



Harford Community College
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Web: www.harford.edu/Purchasing/BidBoard

REQUEST FOR PROPOSALS

RFP 09P-002 REGIONAL COMMUNITY COLLEGE WORKFORCE TRAINING INITIATIVE (Thirteen (13) Separate Components Of Work For Consulting Services)

Harford Community College invites sealed proposals for a firm(s) to complete the various scopes of work described in the specifications herein.

Bidders are requested to acknowledge receipt of this request for proposal (RFP) by email to Beth Bertier, Purchasing Specialist, at bbertier@harford.edu, phone number 410-836-4307. The RFP specifications and bidding documents are contained herein.

Bidders are requested to submit any questions to Vic Dodson, Purchasing Director, at 410-836-4416 or vdodson@harford.edu. The deadline for technical questions is December 8, 2008.

If answers to questions result in an addendum, or addenda, the addendum or addenda will be posted on EMaryland Marketplace and Harford Community College Purchasing website bid board, www.harford.edu/purchasing/bidboard. **It is the responsibility of the bidders to check for addenda, and indicate in its proposal that the addendum or addenda, if any, are included in the Firm's proposal.**

One (1) electronic PDF format via email to Vic Dodson, and one (1) original and four (4) copies of sealed proposals are due in the Purchasing Office, located in the Chesapeake Center at the address listed above, not later than **3:00 p.m., Tuesday, January 6, 2009. Firms are encouraged to submit proposals for all or some of the thirteen (13) components of work as described herein.** Essentially, this RFP represents thirteen (13) separate RFP bidding opportunities for interested Firms to submit proposals in their area of competency. Proposals for **any or all components of work** will be reviewed and evaluated by a committee.

Proposal prices must be firm for sixty (60) days after the closing date. Award(s) for the thirteen (13) components of work is anticipated to be made by early February, 2009.

Harford Community College reserves the right to accept or reject, in whole or in part, any and all proposals submitted, to award contract(s) in whole or in part, and to waive informalities and technicalities if, in its judgment, the best interest of the College may so require.

Victor Dodson
Director for Purchasing

November 20, 2008

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1.0 PURPOSE AND OBJECTIVES

- 1.1 The purpose of this project is to identify the needs of workers associated with the realignment of Aberdeen Proving Ground, and Base Realignment and Closures, as well as the needs of incoming college students, and develop appropriate curricula, transfer and articulation agreements, and facilitate planning to strengthen the educational capacity to meet these needs.
- 1.2 There are thirteen (13) separate components of work described below. A Bidder may submit a proposal for all or some components, and each submission will be given careful consideration.

2.0 INSTRUCTIONS TO BIDDERS

2.1 Clarification; Addenda

- 2.1.1 Bidders in doubt as to the meaning of any terms, conditions, or specifications, or finding any discrepancy in or omission from same shall notify the Purchasing Director in writing at once. Such notice in no way obligates the College to revise the bid documents, but should the Purchasing Director determine that amendment is necessary, **the addendum or addenda will be posted on EMaryland Marketplace and Harford Community College Purchasing website bid board, www.harford.edu/purchasing/bidboard. It is the responsibility of each Bidder to check for addenda, and indicate in its proposal that the addendum or addenda, if any, are included in the Firm's proposal.**
- 2.1.2 The College assumes no responsibility for oral or telephonic explanations or interpretations of bid documents.

2.2 Cancellation

- 2.2.1 The College may cancel this RFP, in whole or in part, at any time.

2.3 Form of Bids Submitted

- 2.3.1 Bids must be fully and properly executed on the forms provided by the College, with a positive entry in each blank ("N/A" or "0" may be inserted as necessary), typewritten or in ink. Mistakes may be lined out and corrections made before the bid is submitted; the officer signing the bid must initial such corrections in ink.
- 2.3.2 Each bid must be submitted in a securely sealed envelope, prominently marked with the number and title of the bid, and the name of the bidder. Sealed proposals will **not** be accepted via facsimile or email.
- 2.3.3 Each Bidder must include with his submission a fully executed Affidavit of Non-Collusion, as furnished by the College. Anti-Bribery Affidavits or other special forms may also be specifically required herein, as federal or state funding sources or other special conditions dictate.
- 2.3.4 The College reserves the right to consider informal any bid not prepared in accordance with instructions.

