



## REQUEST FOR PROPOSAL

<b>RFP #</b>	<b>19-1002</b>
<b>RFP Issued</b>	<b>Monday August 12, 2019</b>
<b>Title</b>	<b>USD Energy Master Plan</b>
<b>Mandatory Pre-Bid Conference</b>	<b>Wednesday August 21, 10:00am PST</b>
<b>Questions/Clarifications</b>	<b>Friday August 30, 2019, 5 PM PST</b>
<b>Bid Due Date</b>	<b>Monday September 16, 2019, 5 PM PST</b>
<b>Interviews (Tentative)</b>	<b>Week of September 23, 2019</b>
<b>Contract Award</b>	<b>October 1, 2019</b>
<b>Term</b>	<b>1 Year</b>

Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Procurement Services webpage.

### RFP Issued by

USD Procurement Services  
5998 Alcalá Park – PS 116  
San Diego, CA 92110  
Tel: (619) 260-4782  
<https://www.sandiego.edu/procurement/>  
Procurement Contact: Theresa Harris  
Email: [theresaharris@sandiego.edu](mailto:theresaharris@sandiego.edu)

## **SECTION I – INFORMATION FOR VENDORS**

- 1.1 **PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit bid proposals from qualified vendors to provide the University with an USD Energy Master Plan as outlined in this RFP and attachments. The goal of this RFP is to work towards solutions that will minimize cost, while maintaining or improving current services.
- 1.1.2 **INTENT:** Based on this RFP, USD intends to award a single contract to the responsible Vendor whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered. USD reserves the right to issue multiple contracts or to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the University to be in its best interest.
- 1.1.3 **TERMS:** USD’s standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase order. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

### **1.2 BACKGROUND**

The University of San Diego (USD) is a private Catholic institution of higher education, located on over 180 acres overlooking San Diego's Mission Bay. Chartered in 1949, USD enrolls just over 8900 students who may choose from more than 70 undergraduate and graduate degree programs. The student population has approximately 5,774 undergraduate, 2,138 graduate and 993 law students.

The USD campus supports six schools and one college, with over 909 faculty and over 2,000 administrative, staff and temporary employees. The majority of the University buildings are on the main campus with some residence halls and offices located off-site.

#### **1.2.1 SCOPE OF WORK**

The University of San Diego (USD) and San Diego Gas & Electric (SDG&E) created a Local Institutional Energy Efficiency Partnership (LIP) in 2010 and have been working together on energy efficiency and sustainability efforts since. The Local Institutional Partnership Program “establish[es] a permanent framework for a sustainable, long-term and comprehensive energy management program geared towards energy efficiency, sustainability and climate change reduction goals”. This intent is echoed in the 2016 LIP Agreement between SDG&E and USD, which states the objectives of the Program are to reduce energy consumption and demand in existing equipment, increase use of renewable energy (both generated on-site and purchased), conduct greenhouse gas inventories and GHG reductions as outlined in the USD Climate Action Plan, and educate campus constituents about energy-saving practices. These are the values and goals that will guide the creation of a USD Energy Master Plan.

To clarify the proposal, here are definitions of a few terms found throughout the RFP:

- **Energy efficiency** is the use of a technology that requires less energy to perform the same function as the technology it replaces. Replacing an incandescent light bulb with a light-emitting diode (LED) bulb to produce the same amount of light is one example of energy efficiency.
- **Energy conservation** is any behavior that results in the use of less energy, such as switching off lights when leaving a room.
- **Renewable energy** is derived from natural sources or processes that are constantly replenished or can be replenished within a generation. Examples include solar, wind, hydroelectric, biomass, tidal and geothermal.
- **Demand response** (or demand management) programs are offered by utilities to encourage consumers to reduce their energy consumption when demand across the regional grid might exceed the supply. Rate increases and bill credits are typical options used by the utilities. Consumers who participate in demand response programs may reduce their consumption through various means, including adjusting thermostats to reduce HVAC loads, turning off certain lights, and shifting the operational schedules of energy-intensive devices out of the peak demand period. As noted in the Partnership agreement renewal in 2016, USD must conduct comprehensive demand response assessments.

