



**RFP #2906-1    ADDENDUM #1  
&  
ACKNOWLEDGMENT OF RECEIPT**

Description:                    Management Consulting Services for MCCCCD  
RFP #:                            2906-1 Addendum #1  
Date:                              March 31, 2009

**This addendum includes the following change as well as clarifications and answers to questions from Proposers.** (No additional answers or information will be provided):

**Addendum to RFP: Please make changes to the RFP (page 15) to reflect the revised wording:**  
Section 7.3. Provide the names, addresses, and telephone numbers and e-mail addresses of three (3) ~~higher education institutions~~ {REPLACE WITH} ORGANIZATIONS for which you have provided similar services. Identify specifically which services were provided to each of these references.

**Questions and Clarifications:**

- 1) ***Should travel costs be included in the pricing schedule or can it be billed separately?***  
Travel costs can be billed separately by the successful proposer/contract holder. However, reimbursement of those costs are limited and subject to the State of Arizona guidelines outlined here: [http://www.gao.state.az.us/publications/SAAM/Supp\\_I\\_trvrates-012308.pdf](http://www.gao.state.az.us/publications/SAAM/Supp_I_trvrates-012308.pdf)  
In addition, air travel shall only be reimbursed for the level of coach travel, no business class or first class, unless upgraded at no charge.
- 2) ***Does the District envision the consultant(s) providing support during implementation of accepted recommendations?***  
It is quite possible that the contractor will have involvement during the implementation phase, but that is not guaranteed.
- 3) ***Please provide the names of countries that will be eligible to participate in this tender.***  
The only restrictions on eligibility is based upon Arizona Statutes § 35-391.06 & § 35-393.06, in which the Contractor certifies that it does not have a scrutinized business operation in either Sudan or Iran.  
See: <http://www.azleg.gov/ars/35/00391-06.htm> and <http://www.azleg.gov/ars/35/00393-06.htm>
- 4) ***What is the estimated budget for this purchase?***  
There is no estimated budget for this consulting work.
- 5) ***Is there a possibility of any extension of bidding deadline?***  
No, there is not a possibility for an extension of the deadline at this time.

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- 6) ***Are there any Addendum or Pre Bid meeting Minutes?***  
This document is the sole Addendum for this RFP. No pre-proposal meeting was held.
- 7) ***Is there a local preference?***  
No, MCCCCD is not subject to statutory local preference regulations and does not practice informal local preference.
- 8) ***Are the colleges distinct enough to require unique analyses and plans?***  
Yes, each of our 10 community colleges is led by a college president with flexibility and a certain amount of autonomy, serving different communities.
- 9) ***Have specific service areas (student accounts, curriculum development, financial aid, registration) been targeted for review?***  
No, only to the degree outlined in Section 5, Scope of Work.
- 10) ***Is this the first review of this type? If not, is the current plan available for review?***  
This is the first time that a review of this possible scope and depth, overseen by the Governing Board President, has been requested.
- 11)) ***Which firm previously provided review services for the district?***  
Many firms, too many to list, have conducted studies more specific and focused than this, in the past.
- 12) ***Will tasks be released as a collective review or will there be individual task orders?***  
That decision will be made in consultation with the successful firm.
- 13) ***Who will be the MCCCCD liaison(s) with the consulting team? Will this individual and or individuals have overall responsibility for scheduling and arrangements.***  
Colleen Clark, President of the MCCCCD Governing Board. Yes.
- 14) ***With whom will we confer on the recommendations? Are there Director(s) of Institutional Effectiveness? Are they going to be involved with this process? Who will carry on the work once we are finished?***  
The successful firm will confer with the Governing Board. Then, the Board will determine the appropriate catalysts.

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**Please Note: Proposal Due Date Remains unchanged.**

Please fill in the requested information below as acknowledgment that you have received this addendum as noted above.

