodologies, standards, processes, and commitments you are able to commit to for continuous process improvement in the services you provide.

8. Financial Responsibility, Insurance Coverage, and Ability to Provide Services - The consultant shall submit a statement stating that:
   1. Your firm has and/or is able to obtain and maintain adequate errors and omissions, and general liability insurance coverage as outlined in the sample Consulting Agreement, labelled “Exhibit A”. Please carefully read this sample agreement especially the sections on Insurance and Indemnification.
2. The Firm is solvent and able to conduct business in a professional manor throughout the life of the contract. Please include a statement certifying that the firm is not debarred, suspended or ineligible to enter into a contract with a public agency.

9. Professional Fees - Please submit a chart showing the annual total cost to the District for all 5 years of the proposed contract term which will cover the following services:

2. Underwriting, Analytics and Actuarial Services
3. Compliance (State and Federal)
4. Communications
5. Technology Solutions
6. Wellness Support
7. Other Available Services

10. Please explain fully any exceptions or caveats you are placing on this cost proposal. Be thorough and specific as this may form the basis of any contract for services that may be presented by the District.

SELECTION PROCESS AND ANTICIPATED TIMELINE

The District hopes to identify the final firm which best meet the requirements and needs of the District through this RFQ process. The selection process will include a review of the written responses submitted by the deadline by the District’s selection committee.

Once the selection committee finishes reviewing the written responses, the committee at their discretion may invite the firms who they feel best meet the needs of the District for in person interviews. These interviews will be held the afternoon of March 30, 2015.

The District anticipates notifying the firm(s) chosen of a contract award by the week of April 13, 2015. The District anticipates presenting the names of firm(s) chosen to its Board of Trustees for approval at the April 28, 2015 Meeting.

The District reserves the right to award a single or multiple contracts for up to a 5 year period.

RFQ RESPONSE SUBMISSION INSTRUCTIONS:

Please submit one (1) original response, six (6) copies, and a thumb drive with an electronic version of all requested materials outlined in the attached Request for Response (RFQ) document. Responses must be no more than 14 pages in length. It is the responsibility of the Proposer to submit the response by the proper time and all responses received must be date/time stamped by the time stamp located in Building T, Room 2031. No oral, email, electronic, facsimile, or telephonic responses or modifications will be accepted.
All responses shall be labeled "RFQ Number 2015-001 BENEFITS CONSULTING AND BROKER SERVICES" and addressed to:

Long Beach Community College District  
Purchasing and Contracts Department  
Attn: Alan Moloney, Deputy Director  
4901 E. Carson Street - Mail Code: G-4 – Building T  
Long Beach, CA 90808

All responses must be received before 4:00 PM March 2, 2015. Responses received after March 2, 2015 at 4:00 PM will not be considered and will be returned unopened.

Responses received after 4:00 p.m. (PDST), March 2, 2015, may, at the sole discretion of the District, be rejected as non-responsive and returned without review. In order to be considered "on time," a response must either be date-stamped or bear a handwritten inscription by an authorized representative of the District confirming receipt by the above-specified deadline. The date stamp is located in the Contracting and Procurement office at the above-described location.

The District shall not be responsible for, nor accept as a valid excuse for late response delivery, any delay in mail service or other method of delivery used by the firm.

All responses shall be enclosed in a sealed package(s) plainly marked with the words "Response to Benefits RFQ No. 2015-001"

All responses shall be firm offers subject to acceptance by the District and may not be withdrawn for a period of 120 calendar days following the last day to accept responses. Responses may not be amended after the due date except by the consent of the District.

All questions, requests for information, correspondence, and conversations regarding this RFQ process must be directed to Alan Moloney at 562-938-4541 or amoloney@lbcc.edu. Do not contact the District's Human Resources or Benefits Staff regarding this RFQ. Failure to follow these rules may result in your RFQ responses being rejected as non-responsive.
REQUEST FOR QUALIFICATIONS (RFQ)
BENEFITS CONSULTING AND BROKER SERVICES
RFQ NUMBER 2015-001

EXHIBIT A – SAMPLE CONTRACT

LONG BEACH COMMUNITY COLLEGE DISTRICT
4901 EAST CARSON STREET
LONG BEACH, CALIFORNIA 90808

AGREEMENT FOR CONSULTANT SERVICES

This Agreement is made and entered into this ___day of___, 201___, by and between the Long Beach Community College District, hereinafter referred to as the "DISTRICT", and ________, hereinafter referred to as the "CONSULTANT".

