Request for Proposals

RFP # 08.2026

Marjaree Mason Center Camera Replacement

Submissions Due: 9/11/26

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Introduction and Company Background:

The Marjaree Mason Center (MMC) is a 501(c)(3) organization that, for over 45 years, has offered safe housing and support services to adults and children affected by domestic violence in Fresno County, California. Our organizational origins date back to 1904 when the charter members of the YWCA Fresno formed.

In 1978, Marjaree Mason was 36 years old and was a volunteer of the YWCA at the time. She had her entire life ahead of her. She was a native of Easton, a graduate of Washington High School and Reedley College, and was well known in the community.

In November of that year, Marjaree' s joy was overshadowed by the return of her ex-boyfriend – a Fresno County sheriff's deputy named Robert Tillman. Tillman was an imposing presence who refused to go away despite Marjaree' s insistence that he leave her alone. Her continued rejection fueled Tillman's rage, which exploded in violence one night as he kidnapped, beat, and raped Marjaree before releasing her the next day.

Frightened and confused, Marjaree feared retaliation if she were to report the crime. Convinced by friends to seek medical treatment, Marjaree shared details of her ordeal with hospital personnel, who reported the incident to the Sheriff's Department. Before an investigation was launched, Tillman once again kidnapped and assaulted Marjaree, ultimately fatally shooting her before turning the gun on himself.

Marjaree Mason's tragic death gained national attention, shining a spotlight on domestic violence and galvanizing the Fresno community into taking action to ensure that no one would suffer the same fate.

Since 1979, the Marjaree Mason Center has worked tirelessly to provide a safe, supportive environment for those affected by domestic violence.

Mission

The Marjaree Mason Center supports and empowers adults and their children who have been impacted by domestic violence, while striving to prevent and end the cycle of abuse through education and advocacy.

Vision

A community free of domestic violence.

Core Values

- **Integrity** – We are committed to high ethical standards of confidentiality, honesty, transparency, and accountability.
- **Empowerment** – We respect and nurture the resiliency of individuals to achieve recovery, healing, and growth.
- **Dedication** – We value the history and longevity of our organization, commitment to sustainability and work towards a community free of intimate partner violence.
- **Collaboration** – We believe in fostering community partnerships to contribute to inclusivity and equality.

Overview

Request for Proposal

The Marjaree Mason Center (MMC) is seeking proposals from qualified, licensed security and surveillance contractors to design, furnish, install, configure, and integrate a multi-site video surveillance system across selected MMC facilities.

The scope of work includes evaluation of:

- Each facility, development of camera coverage plans
- Replacement and/or installation of surveillance cameras
- Installation of recording and network infrastructure
- Software licensing
- System configuration
- Integration, testing
- Training, and commissioning of a complete operational surveillance system.
- The proposed system will provide comprehensive facility coverage, improved image quality, enhanced video retention capabilities, centralized management, and long-term scalability.

MMC currently operates surveillance systems utilizing multiple camera manufacturers and video management platforms. The organization seeks to improve security coverage, replace aging equipment, eliminate multiple software platforms, and standardize surveillance infrastructure through implementation of a centralized video management solution.

Facilities included within this project consist of two (2) confidential MMC residential facilities protected under federal confidentiality requirements. Specific facility locations and information will only be provided to qualified vendors participating in the mandatory site visit process.

The selected contractor will be responsible for providing all labor, materials, equipment, software licensing, network infrastructure, cabling, permits, programming, training, supervision, documentation, and other services necessary to deliver a complete and fully operational surveillance system. Contractors should include an estimated project timeline, anticipated start and completion dates, and demonstrate the ability to complete the work efficiently while minimizing disruption to ongoing operations.

Proposal submissions shall include:

- Camera coverage plans
- Camera schedules
- Storage calculations
- Retention calculations
- Equipment specifications
- Recommendations are necessary to provide complete surveillance coverage for each facility.

MMC encourages vendors to recommend solutions that improve coverage, reliability, image quality, scalability, and long-term system performance.

Proposals must also include warranty information, including manufacturer warranties for equipment, software support information, and workmanship warranties provided by the contractor. MMC is seeking a durable, long-term surveillance solution capable of supporting organizational growth and future expansion.

Marjaree Mason Center is a recognized domestic violence organization, and due to federal confidentiality requirements under the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA), strict privacy protocols must be maintained. All individuals participating in any mandatory site walk-through, as well as those performing work on-site, will be required to sign non-disclosure and confidentiality agreements prior to access.

