

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**

**REQUEST FOR PROPOSAL:**

**For: CCSNH Computer Purchasing Plan and Affinity Purchase Program**

**By Bid Number**

SYS2010-01

**PROPOSAL DUE DATE AND TIME:**

**August 6, 2009**

**4:00 P.M. EST**

**DELIVER TO:**

**THE COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**

**RFP RESPONSE: *CCSNH Consolidated Computer Purchasing and Establishing an Affinity Purchase Program***

**BID NUMBER: SYS2010-01**

**ATTN: BILL BEYER  
26 COLLEGE DRIVE  
CONCORD, NH 03301**

**Table of Contents**

**Page**

I.	Important RFP Dates	3
II.	Introduction	3
III.	CCSNH Mission and Vision	3
IV.	Goals of this RFP	3
V.	General Information	4
VI.	Contract Award in Best Interest	5
VII.	Non-discrimination Compliance	6
VIII.	Pre-Award Presentations and Demonstrations	6
IX.	Evaluation Criteria	6
X.	Method of Award	6
XI.	Payments and Compensation	7
XII.	Submittal Requirements	7
XIII.	Consolidated Computer Purchasing	8
XIV.	Servers	10
XV.	Affinity Purchase Program	10
	Attachment A: Vendor Qualifications	13
	Attachment B: CCSNH Foundation Information	15

## **I. Important RFP Dates**

- Request for Proposal Issued July 17, 2009
- Submittal Due Date August 6, 2009
- RFP Response Review, Presentations, Demos August 6 – August 27, 2009
- Contract Award On or before August 28, 2009

## **II. Introduction**

You are invited to submit a proposal for: **Consolidated Computer Purchasing and Establishing an Affinity Purchase Program** for The Community College System of New Hampshire (herein referred to as CCSNH). CCSNH is a state owned College System with seven locations and five satellites across the State of New Hampshire, with the central office located in Concord, New Hampshire. CCSNH serves over 9000 full time equivalent (FTE) students and has approximately 1000 faculty/staff.

Where applicable, the CCSNH System Office provides centralized resources, services and applications which support the needs of the seven community college campuses. For example, the System Office IT staff operates and maintains: SCT Banner (ERP system), MS Exchange Email, Internet services and campus web pages. Other departments within the System Office provide services such as centralized purchasing, payroll and other services.

CCSNH is interested in partnering (minimum 3 year contractual) with the best qualified Vendor to provide cost effective computing solutions for our faculty and staff which would include, but not limited to, servers, desktops, laptops and computer peripherals. In addition, the CCSNH would like to establish an Affinity Purchase Program for personal computer purchases by our current students, alumni, faculty and staff. To that end, CCSNH requires that its chosen Vendor be able to meet all of the requirements herein (exceptions must be noted in your RFP submittal) and represents the best balance of benefit to cost for the CCSNH.

## **III. CCSNH Mission and Vision**

**Vision:** *“The destination of choice for those who wish to succeed in life.”*

**Mission:** CCSNH provides comprehensive, market driven, accessible, high quality academic programs and services that respond to the changing needs of students businesses and communities. The Community College System of New Hampshire is a key access point for the broad spectrum of New Hampshire learners providing evolving programs responsive to regional and state social and economic needs. We are a key community resource woven into New Hampshire's quality of life, providing a seamless pathway of lifelong learning and career development.

#### **IV. Goals of this RFP**

CCSNH's primary purpose is to provide relevant business and personal computing resources for our students, alumni, faculty and staff at a reasonable cost. Our goals for this RFP are:

##### **A. Consolidated Computer Purchasing**

CCSNH endeavors to develop a contractual relationship (3 years minimum) with a partner for the consolidated purchase of business class servers, desktops, laptops and peripheral computer equipment. The partner must be financially stable for the foreseeable future and provide a broad range of business-class products and services. These purchases will be consolidated by the CCSNH System Office for all CCSNH campuses who wish to participate in this purchasing program. Timing of the purchases, quantities and types of product will be leveraged to provide the best possible discounts to CCSNH.