**You must include a signed copy of this Addendum & Acknowledgment with your proposal.**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Fax # : ( \_\_\_\_\_ )      Tel. #:( \_\_\_\_\_ )

Name:(Print) \_\_\_\_\_ Title: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_



**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

**Request for Proposal  
#2906-1**

**Management Consulting Services  
For MCCCC**

**Proposals Due: 3:00 p.m. (MST), April 16, 2009**

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

**RFP #2906-1**

**Management Consulting Services for MCCCCD**

**A. SCHEDULE OF EVENTS**

<u>ACTIVITY</u>	<u>DATE</u>
Release RFP	March 18, 2009
Deadline for Questions/Clarifications	March 30, 2009
Proposals Due	April 16, 2009
Proposed Contract Award	May 27, 2009

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## ACKNOWLEDGMENT OF RECEIPT

Description: Management Consulting Services for MCCCCD

RFP #: 2906-1

Please fill in the requested information below as acknowledgment that you have received the Request for Proposal noted above. If your firm is interested in participating, it is **highly recommended** that this sheet be completed and returned or Faxed as soon as possible to MCCCCD Purchasing at (480) 731-8190. By doing this, we will be able to provide notification to you of any changes/amendments to the RFP.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Fax #: (\_\_\_\_\_) \_\_\_\_\_ Tel. #: (\_\_\_\_\_) \_\_\_\_\_

Name:(Print) \_\_\_\_\_ Title: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

## 1. GENERAL

### 1.1 INTRODUCTION

The Maricopa County Community College District (MCCCD) wishes to engage the services of a qualified company or individual, to provide a broad range of management research and consulting services. These would include, but not be limited to reviews of organizational structure, review of educational programs, analysis of operations with a view toward increased efficiencies, assessment of student services areas and a review on how to enhance linkages with our faculty. All these activities and studies will be conducted with the ultimate goal of increasing institutional effectiveness and improving our stewardship.

### 1.2 MCCCD DISTRICT MAKE-UP

The Maricopa Community Colleges comprise 10 colleges, 2 skill centers and numerous education centers dedicated to educational excellence and to meeting the needs of businesses and the citizens of Maricopa County. Each college is individually accredited, yet part of a larger system - the Maricopa County Community College District.

The District is one of the largest higher education systems in the world and the largest provider of health care workers and job training in Arizona. It is a major resource for business and industry and for individuals seeking education and job training.

Our colleges offer approximately 1,000 occupational programs (degrees and certificates), and 37 academic associate degrees, and over 10,250 courses. We offer flexible course delivery including online, televised, traditional classroom, hybrid, mail, accelerated, evening, weekend and open-entry/open-exit choices.

For additional information, as an overview, the 2008 MCCCD fact book can be found at:

[www.maricopa.edu/business/ir/fact\\_book/2008%20MCCCD%20Fact%20Book.pdf](http://www.maricopa.edu/business/ir/fact_book/2008%20MCCCD%20Fact%20Book.pdf)

### 1.3 HISTORY

A five member governing board governs MCCCD, elected from geographical districts in Maricopa County. The chief executive officer of MCCCD is the chancellor; and a president heads each of the colleges. The Maricopa Community Colleges is a political subdivision of the state, and the elected governing board has the power to levy taxes. Funding comes from property taxes, state aid appropriations, student tuition, and federal, state and private grants.

The Maricopa Community Colleges are located in what has been one of the fastest growing urban areas in the country with three million residents in a county the size of the State of Maryland. The colleges in the District have developed partnerships with more than 1,000 corporations, government agencies and non-profit organizations. Former Maricopa Community College students make up nearly 67% of the baccalaureate degree recipients at Arizona State University.

#### 1.4 BACKGROUND

Like many organizations, the Maricopa County Community College District has grown and evolved over the years. It is now one of the largest such organizations in the country. Many of our processes and methods of doing business are based on models devised years ago.

Our Governing Board, lead by the president, has requested a comprehensive review of a wide range of our practices, processes and structures. We want to remain highly adaptable to our environment, to become more effective and efficient, all with the ultimate goal of serving our students better and remaining a viable entity. We want to position ourselves to be a leader, or to continue to be a leader in many areas including, but not limited to:

- Student support
- Use of technology
- Efficient operations
- Innovative programs and deliveries
- Organizational policies and infrastructure
- Institutional effectiveness
- Business process improvement

## **2. PROPOSAL INSTRUCTIONS**

#### 2.1 PURPOSE OF RFP

The purpose of this Request for Proposal is to select a qualified firm/individual to provide services that include, but are not necessarily limited to, recommendations and approaches to improving and enhancing the overall operations of the District.