MMC requests that applicants submit pricing based on 1) private wage rates and 2) California Prevailing Wage rates. Proposers may submit one or both options. Based on the total cost of the project and the identified funding source(s), MMC will determine whether compliance with California Prevailing Wage/Davis-Bacon Act requirements is necessary. This determination will be made prior to contract execution.

Scope of Work

This project includes two (2) confidential MMC residential facilities. Specific facility locations will be disclosed to qualified vendors during the mandatory site visit process. The two locations constitute one overall project and shall be proposed under one total project cost. For billing purposes, the awarded contractor will be required to invoice each facility separately, resulting in two separate invoices for the project.

MMC currently operates multiple surveillance systems utilizing various camera manufacturers and management platforms. The intent of this project is to establish a unified, modern surveillance environment that provides comprehensive facility coverage, improved image quality, enhanced investigative capabilities, centralized management, and long-term scalability.

The awarded contractor shall evaluate each facility and develop a complete surveillance system design that meets the objectives outlined within this RFP. Vendors are responsible for verifying all existing field conditions, infrastructure requirements, measurements, and site conditions prior to submitting proposals.

The awarded contractor shall provide all labor, materials, equipment, software licensing, network infrastructure, cabling, permits, supervision, programming, configuration, testing, training, documentation, and commissioning necessary to deliver a complete and fully operational surveillance system.

The awarded contractor is responsible for providing a regularly updated one-week look-ahead schedule, including but not limited to the work being performed, subcontractors involved, and names of all individuals working on-site.

• All bidders are responsible for field verification of existing conditions, measurements, infrastructure requirements, and quantities necessary to complete the project.

• Additional facility information, existing system information, and available documentation will be made available during the mandatory site visit process.

• Vendors shall identify any assumptions, exclusions, or infrastructure limitations within their proposal.

• MMC reserves the right to add, remove, or modify facility scope based on funding availability and organizational needs.

Working Hours

Due to ongoing operations, working hours will be limited to 7:00 AM – 7:00 PM. Any work prior to 7:00 AM must be pre-approved and may not include activities considered loud or disruptive.

Additional restrictions may apply at confidential residential facilities to minimize disruption to residents and program operations.

REMOVAL OF THE FOLLOWING

• Remove and properly dispose of existing cameras, recording equipment, network equipment, cabling, mounting hardware, and associated surveillance infrastructure identified for replacement.

• Remove and dispose of abandoned cable and equipment no longer required for operation of the proposed system.

• Identify and document any existing infrastructure deficiencies that may impact installation of the proposed surveillance system.

• Coordinate removal activities to minimize disruption to ongoing facility operations.

• Existing equipment identified by MMC for retention shall remain operational and protected during construction.

Inspection & PREPARATION

• Conduct a complete evaluation of each facility's existing surveillance infrastructure.

• Verify existing network connectivity, power availability, equipment locations, cable pathways, and mounting conditions.

• Identify infrastructure improvements necessary to support the proposed surveillance system.

• Provide documentation and recommendations for any required upgrades prior to installation.

• Coordinate with MMC regarding any conditions requiring additional work or change orders.

• Vendors are responsible for field verification of all existing conditions and infrastructure requirements.

INFRASTRUCTURE REPAIRS & UPGRADES (*AS NEEDED*)

• Identify and document any deficiencies in existing surveillance, network, electrical, conduit, cabling, or supporting infrastructure that may impact operation of the proposed surveillance system.

• Repair or replace damaged, obsolete, or non-functional surveillance infrastructure as necessary to support the proposed system.

• Repair or replace damaged conduit, junction boxes, mounting hardware, cable pathways, and supporting infrastructure where required.

• Identify and provide recommendations for any network, storage, electrical, or infrastructure upgrades necessary to support the proposed surveillance environment.

• Vendors shall assume replacement of existing camera cabling where existing cabling cannot be certified for reliable operation of the proposed system.

• Existing cabling may be reused only if the contractor verifies and certifies that the cabling meets the performance requirements of the proposed surveillance system.

• Coordinate with MMC regarding any conditions requiring additional work beyond the contractor's proposed scope.

• Any allowances, assumptions, exclusions, or potential change order conditions shall be clearly identified within the proposal.