##### **B. Affinity Purchase Program**

Establish a CCSNH branded Affinity program whereby current students, alumni, faculty and staff can purchase computing systems and peripherals for their personal use through the Vendor's secure web site. Payment will be the responsibility of the purchaser (not CCSNH) and warranties and support will be the responsibility of the Vendor (not CCSNH). A portion of Affinity sale proceeds will go to the CCSNH Foundation. The CCSNH Foundation sponsors student scholarships and capital projects across all our New Hampshire campuses.

#### **V. General Information**

##### **A. Purchasing Policy**

Under the CCSNH's centralized purchasing system, only the Purchasing Department, on behalf of the Community College System of New Hampshire Board of Trustees, has the authority to obligate CCSNH for the purchase of contractual services, materials and equipment.

##### **B. Competitive Bidding**

CCSNH shall solicit competitive bids, in writing, before the award of a purchase order in excess of \$10,000. Anticipated orders in excess of \$20,000 shall be considered a sealed bid. Sealed bids shall be time and date stamped when received. A minimum of three Vendors, if possible, shall be solicited for quotations with a thirty (30) day response time generally allowed.

##### **C. Bid Conditions**

1. CCSNH reserves the right to cancel this RFP in part or in whole.
2. CCSNH reserves the right to award a contract to a Vendor in part or in whole.
3. CCSNH reserves the right to accept or reject any or all proposals, to waive irregularities or technicalities in any response and to accept any response which CCSNH deems to be in its best interest.

4. CCSNH reserves the right to enter into negotiations with any Vendor with the intention of formalizing a mutually agreeable contract document.
5. CCSNH reserves the right to accept or reject any exception taken by any Vendor to the requirements of this request for proposal.
6. CCSNH reserves the right to qualify, accept or reject any and all Vendors as deemed in the best interest of CCSNH.
7. CCSNH will not pay for any information requested herein, nor will it be liable for any costs incurred in preparing response submittals.
8. Whether a winning bidder is selected or not at the conclusion of the RFP process the CCSNH will post the results, without any proprietary information, on the CCSNH web pages.

#### **D. Bidding Procedures**

1. All proposals are to be submitted as best and final offers. Each bidder shall include all requirements, terms and conditions they may have, and shall not assume that an opportunity will exist to add such matters after the proposal has been submitted. Your RFP response must include all materials requested in this RFP document. Unacceptable RFP responses may cause CCSNH to award to another bidder, despite other factors of the evaluation.
2. Bidders should act promptly and submit all questions in writing to CCSNH, Attention: Bill Beyer, 26 College Drive, Concord NH 03301 or faxed to 603-271-2725, attention Bill Beyer, or emailed to [bbeyer@ccsnh.edu](mailto:bbeyer@ccsnh.edu), no later than three (3) days prior to the closing date of this bid. No oral changes, explanation or instructions will be given before the award of the Contract. Changes, explanation or instructions to the RFP will only be made in the form of an addendum.
3. Required: One (1) executed paper copy of your proposal (signed and dated by the authorized Vendor agent) mailed to the address below and (1) electronic copy of your proposal either on CD or sent via email to [bbeyer@ccsnh.edu](mailto:bbeyer@ccsnh.edu)

**THE COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**  
**RFP RESPONSE: CCSNH Computer Purchasing Plan and Affinity Purchase Program**  
**BID NUMBER: SYS2010-01**

**ATTN: BILL BEYER**  
**26 COLLEGE DRIVE**  
**CONCORD, NH 03301**

Please submit your proposals by 4:00 PM on August 6, 2009. It is solely the respondent's responsibility to insure timely delivery of their response. All proposals must be received by the closing date and time indicated. Late and faxed responses will not be accepted. If you want to validate your submittal has been received please send email to [bbeyer@ccsnh.edu](mailto:bbeyer@ccsnh.edu)

#### **VI. Contract Award in Best Interest**

CCSNH reserves the right to accept or reject proposals in part or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein, and to contract in the best interest of the CCSNH. The proposed costs while considered important will not be the only consideration in the selection of a Vendor.