USD seeks a 15-year Energy Master Plan rooted in energy efficiency and conservation. It will assess the condition and reliability of the existing campus electrical grid, including back-up generation. It will also determine the optimal source (or optimal combination of sources) of energy generation and storage such that the university will achieve the ideal mixture of cost reductions, reliability, safety and environmental benefits. The final Plan will be presented as a document that contains actionable options, scopes of work for program development, timeframes for implementation, and all associated costs for the university to make the most informed choices for an energy program framework and implementation plan.

The Energy Master Plan will adhere to all applicable energy and environmental statutes and commitments, and will consider the likely impacts of future legislation. The university is open to many types of projects to meet these goals, including but not limited to Performance Contracting, Incentive-Based Programs, Traditional Energy/Procure/Construct, Guaranteed Savings, and/or combinations of these approaches.

Specifically, the Energy Master Plan is to encompass the following:

- Align long-term energy planning with other long-term university plans and agreements, including the SDG&E Local Institutional Partnership, the USD Climate Action Plan, and the USD Campus Master Plan. The Energy Master Plan will also address the university's obligations under the City of San Diego Climate Action Plan and State of CA climate legislation.
- Optimize campus energy consumption via energy efficiency, energy conservation, and demand management:

- Identify opportunities to replace older equipment with high-efficiency versions, and create an implementation plan.
  - Develop a project list and implementation plan that results in a reduction of natural gas consumption by at least 88,000 therms before the end of December 2020 (to meet the SDG&E grant obligation).
  - Create a plan for energy storage to shift usage away from peak demand periods.
  - Identify campus rules and policies to minimize wasteful usage of energy.
  - Create a continuous commissioning (CCx) plan for the campus including a discussion of the resources necessary to develop an in-house CCx team for USD, as well as a cost-benefit analysis.
  - Identify practices that could be eliminated or modified to create energy savings.
  - Identify the potential for new software and services that can be used for analytics and to develop usage models.
- Identify the resources necessary to optimize the ongoing operation and maintenance of the campus energy system, including the proposed CCx program, to ensure efficiency gains are sustained.
- Evaluate campus electrical, mechanical, and controls/software infrastructure:
    - Assess the condition of existing components (switchgear, transformers, meters, etc.), some of which are decades old. What efficiency gains can be made? What potential risks/losses might USD incur if the grid infrastructure is not working optimally?
    - In light of the current project to update the university's Energy Management System to Siemens Desigo, identify the other upgrades and repairs necessary to phase-in improvements to control the campus grid and incorporate control of the university's on-site generation, such that USD will develop a microgrid to optimize energy use.
- Determine the most effective, efficient, and cleanest methods to supply power to the campus during extended outages and/or disasters:
    - Establish planned responses to failure scenarios to minimize downtime due to outages.
    - Develop tiers for back-up power distribution based on the priorities and guidance of the administration.
    - Replace the conventional diesel generators on campus with a combination of storage and clean generation sources.
- Identify the best energy source, or combination of sources, to meet the university's needs and goals:
    - Consider the latest scientific findings that indicate the need to accelerate the elimination of fossil fuel use by 2030 to minimize the impacts of climate change.
    - As a fossil fuel, natural gas will likely have to be phased out before 2045 (per State of CA) or earlier, possibly precluding the use of fuel cells and similar technology. Evaluate the future of natural gas for the campus and the potential for electrification of all its systems to prepare for this scenario.
    - Determine the best path forward to meet or exceed climate goals and provide fiscal payback to the university.
    - Assess opportunities to expand on-site generation via renewables.