1. Services to be Performed by Consultant.

   (a) CONSULTANT agrees to perform those services set forth in Exhibit A attached hereto and incorporated herein by this reference.

   (b) CONSULTANT may, at CONSULTANT's expense, employ such assistants as CONSULTANT deems necessary to perform the services required of CONSULTANT by this Agreement. DISTRICT will not train, control, direct, or supervise CONSULTANT's assistants or employees in the performance of those services.

   (c) CONSULTANT is, and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating a relationship of employer and employee, or principal and agent, between DISTRICT and CONSULTANT or any of CONSULTANT's agents or employees. CONSULTANT assumes exclusive responsibility for the acts of its employees or agents as they relate to services to be provided during the course and scope of their employment. CONSULTANT and its agents and employees shall neither be entitled to any rights nor privileges of DISTRICT's employees nor shall CONSULTANT its agents and employees be considered in any manner DISTRICT employees.

   (d) If CONSULTANT is a regular employee of a public entity, all services that CONSULTANT renders under this Agreement will be performed at times other than CONSULTANT's regular assigned work day for said entity, or during periods of vacation or leave of absence from said entity.

2. Compensation.

   (a) Except as otherwise provided in this Agreement, DISTRICT agrees to compensate CONSULTANT for services rendered under this Agreement in the total amount not to exceed _______($______).

   (b) DISTRICT will pay at cost CONSULTANT's reimbursable expenses under this Agreement as set forth in Exhibit A/Exhibit B. Supporting documentation for the authorized expenses shall be attached to the invoice when submitted. Total reimbursable expenses are included in the above-stated not to exceed amounts.

   (c) For each month of service, the invoice referencing DISTRICT's contract number shall be submitted to the DISTRICT and must include CONSULTANT's signature. Payment will be made within forty-five (45) days after receipt of an invoice. Invoices submitted with rates and/or descriptions which differ from this Agreement shall be rejected.
(d) DISTRICT will not withhold any federal or state income tax for payment made pursuant to this Agreement, but will provide CONSULTANT with a statement of earnings at the end of each calendar year.

CONSULTANT is hereby advised that such statement of earnings shall, if required, be provided to the Internal Revenue Service and the State Franchise Tax Board.

3. Term of Agreement.

The term of this Agreement is from __________ 20__, through __________ 20__, unless sooner terminated pursuant to the provisions of Section 6 of this Agreement. DISTRICT and CONSULTANT may mutually agree in writing to extend the term of this Agreement provided, however, DISTRICT shall not be obligated to pay CONSULTANT any additional consideration unless CONSULTANT undertakes additional services, in which instance the consideration shall be increased as DISTRICT and CONSULTANT shall agree in writing.

4. Obligations of Consultant.

(a) During the term of this Agreement, CONSULTANT agrees to diligently prosecute the work specified in Exhibit A to completion. CONSULTANT may represent, perform services for, and be employed by such additional clients, persons, or companies as CONSULTANT, in CONSULTANT’s sole discretion, sees fit.

(b) CONSULTANT will provide all materials, tools, and instrumentalities required to perform the services under this Agreement.

(c) If CONSULTANT is provided access to the Long Beach City College Network and Email system, the CONSULTANT agrees to abide by the LBCCD Board Policies and Regulations governing computers and e-mail use. These policies and regulations, including Board Policy and Administrative Regulation #6006 are available on the LBCCD website: http://www.lbcc.edu/policymanual/. CONSULTANT accepts sole responsibility for the content of CONSULTANT’s e-mails and agrees to follow recommended procedures to safeguard the account. CONSULTANT is accountable for the suitability of content and understands that e-mails shall be used for college use only. Failure to abide by these regulations shall constitute a breach of this Agreement.

(d) CONSULTANT represents and warrants that CONSULTANT and CONSULTANT’s subcontractor(s) is/are not listed on the Excluded Parties Listing Service.

(e) CONSULTANT shall comply with all federal, state and local laws and ordinances applicable to the work to be performed under this Agreement.

(f) During the term of this Agreement, CONSULTANT shall procure, pay for and keep in full force and affect the following types of insurance:

1. Commercial General Liability Insurance with limits of not less than $1,000,000 per occurrence, $1,000,000 Personal Injury and Advertising Injury, $1,000,000 Products/Completed operations annual aggregate, and $2,000,000 General annual aggregate.

2. Automobile liability insurance is required for any vehicle owned, rented, leased, or used by CONSULTANT or CONSULTANT’s employees and agents in the performance of work under this contract with limits of liability of or equal to $1,000,000 combined single limit bodily injury and property damage liability, and $1,000,000 uninsured/underinsured motorist coverage.