**VII. Non-discrimination Compliance**

The CCSNH neither affiliates nor grants recognition to any individual, contractor, or organization on or off campus having policies that discriminate on the basis of race, color, sex, age, religion, national origin, handicap or sexual orientation as defined by applicable laws and regulations. Vendor agrees that it complies with all Federal, State and Local laws in regards to non-discrimination.

**VIII. Pre-Award Presentations and Demonstrations**

As a part of the proposal evaluation process, CCSNH will require presentations and demonstrations from the highest-ranking bidders. Any such presentations and demonstrations will be scheduled after the due date for the RFP.

**IX. Evaluation Criteria**

Your proposal will be evaluated in accordance with the following criteria:

- A. Completeness of Proposal;
- B. Understanding and Acceptability of the needs of the campuses;
- C. Corporate Experience and Quality of Reference;
- D. The ability, capacity and skill to provide the products and services required;
- E. Cost;
- F. Proposal recommendations or suggestions which distinguish your submittal from the competition

**X. Method of Award**

The evaluation of all RFP Responses and the selection of a Vendor will be made by a CCSNH Committee. This committee will evaluate all RFP Responses on a weighted-point evaluation method based on the following major categories. The CCSNH reserves the right to further sub-divide these categories as needed.

<b>Category</b>	<b>Max Points Attainable</b>	<b>Points Awarded</b>
Company Stability	<b>50</b>	
Experience and Reputation	<b>25</b>	
“Best fit” with CCSNH present and future needs	<b>250</b>	
Scope of Product and Services	<b>100</b>	
Client References	<b>75</b>	

Value Added / Optional Services	<b>50</b>	
Initial and ongoing costs	<b>150</b>	
<b>Total</b>	<b>700</b>	

- A. The Vendor’s submission of an RFP Response constitutes its full understanding and acceptance of the CCSNH’s Evaluation Technique and Criteria. Furthermore, the Vendor also recognizes and accepts that CCSNH will use subjective judgment during the assignment of points.
- B. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
- C. Bids will only be considered from Vendors who have a demonstrated track record of success in providing world-class computing systems in ALL these categories: Desktops, laptops, servers and their related support services.
- D. All Vendors conducting business under any name other than his/her own legal name interested in bidding must be registered in the State on New Hampshire to conduct business, or be in the process, with application on file, of registration with the New Hampshire Secretary of State’s Office.
- E. Bids will not be considered if received after the due date and time. The CCSNH reserves the right to reject any or all bids or any part thereof.
- F. Any agreement that may result from this bid shall not be binding on either party until it has been approved by the CCSNH.

**XI. Payments and Compensation**

Payments for the CCSNH business purchases for computers and computer peripherals shall be made in full within thirty (30) days after receipt of invoice and satisfactory acceptance of the products by the CCSNH.

Payments for personal purchases through the CCSNH Affinity program are solely the responsibility of the purchaser (current student, alumni, faculty, staff or any other person buying through the Affinity program) and not the CCSNH.

**XII. Submittal Requirements**

In order to be considered a complete proposal your submittal must include the following information.

- A. Cover Page with:
  - 1. Company name
  - 2. Proposal authors
  - 3. Date, company address and company URL
  - 4. Primary contact(s) with phone number and e-mail address(es)
  - 5. Dated and signed by an officer of your company
- B. Provide responses to Vendor Qualifications in Attachment A

- C. Responses to **Consolidated Computer Purchasing** and **Affinity Purchase Program** questions as outlined in the sections below:

### **XIII. Consolidated Computer Purchasing:**

#### **Goals:**

CCSNH endeavors to develop a contractual relationship with a partner for the consolidated purchase of business class servers, desktops, laptops and peripheral computer equipment. The partner must be financially stable for the foreseeable future and provide a broad range of business-class products and services. These purchases will be consolidated by the CCSNH System Office for all CCSNH campuses who wish to participate in this purchasing program. Timing of the purchases, quantities and types of product will be leveraged to provide the best possible discounts to CCSNH.

