



**REQUEST FOR PROPOSAL NUMBER: B25RFP0031**

**SUPPLEMENTAL INFORMATION SYSTEMS/TECHNOLOGY SUPPORT SERVICES**

St Louis Community College  
Department of Purchasing  
3221 McKelvey Road  
Bridgeton, MO 63044

**FOR ADDITIONAL INFORMATION, CONTACT:**

Buyer: DR. Nasser Raghei  
Email: [nraghei@stlcc.edu](mailto:nraghei@stlcc.edu)  
Phone: 314-539-5246

[STLCC.Bonfirehub.com](http://STLCC.Bonfirehub.com)

## TABLE OF CONTENTS

DESCRIPTION	PAGE NO.
<b>INSTRUCTIONS TO ALL BIDDERS</b>	<b>3</b>
<b>DELIVERY AND INVOICING INFORMATION</b>	<b>4</b>
<b>INSTITUTIONAL BACKGROUND</b>	<b>5</b>
<b>MISSION STATEMENT</b>	<b>5</b>
<b>ADMINISTRATIVE INFORMATION</b>	<b>6</b>
<b>SCOPE OF WORK</b>	<b>8</b>
<b>EVALUATION OF BIDS</b>	<b>10</b>
<b>GENERAL TERMS AND CONDITIONS</b>	<b>11</b>
<b>NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS RE: RSMO 285.530</b>	<b>16</b>
<b>ATTACHMENT A- AFFIDAVIT</b>	<b>17</b>
<b>ATTACHMENT B - NO ISRAEL BOYCOTT CERTIFICATION FORM</b>	<b>19</b>

## INSTRUCTIONS TO ALL BIDDERS

St. Louis Community College, ("The College") welcomes all interested parties to participate in its competitive bid process. Bidders will be expected to submit proposals that are in compliance with the requirements as outlined below:

1. All awards are subject to final approval by St. Louis Community College's Board of Trustees, or their designated representative(s).
2. Proposals must be submitted at <https://stlcc.bonfirehub.com>. **All late bids will be rejected.**
3. The successful bidder(s) must comply with the State of Missouri's Revised Statute RSMO 285.530 which states: No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. **The affidavit included in Attachment A must be completed and notarized to meet this provision.**
4. **All proposals must be signed by a duly authorized representative of the person, partnership or corporation offering the bid.** Failure to sign the College Invitation for Bid document will result in automatic disqualification of that bid. The College reserves the right to request written confirmation of persons authorized to sign all bids on behalf of a company.
5. Bidders may submit more than one bid proposal. No penalty or credit will be given for submitting multiple proposals.
6. The General Terms and Conditions (Section 6 of this RFP) should be reflected in the terms  
proposed by the Bidder and the College intends the General Terms and Conditions to be  
incorporated by reference into the final contract.
7. Bidders are responsible for reviewing their proposals prior to submission to be certain they can honor all prices and terms offered in the bid. Bidders may submit written amendments or withdraw their bid proposals up until the date and time of the scheduled bid opening. Once bids have been opened, all Bidders will be expected to honor all prices and terms offered in total. Unit prices will prevail in case of extension errors. Bid defaults will result in either temporary or permanent removal from the College's list of vendors in good standing.
8. Bidders are expected to respond with responsive information as to each component identified in Section 3 – Scope of Work of this RFP. Responsive information will be relied on by the College in making a bid award and Bidders agree that this information and representations become binding upon acceptance and will be incorporated by reference into a final contract.

9. Requests for clarification on RFP specifications should be addressed to the Purchasing Manager identified in the bid document. Any changes in specifications will be sent to all bidders in the form of a written addendum. All addenda become a part of the Request for Proposal. Bidders are to sign and include all addendums with each bid being submitted.
10. Bidders are to check bonfire at [www.stlcc.bonfirehub.com](http://www.stlcc.bonfirehub.com) to ensure all addendums are included with the submission of bid responses.
11. Bidders may obtain Bid results from Bonfire or by appointment with the assigned Purchasing Manager.