3. Professional liability insurance (Errors and Omissions) of or equal to $1,000,000 each claim, and $3,000,000 annual aggregate with a maximum permissible deductible or self-insured retention of $5,000 per claim. Claims shall not exclude child abuse molestation.
4. Statutory workers’ compensation insurance covering all employees and agents of CONSULTANT as required by law in the State of California and in compliance with all federal, state and local laws and ordinances applicable to the work to be performed under this Agreement and $1,000,000 limit Employers Liability.

5. CONSULTANT shall provide Certificates of Insurance, evidencing all insurance required in Paragraph (f) 1 thru 4 is in force, and is executed by an authorized representative of the insurance company. Policies required in Paragraph (f) 1 and 2 shall be endorsed, and certificates shall clearly state that Long Beach Community College District, its Board of Trustees, officers, agents, and employees are additional insured’s respecting work performed under this Agreement. All insurance policies shall be carried with responsible and solvent insurance companies licensed and authorized to do business in the State of California. All insurance policies must be endorsed to give the DISTRICT written notice of cancellation, termination, coverage reduction or any material change and shall provide verification that such insurance does not exclude child abuse molestation claims.

6. Waiver of Subrogation. CONSULTANT releases Long Beach Community College District from any claims for damage to any person or property, to fixtures, personal property, improvements, and alterations that are caused by or result from risks insured against under any insurance policies carried by Long Beach Community College District and in force at the time of any such damage. Furthermore, each insurance policy shall provide that the issuing insurance company waives all rights of recovery by way of subrogation.

7. Self-insurance, self-retained risk, or any other form of transferred risk financing must be declared in writing to and approved by DISTRICT’s Director of Business Support Services.

8. CONSULTANT’s obligations shall not be limited by the insurance requirements and shall survive expiration of this Agreement.

(g) CONSULTANT shall indemnify, defend and hold harmless the DISTRICT, its officers, agents, and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions, and causes of actions of whatsoever kind including without limitation costs and fees of litigation, nature or sort which may be incurred by reason of CONSULTANT’S performance under this Agreement. CONSULTANT shall assume full responsibility for payments of federal, state, and local taxes or contributions imposed or required under social security, workers' compensation or income tax laws, or any disability or unemployment laws, or retirement contribution of any sort whatsoever concerning CONSULTANT or any employee and shall further indemnify, pay for the defense of, and hold harmless DISTRICT of and from any such payment or liability arising out of or in any manner connected with CONSULTANT’S performance under this Agreement. The provisions of this Section shall survive the expiration or sooner termination of this Agreement with respect to any such matters arising in connection with any event occurring prior to such expiration or termination.

(h) Neither this Agreement nor any duties or obligations under it may be assigned by CONSULTANT without the prior written consent of DISTRICT.

(i) CONSULTANT agrees that it will not discriminate based on race, creed, national origin, religion, sex, marital status, age, handicap and/or medical condition.

5. Obligations of District

DISTRICT agrees to comply with all reasonable requests by CONSULTANT and to provide access to all documents reasonably necessary for the performance of CONSULTANT’s duties under this Agreement.

6. Termination of Agreement.
(a) Unless otherwise terminated as provided below, this Agreement shall continue in force during its term, or until the services provided for herein have been fully and completely performed, whichever shall occur first, and shall thereupon terminate.

(b) Should CONSULTANT default in the performance of this Agreement or breach any of its provisions DISTRICT may terminate this Agreement by giving written notification to CONSULTANT.

(c) If at any time during the performance of this Agreement DISTRICT determines, at its sole discretion, to suspend indefinitely or abandon the work under this Agreement, DISTRICT shall have the right to terminate the performance of CONSULTANT'S services hereunder by giving written notification to CONSULTANT of its intention to terminate.

(d) The DISTRICT may terminate this Agreement without cause by providing CONSULTANT thirty (30) day prior written notice.

(e) In the event DISTRICT terminates this Agreement under paragraphs (b - d) of this Section, CONSULTANT shall only be paid for those services rendered to the date of termination.