Please provide answers or guidance for the following questions:

1. In order to leverage the CCSNH computer purchases for additional discounts the CCSNH desires to consolidate purchases with one Vendor primarily for all servers, desktops and laptops (including all warranties and support). Please confirm the following: It is required that the Vendor must be able to supply a full range of computer products (servers, desktops and laptops) from the same manufacturer throughout the length of the mutually agreed to contract term (3 years at a minimum).
2. While the selected Vendor for this RFP will be our Vendor of choice the CCSNH will at times purchase computer equipment from other Vendors for various reasons. Can the CCSNH exercise this option under your agreement(s)?
3. How will you keep the CCSNH up to date with product direction, pricing and special offers?
4. Of secondary interest are computer peripherals and supplies which the CCSNH purchases (such as printers, toner, ink, etc.) and which we would also consolidate for additional discounts. Are there typical discounts that apply to these items which the CCSNH can take advantage of?
5. The CCSNH does not have the desire or the capacity to stock large amounts of systems for use during the year. However, based on our estimated yearly purchases and some life cycle planning **we purchase about 250 desktops and about 100 laptops each year for academic and administrative needs.** Please provide information on how your company can work with the CCSNH to meet our needs which are: limited capacity to store systems, and leverage our yearly purchases of **business class** products for the best discounts available. **Note:** The counts above are conservative and there could be years when we buy significantly more than usual (special funding, grants, etc.). However, the CCSNH cannot commit to specific purchasing levels given the fluid nature of our funding.
6. Based on the RFP review process the highest ranking bidders will be invited to a CCSNH campus and will be asked to provide a presentation on their company, the intended partnership with the CCSNH and to demo their products (at a minimum a good and best desktop, a good and best laptop and one server as bid will be required for the demo). Please confirm that your company can meet our demo requirements.

7. Please note how you would normally ship computer products to our campuses. Is this cost included in the price? How would you ship products which are needed on campus quickly?
8. Provide the terms and conditions for **Business** purchases made by the CCSNH through our centralized Purchasing office which would apply to purchases of computer products and computer peripherals.
9. Campuses can request and the Vendor will be required to have onsite tech days where your technical representative will be on campus to address any service issues the campus technical staff are having with your products. Please describe how your company will meet this requirement.
10. Based on our current yearly business purchases of business laptop and desktop computers please fill in the following tables completely. **Note:** Good, better and best are relative terms – use your best judgment and experience in determining what model would be best for a:
  - **General user (Good)** - light email and Internet use, light use of word-processing and spreadsheets, one or two windows open at one time
  - **Intermediate user (Better)** – Moderate use of email and Internet, moderate use of word-processing and more sophisticated spreadsheets, two to four windows open at one time.
  - **Power User – (Best)** – heavy use of email and Internet, sophisticated user of word-processing and spreadsheets, four plus windows open at one time, used by an engineering major, gaming and high end graphics

Category: Business Laptops	Model #	General Description	Detailed Specifications (including warranty info – 3 yr warranty req'd)	Price @ Quantity 1	Price @ Quantity 100
Good Business Laptop					
Better Business Laptop					
Best Business Laptop					

Category: Business Desktops	Model #	General Description	Detailed Specifications (including warranty info – 3 yr warranty req'd)	Price Quantity 1	Price Quantity 250
Good Business Desktop					
Better Business Desktop					
Best Business Desktop					

#### **XIV. Servers**

Rather than ask for pricing on an extensive list of server products and configurations we will compare submittals based on a typical configuration for a rack mounted server we normally would purchase (minus hard disk drives). Please provide information and pricing in the table below for the following rack mounted server hardware (quantity 1) which will include the following minimum specifications:

Minimum Server Specifications:

- (2) Quad core Intel Xeon or AMD Opteron processors
- 4Gb memory
- Dual port gigabit Network interface cards
- Disk controllers – minimum of RAID 5
- Dual port fibre card
- Expansion slots – minimum of 3
- Drive bays – minimum of 6
- Drive types – hot swap SAS or SATA
- Rack height – 1U or 2U
- 3 year 24/7/365 hardware maintenance

