



ORANGE COUNTY GREAT PARK

OPPORTUNITIES FOR STUDENT TEACHERS AND CALIFORNIA
CREDENTIAL TEACHERS TO PARTICIPATE IN THE 2012 GREAT PARK
SCIENCE EDUCATION PROGRAM

Great Park Corporation

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REQUEST FOR PROPOSALS for

<p>Opportunity for Student Teachers and California Credential Teachers to Participate in the 2012 Orange County Great Park Science Education Program</p>

Thank you for considering the attached Request for Proposals (RFP). If you are interested, please follow these instructions for submissions:

Step One – Submit Requested Information

Submit a letter of introduction that is concise and demonstrates your commitment level and qualifications to participate in the 2012 Orange County Great Park Science Education Program. Please clearly provide your name, address, phone number and email address on the letter of introduction. In addition include a current resume, two current letters of recommendations, and a copy of your California Teaching Credential. Please send all requested information to Christine Tinsley at cinstyle11@gmail.com by the below submission deadline.

Submission Deadline:

<p>No Later Than February 13, 2012 at 4:00 pm</p>
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Late submissions will not be accepted.

Any questions or requests for clarification must be submitted in writing and sent via email to the attention of Christine Tinsley, Orange County Great Park Education Consultant at cinstyle11@gmail.com. No questions will be accepted later than February 8, 2012, as this would not allow time to respond to all proposers.

The City of Irvine reserves the right to reject any or all Proposals, to waive any informality in any Proposal, and to select the Proposal that best meets the City's needs.

What is the compensation for participation in the program?

Successful applicants that complete the two-day orientation session, and commit to the program's full schedule of Thursday and Friday from March 15, 2012 to June 15, 2012 plus three additional days shall receive a stipend of \$4000 or \$125/day. All applicants that participate in this program shall be required to obtain a City of Irvine business license and pass the Live Scan test. The estimated cost of the business license is \$50 and the estimated cost of the Live Scan is \$42.

How Will Proposals be Reviewed and Selected?

Selection will be based upon the following:

1. Meeting the Eligibility requirements outlined in Section 1 – Scope of Services.
2. Teaching Experience, with preference given to applicants that have offsite learning facility and/or camp and school counselor experience.
3. Successful submission of all requested qualification documents.
4. Preference shall be given to applicants that are available and can commit to the program's full schedule, which is every Thursday and Friday from March 15, 2012 to June 15, 2012.
5. Preference may be given to applicants with ability to speak second languages (i.e. Spanish).

Terms and Conditions

The City's Purchase Order Agreement is included as Exhibit I. Upon the award of the Contract, it is expected that the successful proposer will accept the Agreement terms and conditions "as is" without modification.

At the discretion of the City, any or all parts of the respondent's proposal shall be made a binding part of the selected firm's Contract. The City reserves the right to reject in whole or in part any of the proposals, to waive any informalities in the proposal, and to select the proposals that best meet the City's needs.

Any costs incurred in the preparation of a proposal, presentation to the City, travel in conjunction with such presentations, or samples of items shall be the responsibility of the respondent. The City assumes no responsibility and no liability for costs incurred by respondents prior to issuance of a Contract or purchase order.

The proposer shall furnish the City with such additional information as the City may reasonably require.

The City will make payments monthly on approved invoices, with payment terms of net 30 days upon receipt of invoice. The payment schedule for the stipend will be as follows:

All data, documents and other products used or developed during performance of the services will remain the property of the City upon completion of the services.

The proposal shall be signed by an official authorized to bind the individual or organization, and shall contain a statement to the effect that the proposal is valid for ninety (90) days.

EXHIBIT I

CITY OF IRVINE PURCHASE ORDER REQUIREMENTS FOR SERVICE PROVIDERS (INSURANCE NOT REQUIRED)

Purchase Requisition No.: _____ **Purchase Order No.:** _____

(Purchase Order number to be issued after this Agreement is signed, insurance certificates provided and City of Irvine Business License is current. No work shall be performed until a Purchase Order is issued.)

Contractor Information (“Contractor”)

Name:	
Address:	
Telephone:	
Fax:	
Email:	
Signature:	
Printed Name:	
Title:	
Date:	

City of Irvine (“City”) Information

City Representative:	
Address:	1 Civic Center Plaza, Irvine, CA 92606-5208
Mailing Address:	PO Box 19575, Irvine, CA 92623-9575
Telephone:	
Fax:	
Email:	
Signature(s) of Invoice Approver(s):	
Printed Name(s):	
Title(s):	
Date:	

By signing this Agreement, Contractor agrees to comply with all of the terms and conditions set forth herein.

Description of Services (stated below or attached)

Pricing to include hourly rates, material mark-up percentage, etc. (stated below or attached).

Pricing shall remain firm for a minimum of one (1) year from the Purchase Order commencement date. For multiple year Purchase Orders, any proposed price increase shall not exceed 4% per year. Payment for services will be made monthly on approved invoices, with payment terms of net 30 days upon receipt of invoice. Contractor shall submit invoices within fifteen (15) days from the end of each month in which services have been provided. Contractor shall provide invoices with sufficient detail to ensure compliance to pricing as set forth in this Agreement. The information required may include: date(s) of work, hours of work, hourly rate(s), and material costs.