• Vendors shall identify any infrastructure deficiencies discovered during the site visit process that may impact project cost, schedule, system performance, or long-term reliability.

• All repairs and upgrades shall comply with applicable building codes, manufacturer requirements, industry standards, and best practices.

SURVEILLANCE SYSTEM INSTALLATION

• The intent of this project is to replace aging and underperforming surveillance equipment and consolidate surveillance management into a centralized platform.

• Design and install a complete surveillance system for each facility included within the project.

• Provide and install all cameras, recording equipment, software licensing, network equipment, cabling, mounting hardware, power supplies, and supporting infrastructure necessary for a fully operational system.

• Proposed systems shall provide comprehensive coverage of facility entrances, exits, parking areas, building approaches, common areas, hallways, and other critical locations identified during the site visit process.

• All newly installed cameras shall be a minimum of 4MP resolution unless otherwise approved by MMC. Equivalent or higher-resolution cameras may be proposed where appropriate.

• The proposed system will provide centralized management through a single video management platform capable of supporting multiple facilities.

• The proposed system shall include remote viewing capabilities, user permissions, audit logging, and video export functionality.

• Provide and configure dedicated operator workstations at locations identified by MMC during the mandatory site visit. Workstations shall be appropriately sized and configured to support the proposed video management platform, simultaneous live camera viewing, recorded video playback, video export, and other normal system functions without performance limitations. Vendor shall

provide all required hardware, software, licensing, peripherals, and configuration necessary for a complete operational workstation. Proposed workstation specifications and pricing shall be clearly identified in the proposal.

• The proposed system shall provide a minimum of thirty (30) days of video retention. Vendors will provide storage calculations supporting the proposed retention period.

• Vendors shall provide camera coverage plans showing camera locations, viewing angles, and coverage areas for each facility.

• Vendors shall provide equipment schedules identifying all major system components.

• Vendors shall provide network diagrams and system architecture documentation for the proposed solution.

• Vendors shall configure, test, and commission all equipment prior to project completion.

• Vendors shall provide all required software licensing and identify any recurring costs associated with the proposed solution.

• Vendors shall provide user and administrator training for MMC staff.

• Vendors shall provide all operations manuals, warranty documentation, system credentials, licensing information, and as-built documentation upon project completion.

• The proposed system shall be scalable and capable of supporting future expansion without requiring replacement of the core video management platform.

• MMC encourages vendors to recommend solutions that improve image quality, reliability, storage capacity, analytics capabilities, and long-term system performance.

WARRANTY REQUIREMENTS

• Provide manufacturer warranties for all cameras, recording equipment, network equipment, software components, and associated surveillance infrastructure.

• Provide a contractor workmanship warranty covering installation, configuration, programming, and commissioning of the surveillance system.

• Proposals shall clearly identify warranty duration, warranty coverage, exclusions, and procedures for obtaining warranty service.

• Vendors shall identify any available extended warranty options and associated costs.

• Vendors shall identify any ongoing software support, maintenance agreements, licensing subscriptions, or recurring costs associated with the proposed solution.

• Vendors shall provide manufacturer documentation supporting all warranty claims.

• All warranty periods shall begin upon final project acceptance by MMC.

• During the warranty period, the contractor shall repair or replace defective equipment, installation deficiencies, or system failures attributable to workmanship at no additional cost to MMC.

• Vendors shall identify expected response times for warranty-related service requests and support calls.

• Preference may be given to vendors offering extended manufacturer warranties, longer workmanship warranty periods, and enhanced support services.

SAFETY, COMPLIANCE, AND SITE CONDITIONS

• Contractor shall maintain a clean, safe, and secure worksite always.

• Contractor shall comply with all applicable OSHA safety standards and industry best practices.

• Contractor shall protect existing building finishes, equipment, furnishings, utilities, and surrounding property from damage during installation activities.

• Contractor shall immediately report any damage caused during construction and shall be responsible for repairing or replacing damaged property at no cost to MMC.

• Contractor shall secure all work areas, tools, materials, and equipment to prevent unauthorized access.

• Contractor shall coordinate installation activities with MMC to minimize disruption to facility operations, staff, clients, and residents.

• Contractor shall comply with all applicable federal, state, and local laws, regulations, building codes, and permitting requirements.

• Certain facilities included within this project are confidential residential shelter locations protected under the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA). The Contractor shall strictly comply with all confidentiality requirements associated with these locations.