- Evaluate the opportunities presented by the proposed Community Choice Aggregation plan for electricity being developed by the City of San Diego.
- Provide project management and coordinate with university staff:
  - Provide project management services including preparing for and attending meetings, project management tasks, and coordination with USD Facilities Management staff for project initiation, project clarification, discussion of issues, discussion of document contents, and responses to comments;
  - Prepare and provide draft and final Plan outlines, up to three (3) drafts of the Plan, a final Master Plan document, and a final financial model, submitted electronically;
  - Prepare and provide informational preparation materials (e.g., Q&As, FAQs, fact sheets, etc.), and presentations for Facilities Management meetings on the Plan;
  - Conduct necessary consultations, lead project team meetings, and be available to USD staff for coordination from the Project Kick-Off Meeting through final approval of the Plan;
  - Prepare for and attend one (1) Project Kick-Off Meeting to introduce the Consultant team to the County's Project Team staff, to establish communication protocols, to confirm the scope of work, and to fully discuss the project;
  - Attend additional meetings related to project management and Plan development, including at minimum monthly status updates;
  - Prepare for and give a presentation on the Master Plan to the University Executive Council.
- Optional Tasks – The University may require the Consultant to complete additional tasks that were not precisely definable when the contract was prepared. These tasks may include, but are not limited to, attending additional meetings with USD administrators and staff, attending additional campus-wide meetings or hearings, and providing additional consultation and advice to the university.
- Proposals must address the intent of this RFP in as much detail as possible, including the following:
  - A description of the proposed work plan including time schedules, both in narrative and a Gantt chart.
  - A detailed description of the strategies to address the items specified within the scope of work.
  - A detailed financial cost/benefit analysis of the proposed programs (including administrative, implementation, etc.).
  - An analysis of the greenhouse gas emission reductions that will be achieved with the proposal;
  - Specific and detailed additional benefits which may include: opportunities for experiential learning for USD students, environmental benefits in addition to greenhouse gas reductions, potential co-benefits for the Linda Vista community, etc.

- A detailed schedule and plan for implementation of the program, including measurement and verification of the cost savings as well as energy and greenhouse gas emission reductions;
- Analyses of potential risks and roadblocks, including the risks of not acting.

All applicants must submit statements of their work background and applicable experience, references, resumes of key personnel to be involved with the project, a proposed schedule, and itemized cost estimates to complete the plan, as well as an estimated cost of implementation of the plan.

- **Qualifications/Support Staff & Personnel:**

- Description of the individual(s) or firm's qualifications to provide the services;
- Description of support staff who will be working on the project, their qualifications, and geographic location;
- Describe current and projected workload and work capacity;
- Describe work elements and how they will be performed;
- Describe the availability of the firm to complete the project in a timely manner.

- **References:**

- Provide references for at least three (3) projects of similar size and scope performed in during the last five (5) years (higher education experience preferred, but not required).

The university expects all applicants to have relevant, recent experience in energy master planning. Specific experience shall include:

- District Energy System planning and design for efficiency, reliability, and GHG reduction;
- Evaluation of the potential for renewable energy generation to reduce carbon emissions;
- Development of successfully implemented continuous commissioning plans/programs;
- Assessment of microgrid controls;
- Overview and interpretation of current and potential legislative impacts on energy planning;
- Institutional energy consumption and cost projections;
- Back-up generation strategies.

## **2.0 SECTION 2 - KEY EVENTS**

2.1.1 **PRE-BID CONFERENCE:** A **Mandatory** Pre-Bid Conference will be held on **Wednesday August 21, 2019, 10:00 am PST**. Please email the procurement contact on the cover sheet to register for this event. Quotes will be accepted only from vendors attending the Mandatory Pre-Bid Conference.

- 2.1.2 **QUESTION AND ANSWER PERIOD:** Prospective Vendors are encouraged to submit their questions to the USD procurement team before the deadline. The Question and Answer period will be open through Friday August 30, 2019. The University will accept only written questions from all potential Vendors in accordance with the procedures outlined in this RFP.
- 2.1.3 **SUBMISSION OF BID PROPOSAL:** In order to be considered for award, the bid proposal must be received by the Procurement Services Department before or at the submission deadline indicated on the Cover Sheet. Please submit proposals to

**Procurement Services Department**  
**5998 Alcalá Parkway- PS111**  
**San Diego, CA 92110**  
**Ref: RFP# 19-1002 USD Energy Master Plan**

### **3.0 SECTION 3 - ADDITIONAL INFORMATION**

- 3.1.1.1 **ADDENDA:** In the event that it becomes necessary to revise the RFP, such clarification or revision will be by Addendum. All Addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Each Addendum will be added, under the RFP or solicitation number, to the Procurement Services website at <https://www.sandiego.edu/procurement/bid-opportunity/>
- 3.1.1.2 Prospective Vendors must acknowledge receipts of all Addenda with each proposal submitted.
- 3.1.1.3 **VENDOR RESPONSIBILITY:** The Vendor assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid closure because of a Vendor's failure to be knowledgeable as to all of the requirements of the RFP.
- 3.1.1.4 **COST LIABILITY:** The University assumes no responsibility and bears no liability for costs incurred by a Vendor in the preparation and submittal of a bid proposal in response to this RFP.