#### 2.2 PROPOSAL QUESTIONS

All questions regarding this Request for Proposal should be directed to:

Michael McIntier, CPPO, C.P.M.  
Director of Strategic Business Support Services  
Maricopa County Community College District  
2411 West 14th Street, Tempe, Arizona, 85281-6941  
(480) 731-8530      FAX (480) 731-8190  
E-Mail: m.mcintier@domail.maricopa.edu

**Questions must be sent by mail or e-mail. Questions will only be accepted until March 30, 2009. We will not respond directly to the company asking the question. Questions we feel need to be responded to will be answered in the form of an addendum and sent to all potential respondents on or about April 6, 2009.**

### 2.3 PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to assure that Proposals are received as follows: **The Proposal packet must contain one (1) original and five (5) copies of the proposal.** The original must be clearly marked "Original" and the Proposal package must be delivered Sealed.

The Proposals must be addressed to and received at the Main Reception Desk of MCCCCD, address 2411 West 14th Street, Tempe, AZ, 85281, **no later than 3:00 P.M. (MST), April 16, 2009.** Proposals received after this time and date shall not be considered and will be returned unopened.

The following information must be clearly visible on the outer most Proposal Packaging:

**Request for Proposal # 2906-1, Management Consultant  
Proposal Closing Date: DATE: April 16, 2009 Time: 3:00 p.m.**

### 2.4 PROPOSAL EVALUATION

This Request for Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any formalities and to reject any or all proposals and/or to cancel the Request for Proposal. The award shall be made on the proposal(s) that serves the best interest of the District and will not be evaluated solely on a monetary basis. No contract award shall exist until executed in writing.

### 2.5 PROPRIETARY INFORMATION

In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.

### 2.6 PROPOSAL FORM

**All proposals must be submitted in writing.** Oral, telephone, facsimile (fax machine) or computer data transfer proposals **will not** be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of contents. No proposal shall exceed **twenty-five (25)** typewritten pages in length plus any pricing schedule(s), exhibits, or attachments.

### 2.7 MODIFICATIONS TO PROPOSALS

No oral, telephone, telegraphic, facsimile or computer data transfer proposals or modifications will be considered.

### 2.8 WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by written request at any time **prior** to the deadline set for receipt of proposals. No proposal may be withdrawn or modified after that deadline and shall be binding upon Proposer for a period of ninety (90) days after due date. Withdrawn Proposals may be resubmitted

up to the time designated for the receipt of Proposals provided that they are then fully in conformance with the general terms and conditions of the RFP.

2.9 NON-WAIVER.

MCCCD's failure to notify the contractor or to object to the contractor's non-compliance with the terms of the contract shall not be deemed a waiver of MCCCD's right to demand compliance with the contract or to terminate the contract for breach for the contractor's subsequent non-compliance with any term of the contract, or its repeated failure to perform according to the contract.

2.10 CONTRACT EXTENSION.

MCCCD will provide the contractor with written notice of any intent for continuation of the contract (exercise of the option periods) ninety (90) days before the end of the initial or subsequent contract period. MCCCD reserves the right to unilaterally extend the period of any contract for sixty (60) days beyond the stated expiration date.

2.11 COST OF PREPARING PROPOSALS

Any and all costs associated with the preparation of responses to this Request for Proposal, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

2.12 ORAL PRESENTATIONS

Proposers may, after opening and prior to award, be required to make oral and visual presentations at the request of the District. The District will schedule the time and location for any presentations as requested. Oral presentations will be evaluated and may be subjected to a points-earned scoring matrix.

2.13 AWARD WITHOUT DISCUSSION

The District reserves the right to make an award without further discussion of the proposals received. It is therefore critical that all proposals be submitted initially in the most favorable terms possible, both economically and technically.

2.14 CONTRACT COMMENCEMENT/TERM

It is the intent of the District to commence the resulting contract on or about May 27, 2009. A written Notice of Award will be made prior to commencement of performance. Initial performance period will be from date of award to June 30, 2010. MCCCD may at its discretion and with the concurrence of the successful proposer, exercise up to **4 one-year option periods for a total contract period not to exceed five years.**

2.15 CONTRACT ASSIGNMENT

This contract, in part or in whole, shall not be subcontracted or assigned to another contractor without prior written permission of the appropriate District Legal authority.

2.16 MCCCD MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Any changes or corrections

will be issued by MCCC CD Purchasing. Addenda will be mailed or faxed to all that are known to have received a copy of the RFP.