Business License: Contractors who provide services for the City of Irvine within the city limits of Irvine shall obtain a City of Irvine business license prior to commencing work, and shall maintain a current business license throughout the term of this Agreement.

Indemnification. Contractor shall indemnify, defend, and hold City and City Personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity arising out of the willful or negligent acts, errors or omissions of Contractor, its employees, agents, representatives or subcontractors which directly or indirectly relate to the work being performed or services being provided under this Agreement, whether or not there is concurrent active or passive negligence on the part of City and/or City Personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of City or City Personnel in connection therewith:

Contractor shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney's fees incurred in connection therewith.

Contractor shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities.

In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such damages or other claims arising out of or in connection with the work being performed or services being provided under this Agreement, Contractor shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorney's fees and expert witness fees.

Compliance with Laws: Contractor shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect those employed by it or in any way affect the performance of services pursuant to this Agreement. Contractor shall at all times observe and comply with all such laws, ordinances, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Contractor. When applicable, Contractor shall not pay less than the prevailing wage, which rate is determined by the Director of Industrial Relations of the State of California.

Conflicts of Interest:

A. No officer, official, employee, agent, representative or volunteer of City shall have any financial interest, direct or indirect, in this Agreement, or participate in any decision relating to this Agreement that affects his or her financial interest or the financial interest of any corporation, partnership, association or other entity in which he or she is interested, in violation of any Federal, State or City statute, ordinance or regulation. Contractor shall not employ any such person while this Agreement is in effect.

B. Contractor represents, warrants and covenants that he, she or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor further agrees that while this Agreement is in effect, Contractor shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement.

C. Contractor represents and warrants that it has not provided or promised to provide any gift or other consideration, directly or indirectly, to any officer, employee, or agent of City to obtain City's approval of this Agreement. Contractor shall not, at any time, have any financial interest in this Agreement or the project that is the subject of this Agreement other than the compensation to be paid to Contractor as set forth in this Agreement. In the event the work and/or services to be performed hereunder relate to a project and/or application under consideration by or on file with the City, (i) Contractor shall not possess or maintain any business relationship with the applicant or any other person or entity which Contractor knows to have a personal stake in said project and/or application, (ii) other than performing its work and/or services to City in accordance with this Agreement Contractor shall not advocate either for or against said project and/or application, and (iii) Contractor shall immediately notify City in the event Contractor determines that Contractor has or acquires any such business relationship with the applicant or other person or entity which has a personal stake in said project and/or application. The provisions in this Section shall be applicable to all of Contractor's officers, directors, employees, and agents, and shall survive the termination of this Agreement.

D. Contractor acknowledges that pursuant to the provisions of the Political Reform Act (Government Code section 87100 et seq.), City may determine Contractor to be a "Consultant" as that term is defined by the Act. In the event City makes such a determination, Contractor agrees to complete and file a "Statement of Economic Interest" with the City Clerk to disclose such financial interests as required by City. In such event, Contractor further agrees to require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" to disclose such other person's financial interests as required by City.

Contractor Ethics: Contractor represents and warrants that it has not provided or promised to provide any gift or other consideration, directly or indirectly, to any officer, employee, or agent of City to obtain City's approval of this Agreement. Contractor shall not, at any time, have any financial interest in this Agreement or the project that is the subject of this Agreement other than the compensation to be paid to Contractor as set forth in this Agreement. In the event the work and/or services to be performed hereunder relate to a project and/or application under consideration by or on file with the City, (i) Contractor shall not possess or maintain any business relationship with the applicant or any other person or entity which Contractor knows to have a personal stake in said project and/or application, (ii) other than performing its work and/or services to City in accordance with this Agreement Contractor shall not advocate either for or against said project and/or application, and (iii) Contractor shall immediately notify City in the event Contractor determines that Contractor has or acquires any such business relationship with the applicant or other person or entity which has a personal stake in said project and/or application. The provisions in this Section shall be applicable to

all of Contractor's officers, directors, employees, and agents, and shall survive the termination of this Agreement.

Records and Reports: The City Manager or his/her designee of the City of Irvine reserves the right to audit the Contractor's compliance with all of the terms and conditions of this Agreement at any time. Upon request by City, Contractor shall prepare and submit to City any reports concerning Contractor's performance of the services rendered under this Agreement. City shall have access, with 72 hours advance written notice delivered to Contractor, to the books and records of Contractor related to Contractor's performance of this Agreement in the event any audit is required. All drawings, documents, and other materials prepared by Contractor in the performance of this Agreement (i) shall be the property of City and shall be delivered at no cost to City upon request of City or upon the termination of this Agreement, and (ii) are confidential and shall not be made available to any individual or entity without prior written approval of City. Contractor shall keep and maintain all records and reports related to this Agreement for a period of three (3) years following termination of this Agreement, and City shall have access to such records in the event any audit is required.

In the event of any conflict between this Agreement and any attachment hereto, including a signed service or maintenance agreement, then the terms and conditions of this Agreement shall prevail.