<b>Category: Rack Mount Server (per minimum specs)</b>	<b>Model #</b>	<b>General Description</b>	<b>Detailed Specifications (including warranty info)</b>	<b>Price Quantity 1</b>	

#### **XV. Affinity Purchase Program**

**Goal:**

Establish a CCSNH branded Affinity program whereby current students, alumni, faculty and staff can purchase computing systems and peripherals for their personal use through the Vendor’s secure web site. A portion of Affinity sale proceeds will go to the CCSNH Foundation (The Foundation sponsors student scholarships and capital projects across all of the CCSNH campuses).

**Important Notice:** Since participation in the CCSNH Affinity program will be **optional** for students (current or alumni), faculty and staff, the CCSNH will not guarantee specific numbers of computers to be purchased. In the event students, faculty or staff wish to participate in the Affinity program by purchasing goods or services for personal use the CCSNH cannot accept responsibility for payment of invoices, resolution of problems (service or otherwise), or administration of contractual claims.

Please provide answers or guidance for the following questions:

1. The CCSNH is comprised of seven distinct college campuses (Nashua CC, Manchester CC, River Valley CC, NHTI CC, Great Bay CC, Lakes Region CC, and White Mountains CC). **It is likely we will start the Affinity program with one or two campuses (soft launch) and would then include the other campuses as the Vendor and the campuses become ready. However, all Affinity program sites should be up by the beginning of spring classes in 2010. Each campus would require their own branded website (portal) for computer and computer peripheral sales. Please explain how this will be done, what the timeline would look like and what the colleges will need to supply in terms of resources, etc.**
2. As stated in our goal a portion of the Affinity program sales will go to the CCSNH Foundation. What portion of sales (percentage) will be provided back to the CCSNH Foundation? Does this percentage apply to all sales or only selected items? The CCSNH will need a monthly report breaking down the sales transactions per campus (via the branded website), and the percentage generated for the Foundation. Provide a sample monthly report which would contain this information and any other information you think would be relevant to the CCSNH.
3. What forms of payment will the Affinity secure website take from students, faculty, staff and alumni? Do you offer student payment plans? How will the websites be secured? If taking credit cards for payment what level of PCI compliance does your website have?
4. The CCSNH will work with the selected Vendor on promoting and marketing the Affinity program (reviewing text for accuracy, look and feel, etc). However, any marketing costs which are incurred will be the responsibility of the selected Vendor. So we can better plan our time and resources what are the timeframes for developing marketing materials? What is your typical marketing budget for an Affinity program like the CCSNH proposes?
5. While we expect most sales to be online through the Affinity web pages the campus can request and the Vendor will be required to have your sales representative on campus (there are seven campuses) during opening of school events (fall, spring, summer), orientations, etc. to assist with sales and any questions purchasers may have. Please describe how your company will meet this requirement.
6. In addition to sales visits the campuses can request and the Vendor will be required to have onsite tech days for each campus where your technical representative will be on campus to address any service issues the students are having. Generally, these visits should be planned well in advanced so they can be appropriately advertised with some hours during the day and some hours which extend into the evening to accommodate evening students. Please describe how your company will meet this requirement.
7. Since we have a vested interest in ensuring our constituents who use the CCSNH Affinity program are treated fairly please supply the **Terms and conditions** which would apply to their **personal** purchase.
8. In what ways can the student, faculty or staff purchase be branded with their college logo (carry case, other)?
9. What options will the CCSNH student, faculty or staff person have in terms of academic pricing for software such as Microsoft's Office Suite (Pro), Symantec's Antivirus? Other software?

**Note:** The CCSNH will not extend its software licensing to these personal purchases other than the option to install **Microsoft Office for “Work at Home”** purposes on faculty/staff personally owned computers.