• Contractor personnel shall not disclose, photograph, record, publish, or otherwise communicate information related to confidential facility locations, residents, clients, security procedures, or operations.

• All contractor personnel, subcontractors, and vendors accessing confidential facilities shall execute MMC-provided confidentiality and non-disclosure agreements prior to access.

• MMC reserves the right to deny access to any contractor employee, subcontractor, or representative who fails to comply with safety, security, confidentiality, or operational requirements.

• Contractor shall maintain secure control of all system credentials, passwords, software licenses, and configuration information during the project.

• Contractor shall immediately notify MMC of any security incidents, data breaches, confidentiality concerns, or system vulnerabilities identified during the project.

GENERAL REQUIREMENTS

• Contractor must replace "in kind" any building finishes, surfaces, ceilings, walls, paint, flooring, landscaping, pavement, or other property damaged during installation activities.

• Contractor shall remove all construction debris, abandoned equipment, packaging materials, and waste generated during the project and leave each facility in a clean condition upon completion of work.

• Contractor shall obtain and pay for all permits, inspections, approvals, and fees required by the Authority Having Jurisdiction (AHJ) and any other applicable regulatory agencies.

• Contractor shall coordinate all required inspections and provide copies of final approvals to MMC upon project completion.

• Contractor shall provide complete system commissioning and testing prior to final acceptance.

• Contractor shall provide training for designated MMC staff covering system operation, administration, video retrieval, user management, and basic troubleshooting.

• Contractor shall provide all system credentials, administrator accounts, software licenses, activation keys, and configuration information to MMC upon project completion.

• Contractor shall provide as-built documentation reflecting final installation conditions, including camera locations, network diagrams, equipment schedules, storage calculations, and system architecture.

• Contractor shall identify any cloud-based services, external connectivity requirements, remote access requirements, or third-party hosting services associated with the proposed solution.

• Contractor shall provide camera coverage maps identifying final camera locations and fields of view.

• Contractor shall clearly identify any recurring costs, software subscriptions, maintenance agreements, cloud services, or ongoing support requirements associated with the proposed system.

• Proposal pricing shall be provided separately by facility and shall clearly identify equipment costs, labor costs, software licensing costs, infrastructure costs, and any optional enhancements.

• Vendors shall identify any assumptions, exclusions, or owner-provided items included within the proposal.

• The proposed system shall be designed to allow future expansion without requiring replacement of the primary video management platform.

• MMC reserves the right to add, remove, or modify facility scope based on funding availability, operational requirements, or project priorities prior to contract award.

• Any proposed alternate equipment, technologies, or design approaches shall be clearly identified and accompanied by supporting documentation demonstrating equivalency or improvement over the proposed solution.

Expectations of Qualified Vendor

All interested parties must agree (and contractually confirm) to the following:

• By responding to this RFP, potential vendors affirm that they are properly licensed, insured, and qualified to provide the surveillance system design, installation, configuration, and support services outlined herein. If any portion of the work is subcontracted, the proposing vendor shall be fully responsible for all subcontractor's performance and contractual obligations.

• The selected vendor must demonstrate experience with surveillance system installations of similar size and complexity, including multi-site camera systems, network-based video surveillance systems, and centralized video management platforms.

• Experience with occupied facilities, nonprofit organizations, residential facilities, and/or confidential facilities is strongly preferred.

• The selected vendor is solely responsible for hiring, managing, supervising, and, if necessary, terminating all employees and subcontractors assigned to the project. The contractor agrees to pay all wages, payroll taxes, and benefits and shall have no claim against MMC for employee-related compensation, including but not limited to vacation, sick leave, retirement benefits, Social Security, workers' compensation, disability, or unemployment insurance.

• All employees and subcontractors must comply with Marjaree Mason Center's Drug-Free, Alcohol-Free, and Violence-Free Workplace policies.