## **DELIVERY AND INVOICING INFORMATION**

12. Invoices are preferred to be electronically submitted to:  
[apayable@stlcc.edu](mailto:apayable@stlcc.edu)
13. If you are unable to submit invoices electronically, please submit invoice by mail to:

Accounts Payable  
St. Louis Community College  
3221 McKelvey Road  
Bridgeton, MO 63044

Invoices must reference the purchase order number, show the unit and extended price on each item, and list the “ship to” address.

14. The College renders payment only after the delivery of services. All payments are issued electronically by Paymode-X net 30 from receipt of invoice.
15. St. Louis Community College is a tax-exempt public institution. The College’s tax-exempt Missouri I.D. is **11166584**.
16. Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to the Procurement Department, St Louis Community College, 3221 McKelvey Rd., Bridgeton, MO, 63044, with a copy to Office of the General Counsel – Legal Services, Corporate Headquarters, 3221 McKelvey Rd., Bridgeton, MO, 63044
17. No Boycott Israel - As required by Mo. Rev. Stat § 34.600 , Bidder certifies it is not currently engaged in a boycott of Israel and will not engage in a boycott of Israel during the contract Term.

## **INSTITUTIONAL BACKGROUND**

St. Louis Community College (STLCC) is a premier provider of education and workforce training in the St. Louis metropolitan area. Since its founding in 1962, more than 1.3 million students have benefited from courses and services offered by the College.

STLCC is the largest community college system in Missouri and the second-largest institution of higher education in Missouri. The college serves an area of more than 700 square miles that includes St. Louis City, St. Louis County, and portions of Franklin and Jefferson counties.

Nearly 50,000 individuals annually enroll in traditional college programs as well as continuing education and performance-enhancing programs sponsored by employers. STLCC's four campuses – Florissant Valley, Forest Park, Meramec, and Wildwood – are shaped by their urban and suburban communities, and many programs are planned for the needs and special interests of their surrounding areas. STLCC also has education centers in south St. Louis County and north St. Louis City. The STLCC Corporate College in Bridgeton and the Center for Workforce Innovation at Florissant Valley offer programs and services focused on workforce needs. STLCC also offers courses and training in area businesses, industries, and neighborhood and educational sites.

STLCC offers associate degree programs in areas including art, fine arts, science, applied science, and teaching, as well as certificates of proficiency and specialization. In the past seven years, the college has awarded students with more than 14,700 degrees and certificates in programs such as allied health, business administration, general transfer studies, information systems, life sciences, engineering, and technology-related areas. Approximately 1,800 STLCC students annually transfer to Missouri four-year colleges and universities. Nearly 90 percent of all STLCC graduates remain in the region.

Through innovative partnerships and state-of-the-art programs, STLCC is a vital element of the local, regional, and state economy. The College has approximately 1,147 full-time and 1,928 part-time employees.

## **MISSION STATEMENT**

Empowering students. Expanding minds. Changing lives.

## ADMINISTRATIVE INFORMATION

### RFP AGENDA/SCHEDULE

RFP Issued by STLCC	June 17, 2025 -12:00 PM CST
Last Date for Vendor to Submit Questions	June 23, 2025 - 05:00 PM CST
Vendor RFP Submission Due Date	July 03, 2025 - 5:00 PM CST
RFP Evaluation by STLCC Due By	July 11, 2025 - 5:00 PM CST

These dates are provided to help potential respondents understand the bid and implementation process; however, dates are subject to change.

#### Contract Duration Period

Three years, starting from August 31, 2025, and ending on August 30, 2028, with the option to extend the contract for another two years.

**Estimate of Contract Quantity or Dollar Expenditure:** TBD

#### Submission Of Proposal(S)

Proposals must be submitted at <https://stlcc.bonfirehub.com>.

All questions regarding this RFP must be submitted in writing at <https://stlcc.bonfirehub.com/> Addenda will be issued to answer all questions and posted at <https://stlcc.bonfirehub.com>.

The original solicitation document, all amendments (if any) and all questions and answers received during the solicitation process will be posted at <https://stlcc.bonfirehub.com>.