7. Binding Arbitration; Consent to Jurisdiction and Service of Process.

(a) Any dispute, claim or controversy arising out of or related to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this Agreement to arbitrate, shall be determined by arbitration in the County of Los Angeles, before one arbitrator. The parties irrevocably agree to be bound by any judgment, decision, or award rendered in connection with this Agreement and further agree that arbitration is the exclusive remedy for any dispute, claim or controversy arising out of or related to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this Agreement. Each party shall be responsible for its costs and attorney's fees. At the option of the first to commence arbitration, the arbitration shall be administered either by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures, or by the American Arbitration Association pursuant to its Rules of Commercial Arbitration. Judgment on the Award may be entered in any court having jurisdiction. The parties may seek provisional remedies in aid of arbitration from a court having jurisdiction. Each party hereby agrees that service of all process in any such proceeding in any such court may be made by registered or certified mail, return receipt requested, to any other party at its address provided herein, such service being hereby acknowledged by each party to be sufficient for personal jurisdiction in any action against said party in any such court and to be otherwise effective and binding service in every respect. Nothing herein shall affect the right to serve process in any other manner permitted by law.


(a) Any notices to be given hereunder by either party to the other may be effectuated either by personal delivery in writing or by mail, certified, postage prepaid with return receipt requested. Notices shall be deemed given and served upon delivery personally, or three (3) days after depositing in the United States Mail. Mailed notices shall be addressed to the parties at the addresses set forth in this Agreement for DISTRICT and CONSULTANT. The foregoing addresses may be changed by written notice to the other party as provided herein.

To the CONSULTANT:

Name:
Company:
Address:

Email:
Telephone: 
FAX: 

To the DISTRICT:

Name: Contracts Management G-4
Long Beach Community College District
Address: 4901 E. Carson Street
Long Beach CA 90808
Email: 
Telephone: (562) 938-4848  FAX: (562) 938-4640

With a copy to Requesting Department:

Name:
Department: Long Beach Community College District
Address: Long Beach, CA
Email:
Telephone:  
FAX: 

(b) This Agreement supersedes any and all agreements either oral or written, between the parties hereto with respect to the rendering of services by CONSULTANT and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing, signed by both parties.

(c) If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

(d) This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is brought arising out of this Agreement, including but not limited to any claim for breach, interpretation, cancellation or specific performance of the same, or any tort claims relating thereto, said action shall be brought in the appropriate court of Los Angeles County, California.

(e) Any controversies arising out of the terms of this Agreement or its interpretation shall be settled in Los Angeles County, California in accordance with the rules of the American Arbitration Association, and the judgment upon award may be entered in any court having jurisdiction thereof.

(f) Pursuant to and in accordance with the provisions of Government Code Section 8546.7, or any amendments thereto, all books, records and files of DISTRICT, CONSULTANT, or any subcontractor connected with the performance of this Agreement involving the expenditure of public funds in excess of Ten Thousand Dollars ($10,000), including, but not limited to the administration thereof, shall be subject to the examination and audit of the Office of the State Auditor of the State of California, at the request of DISTRICT or as part of any audit of DISTRICT, for a period of three (3) years after final payment is made under this Agreement. CONSULTANT shall preserve and cause to be preserved such books, records and files for the audit period.

(g) (If applicable) DISTRICT and CONSULTANT mutually agree that any written material or any copyrightable work of any nature created by CONSULTANT pursuant to this Agreement shall be considered a 'work made for hire' and DISTRICT the 'copyright owner' thereof as those terms are defined in Title 17 of the United States Code, Section 101, and that DISTRICT shall own all of the rights comprised in the copyright of said written
material or copyrightable work. DISTRICT and CONSULTANT further agree that DISTRICT shall have a royalty-free, nonexclusive and irrevocable license to publish, translate, license, sell, transfer, or otherwise use as DISTRICT determines, now and hereafter, all such written material or copyrightable work developed under this Agreement.

(h) Time is of the essence with respect to all provisions of this Agreement.

(i) This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original but together shall be deemed one and the same instrument.

(j) Each person executing this Agreement warrants that he or she has the authority to so execute this Agreement and that no further approval of any kind is necessary to bind the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written.

"DISTRICT"
Long Beach Community College District
Of County of Los Angeles

---

Ann-Marie Gabel Date Name: Date
Vice President, Administrative Services

---

Date of Board of Trustee's Approval: _______________________

Re: _______________________

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"CONSULTANT"
EXHIBIT A
SCOPE OF WORK

CONSULTANT agrees to perform __________________________ services for the __________________________ project at the ______________ Campus as described in CONSULTANT’s Proposal dated ______________ and as follows:

EXHIBIT B
REIMBURSABLE EXPENSES

DISTRICT shall reimburse CONSULTANT at cost, a reasonable sum for the out-of-pocket expenses listed in this Exhibit that are incurred and paid for by CONSULTANT in furtherance of performance of its obligations under this