2.4 Preparation of Bids

- 2.4.1 Bids should be prepared simply and economically, providing a straightforward, concise description of the items or services offered.

2.4.2 The College will not be responsible for any bid preparation or submission costs.

2.5 Exceptions; Alternates

2.5.1 Bidders that take exception to any part of this RFP, or intend to offer an alternate product to that specified, must so indicate on the bid form. Failure to do so shall be interpreted as the Bidder's intent to comply with all instructions, terms, conditions, and specifications herein.

2.5.2 Conditional or qualified bids may be rejected.

2.6 Errors in Bids

2.6.1 Bidders are expected to fully acquaint themselves with all governing laws and ordinances, and inform themselves as to the instructions, terms and conditions, specifications, and other requirements before submitting bids. Failure to do so will be at the Bidders' own risk; relief cannot be secured on plea of error.

2.6.2 Should the unit and extended price(s) of any bid, or part thereof, be at variance, the unit price shall prevail for the purpose of evaluating bids.

2.6.3 When prices on the bid form are requested in both words and figures, the sum written in words shall govern in the case of any discrepancy.

2.7 Time

2.7.1 Unless otherwise specified herein, all time periods are expressed in calendar days.

2.8 Withdrawal

2.8.1 Any bid may be withdrawn before the scheduled due date. After a bid has been opened, it may not be withdrawn during the period stated herein, for which prices and terms must remain valid.

2.8.2 The request to withdraw a bid must be made in writing addressed to the College's Director for Purchasing.

2.9 Receipt and Opening of Bids

2.9.1 Each bid shall be submitted to the Purchasing Agent or his/her designated Representative at the place specified herein, on or before the day and hour fixed for its receipt or opening. Bids received prior to that time will be securely kept unopened. No responsibility will attach to the College or its representative(s) for premature opening of any bid not secured and addressed as specified above.

2.9.2 The Purchasing Agent or his/her representative will determine when the hour fixed for opening has arrived. No bid received thereafter will be considered.

2.9.3 Bids received will be duly recorded and the tabulation may be inspected by appointment.

2.10 Award of Bids, Evaluation Criteria, and Proposal Review Meeting

2.10.1 The contract(s) will be awarded on the basis of the best value proposal, provided the offer is fair and reasonable, and it is in the best interest of the College to accept it. The evaluation criteria are stated in section **8.0**.

2.10.2 A proposal review meeting will be scheduled with some of the Bidders after submission of proposals.

2.11 Reservations

2.11.1 The College reserves the right to accept or reject, in whole or in part, any and all bids received, to waive informalities or technicalities as the best interests of the College may require, and to waive minor differences in specifications, provided these do not violate the intent nor materially affect the operation for which the items or services are sought, nor increase estimated costs to the College.

2.11.2 The College also reserves the right to increase or decrease the quantities of any materials, equipment or services for which it is soliciting offers hereunder, and to award whole, in groups, or by item unless specifically indicated otherwise.

2.11.3 Unless otherwise specified herein, the College also reserves the right to award the contract(s) within sixty (60) days after the scheduled bid date. Any bid on which the time of acceptance is limited to less than the specified period may be rejected solely on that basis.

2.11.4 The College further reserves the right to reject the bid of a Bidder who, investigation shows, is not currently in a position to perform the contract, or who has previously failed to perform contracts of similar nature in a proper and timely manner.

2.12 Qualifications of Bidder

2.12.1 The College may make such investigation as it deems necessary to determine the ability of the Bidder to provide the required services, and the Bidder shall furnish to the College all such information for this purpose as they may request. Should such investigation or evidence fail to satisfy the College that the Bidder is fully qualified to execute and complete the contract, his bid may be rejected.