10. Based on an educated guess on the quantity of computers we think might be purchased through the Affinity program please fill in the following tables completely. Once the Affinity program is established the campuses will provide input into what constitutes a “good, better and best” configuration based upon academic major (e.g., “students in the engineering program might consider the better and best systems, etc.”). For this RFP please use these general guidelines: Good, better and best are relative terms – use your best judgment and experience in determining what model would be best for a:

- **General user (Good)** - light email and Internet use, light use of word-processing and spreadsheets, one or two windows open at one time
- **Intermediate user (Better)** – Moderate use of email and Internet, moderate use of word-processing and more sophisticated spreadsheets, two to four windows open at one time.
- **Power User – (Best)** – heavy use of email and Internet, sophisticated user of word-processing and spreadsheets, four plus windows open at one time, used by an engineering major, gaming and high end graphics

<b>Category Personal Laptops</b>	<b>Model #</b>	<b>General Description</b>	<b>Detailed Specifications (including warranty info)</b>	<b>Price @ Quantity 1</b>
Good Personal Laptop (General Purpose)				
Better Personal Laptop (Moderate User)				
Best Personal Laptop (Power User)				

<b>Category Personal Desktops</b>	<b>Model #</b>	<b>General Description</b>	<b>Detailed Specifications (including warranty info)</b>	<b>Price Quantity 1</b>
Good Personal Desktop (General Purpose)				
Better Personal Desktop (Moderate User)				
Best Personal Desktop (Power User)				

## **Attachment A: Vendor Qualifications**

Vendor must provide information for the following questions or note agreement/non-agreement to the following statements:

1. A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications: <http://www.state.nh.us/sos/corporate>. The Vendor, who is awarded the contract, must complete an Alternate W-9 form (no fee) with contract and must be willing to comply with all terms and conditions of CCSNH.
2. The Vendor must provide written proof of insurance acceptable to the CCSNH
3. In an effort to assess your company's overall stability, please provide a detailed history of ownership from inception to present, including any and all company name changes, the dates of any strategic equity investments, mergers, buyouts and/or potential buyouts, bankruptcies and downsizing.
4. Describe the experience of your company's owners, founders, managers and/or supervisors who will be involved with this CCSNH project.
5. The Vendor shall certify the following to the best of its knowledge and belief. Is/has the Vendor and/or are/have its principals:
  - a. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency? If yes, please explain.
  - b. Within a three-year period preceding this proposal, been convicted of, or had a civil judgment 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, or violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, making false statements, or receiving stolen property? If yes, please explain.
  - c. Presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, state, or local) with commission of any of these offenses enumerated above? If yes, please explain.
  - d. Within a three-year period preceding this proposal, is or has been under investigation by any federal or state agency? If yes, please explain.
6. Please provide a comprehensive reference listing (at least 3) of all contracts your company has competitively bid on and won for the last two years which are comparable in proposed solution and in environment (educational, multi-campus). The listing should include: College/University Name, Solution Selected, Contact Name, Telephone Number and Email Address
7. The Vendor shall comply with all state and federal laws. This proposal shall be governed by and construed in accordance with the laws of the State of New Hampshire.
8. The Vendor shall provide to the CCSNH an independent audit report conducted in accordance with generally accepted auditing standards and applicable federal rules and regulations.
9. CCSNH requires the successful bidder provide a Primary Account Representative to work with the CCSNH. This Primary Account Representative must also work with a selected team of Customer Service Representatives to support the CCSNH in the event that our Primary Account Representative is unavailable. Who is the College's support contact? Who is the College's back

up support contact?

10. Where is support provided from and what is the response time for both business and personal purchases?
11. The winning bidder must agree to complete and submit a P37 form (a sample P37 can be found in Attachment D).

## **Attachment B: Foundation Information**

# COMMUNITY COLLEGES of NEW HAMPSHIRE *Foundation*

### **OVERVIEW**

The Community Colleges of New Hampshire Foundation was incorporated in 2000 for the purpose of seeking and securing private funds and/or grants in order to supplement and enhance the Community College System of New Hampshire's traditional revenue sources. The Foundation is a 501(c)(3) organization which operates independently, but in conjunction with, the colleges. The Foundation focuses on making higher education more accessible by providing student scholarship assistance, faculty and staff enrichment programs, enhanced educational facilities, and support for innovative academic programs.