**Since failure to acknowledge any addendum(s) may be cause for rejection, Proposers must return any addendum-completed acknowledgment(s) prior to or with the proposal.**

### **3. GENERAL TERMS AND CONDITIONS**

The following General Terms and Conditions, which become part of any award made from this RFP, constitute the provisions of the agreement to be executed between the District and successful Proposer. The District reserves the right to negotiate with the successful Proposer and modify any of the provisions of the agreement upon mutual agreement of the parties.

#### 3.1 PARTIES TO AGREEMENT

The contract shall be between the Maricopa County Community College District, hereafter referred to as District, and the successful Proposer, hereafter referred to as Contractor.

#### 3.2 LIABILITY FOR TAXES

The Contractor assumes complete liability for all taxes applicable to the operations, income, and transactions of the Contractor. The District shall not be liable and will not make reimbursement to the Contractor for any tax imposed either directly or indirectly upon the Contractor by any authority by reason of the contract or otherwise.

#### 3.3 CATASTROPHE

If, because of riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, business operations at the District shall be interrupted or stopped, performance of this contract, with the exception of monies already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence; and the expiration date of this contract may by mutual agreement of both parties be extended for a period of time equal to the time that such default in performance is excused.

#### 3.4 CONTRACT ASSIGNMENT

This contract shall not be subcontracted or assigned to another contractor.

#### 3.5 FERPA

If Contractor has access to students' educational records, Contractor shall limit its employees' access to the records to those persons for whom access is essential to the performance of this contract. At all times during this contract, Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 in all respects.

#### 3.6 LEGAL WORKER REQUIREMENTS

As mandated by Arizona Revised Statutes § 41-4401, MCCC CD is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes §23-214-A. That statute requires that employers verify the employment

eligibility of their employees through the federal E-verify system. An “employer” is an independent contractor, a self-employed person, the State of Arizona or any of its political subdivisions, or any individual or type of organization that transacts business in the State of Arizona, that has a license issued by an agency in the State and that employs one or more employees in the State. (See A.R.S. §23-211-4). Therefore, in signing or performing any contract for MCCCDC, the Contractor fully understands that:

1. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and with A.R.S. § 23-214-A;
2. Any breach of that warranty is material and is subject to penalties up to and including immediate termination of the contract; and
3. MCCCDC or its designee is authorized by law to randomly inspect the records relating to an employee of the Contractor or any of its subcontractors who works on the contract to ensure compliance with the warranty made in Paragraph A above.

### 3.7 SUDAN AND IRAN

Pursuant to Arizona Revised Statutes § 35-391.06 & § 35-393.06, Contractor certifies that it does not have a scrutinized business operation in either Sudan or Iran.

### 3.8 INSURANCE REQUIREMENTS

When required, the Contractor shall maintain during the term of that work the following insurance policies issued by companies licensed in Arizona with a current A.M. Best rating of A:VIII or better. Prior to commencing work or services, Contractor shall furnish the District Risk Manager with certificates of insurance evidencing the required coverage, conditions, and limits required by the Contract. The insurance policies, except Workers’ Compensation and Professional Liability, shall be endorsed to name Maricopa Community Colleges, its agents, officers, officials, employees, and volunteers as additional insured.

In the event any insurance policy(ies) required by the Contract is(are) written on a “claims made” basis, coverage shall extend for two years past completion and acceptance of the Contractor’s work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided, or materially changed without 30 days written notice by certified mail to the District Risk Manager. The Contractor’s insurance must be primary, and any insurance or self-insurance maintained by the District shall not contribute to it. If any part of the Contract is subcontracted, these insurance requirements also apply to all subcontractors.

- **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this contract.
- **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 each occurrence with respect to the contractor’s owned, hired, and non-owned vehicles.
- **Worker’s Compensation** insurance with limits statutorily required by any Federal or State law and **Employer’s Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

- **Professional Liability** insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by the Contractor, or any person employed by the contractor, with a limit of not less than \$1,000,000 each claim.

### 3.9 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the District, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of the Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

### 3.10 PERMITS

The Contractor shall be financially responsible for obtaining all required permits, licenses, and bonding to comply with pertinent municipal, county, State and Federal laws, and assume liability for all applicable taxes including but not restricted to sales, and personal property.

### 3.11 PROVISION OF SUPPLIES, MATERIALS AND LABOR

The Contractor shall furnish all supplies, equipment, and all management and labor necessary for the efficient and sound provision of the services included in this contract, subsequent extensions and amendments.