2.12.2 Minority business enterprises are encouraged to respond to solicitations.

2.13 Non-Discrimination in Employment

2.13.1 The Bidder shall be an equal opportunity employer and shall conform to all Affirmative Action and other applicable requirements; accordingly, the Bidder shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, or sex in any manner prohibited by law.

3.0 INSURANCE REQUIREMENTS

3.1 General Requirements

3.1.1 Required Coverage's. Unless otherwise required herein, the Contractor shall purchase and maintain the insurance coverages listed below.

3.1.1.1 The Board of Trustees of Harford Community College (hereinafter referred to as "the College") does not in any way represent that the insurance limits specified below are sufficient or adequate to protect the Contractor's interests. It is understood that these are minimums only; the Contractor may purchase and maintain additional insurance as will protect him against claims that may arise from operations under the contract.

3.1.1.2 Should any of the insurance coverages indicated below be cancelled, not renewed, or changed in such a manner as would make the coverage not in conformity with the provisions below, thirty (30) days advance written notice shall be given the College, **EXCEPT IN THE CASE OF NON-RENEWAL**. In this event, notice shall be given as soon as known, if that be less than thirty (30) days, not in any event less than ten (10) days. This notice requirement shall be reduced to only ten (10) days in case of cancellation of non-payment of insurance premiums for the coverages certified. All notice requirements shall identify the Contractor and the number of the Purchase Order.

3.1.1.3 Failure to provide, and to continue in force for the life of the contract, the required insurance shall be deemed a material breach of contract.

3.1.2 Certificate of Insurance Before beginning work on the Contract, the Contractor shall provide the College with Certificates of Insurance acceptable to the College that evidence the required coverages, and receive approval of same.

3.1.2.1 Such certificates for liability coverages **must include Harford Community College as an additional named insured.**

3.1.3 Contractor's Responsibility Furnishing of the insurance required herein shall not relieve the Contractor of any responsibilities or obligations assumed under the Contract, or for which the Contractor may be liable by law or otherwise.

3.2 Insurance Coverages: Minimum limits of all coverages shall be not less than those below, or as otherwise provided in the Contract Documents, or as required by law, whichever is greater.

3.2.1 Comprehensive General Liability Insurance Such insurance shall protect the Contractor and save the College harmless from claims which may arise out of, or result from, the Contractor's operations under the Contract, whether such operations be by the Contractor, any Subcontractor, anyone directly or indirectly employed by the Contractor or Subcontractor, or anyone for whose acts any of the above may be liable.

3.2.1.1 Minimum Limits of Coverage

.1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate.

3.2.1.2 Coverages to be included: Broad form property damage, including products and completed operations, independent contractor's, and contractual liability coverages previously purchased separately.

3.2.1.3 Damages not to be excluded: Such insurance shall contain no exclusions applying to operations by the Contractor or Subcontractor in the performance of the Contract pertaining to: (1) Collapse of, or structural injury to, any building or structure; (2) Damage to underground property; or (3) Damage arising out of blasting or explosion.

3.2.2 Automobile Liability Insurance Such insurance shall protect the Contractor and save the College harmless from claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.

3.2.2.1 Minimum Limits of Coverage:

- .1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per accident.
- .2 The College reserves the right to require a combined single limit of \$3,000,000 per accident for contracts that will involve heavy equipment (e.g. tractors, mix-in-transit concrete trucks) operations on its premises.

3.2.2.2 Coverages to be included: Coverage for all owned, non-owned and hired motor vehicles.

3.2.3 Worker's Compensation and Employer's Liability Insurance Such insurance shall contain statutory coverage for all employees engaged under the contract.

3.2.4 Umbrella Liability

3.2.4.1 Commercial General Liability - Minimum Limits:

- .1 Each occurrence - \$1,000,000
- .2 Aggregate - \$2,000,000

3.2.4.2 Business Auto – Minimum Limits:

- .1 Each accident - \$1,000,000

3.2.4.3 Employers Liability – Minimum Limits:

- .1 Each accident - \$1,000,000
- .2 Aggregate (for disease) - \$1,000,000
- .3 Each employee (for disease) - \$1,000,000

3.3 Indemnification

3.3.1 The Contractor shall protect, hold free and harmless, defend and indemnify the College including its officers, agents and employees) from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to or death of any person or damage to property of any kind, which injury, death of any person or damage arises out of, or is in any way connected with the performance of the work under this Contract. This agreement shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, including

acts or omissions of Contractor's agents or employees, except that this agreement shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the College, its officers, agents and employees. Accordingly, the College shall notify the Contractor promptly, in writing, of any claim or action brought against the College in connection with the work under this Contract. Upon such notification, the Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense.