All potential bidders are encouraged to register at <https://stlcc.bonfirehub.com> to automatically receive updates.

Please do not contact any college administrator or Board member during the RFP timeline stated above. If there is a significant change to this schedule, an addendum will be issued via bonfire to announce the change.

## SCOPE OF WORK

### Section 1 SCOPE OF WORK & SPECIFICATIONS

St. Louis Community College, hereinafter called “the College,” wishes to establish a contract to secure supplemental information systems technology support services on an as needed basis, which will include, but will not necessarily be limited to, the following general areas of service:

- a. set up/installation - desktop microcomputer systems and related peripherals
- b. installation, imaging, updating - desktop software products
- c. set up/installation - projector and audio-visual equipment
- d. installation - network software products
- e. set up/installation and support of telecom systems, devices, and services
- f. new installation design
- g. trouble shooting/diagnosis for systems, databases networks and software
- h. support enterprise resources planning, student information system, analytics, and other business applications projects and operations
- i. programming services which included: application and web development, data warehouse development, business intelligent reports development, REACT and JSON web service development projects
- j. support cloud services
- k. technical project management
- l. cybersecurity projects and operations

The College will do its best to provide as much notice as is possible to the successful bidder(s) hereinafter called “contractor(s)”. However, as the need for services are frequently driven by unanticipated events, bidders are advised that the College will generally require delivery of services in one of the following categories:

- a. **emergency services:** within four (4) hours of notice
- b. **priority services:** within twenty-four (24) hours of notice
- c. **routine services:** within five (5) working days of notice
- d. **major project services:** within thirty (30) working days of notice

The College retains the right to approve, in advance, all contract staff sent/assigned by contractor(s) to the College.

Needs may vary significantly during the term of the contract and therefore related assignments may involve anywhere from one day to several months, depending upon actual need. Staff supplied for major project services may be removed from the project only with the advance knowledge and permission of the College.

Because it is unrealistic to assume that one contractor would be in a position to supply the exact skills and experience for every eventuality within the timeframe required for

every event, the College anticipates that this award will be shared among several bidders.

Contractor(s) will be responsible for providing any special tools/equipment that are required to complete agreed upon tasks related to each contract assignment.

The contractor(s) selected for award of this work will be required to supply proof of their ability to meet all insurance requirements listed in the College's "Terms and Conditions," located on the final page of this document, including liability and workers' compensation.

## Section 2 – PARTIAL LISTING OF SOFTWARE & HARDWARE PRODUCTS

1. **Desktop, Laptop and Tablet Systems:**  
Dell                      Apple                      Microsoft
2. **Audio Visual Systems including projectors and document cameras:**  
Extron                      Epson                      Aver                      Cisco WebEx
3. **Server Systems:**  
DELL                      DELL Storage Switches
4. **Server System Software:**  
Microsoft                      RedHat Linux
5. **Network and Security Systems:**  
Cisco                      F5                      Bosch Camera  
Splunk                      Splunk Enterprise Security Palo Alto Networks Firewalls
6. **Storage Systems:**  
Dell Storage Array                      VMwarevSan                      Oracle Cloud VMware Solution
7. **Cloud Services/Applications:**  
Azure Services                      Amazon Web Services  
Oracle Cloud Infrastructure (OCI)                      Genea  
Microsoft 365 Enterprise Applications                      Freshservices
8. **Management Software:**  
Ellucian Banner Suite                      Ellucian Experience                      Ellucian Workflow  
Ethos Infrastructure                      Ellucian Degree Works                      Ellucian Insight  
Ellucian CRM                      Automic                      OpenText
9. **Others: Miscellaneous**  
Trouble shooting / diagnosis of performance problems may be required in the following software products:  
MS Active Directory                      Windows