### 3.12 CONFLICT OF INTEREST

Pursuant to A.R.S. 38-511, the Contract and/or any Purchase Order(s) issued against it is subject to cancellation by MCCCCD if any personnel significantly involved in this contract are found to be in conflict of interest.

### 3.13 SAFEKEEPING OF RECORDS

Contractor shall keep in a safe place all financial records and statements pertaining to the operations of this contract for a period of three (3) years from the close of each years operation.

### 3.14 AUDITS

Contractor shall make available all records pertaining to the contract for purposes of audit by MCCCCD staff or other review agencies.

### 3.15 CHARGES OUTSIDE SCOPE OF AGREEMENT

Charges of the contractor for services not permitted by or beyond the scope of this contract shall be an expense of the contractor and not of or reimbursable by MCCCCD.

### 3.16 NON DISCRIMINATION.

In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (including sexual harassment and pregnancy), sexual orientation, handicap/disability, age and disabled or Vietnam era veteran status. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or

termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor further agrees to take affirmative action to insure equal employment opportunities for persons with disabilities. The Contractor shall at all times maintain compliance with the Americans with Disabilities Act.

### 3.17 COMPLIANCE WITH LAWS

The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments thereto) and shall indemnify, hold harmless, and defend the District from any and all costs or expenses whatsoever arising out of Contractor's compliance or noncompliance therewith.

### 3.18 NON-COLLUSION

MCCCD encourages free and open competition. Whenever possible, specifications, proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy MCCCD's needs and the accomplishment of a sound economical operation.

The Proposer's signature on this proposal guarantees that any prices offered have been established without collusion with other eligible Proposers and without effort to preclude MCCCD from obtaining the lowest possible competitive price. The award will be made to the responsible Proposer whose proposal is determined to be most advantageous to MCCCD based on the evaluation factors in this RFP.

### 3.19 CONTRACT TERMINATION

MCCCD may terminate this Contract for convenience by giving Contractor 15 days written notice of termination. A non-breaching party may terminate this Contract for the failure of the other party to comply with this Contract by giving that other party 10 days' written notice of the failure to comply. MCCCD may terminate this Contract immediately if the Contractor files for bankruptcy or receivership, or takes any actions relating to insolvency, such as an assignment for the benefit of creditors. MCCCD may terminate this Contract under A.R.S. Section 38-511 for a violation of that statute.

### 3.20 INTERPRETATION

The parties intend this Contract to express their complete and final agreement.

### 3.21 REPLACEMENT

If, upon receipt of written notice from MCCCD specified in the Contract Termination clause in the General Terms and Conditions, the Contractor selected is not performing all requirements of the contract in a manner consistent with the highest industry standards, the Contractor must take immediate action to correct the deficiency. Contractor's failure to take immediate action within the time set forth in the Contract Termination clause, will result in termination of the contract and the purchase by MCCCD of replacement services. In the event MCCCD must go outside of the contract to complete required services as specified in the Replacement paragraph above, MCCCD is entitled to exercise all of its remedies under applicable law and in equity. That includes recovery of its expenses and the costs associated with the Contractor's failure to comply with the Contract, including the costs of alternative services to complete the contract work to MCCCD's satisfaction.

### 3.22 RISK

The Contractor assumes all risk as to difficulties that are due to any unfavorable conditions within its indirect control. Additionally, the Contractor assumes all risk for difficulties in the nature of the project or the work that the Contractor knew or should have known about at the submission of each individual project proposal resulting from this solicitation.

### 3.23 CONFIDENTIAL INFORMATION/PRIVACY LAWS

MCCCD is subject to various federal and state laws mandating that it keep certain information confidential. The Contractor may receive or have access to confidential information during the performance of this contract. The contractor agrees that it will not disclose, publish, reproduce, or otherwise make available information that MCCCD identifies to it as confidential without the written authorization of MCCCD. This requirement survives the termination or cancellation of the contract.

### 3.24 WORK TO BE PERFORMED BY OTHERS

MCCCD reserves the right to perform any and all services in-house or may utilize the services of other firms on unrelated projects.

### 3.25 EXTENDED CONTRACT

The Maricopa County Community College District (MCCCD) has entered into Cooperative Purchasing Agreements with Arizona State University, Maricopa County, and other public entities. MCCCD is also an active member of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative agreement. Under these Cooperative Purchasing Agreements, and with the concurrence of the successful Proposer, these organizations, or any other campus within MCCCD, may access any subsequent agreement/contract resulting from a solicitation done by MCCCD. If the Proposer does not want to grant such access, it must be stated in the Proposal. In the absence of a statement to the contrary, MCCCD will assume that access is granted by the Proposer to any subsequent agreement/contract.