3.4 Property Lost, Damaged or Destroyed

- 3.4.1 Any property or work to be provided by the Contractor will remain at the Contractor's risk until final written acceptance by the College. The Contractor will replace, at his expense, all property or work lost, damaged, or destroyed by any cause whatsoever.

4.0 GENERAL TERMS AND CONDITIONS OF SOLICITATIONS

4.1 Choice of Law: Compliance with Regulations

- 4.1.1 In all operations related to the Contract, those ordinances, regulations, and local government resolutions, together with the laws of the United States and the State of Maryland which are or shall become applicable to and control in any way the actions of those engaged as principal or agent, must be respected and adhered to strictly. The Seller shall protect and indemnify the Board of Trustees of Harford Community College (hereinafter referred to as "the College") and their agents and employees against any claim or liability arising from or based on the violation of any such ordinances, regulations, resolutions, or laws, whether by him or his employees.
- 4.1.2 The Seller shall obtain and pay for all necessary licenses and/or permits, unless otherwise specified herein.

4.2 Compliance with Specifications

- 4.2.1 The Seller shall comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as hereinafter described.

4.3 Seller's Responsibility: Subcontractors; Assignment

- 4.3.1 The College will enter into a Contract with the selected bidders only, who shall give personal attention constantly to faithful execution of the Contract, and keep same under his control.
- 4.3.2 The Seller shall not assign or subcontract, in whole or in part, its rights or obligations under any contract without prior written consent of the College. Any attempted assignment without said consent shall be void and of no effect.

4.4 Taxes

- 4.4.1 The Seller shall pay, when due, all applicable taxes or assessments, and shall comply with all statutes and regulations of the applicable taxation authorities.
- 4.4.2 The College is tax-exempt, but cannot authorize any Seller to make tax-exempt purchases on the College's behalf.

4.5 Publicity

- 4.5.1 The Seller shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to the College without the express written approval of the College's Publications and Public Information Office obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the seller from listing the College on its routine client list for matters of references.

4.6 Notices

- 4.6.1 Any notice required shall be in writing and may either be given by personal delivery or sent certified mail, addressed as follows: if to the Seller, at the address set forth in his bid; if to the College, to the attention of the Purchasing Agent at the address set forth in the heading of this solicitation. Either party may change the address to which mailings shall be made from time to time by notice mailed as set forth above.

4.7 Changes

- 4.7.1 The Contract(s) arising from this solicitation shall not be modified, altered, or changed except by mutual agreement confirmed in writing by an authorized representative of each party to the Contract.
- 4.7.2 No change which increases rates or affects levels of service shall be made unless a signed change order is issued to the Seller by the College's Purchasing Department, incorporating such change and agreeing to the rate increment or revised service.

4.8 Delay; Force majeure

- 4.8.1 The Seller shall notify the College promptly of any material delay in delivery or performance of specified items or services, and shall detail in writing to the Purchasing Agent the proposed revised performance date as soon as practicable after notice of delay.
- 4.8.2 The Seller shall be liable for delays due to its fault or negligence.
- 4.8.3 In the event of any excusable delay, the date of performance may be extended for a period equal to the time lost by reason of such delay, on written approval of the Purchasing Agent. **However, since grant money is involved for this project, no extension can be granted for the final phases (components) of work beyond December 2009.**
- 4.8.4 Should the Seller be prevented from delivering or performing specified items or services by circumstances beyond his control, including but not limited to Act of God, war, flood, governmental action, the College

reserves the right to withdraw such services from the Contract without incurring further liabilities on the part of the College thereby.