• Due to the sensitive nature of MMC's services, no employees with felony convictions and/or any violent offense charges (including but not limited to domestic violence) within the past ten (10) years will be permitted to work on this project.
• Marjaree Mason Center is a recognized domestic violence organization, and the work described in this RFP will require vendors to adhere to strict confidentiality provisions. In compliance with the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA), all individuals participating in site visits or performing work on-site will be required to sign non-disclosure and confidentiality agreements. Strict adherence to confidentiality requirements is mandatory.
• Vendor must maintain all required business licenses and provide proof of general liability insurance, workers' compensation insurance, and any other insurance coverage required by law.
• Vendor must comply with all applicable federal, state, and local laws, regulations, safety requirements, permitting requirements, and industry standards.
• Vendor must provide a detailed project schedule, including a one-week look-ahead schedule updated regularly throughout the project.
• Vendor agrees to maintain a safe, clean, and secure work environment while minimizing disruption to MMC operations, staff, residents, and clients.
• By responding to this RFP, the proposed vendor certifies that they are not debarred, suspended, or otherwise excluded from doing business with the federal government and are not listed in the System for Award Management (SAM).
• Debarment and Suspension (Executive Orders 12549 and 12689): Contracts will not be awarded to parties listed on government-wide exclusions in SAM, in accordance with 2 CFR 180.
• Davis-Bacon Act (40 U.S.C. 3141–3148): When applicable, contractors must comply with prevailing wage requirements and Department of Labor regulations. Contractors must pay wages at rates not less than those determined by the Secretary of Labor and comply with all required reporting and labor standards provisions.
• Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708): Contractors must comply with work hour limitations, overtime compensation requirements, and safe working conditions.
• Copeland "Anti-Kickback" Act (40 U.S.C. 3145): Contractors are prohibited from inducing employees to give up any portion of their compensation.
• Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors applying for awards exceeding $100,000 must certify that no federal funds have been used for lobbying activities and must disclose any non-federal lobbying activities.

• Vendor agrees to warrant all workmanship, equipment, software configuration, and materials as specified in their proposal and correct any deficiencies identified within the warranty period.

Required Contract Provisions

While the selected vendor should supply and produce their own contract, Marjaree Mason Center has included as **Exhibit A** - a sample contract that describes all expected contract inclusions.

Submission Guidelines and Requirements

Mandatory On-Site Visit: The Bidder is advised to examine all the locations of the work and to inform themselves fully as to its conditions, the character, quality and quantity of the products needed preliminary to and during the execution of the work.

TIMELINE

8/19/26	**RFP Issued**
8/24/26 @ 5:00PM PST	**Notification of names of mandatory on-site visit attendees**
8/26/26 @ 12:00PM PST	**Mandatory On-Site Visit starting at 1600 M Street, Fresno, CA 93721**
8/31/26	**Questions Due**
9/3/26	**Responses to Questions Due and posted online**
9/11/26 @ 5:00 PM PST	**Proposal Submissions Due**
9/18/26 @ 5:00 PM PST	**Selections Made**
10/1/26	**Target Contract Start Date**

Submission Components/Deliverables

Please be sure to include the following in your submission:

- **Letter of Interest**
  Include a brief statement expressing your firm's interest in the project and commitment to completing the scope of work.
- **Firm Qualifications and Experience**
  Describe your firm and its experience with surveillance system installations of similar size

and complexity, including multi-site camera systems, video management platforms, network infrastructure, and security system integration projects.

- **Project Approach**
  Provide a detailed description of your proposed approach to completing the surveillance system project, including recommended equipment, video management platform, camera strategy, storage approach, and methodology for achieving complete facility coverage.
- **Camera Coverage Plans**
  Provide preliminary camera coverage plans identifying proposed camera locations, fields of view, coverage areas, and any known coverage limitations for each facility.
- **Prevailing Wage Experience**
  Describe your experience managing construction projects in compliance with the **Davis-Bacon Act and/or California Prevailing Wage requirements**, *if applicable.*
- **Compliance with Federal Regulations**
  Describe your experience complying with the **Copeland "Anti-Kickback" Act** and other applicable federal labor standards.
- **Project Administration**
  Identify who on your team will be responsible for **contract administration, reporting requirements, and certified payroll (if applicable)**.
- **Project Team & Key Contacts**
  Provide the names and roles of key personnel assigned to the project, including:
  - Lead project manager.
  - On-site supervisor
  - Primary point of contact is responsible for client communication, quality assurance, and contract compliance.
- **Quality Control Plan**
  Describe your plan to ensure **quality control**, including inspections, supervision, and adherence to manufacturer specifications and industry standards.
- **Project Schedule**
  Include a **preliminary timeline** for the project, including estimated start date, milestones, and completion date.
- **Pricing Proposal**
  Define your pricing structure (including any subcontractor or third-party costs).
  - Itemize all costs where possible (labor, equipment, software licensing, infrastructure, cabling, permits, etc.)
  - Clearly identify any allowances or variable costs
  - Include pricing for both **private wage rates and prevailing wage rates**, if applicable
- **Warranty Information**
  Provide details on **manufacturer warranties and workmanship warranties**, including duration and coverage.
- **References**
  Provide a list of at least three (3) clients for whom you have performed similar surveillance system installation, security technology, network infrastructure, or video management system projects within the past two (2) years.
  Include:
  - Client name
  - Contact name
  - Email
  - Phone number