The Foundation accepts and administers gifts and grants which benefit the System or its member colleges. Each of the seven colleges in the System uses the Foundation's services. The office of the Foundation is located at 26 College Drive, Concord, NH.

The mission statement of the Foundation is "To support the Community College System of New Hampshire and make higher education more accessible." The vision statement is: "Access for all."

### **HISTORY AND ASSETS**

When the Foundation began activities in May of 2000, it reported assets of \$49,000 and the Board of Directors consisted of five incorporators. By June of 2004, the Foundation had grown to \$1.5 million in assets and was supporting \$150,000 in operational costs. In October of 2004, the Board decided to retool Foundation operations. They voted to support fixed costs of the Foundation with an initial payment from each college to support operations and scholarship development. In the Fiscal Year 2003-2004, over \$122,000 was disbursed from the Foundation for scholarships statewide. By March of 2005, the staff of the Foundation consisted solely of the Director. The Fund Development Committee was re-activated and focused on local scholarship development and alumni database development with individual campuses coordinating their own activities. Statewide, among the seven campuses, new scholarships were being added monthly. The Investment Committee began working every other month with the Investment Managers on the distribution of the portfolio.

By June of 2005, the Board of the Foundation had grown to 12 members and there a Board Development Committee was established to add more members. In December of 2005, scholarship activity was on the increase, with \$148,000 in scholarships awarded in Fiscal Year 2004-2005. In January

of 2006 the Board met for a Strategic Planning session and produced a two year strategic plan. In the spring of 2006, the initial UNIQUE Endowed funds were received in the amount of \$847,000. In the Fiscal Year ending in June 2006, the Foundation had reached the \$2 million mark.

In 2007, the Finance and Investment Committee reviewed and revised the portfolio allocation of assets. Cash went from 24% of portfolio to 7%, Fixed Income 26% to 34%, Equities from 50% to 59%. At the end of Fiscal Year 2007, the foundation's total market value had reached \$4.4 million. By the end of Fiscal Year 2006-2007, the Foundation was comprised of 141 different funds, including 124 different scholarships among the seven colleges. The Foundation had disbursed 421 scholarships statewide, totaling \$315,000. In September of 2007, the Foundation reached the \$5 million mark.

The Board meets bi-monthly and the Standing Committees meet quarterly. The Foundation is projected to increase their scholarships in steadily in each coming year, through a plan of utilizing increasing funds and an aggressive marketing strategy.

The funds of the Foundation are deposited into an investment account, overseen by the Finance and Investment Committee and managed by Bank of America Institutional Investment Solutions. All Foundation funds are commingled for investment purposes but each endowed fund retains its fiscal identity. The Fiscal Year of the Foundation is July 1<sup>st</sup> to June 30<sup>th</sup>. At the end of each Fiscal Year, the Foundation is audited by an independent auditor

## **BOARD COMPOSITION**

The direction and management of the affairs of the Foundation are vested in a Board of Directors which currently consists of 20 members. The Board is a matrix of businesses and geographical representatives. The business and property of the Foundation is managed and controlled by the Board. In fulfillment of that responsibility, the Board assists the Foundation in obtaining financial support, through gifts and grants, for the benefit of the colleges, their students, and their communities. Serving as ex-officio Directors, with a voice and vote are the Chancellor of the System and the President of each college. All Board Members file a Conflict of Interest Statement annually

The Board Members are elected at the Annual Meeting of the Board for the three year terms. One-third (1/3) of the entire Board, but no fewer than five, is required for a quorum. Standing Committees of the Foundation include the Executive Committee; the Finance and Investment Committee, the Public Relations and Marketing Committee and the Fund Development Committee.

The Executive Director is nominated by the Chancellor and appointed by the Board. The Board may delegate to the Executive Director the responsibility and authority for carrying out the policies adopted and approved by the Board.

The Foundation maintains a website at: <http://www.ccsnh.edu/foundation>



**Attachment D: P37 Form**

Note the winning bidder must submit a P37 form as part of the contract.