MS Endpoint Configuration Manager	Microsoft Edge
LINUX	Tomcat
VMWare ESXi	VEEAM
MAC OS/X	Safari
JAMF	FireFox/Chrome
Virtualized and Deployment Technologies	Horizon (VDI Solution)
Milestone Camera Systems	Solarwinds
ShoreTel telecom	MS SQL
Oracle Database	Oracle Cloud Infrastructure
Oracle Data Store (ODS)	Oracle Data Integrator
IBM Cognos	Tableau
Microsoft PowerBI	OpenText
Microsoft 365 Online Services	Azure Active Directory
Microsoft Exchange and Online	Microsoft Teams
Microsoft SharePoint Online	Microsoft OneDrive
Microsoft Power Automate	Microsoft Copilot
Microsoft Office 365	Bitlocker/MBAM
Microsoft Defender 365	Microsoft Purview
Microsoft Entra ID	Delinea Secret Server

10. **Ability to Provide Programming Support in the Following:**

Oracle	PL/SQL
SQL*Plus	MY SQL
Oracle Developer	Java eclipse
MS SQL Development	Postgres
IBM Cognos Reporting	Tableau Dashboarding
Postman	Bruno
PHP	JSON Web Service
REACT	JS node
JQuery	Visual Studio Code
Java Script	XML
HTML, CSS	XSLT
Visual Studio	C#
ASP .Net	SharePoint Development
Python	PowerShell
Artificial Intelligent Agent	VB Script
11. **Ability to provide program manager and project manager services in support of technical implementations within the STLCC systems environment.**
12. **Ability to Provide Networking Support in Cisco networking, both wired and wireless and Palo Alto Networks firewalls.**
13. **Ability to provide telecom system and billing management support, utilizing ShoreTel phone systems.**

## **SUBMISSION OF PROPSALS**

Bidders are required to respond to all of the following issues:

1. Please identify the primary account manager who would be assigned to the College's account and describe how he/she will manage placements, supervise the account's overall performance and provide the interface with college management staff to ensure work will be done in a professional, timely and correct manner.
2. Although the College does not require that bidders cover all required services, it does need to fully understand all areas of proficiency a bidder can provide. In order to fully understand the company's capabilities, (1) please identify potential consultants that will service the College, (2) specify each software and/or hardware product (mentioned in Section 2) for which they are qualified to service, (3) provide their qualifications and experience profile. Additionally, this information must be provided for each potential consultant to service the College's account during the life of the contract.
3. Provide a rate chart organized by service category for each consultant proposed to service the College's account. Define the frequency with which this rate would be adjusted (monthly, quarterly, annually, etc.).
4. Provide your company's travel reimbursement policy for local and non-local consultants.
5. Provide your company's policy regarding client engagements should the College desire to offer your contractor College employment.
6. Provide at least six current client references and identify type of work done, length of time business relationship has been viable and current daytime, telephone numbers for individuals the College has permission to contact for discussions on the quality of services your company provides.
7. Proposals must be submitted to purchasing on or before TBD at 2:00 pm CST.

## **Evaluation of Bids**

### **Bids will be evaluated on the following criteria:**

Overall projected cost of services	50%
Quality/experience of managerial and technical staff	<u>50%</u>
Total	100%

## **GENERAL TERMS AND CONDITIONS**

### **1. CONTRACT PERIOD**

The contract shall not bind, nor purport to bind, the College for any contractual commitment in excess of the original contract period, which shall be determined and set forth in a final contract.

### **2. REVISIONS TO THE SCOPE OF WORK**

In the event the Scope of Work is revised, additional compensation shall be considered and negotiated at that time. The College may request other professional services not included in the proposal and may negotiate the related fees for such services.

### **3. COORDINATION OF ACTIVITIES**

The Contractor shall fully coordinate its activities in the performance of the contract with those of the College. As the work of the Contractor progresses, advice and information on matters covered by the contract shall be made available by the Contractor throughout the effective period of the contract.

### **4. CONFIDENTIALITY**

Inasmuch as under the contract, the Contractor may acquire confidential information, and the Contractor agrees to keep such information confidential. It is further understood and agreed that this obligation to keep such information confidential shall continue at all times beyond the completion of the contracted work. Notwithstanding any other provision to the contrary, the College is a public entity and may be required to produce a copy of the contract in response to a request under Missouri's open records law without prior notice (Mo. Rev. Stat. Chapter 610).