    - Brief project description
- **Licensing, Insurance, and Bonding**
  Provide Proof of:
    - Valid California contractor's license (appropriate classification)
    - General liability insurance
    - Workers' compensation insurance
    - Bonding capacity (if applicable)
- **Sample Contract**
  Include a sample contract and list of standard terms and conditions, including key provisions expected for this type of project.

Submission Responses

Hardcopy documents are required for this RFP; documents will be received at the following location.

Marjaree Mason Center c/o
Forriest Reed- Manager
255 W. Bullard Avenue
Fresno, CA 93704

Label your sealed RFP submission with the project name and RFP number: "**RFP #08.2026 Marjaree Mason Center Camera Replacement."**

Evaluation Guidelines

Late submissions will be considered non-responsive and will not be reviewed. A committee of Marjaree Mason Center leadership team members and relevant staff will evaluate all timely submissions.

The following factors will be considered in the evaluation process:

- **Completeness of submission** (5%)
- **Experience with surveillance system installations of similar size and complexity, including multi-site camera systems and centralized video management platforms** (20%)
- **Cost and overall value of proposal** (30%)
- **Proposed system design, camera coverage plan, equipment recommendations, and overall technical approach** (15%)
- **Anticipated project timeline and ability to meet scheduling expectations** (15%)
- **References confirming quality of work, reliability, and client satisfaction** (10%)
- **Demonstrated capacity to meet compliance requirements (prevailing wage, safety, licensing, etc.)** (5%)

Priority may be given to vendors that demonstrate the ability to deliver a high-quality surveillance solution that provides comprehensive coverage, centralized management, long-term reliability, and future scalability while minimizing disruption to MMC operations.

MMC reserves the right to request additional information, conduct interviews, or negotiate with any or all proposers prior to final selection.

MMC may, at its sole discretion, discontinue or modify this RFP process at any time without obligation to any firm.

MMC may choose not to disclose specific reasons for the rejection of any submission.

Pricing

Marjaree Mason Center is requesting two separate pricing options:

1. **Private wage rates** and
2. **California Prevailing Wage rates**

Interested parties may submit pricing for one or both. Based on the total cost of the project and identified funding source(s), MMC will determine whether the project must comply with California Prevailing Wage/Davis-Bacon Act requirements. This determination will be made prior to contract execution.

Submissions must include a **detailed and itemized cost breakdown** of the proposed project. At a minimum, pricing should include:

- Equipment costs
- Software licensing costs
- Labor costs
- Cable and infrastructure costs
- Network equipment costs
- Permits and inspection fees
- Subcontractor costs (if applicable)
- Allowances for unforeseen conditions or infrastructure upgrades

Pricing shall be provided separately for each facility included within the proposal.

At a minimum, pricing should identify:

- Equipment costs by facility

- Labor costs by facility

- Software licensing costs by facility

- Infrastructure and cabling costs by facility

- Optional enhancements or alternate pricing by facility

Vendors should clearly define the pricing structure, including whether costs are proposed as a fixed project fee, unit pricing, time and materials, or a combination. All assumptions used in developing the cost proposal should be clearly stated.

Proposals must also include a binding “not-to-exceed” total project cost, along with identification of any optional or alternate components, which should be clearly labeled and priced separately.

Any recurring costs, software subscriptions, cloud services, maintenance agreements, support contracts, or ongoing licensing requirements shall be clearly identified and priced separately.

Marjaree Mason Center is a **501(c)(3) nonprofit organization**. If any portion of the proposal is being offered as a donation or “in-kind” contribution, this must be clearly identified as a separate line item, including any donated labor, equipment, software licensing, materials, or subcontractor services.

Contact Information

All questions must be directed at:
Forriest Reed
RFP@mmcenter.org
(559) 237-4706

The preferred method of communication is email.