### **4.0 SECTION 4 – PROPOSAL SUBMISSION**

- 4.1.1 Five (5) copies of the proposal in addition to an electronic RFP response are required. All data shall be clearly and legibly written, preferably typed, except for signatures. Signatures must be made in the appropriate spaces in compliance with legal requirements. Changes must be initialed by the individual signing the proposal.
- 4.1.2 Proposals must clearly show the vendor name and address and delivered to the **University of San Diego Procurement Services, 5998 Alcalá Park – RFP# 19-1002, USD Energy Master Plan.**

## **5.0 SECTION 5 – VENDOR CONDUCT**

- 5.1.1 During the RFP process (from release of the RFP to final award), Vendor is not permitted to contact any USD staff or faculty regarding this RFP, unless at the request of the USD designated contact on the title page of the RFP or to fulfill pre-existing contractual obligations. Violation of these conditions may constitute immediate disqualification.

## **6.0 SECTION 6 - BID PROPOSAL PREPARATION AND SUBMISSION**

- 6.1.1 **GENERAL:** The Vendor is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its bid proposal.
- 6.1.2 **DOCUMENTS THAT MUST BE SUBMITTED WITH BID PROPOSAL:** The following must be submitted with all proposals.
- 6.1.2.1 **COMPANY PROFILE, SIGNATURE PAGE, PRICE SHEET(S), CONTACT INFORMATION, REFERENCES, CERTIFICATE OF INSURANCE, OWNERSHIP DISCLOSURE FORM, CERTIFICATION REGARDING SUSPENSION AND DEBARMENT, SMALL BUSINESS PARTICIPATION, AND CONFLICT OF INTEREST FORM.** The Vendor shall complete and submit all forms as provided in the RFP, including: Signature page, Contact Information, Business References, Disclosure Form, Conflict of Interest Form, and provide proof of insurance as noted.
- 6.1.2.2 **OWNERSHIP DISCLOSURE FORM:** Vendor shall complete and submit with the proposal the Ownership Disclosure form. See attachment titled Ownership Disclosure.
- 6.1.2.3 **CONFLICT OF INTEREST FORM:** The Vendor shall complete and submit with the proposal the Conflicts of Interest form. See the attachments titled Conflicts of Interest.
- 6.1.2.4 **CERTIFICATE OF INSURANCE:** The Vendor is required to submit proof of liability insurance in accordance with the University's Insurance Requirements. See attachment titled Insurance Requirements.
- 6.1.2.5 **TERMS AND CONDITIONS:** Any exception to the terms and conditions must be submitted with the proposal. See attachment titled Standard Terms and Cond

## **7.0 SECTION 7 - CONTRACT TERM AND EXTENTION OPTION**

- 7.1.1 **TERM:** The term of the contract shall be for a period of one (1) year beginning October 1, 2019. The contract may be extended for additional one year periods, by mutual written consent of the Vendor and the University.



## **8.0 SECTION 8 - PROPOSAL EVALUATION**

- 8.1.1 **PROPOSAL EVALUATION COMMITTEE:** Bid proposals may be evaluated by a committee composed of members of the College Unit/Department responsible for managing the service, the University's Procurement Department and other employees.
- 8.1.2 **ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL:** A Vendor may be required to give oral presentation to the University concerning its bid proposal. The University may also require a Vendor to submit written responses to questions regarding the bid proposal. The purpose of such communication with the Vendor, with through an oral presentation or a letter of clarification, is to provide an opportunity for the Vendor to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed or corrected in any way.
- 8.1.3 **EVALUATION CRITERIA:** The University may use, but is not limited to, the following evaluation criteria: (A) The Vendor's general approach and plans in meeting the requirements of the RFP, (B) The Vendors detailed approach and plans to perform the services required, (C) the Vendor' approach to sustainability and sustainable practices in performance of the contract (D) Small business participation; (E) the Vendor's documented experience in successfully performing contracts of a similar size and scope, (F) the qualifications and experience of the Vendor's team, (G) the overall ability of the Vendor to mobilize, undertake and successfully complete the contract and be responsive to the University's needs and (H) the price quoted and all other related costs to be incurred by the University.
- 8.1.4 **REJECTION OF PROPOSAL:** The University reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the University to do so.
- 8.1.5 **NEGOTIATION AND BEST AND FINAL OFFER:** The University may negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any Vendor, and/or solicit a best and final offer (BAFO) from one or more of the Vendors.
- 8.1.6 After receipt of the results of the negotiation and/or BAFO, the University will complete its evaluation and issue an award to the responsible Vendor(s) whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factored considered.
- 8.1.7 **CONTRACT AWARD:** The University reserves the right to award contracts as a result of this RFP, to more than one Vendor.