### **5. INDEPENDENT CONTRACTOR STATUS**

The Contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be employed by the College. The sole relationship with the Contractor is as established by this contract. The Contractor is responsible for filing all returns and paying all taxes, FICA, employee fringe benefits, worker's compensation, employee insurance, minimum wage requirements, overtime, etc., associated with the performance of the contractual requirements herein, and agrees to indemnify, save and hold the College, its officers, agents, and employees, harmless from and against, any and all losses, costs, attorney fees, and damage of any kind related to such matters. Upon request, the Contractor will provide evidence of compliance with these requirements.

### **6. FURNISHING MATERIALS**

Unless otherwise specified herein, the Contractor shall be responsible for furnishing all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

### **7. DEVELOPMENT OF MATERIAL**

The Contractor shall agree and understand that all reports and material developed or acquired by the Contractor as a direct requirement specified in the contract shall become the property of the College. No reports or materials prepared, as required by the contract, shall be released to the public without the prior written consent of the College.

### **8. REPLACEMENT AND/OR SUBSTITUTION OF PERSONNEL**

The College reserves the right to have the Contractor immediately remove or replace personnel whose performance the College determines to be unsatisfactory. There shall be no charge to the College for the Contractor's replacement of such personnel while under contract with the College. The Contractor agrees and understands that the College's agreement to the contract is predicated, in part and among other considerations, on the utilization of the specific individual(s) and/or personnel qualification(s) as identified and/or described in the Contractor's proposal. Therefore, the Contractor agrees that no substitution of such specific individuals shall be made without the prior written notification to the College. The Contractor further agrees that any substitution made pursuant to this paragraph must be equal to or better than originally proposed and that the notification of a substitution shall not be construed as an acceptance by the College.

#### 9. NON-EXCLUSIVE CONTRACT

The Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the College may secure identical and/or similar services from other sources at any time in conjunction with or in replacement of the Contractor's services.

#### 10. CLARIFICATION OF CONTRACT

The College reserves the right to clarify any contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Request for Proposal or the Contractor's proposal. In all other matters not affected by the written clarification, if any, the executed Services Contract/Agreement shall govern.

#### 11. FORCE MAJEURE

Neither party shall be liable for delays or defaults in the performance of this Contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action, or any other causes of a similar character beyond its control and without its fault or negligence.

#### 12. GOVERNING LAW

This contract shall be construed according to Missouri law, which is interpreted without regard to its conflicts of laws principles.

#### 13. BANKRUPTCY OR INSOLVENCY

In the event of proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of the Contractor, the College may cancel this Contract or affirm the Contract and hold the Contractor responsible in damages.

#### 14. CONTRACTOR INSURANCE/INDEMNIFICATION

I. The Contractor shall pay for and maintain until all work is completed, such insurance as will protect it and the College from claims under Workers' Compensation Acts, Workers' Occupational Disease Acts, and from any other claims for damages to property or for bodily injury, including death, which may arise from operations under this agreement whether such operation be by himself or any sub-contractor or anyone directly or indirectly employed by either of them. Such insurance shall cover all contractual obligations, which the Contractor has assumed including the "Hold Harmless Agreement". This provision shall state the Contractor agrees to indemnify and save harmless the College and its agents and employees from and against all claims for injury to person or damage to

property arising from his work or work performed by any of his sub-contractors or their employees.

II. The following insurance shall be taken out and maintained at the Contractor's expense:

A. Workers' Compensation and Occupational Diseases shall have statutory limits.

B. Employers' Liability shall be in an amount not less than \$500,000.

C. Comprehensive General Liability: \$1,000,000 per occurrence/\$3,000,000 annual aggregate including bodily injury and property damage liability, independent contractors' liability, contractual liability, product liability, and completed operations liability. Contractual Liability coverage including the "Hold Harmless Agreement" must be fully insured under this policy for the liability limits set forth above.