4.9 Annulments

- 4.9.1 The College reserves the right to annul any contract if, in its opinion, there shall be a failure at any time to perform faithfully any of its stipulations. Any action taken in pursuance of the latter shall not affect or impair any rights to claims of the College to damages for breach of contract by the Seller.
- 4.9.2 Should the Seller fail to comply with or perform any conditions of the contract within the time stipulated, the College reserves the right to purchase the required terms or services on the open market, and withhold any monies due under the contract to be applied to expenses consequent on the Seller's failure.

4.10 Termination

- 4.10.1 In the event that the Seller violates any of the provisions of the Contract, the College may serve written notice upon the Seller of its intention to terminate the Contract. Such notices will contain the reason for such intention to terminate, and unless within ten (10) days after the serving of such notice the violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.
- 4.10.2 If funds are not appropriated for continuance of performance to completion, the Seller shall accept cancellation upon sixty (60) days prior written notice.
- 4.10.3 Notwithstanding the foregoing, the Seller agrees that the College shall have the right to terminate for convenience at any time during the term upon giving the Seller thirty (30) days prior written notice.

4.11 Terms of Payment

- 4.11.1 The Seller shall prepare progress payment invoices, based on actual percentage of work completed, less a twenty percent (20%) retention, no more frequently than once per month. The College shall pay such invoices within Net 30 days. Final payment shall be made after receipt of all work product and deliverables to the College.

4.12 Headings and Emphasis

- 4.12.1 The section headings, paragraph numbers, italics and other similar features of these documents are for convenience of reference only, and are not to be construed as indicative of the relative importance of any element.

5.0 SCOPE OF WORK

HCC, along with three partner regional community colleges seeks a consultant(s) to provide specific services in four areas of expertise to prepare for curriculum, training and job analysis, curriculum analysis, and analyze career pathways that will develop the regional work force for the realignment of APG through BRAC (the most recent base realignment and closure).

The four areas of expertise are:

- (1) **ENGINEERING AND ENGINEERING TECHNOLOGY**
- (2) **MATHEMATICIANS AND SCIENTISTS**
- (3) **SOFTWARE ENGINEERING, SOFTWARE APPLICATIONS, NETWORK SECURITY, AND INFORMATION ASSURANCE**
- (4) **BUSINESS ADMINISTRATION, LOGISTICS, PROCUREMENT, AND PROJECT MANAGEMENT.**

The above four separate areas of expertise are delineated below for the separate components of this RFP.

In addition, HCC seeks facilitation services (separate bid **Component # 1**) to provide regional round tables, strategic planning services to higher education institutions, and coordination and compilation of the work of the consultants as outlined below.

Bidders may choose to bid on all components of work (13 in all), or some of the components, based on the expertise and core competencies of the bidder. The proposal form format is designed to accommodate the bidding.

RFP 09P-002 -01, Facilitation Services (Component # 1)

(Work for the above referenced component to be accomplished between February thru November, 2009)

Design and a coordinate a project that will perform as follows:

Work with the consultants listed below as well as economic development personnel to garner all data and information to compile a final report of findings.

Work with the consultants listed below to develop a comprehensive plan for curriculum development and delivery including issues of duplicated and unduplicated programs of study among the institutions. Identify participants, develop agenda, evaluation of, and facilitation for two regional round tables (one in Harford County and one in Baltimore County) for higher education institutions, APG organizations, Fort Monmouth organizations, contractors and other interested parties to present findings of workforce analysis, curriculum mapping, and curriculum development. Coordinate presentations by consultants at regional round tables and coordinate with appropriate representatives at each of the colleges. Meet with senior administrative staff at each of the regional colleges and universities to identify delivery of workforce curriculum, program design, and delivery modes. Through coordination with the four community colleges, compile information and promotional materials identifying the range of jobs and internships coming to the region and the career pathways to fill those positions.

NOTE: Travel, lodging and hospitality expenses should be included in the proposal. Include a timeline with benchmarks denoting progress. Include resumes of consultants.