**9. SIGNATURE PAGE**

**UNIVERSITY OF SAN DIEGO REQUEST FOR PROPOSAL BID RESPONSE**

<b>RFP No. 19-1002</b>	<b>DESCRIPTION: USD Energy Master Plan</b>
This bid proposal <b>MUST</b> be received by the University before <b>5:00 pm on Monday September 16, 2019</b> . Any proposal arriving at the Procurement Department after this submission due date and time will not be accepted.	

Read the entire Request for Proposal, including all terms, conditions and attachments.  
 Documentation below marked with an X must be submitted:

<u>Document</u>	<u>With RFP Submission</u>	<u>Document</u>	<u>With RFP Submission</u>
All Price Sheet	X	Ownership Disclosure Form	X
Vendor Contact Information	X	Conflict of Interest	X
Vendor Business References	X	Proof of Insurance	X
Small Business Form	X	Other	X

**INFORMATION TO BE COMPLETED BY VENDOR**

1. Company Name:	2. Phone Number:	3. Contact Name:	4. Contact Email:
5. Company Address:	6. Tax ID No:		
7. Proposed Price: \$ _____			

<b>8. SIGNATURE OF VENDOR</b>	<b>9. TITLE</b>
<b>10. NAME (Print)</b>	<b>11. DATE</b>

<b>10. COMPANY NAME:</b> _____	<b>SIGNATURE:</b> _____
<b>RFP No. 19-1002</b>	<b>USD Energy Master Plan</b>

Please complete this section or provide fees in a similar format.

Energy Master Plan \$ \_\_\_\_\_

Meetings \$ \_\_\_\_\_

Optional Tasks \$ \_\_\_\_\_

Additional Expenses (please list) \$ \_\_\_\_\_

\$ \_\_\_\_\_

**Total Estimated Cost** \$ \_\_\_\_\_

**10. PRICE SHEET**

**RFP # 19 – 1002 USD Energy Master Plan**

**PRICING**

**In completing and submitting this form, the respondents is certifying that:**

1. He/she has read and fully understands and accepts the scope of services, the terms and conditions, this price sheet or cost submission form, and the other requirements presented in the USD Energy Master Plan Study Request for Proposal (RFP);
2. The quoted equipment price and labor rates will be used for the base year of the contract. Please attach pricing for any optional year(s). The prices and rates indicated constitute the fully burdened rates for the identified products and services, and USD will not be “surprised” with additional or unanticipated charges in conjunction therewith; and
3. USD reserves the right to accept or reject any and all quotes, to waive any irregularities or informalities in any quotes received, to negotiate with the respondent(s) whose quote(s) is deemed most susceptible of contract award, and to award a purchase contract to the respondent(s) whose quote best satisfies USD’s requirements and needs.
4. The contract will be valid for one (1) year
5. The pricing, terms and conditions stated in your response must remain valid for a period of (90) days from the date of delivery of the proposal to the University.

The pricings identified in the price/rate sheet(s) will not change for the duration of the contract or any renewal years and no additional charges or surcharges of any kind will be added, unless required by law.

**COMPANY NAME** \_\_\_\_\_

**REPRESENTATIVE SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**11. INCENTIVES**

Vendor should specify any additional services or incentives that will be offered to the University and included in the quoted price. Any incentives must be identified in the response package. The University cannot accept any incentives that are offered post bid.

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COMPANY NAME \_\_\_\_\_

REPRESENTATIVE SIGNATURE \_\_\_\_\_

**12. VENDOR CONTACT INFORMATION**

Vendor's Company Name: \_\_\_\_\_

Company Owner: \_\_\_\_\_

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

**Disclosure of Ownership:** (List below the names of all Principals or Joint Owners. Use additional sheet as necessary.)