## **4. PROPOSAL REQUIREMENTS**

Paragraph 4.1 below **requires specific, written responses or confirmations.** To be considered for selection, respondents shall meet/provide the following requirements:

### 4.1 MINIMUM REQUIREMENTS

The Proposer:

- 4.1.1 Must be licensed to do business in the State of Residence of the business (if required by that state).
- 4.1.2 Must provide a completed pricing schedule (Section 8) signed by an authorized company signatory.
- 4.1.3 Must have carefully read and understand all parts of the RFP and certify that the Proposal is made in accordance therewith.
- 4.1.4 Must submit written answers to the respondent questionnaire (Section 7).  
All answers must be in the order in which the questions were asked.

#### 4.2 DEVIATIONS FROM RFP

Proposers must specifically provide a separate listing of each circumstance in which their proposal differs from any terms or conditions of the request for proposal. Failure to list such a deviation will result in that terms of the proposal being disregarded in favor of the correlative term(s) of the RFP.

#### 4.3 SIGNATURE

The Contractor shall furnish and include all requested information with their proposal. Statements are required to be complete and accurate, and the proposal shall be signed by an authorized signatory of the company (sworn to and notarized, if requested). A proposal submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the Proposer. Omission, inaccuracy, or misstatement may be sufficient cause for rejection of the proposal.

#### 4.4 AWARD CONSIDERATION

From the total information requested, determination shall be made of the Proposer's ability to serve the District. Only proposals from responsible organizations or individuals, as determined by MCCCD, which have the capability of providing the required services under this RFP, shall be considered. Representatives from the District reserve the right to conduct interviews with the individual proposers for clarification of the proposals presented. The District reserves the right to negotiate any and all provisions presented in the proposals.

#### 4.5 ESCALATION

The District may review a fully documented request for a price increase only after the contract has been in effect for one (1) full year. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process. The requested increase shall be based upon a cost increase to the contractor that was clearly unpredictable at the time of the offer and is directly correlated to the price of the product or service concerned. The District shall determine whether the requested price increase or an alternate option is in its best interest.

### **5. SCOPE OF WORK**

Within the context of the Maricopa County Community College District's Mission, Vision and Values (see Attachment A), the contractor will, at the direction of the President of the Governing Board, perform assignments such as the following:

- 1) A review of the District's overall organizational structure, including analyses of methods, structures, communications, decision making, span of control, work flows, personnel policies, and information systems operations.
- 2) A review of the District's program offerings, with recommendations for improvements, or modifications, with the goals of economic efficiency, revitalization of program offerings and deliveries to meet the needs of a changing environment.

- 3) An overall review of the District's operations to identify opportunities for increased economies of scale, increased efficiencies, improved institutional effectiveness, and more relevant and tangible community partnerships.
- 4) A review and analysis of operations and functions centered on improving student support and enhancing student success.
- 5) An analysis of how to best to enhance linkages between students, faculty (both residential and adjunct) and advisors and how to improve operations and functions related to student support, for the ultimate goal of improving student satisfaction and success.

## **6. EVALUATION CRITERIA**

The following is a listing of general and specific criteria used for the evaluation of this RFP. The areas include, but are not limited to:

- 6.1. General quality of responsiveness of proposer:
  - A. Ability and willingness to meet all terms and conditions
  - B. Completeness and thoroughness of proposal
  - C. Grasp of scope of work to be performed
  - D. Description of approach to be taken
  - E. Qualifications of personnel
  - F. Experience and past performance
- 6.2 Specific areas that will be evaluated:
  - A. The professional, technical and managerial qualifications and experience of the firm and the personnel to be assigned to this account.
  - B. Past experience in providing comparable services to other clients, but not limited to colleges and universities.
  - C. Responses to the list of Minimum Requirements.
  - D. Respondent Questionnaire responses.
  - E. Pricing.

Proposals will be evaluated in accordance with the following three-step process:

**STEP ONE** - Verification of each proposer's compliance with the RFP general terms and conditions as listed in Section 1, 2 and 3 of this RFP.

**STEP TWO** - Verification of each proposer's compliance that all required written responses/confirmations are thoroughly submitted.