RFP 09P-002 – 02 Engineering and Engineering Technology (Component # 2)

RFP 09P-002 – 03 Mathematics and Scientists (Component # 3)

RFP 09P-002 – 04 Software Engineering, Software Applications, Network Security, and Information Assurance (Component # 4)

RFP 09P-002 – 05 Business Administration, Logistics, Procurement, and Project Management (Component # 5)

(Work for the above referenced components to be accomplished between February May, 2009)

Perform the work as follows for each of the above referenced components:

Assessment of workforce needs – Includes meeting with local APG organizations and contractors, Fort Monmouth organizations and contractors, and related businesses to determine the current and future workforce needs of the region to address types of jobs, types of skills, levels of training and/or education, number of positions needed, etc. that are currently in the region or that will relocate to the region.

Determine the current status of APG-related positions in MD or those positions moving to MD as well as estimates of personnel moving to the region from Fort Monmouth versus positions that will be vacant when moved to MD.

Develop a report, through an assessment of the workforce needs, and provide recommendations for regional workforce development. Include in the report projections such as numbers of students needed to graduate from specific programs in order to meet workforce needs, projected transfer rates from community college programs to baccalaureate programs, etc.

Through the facilitation process, present a report of findings at regional round tables and college administrative meetings.

NOTE: Travel, lodging and hospitality expenses should be included in the proposal. Include a timeline with benchmarks denoting progress. Include resumes of consultants.

RFP 09P-002 – 06 Engineering and Engineering Technology (Component # 6)

RFP 09P-002 – 07 Mathematics and Scientists (Component # 7)

RFP 09P-002 – 08 Software Engineering, Software Applications, Network Security, and Information Assurance (Component # 8)

RFP 09P-002 – 09 Business Administration, Logistics, Procurement, and Project Management (Component # 9)

(Work for the above referenced components shall be accomplished between May thru August, 2009)

Perform the work as follows for each of the above referenced components:

Assessment of available training and educational programs – Includes identifying community college and university programs in the region that will address the identified workforce needs. Map the available credit and non-credit programs in the region (curriculum mapping) against those skills identified through the assessment process. (This requires a detailed analysis not only of programs, but tracks and options within programs as well as course-to-course comparisons to ensure programs are same or similar.) Through a program analysis and curriculum mapping, identify current and future possibilities for articulation agreements among the community colleges and senior institutions, especially those who will provide programs at the Higher Education Center at HEAT. Initiate the development of these articulation agreements in partnership with each of the four community colleges.

Develop a report identifying the strengths, weaknesses, and gaps in the credit and non-credit educational and training programs in the region, especially identifying the role of the four community colleges in workforce development and educational programs of study. Through the facilitation process, present a report of findings at regional round tables and college administrative meetings so that colleges and universities can include appropriate actions into their strategic planning.

NOTE: Travel, lodging and hospitality expenses should be included in the proposal. Include a timeline with benchmarks denoting progress. Include resumes of consultants.

RFP 09P-002 – 10 Engineering and Engineering Technology (Component # 10)

RFP 09P-002 – 11 Mathematics and scientists (Component # 11)

RFP 09P-002 – 12 Software Engineering, Software Applications, Network Security, and Information Assurance (Component # 12)

RFP 09P-002 – 13 Business Administration, Logistics, Procurement, and Project Management (Component # 13)

(Work for the above referenced components shall be accomplished between August thru October, 2009)

Perform the work as follows for each of the above referenced components:

Through the gap analysis, develop credit and non-credit curriculum for the four community colleges to utilize in order to ensure needed training, skills or transfer courses to meet workforce needs are available in the region. (Identify costs for development of courses per 3 credit hour, 4 credit hour, and clock hour non-credit courses.) Identify the institutions (community colleges) who would deliver the new curricula, and if not already available at the college, the resources needed to deliver the instruction. Also identify the appropriate method(s) of delivery including modularized self-study, face-to-face lecture and lab, on-line, hybrid, seminars, and other methods of

delivery. Through the facilitation process, meet with appropriate administrative personnel at the colleges to identify these programs and strategic planning to implement programs.

NOTE: Travel, lodging and hospitality expenses should be included in the proposal. Include a timeline with benchmarks denoting progress. Include resumes of consultants

6.0 TIMETABLE AND DELIVERY OF REPORTS

- 6.1 As a minimum, monthly progress reports are to be submitted to the College representative.
- 6.2 All documents and drawings prepared by the Contractor as a part of this project are and shall remain the property of the College.
- 6.3 Work performance dates are indicated above. In the event that contract awards are not issued until March 2009, then all work performance dates indicated above shall be extended by one (1) month.
- 6.4 Since there is a grant involved to cover costs, no extension beyond one (1) month extension can be provided since the final phases (components) of work must be completed in December 2009 at the latest. The College intends to place contract(s) by early February to allow for completion of final components in November 2009.

7.0 SHORTLIST AND PROPOSAL REVIEW MEETING

- 7.1 The College reserves the right to short list the Bidders based on the proposal response and price. The College intends to conduct proposal review meetings / oral presentations with all of the short listed Bidders.
- 7.2 The College shall evaluate proposals based on individual component proposals and multiple component proposals, and reserves the right to make selections that are in the best interest of the College.
- 7.3 The College reserves the right to reject any proposals, in its judgment, that do not meet the specifications herein.
- 7.4 Short listed bidders will be asked to submit a work sample from a similar project.
- 7.5 The College reserves the right request best and final proposals from the short listed Firms.

8.0 EVALUATION CRITERIA

- | | | |
|-----|---|-----|
| 8.1 | Cost | 35% |
| 8.2 | Experience consulting in similar projects for workforce development | 45% |
| 8.3 | Experience with industry standards such as identifying competencies, skills, certifications | |
| 8.4 | Experience in instructional design | |

- 8.5 Experience in strategic planning for higher education
- 8.6 Familiarity with regional APG and BRAC issues
- 8.7 Overall quality of proposal, e.g. writing style, readability, thoroughness
- 8.8 Availability – located in close proximity to the region being served
- 8.9 Ability to meet timelines and provide deliverables on time 20%

9.0 REFERENCES

- 9.1 Bidders shall provide at least 3 references of similar projects in the past five (5) years. Include contact names and telephone numbers, address, fax number and e-mail address. Format for reference information is provided in the Proposal Forms section of this RFP.

10.0 PROJECT PERSONNEL

- 10.1 Bidders shall provide a project organization chart. Include a one page resume for each project team member highlighting relevant experience. List only those individuals who will be assigned to this project.

11.0 CONSULTANTS AND SUBCONTRACTORS.

- 11.1 Bidder shall include in their proposal a list of any consultant(s) or subcontractor(s) that the Bidder intends to use for this project

12.0 PROJECT APPROACH

- 12.1 Explain in two (2) pages or less why your Firm is qualified to execute the project components being bid by your Firm.

Purchasing Office
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015

PROPOSAL FORM

**RFP 09P-002 REGIONAL COMMUNITY COLLEGE WORKFORCE TRAINING INITIATIVE
(Thirteen (13) Separate Components of Work for Consulting Services)**

All proposals must be fully and properly executed, securely sealed, and marked with the number and title of the proposal. Envelopes shall be addressed to the Purchasing Department at the address above (See Instructions to Bidders, section 2)

Proposals must be received in the Purchasing Office located in the Chesapeake Center, Room C103, at the College **not later than 3:00 p.m. Tuesday, January 6, 2009.**

To be considered responsive, each proposal submitted must, at a minimum, include the following documents:

1. Proposal form, completed and signed;
2. Time & material rates & fees (see below);
3. Non-Collusion Certificate, completed and signed;
4. References, on the form provided;
5. Project personnel statements and organization chart, paragraph 10

PROPOSAL OF: _____ DATE _____
(Firm Name)

In accordance with the foregoing Instructions, General and Supplementary Terms and Conditions, and Specifications, including Addenda No. _____, _____, _____, _____, and _____ thereto, I/we submit the following for evaluation:

1. LUMP SUM PRICE

1.1 Provide feasibility study (Phase I) and schematic design services (Phase II) in accordance with the specifications herein:

Component -01: _____ DOLLARS \$ _____
(Figures)

Component -02: _____ DOLLARS \$ _____
(Figures)

Component -03: _____ DOLLARS \$ _____
(Figures)

Component -04: _____ DOLLARS \$ _____
(Figures)

Component -05: _____ DOLLARS \$ _____
(Figures)

Component -06: _____ DOLLARS \$ _____
(Figures)

Component -07: _____ DOLLARS \$ _____
(Figures)

Component -08: _____ DOLLARS \$ _____
(Figures)

Component -09: _____ DOLLARS \$ _____
(Figures)

Component -10: _____ DOLLARS \$ _____
(Figures)

Component -11: _____ DOLLARS \$ _____
(Figures)

Component -12: _____ DOLLARS \$ _____
(Figures)

Component -13: _____ DOLLARS \$ _____
(Figures)

2. TIME AND MATERIAL RATES AND FEES FOR ADDITIONAL WORK
2.1 Attach a schedule of fees and rates applicable for additional work if required by the College.
3. CONFIRMATION TO COMPLETE WORK BY THE DATES INDICATED IN THE DESCRIPTION FOR EACH COMPONENT OF WORK.
4. EXECUTION: The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within sixty (60) days of due date, to execute the contract in accordance with the proposal as accepted, and to render a certificate of insurance within ten (10) calendar days after notification of award.

_____	_____
Firm	Authorized Signature
_____	_____
Street Address	Typed/Printed Name
_____	_____
City,State,Zip	Title
_____	_____
Telephone	Date

Email Address	

If a corporation, place corporate seal beside signature above and state:

Name of president: _____

Name of secretary: _____

Under laws of what state incorporated: _____

Minority Business Certification: (Please check one)

_____ MBE _____ WBE _____ Not applicable

Purchasing Office
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NON-COLLUSION CERTIFICATE

Solicitation **RFP 09P-002 REGIONAL COMMUNITY COLLEGE WORKFORCE TRAINING INITIATIVE**

I HEREBY CERTIFY that I am the _____
(Title)

and the duly authorized representative of the firm of _____
whose address is _____.

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the bidder herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Signature

Date

Printed or Typed Name

Purchasing Office
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

REFERENCES

Solicitation **RFP 09P-002 REGIONAL COMMUNITY COLLEGES WORKFORCE TRAINING INITIATIVE**

Each firm must furnish three (3) references in accordance with instructions in **Section 9.0 herein.**

1. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
2. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
3. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____

PROPOSAL OF: _____
Firm Name

Purchasing Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NO PROPOSAL REPLY FORM

SOLICITATION: **RFP 09P-002 REGIONAL COMMUNITY COLLEGE WORKFORCE TRAINING INITIATIVE**

Dear Sir or Madam:

To assist us in obtaining good competition on our request for proposals, we ask that each firm that has received a solicitation package, but does not wish to submit a proposal, state their reason(s) below. This information will not preclude receipt of future solicitations unless you request removal from the Bidder's List by so indicating below.

Unfortunately, we must offer a "No Proposal" at this time because:

- ____ 1. We do not sell the items/services for which proposals are requested.
- ____ 2. The specifications are either unclear or too restrictive (Please explain in the "Remarks" section.)
- ____ 3. We cannot submit a bid because of marketing or franchising policies of the manufacturing company.
- ____ 4. We do not feel we can be competitive. (Please explain in the "Remarks" section.)
- ____ 5. Other commitments preclude our participation at this time.
- ____ 6. We do not wish to participate in the proposal process.
- ____ 7. We do not wish to submit a proposal under the terms and conditions of the Request for Proposal document.
Our objections are: _____

- ____ 8. We do not wish to sell to Harford Community College. Our objections are: _____

- ____ 9. Other: _____

Remarks: _____

Firm Name _____
(PLEASE PRINT)

Authorized Signature _____

____ We wish to remain on the Bidder's List.

____ We wish to be removed from the Bidder's List.

Rev 1/01