Contractor's Protective Liability coverage must be included for the liability limits set forth above. The Contractor's Comprehensive General Liability Insurance shall include and provide:

1. Coverage for bodily injury and/or property damage on an occurrence" basis with an approved definition.
2. A broad form of property damage endorsement.
3. Completed operations liability.
4. If applicable to work under this agreement, the Contractor shall provide proper endorsements to cover property damage liability normally excluded under insurance code numbers bearing the symbols "X", and/or "C" and/or "U".
5. St. Louis Community College (and the College's officers, agents, and employees) shall be named as additional insured as it pertains to work done/service provided/product delivered to the College.
6. provide 30-day notice of cancellation/non-renewal of coverage to the College; Insurance must be primary as to any other valid and collectible insurance

D. Comprehensive Automobile Liability Insurance: \$1,000,000 per accident for bodily injury and property damage. This insurance must include non-owned, hired, or rented vehicles as well as owned vehicles.

E. Professional Liability (if Contractor has a professional designation or license and/or is providing professional services) \$1,000,000 per occurrence/\$3,000,000 annual aggregate.

F. Cyber Risk/Data Loss (if Contractor or a third party using, storing or accessing private confidential or protected information: \$1,000,000 per occurrence/\$3,000,000 annual aggregate.

III. The Contractor shall maintain at its expense all insurance required to protecting his employees and his operations fully while on the College's property including Workers' Compensation, Employees' Liability, Comprehensive General Liability, and Comprehensive Vehicle Liability Insurance. Vendor shall provide copies of the Certificate of Insurance to the College, naming the College as co-insured after the award of the agreement.

#### 15. TAXES

The Contractor shall take into account that the College, a government subdivision, is exempt from most state and federal taxes. (Tax Exemption No. 11166584)

#### 16. PAYMENTS

The Contractor shall submit invoice(s) upon completion of the work each month. The College shall make payment within (30) days of receipt of the invoice.

#### 17. PAYMENTS WITHHELD

The College shall have the right to hold or delay payments if the Contractor fails to complete work for the month within the scheduled time limits and/or the Contractor's work is unsatisfactory or incomplete for a particular period.

#### 18. CANCELLATION

Either party may terminate this agreement if agreed to by giving the other party fourteen (14) day's prior written notice.

#### 19. COLLEGE LIABILITY

The College shall not be liable for any injury to any employee of the Contractor while said employee shall be performing work pursuant to the agreement, and the Contractor hereby indemnifies the College and agrees to hold it harmless from any and all claims made by any employee who may be injured on the College's property by any cause to the extent attributable to the Contractor's negligence and from all costs arising from such claim or claims including court costs and reasonable attorney's fees.

The College is a political subdivision of the State of Missouri and Missouri law on sovereign immunity applies to the College. Nothing in the Services Contract/Agreement is intended to or will be interpreted to abrogate the College's rights to sovereign immunity under applicable law.

#### 20. SAFETY

It will be the responsibility of this Contractor to initiate, maintain, and supervise all safety precautions and programs in connection with the work. This includes compliance with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority for the safety of persons or property.

#### 21. COMPLIANCE WITH APPLICABLE LAWS

The Contractor warrants it has complied with all applicable laws, rules, and ordinances of the United States, or any state, municipal governmental authority, or agency in providing the services covered by this Contract, including, but not limited to, the Fair Labor Standards Act of 1938 as amended.

#### 22. NON-DISCRIMINATION IN EMPLOYMENT

In connection with the furnishing of supplies or performance of work under this Contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices Act, Equal Opportunity Employment Act, Americans With Disabilities Act Amendment Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

#### 23. ASSIGNMENT OF AGREEMENT

The agreement shall not be assignable by the Contractor in whole or in part without the written consent of the College.

#### 24. NOTICE AND SERVICE THEREOF

Any notice to the Contractor from the College relative to any part of this Contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified, or regular mail, to the Contractor at his last given address, or delivered in person to the Contractor or his authorized representative.

#### 25. COMPLETE AGREEMENT

The Contract expresses the complete agreement of the parties. Any changes, additions or modifications hereto must be in writing and signed by both parties.

## NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS RE: RSMO 285.530

Effective January 1, 2009 and pursuant to the state of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e. g., St. Louis Community College) to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

St. Louis Community College, in order to comply with sections 285.525 through 285.550 RSMO, requires the following bid and contract documents:

Required Affidavit for Contracts Over \$5,000.00 (US) Effective 1-1-2009. Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on the Company providing an acceptable notarized affidavit stating:

1. That Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. That Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

St. Louis Community College encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program and the service is free. Information regarding E-Verify is available at [www.uscis.gov](http://www.uscis.gov) scroll to the bottom of the page and select the E-verify link



or by calling **888-464-4218**. You may also access the website to begin the registration process at **<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>**.

If you have any questions, please contact St. Louis Community College, Purchasing Department at 314-539-5227.



**Attachment A**  
**AFFIDAVIT**

The undersigned, being duly sworn upon oath, deposes and states as follows:

1. I am authorized to execute this affidavit and to enter into contracts on behalf of the following business entity or employer authorized to conduct business in the State of Missouri (hereinafter referred to as "Contractor"):  
\_\_\_\_\_.
2. I am the \_\_\_\_\_ for Contractor and I have personal knowledge of the facts stated herein.
3. Contractor affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the Contract.
4. On or about \_\_\_\_\_, Contractor enrolled and began participating in E-Verify, a federal work authorization program managed by the Department of Homeland Security ("DHS") and the Social Security Administration ("SSA"), as referred to in the Revised Statutes of the State of Missouri, § 285.530.
5. Pursuant to a Memorandum of Understanding between Contractor, DHS, and SSA (hereinafter referred to as the "Memorandum of Understanding"), Contractor is obligated to verify each employee hired after \_\_\_\_\_ (hereinafter referred to as the "Enrollment Date"), and Contractor hereby affirms its compliance with all obligations contained in the Memorandum of Understanding.
6. Contractor affirms that it is now and shall remain registered in E-Verify up to and including the term of the Contract and that, in addition to the Memorandum of Understanding, Contractor has provided Political Subdivision with supporting documentation regarding all employees hired after the Enrollment Date who are working in connection with the Contract.
7. Contractor affirms that if it is determined that an employee is not eligible to work on the contract, Contractor shall immediately remove the employee from the Contract, pending resolution of the matter with the appropriate state and federal authorities.
8. Contractor affirms its understanding of the requirements of the Revised Statutes of the State of Missouri, §§ 285.525 to 285.550, including the right of the State to terminate the contract and permanently suspend or debar Contractor from doing business with the State under certain circumstances.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
STATE OF  
COUNTY OF

On this \_\_\_\_ day of \_\_\_\_\_ in the year 2025, before me, \_\_\_\_\_, a Notary Public in and for said State, personally appeared \_\_\_\_\_, known to me to be the person who executed the within Affidavit, and acknowledged to me that \_\_\_\_\_ executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County of \_\_\_\_\_ and State aforesaid, the day and year first above written.

Signature of Person Executing Affidavit \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public  
My Commission Expires:

## ATTACHMENT B

### NO ISRAEL BOYCOTT CERTIFICATION FORM

---

**RFP TITLE: Supplemental Information Systems/Technology Support Services**  
**RFP No: B25RFP0031**

Effective July 13, 2020, a Missouri governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract (MO. Gov't Code SCS/SB 739)

SCS/SB 739 - This act creates the "**Anti-Discrimination Against Israel Act**". Under this Act, public entities are prohibited from entering into certain contracts with a company unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of goods or services from the State of Israel or any company, or person or entity, doing business with or in the State of Israel. Any contract failing to comply with the provisions of this act shall be void against public policy.

This Act does not apply to contracts with a total potential value of less than \$100,000 or to contractors with fewer than 10 employees.

BY SIGNATURE BELOW, I, the undersigned agent for the firm named below, certify and affirm that this firm AND its principals comply with the above-referenced certifications:

Yes, we acknowledge and comply with the following:

☐ **NO ISRAEL BOYCOTT CERTIFICATION**

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

Printed Name of Authorized Company Official:\_\_\_\_\_

Signature of Company Official:\_\_\_\_\_

Date:\_\_\_\_\_