**STEP THREE** – All proposals meeting the criteria as presented in Steps One and Two will then be subjected to a "points-earned compliance matrix". An evaluation committee will evaluate and score the proposals. The proposals will be ranked on a "points-earned" technical, service and financial

compliance matrix. Due to this type of evaluation procedure, the lowest dollar priced service **may** or **may not** indicate the successful proposer. Price constitutes only one of several evaluation criteria.

Should MCCCCD not be able to determine a successful proposer at this point, some proposers may be requested to make oral presentations to the evaluation committee. These presentations will be scored to determine the successful proposer.

## **7. RESPONDENT QUESTIONNAIRE**

### **Description of Firm/Individual**

7.1. Provide a broad overview of your company and its history in successfully providing the services requested to previous clients.

7.2. Provide the name and qualifications of the person(s) who will be assigned to MCCCCD on behalf of any resultant contract. Submit resumes for those key personnel who may be involved with the contract.

7.3. Provide the names, addresses, and telephone numbers and e-mail addresses of three (3) higher education institutions for which you have provided similar services. Identify specifically which services were provided to each of these references.

### **Qualifications**

Provide all of the following:

7.4. An acknowledgement that your firm has experience and is prepared to provide consulting services in each of the five major areas of expertise listed in section 5 - Scope of Work.

7.5. Two case studies of similar clients served. These narratives, each no more than three pages in length, should describe the client, their assignment to you, who from your firm did the work, how long it took, the recommendations and outcomes and the cost. Please provide the contact information for this client, if they are not one of the clients listed on your reference list in section 7.3 above.

7.6. Any other information, examples, etc. that further demonstrates your ability to provide the services requested.

**8. PRICING SCHEDULE**

The undersigned has read and understands all conditions and terms of RFP #2906-1, is authorized to submit this proposal on behalf of the company, and hereby offers to perform the services for the pricing indicated below:

Hourly Rates of the various staff are to be provided below

<b>Position</b>	<b>Hourly Rate</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**You may submit a more detailed pricing schedule in lieu of the above as an attachment to this page, but this and the next page must be completed below, signed and included with your proposal.**

Costs/Fees listed above shall include **all** overhead and profit. No billing will be accepted that shows any other costs than those listed above. This includes, but is not limited to, any out-of-pocket costs, attending meetings related to the services requested in this RFP, secretarial, printing, delivery, rent, phone calls, postage, overnight mail service, accounting, fuel charges, office supplies, etc.

SIGNATURE \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

(CONTINUED)

Is your firm a:

Corporation\*    Partnership    Individual    Joint Venture

\* If a corporation, answer the following:

(a) Where incorporated: \_\_\_\_\_

(b) Date incorporated: \_\_\_\_\_

(c) Have your Articles ever been suspended or revoked?    Yes    No

If yes, when and for what reason, and when were they reinstated:

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Has your firm or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities?    Yes    No

If yes, when and for what reason were you debarred or suspended, and when were you reinstated:

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**ATTACHMENT 'A'**

**VISION, MISSION & VALUES STATEMENTS**

**I. VISION**

A Community of Colleges...Colleges for the Community

... working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

ADOPTED January 28, 1997, MOTION NO. 8626  
AMENDED July 22, 1997, MOTION NO. 8673  
AMENDED December 13, 2005, MOTION NO. 9350

**II. MISSION**

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- \* University Transfer Education
- \* General Education
- \* Developmental Education
- \* Workforce Development
- \* Student Development Services
- \* Continuing Education
- \* Community Education
- \* Civic Responsibility
- \* Global Engagement

ADOPTED January 28, 1997, MOTION NO. 8626  
AMENDED July 27, 1999, MOTION NO. 8882  
AMENDED December 14, 2004, MOTION NO. 9288

### **III. VALUES**

The Maricopa Community Colleges are committed to:

#### **Community**

We value all people – our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

#### **Excellence**

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

#### **Honesty and integrity**

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

#### **Inclusiveness**

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

#### **Innovation**

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

#### **Learning**

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

#### **Responsibility**

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

#### **Stewardship**

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

ADOPTED January 28, 1997, MOTION NO. 8626  
AMENDED January 28, 1997, MOTION NO. 8627  
AMENDED July 22, 1997, MOTION NO. 8672 (See "Value Employees")  
AMENDED July 22, 1997, MOTION NO. 8673  
AMENDED December 13, 2005, MOTION NO. 9350