Name	Position With Company	Percent Ownership (%)

**Please indicate any classification that applies to the company below (select *all* that apply):**

<u>Classification</u>	<u>Indicate with "X" if Applicable</u>	<u>Classification</u>	<u>Indicate with "X" if Applicable</u>
Small Business		Woman-Owned Business	
Small Emerging Business Enterprise		Minority-Owned Business	
Small Locally-Owned Business (SLBE)		HubZone	
Veteran-Owned Business		Other (Please state Classification)	

Number of Years firm has been furnishing services: \_\_\_\_\_

ACCOUNT MANAGER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMERGENCY NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

OTHER CONTACT \_\_\_\_\_

**13. VENDOR BUSINESS REFERENCES**

**Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:**

**Reference 1.**

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years agreement in place: \_\_\_\_\_

**Reference 2.**

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

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

Phone: \_\_\_\_\_ FFax: \_\_\_\_\_ EEE-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years agreement in place: \_\_\_\_\_

**Reference 3.**

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years agreement in place: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

REPRESENTATIVE SIGNATURE \_\_\_\_\_

**14. SMALL BUSINESS UTILIZATION FORM**

Company Name:	RFP #
Contact Name	Email:
Phone #	

**Small Business Participation**

<b>Subcontractor Name</b>			
Address			
<b>Scope of Work</b>	<b>Dollar Amount</b>	<b>% Participation</b>	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
<b>Subcontractor Name</b>			
Address			
<b>Scope of Work</b>	<b>Dollar Amount</b>	<b>% Participation</b>	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
<b>Subcontractor Name</b>			
Address			
<b>Scope of Work</b>	<b>Dollar Amount</b>	<b>% Participation</b>	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
<b>Subcontractor Name</b>			
Address			
<b>Scope of Work</b>	<b>Dollar Amount</b>	<b>% Participation</b>	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representation made herein. In making this certification, I certify under penalty of perjury that this information is accurate and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## 15. CONFLICT OF INTEREST

The University of San Diego (USD) has established procedures for reviewing and addressing conflicts of interest between USD employees and suppliers and otherwise ensuring compliance with the University's Conflict of Interest Policies.

As part of this process, you, the Supplier, are asked to disclose any and all potential conflicts of interest to USD for appropriate review and disposition. Examples include, without limitation, a USD employee having an ownership interest in your business, your business being owned by a relative of a USD employee, and your business sponsoring speaking engagements or other activities with which USD faculty or staff are involved.

Your failure to complete and return this disclosure form may result in a delay of payment, the termination of your contract and/or suspension of your status as a responsive and responsible provider of goods or services to USD.

Your obligation with regard to the disclosure of conflicts of interest is ongoing, therefore we ask that you promptly notify us should you become aware of any potential conflict following the submission of this form. At USD's discretion you may be asked to update this information periodically.

Supplier Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Please select the appropriate statement:**

\_\_\_ I AM **NOT** aware of any relationship between the Supplier and a USD employee which could result in potential personal gain for the USD employee or which could enable the USD employee to influence the Supplier relationship for perceived personal gain.

\_\_\_ I AM aware of a relationship between the Supplier and a USD employee which could result in potential personal gain for the USD employee or which could enable the USD employee to influence the Supplier relationship for perceived personal gain.

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

Nature of Relationship: \_\_\_\_\_

By signing below, you represent and affirm that you have proper authority to act on behalf of the Supplier and that the foregoing statements are true and correct to the best of your knowledge.

\_\_\_\_\_  
Signature    Date

\_\_\_\_\_  
Printed Name and Title of Signer

### **For USD Procurement Use Only**

USD Vendor ID #: \_\_\_\_\_

Disposition of disclosed potential conflict of interest: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: Date: \_\_\_\_\_

**16. SUSPENSION AND DEBARMENT**

(1) Vendor certifies to the best of its knowledge and belief that it and its principals:

- a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from doing work under Federal, State or local government award.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this certification had one or more contracts terminated for cause or default.

(2) Where the Vendor is unable to certify to any of the statements in this certification, such vendor shall attach an explanation to this certificate.

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

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Name & Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative