Board of Trustees of Community-
Technical Colleges

Request for Proposal:

Grant Proposal Development Services
(RFP) No. CCC-10-08

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REQUEST FOR PROPOSALS
Project No. CCC-10-08

Date: November 17, 2010

Project: Grant Proposal Development Services

I. Introduction

The Connecticut Community Colleges are established under C.G.S. 10a-71 et.seq. The System consists of twelve regional community colleges and a system office. Each community college operates as a separate college within the larger community college system. The responsibility for the administration and management of the System, including the oversight and control of financial operations, rests with the Board of Trustees (“BOT”). C.G.S. 10a-72 (b) (1) requires the Board to “make rules for the governance of the…colleges, determine the general policies of said colleges …and direct the expenditure of said colleges’ funds within the amounts available…”

Colleges and the BOT System Office are located throughout the State, as follows:

- BOT/System Office
- Asnuntuck Community College
- Capital Community College
- Gateway Community College
- Housatonic Community College
- Manchester Community College
- Middlesex Community College
- Naugatuck Valley Community College
- Northwestern CT Community College
- Norwalk Community College
- Quinebaug Valley Community College
- Three Rivers Community College
- Tunxis Community College

Hartford
Enfield
Hartford
New Haven and North Haven
Bridgeport
Manchester and East Hartford
Middletown and Meriden
Waterbury
Winsted
Norwalk
Danielson and Willimantic
Norwich
Farmington and Bristol

For additional information about the Connecticut Community Colleges, please visit our website: www.commnet.edu

II. Background

The System Office of the Board of Trustees of Community-Technical Colleges is soliciting pricing quotes for grant proposal development services. The contractor selected shall write grant proposals for competitive grants to be made through the U.S. Department of Labor’s Employment and Training Administration (ETA) as well as other federal grants, or competitions from foundations and/or grant-making organizations.

Contractor services shall focus on the development of proposals, on behalf of the Connecticut Community College System (CCC or State), to secure funding through the U.S. Department of Labor, Employment and Training Administration as well as other competitive federal grants, or competitions from foundations and/or grant-making organizations.
Grant funding will be available through these initiatives to fund the development and expansion of programs, which provide training and education in a number of career areas, as summarized below. The key objective is to build capacity to meet workforce needs in Connecticut through the Connecticut Community College System in identified areas of workforce need.

The contractor selected may be asked to develop a grant application for one or all of the following competitive grant opportunities and for other federal grants or competitions from foundations and/or grant-making organizations as opportunities arise:

1. **Trade Adjustment Assistance (TAA) Community College and Career Training** – develop and deliver career training programs suitable for workers who are eligible for Trade Adjustment Assistance.

2. **Green Jobs Innovation Fund** – strategies to help workers access green training and green career pathways.

3. **Career Pathways Innovation Fund** – develop and expand career pathways and partnerships with education and training providers, employers and the workforce investment system.

4. Other **Federal Agency Grant Solicitations, and Additional funding opportunities** which may include, but is not limited to, one or more of the following: Transitional Jobs, Young Parents Demonstration, Civic Justice Corps, National/Regional Intermediary Grants in High Poverty/High Crime Communities, Generation IV – Reintegration for Sex Offenders, Youth Build, Disability Employment Initiative, Lumina, Gates, Kresge, and/or other grant-making organizations.

A final grant proposal shall include:

1. program planning and budgeting;
2. development of a program delivery model;
3. bridging of credit and non-credit offerings;
4. innovative approaches to providing student educational and support services;
5. blending of traditional and technological instructional methodologies;
6. advancement of the interests and building the capacity of the CCC in preparing targeted populations with the appropriate educational credentials and skill levels for career entry or advancement in high growth, high wage fields of employment.

### III. Evaluation Criteria

The selection of a Contractor shall be based on an evaluation system that will rank understanding of, expertise and experience with the following key factors:

1. Previous experience in working with the Connecticut Community College System;

2. Previous experience in working with Federal and State of Connecticut Workforce Development systems;

3. Expertise in strategic research and planning;

4. Expertise in proposal writing and budget development;
5. History of success with major grant initiatives;

6. Cost;

7. References;

8. Ability to fully comply with State of Connecticut contracting requirements including, but not limited to, contract terms and conditions, ethics affidavits, and nondiscrimination certification.

IV. Proposal Format

The proposal must be submitted in the format outlined below.

Part A

Provide the following information for the bidding company and for any subcontractor to whom the bidding company expects to subcontract any portion of the contract:

1. The name and location of the bidding company.
2. The location of the office that will be serving CCC.
3. The number of years the bidding company has been in business under this name.
4. Is your company a subsidiary of another corporation? If yes, what is the name of the parent company?
5. Rating of your company (S&P, etc.) and/or other evidence of financial strength and stability.
6. A minimum of three references from clients for whom you have performed similar work. References must include contact names, titles, telephone numbers and the start date of the contract. References from colleges and universities are preferred.
7. The full name of the respondent submitting the proposal, and the signature of the principal duly authorized to execute contracts on behalf of the respondent. The name of each person signing the proposal shall be printed below the signature.
8. A signed statement to verify that:
   a) The person(s) having authority to negotiate on behalf of the bidder and to contractually bind the bidder have reviewed and accepted all attachments to the bid including contract terms and conditions (Attachment A), and ethics affidavits (Attachments C, D, and E); and
   b) The bidder is able to fully comply with Connecticut contracting requirements including but not limited to the contract terms and conditions, ethics affidavits, and nondiscrimination certification.
10. Completed SEEC Form 10 (RFP Attachment F).
11. Completed Nondiscrimination Certification (RFP Attachment G).

Part B

1. A complete and accurate description of the various levels of proposed services to be rendered, including a detailed cost proposal for all services. Fee schedules should include hourly rates for various levels of professional staff. (Proposed fees shall be inclusive of travel and all other expenses.)
2. Provide a description of your previous experience in working with the Connecticut Community College System, and previous experience in working with Federal and State of Connecticut Workforce Development systems;
3. Background and qualifications of the firm’s senior staff and other staff that may be assigned to the CCC contract if your firm is the awarded vendor.

4. Demonstration of your firm’s experience with and their ability to:
   a. establish a working relationship with lead agency personnel and partner organizations;
   b. schedule, convene and record meetings;
   c. identify data and present any and all information related to educational needs and workforce development opportunities;
   d. gather the data and information identified in activity IV.B.4.c;
   e. identify programs and partnerships with potential for expansion;
   f. identify potential target industry partners and key state leaders in workforce development;
   g. define workforce needs and training strategies in partnership with employers;
   h. strengthen partner relationships;
   i. identify leveraged resources to support grant application;
   j. gather and present data in support of the grant application;
   k. identify obstacles and strategies to mitigate them;
   l. advise on USDOL and ARRA grants, application requirements, and outcome measures;
   m. produce drafts, coordinate review and revisions for final submission;
   n. draft and finalize project budget and provide advice on related OMB, USDOL and WIA regulations (regarding administrative costs, equipment permissions, etc.);
   o. make a timely electronic or paper submission, as required, to USDOL, ARRA or other federal grants or competitions from foundations and/or grant-making organizations with both electronic and paper copies to CCC and fiscal agent.

BIDDERS MUST CERTIFY THAT THEIR BID WILL REMAIN VALID FOR A PERIOD OF 120 DAYS FROM THE BID DUE DATE APPEARING IN SECTION VI. – SUBMISSION OF PROPOSALS, PARAGRAPH 7(d)(2) BELOW.

V. Competitive Process/Time Frames

The bidding process will be governed by the following time lines:

1. Proposals must be received by the System Office Finance Department by Friday, December 3, 2010 no later than 12:00 PM E.S.T. Please send all proposals to:

   The Board of Trustees of Community-Technical Colleges
   Attention: Sharon Kromas
   61 Woodland Street, 2nd floor
   Hartford, CT 06105

2. The public bid opening shall take place on Friday, December 3, 2010 at 12:15 PM in Room 263 at The Board of Trustees of Community-Technical Colleges, 61 Woodland Street, Hartford, CT 06105.

   NOTE: THERE SHALL BE NO DISCUSSION OF ANY PROPOSAL SUBMITTED.
VI. Submission of Proposals

Proposal submissions are subject to and must comply with the following requirements and conditions:

1. Bid must conform to all instructions and conditions outlined in this RFP.

2. The proposal package must include three recent references for whom the vendor has provided the same products and services included in this proposal.

3. The proposal package must include all forms included as part of the Contract Proposal (Attachment B) and CHRO Contract Compliance Regulations (Attachment H) that are part of this package. All information required in the forms must be provided.

4. The System is exempt from payment of excise, transportation, and sales taxes imposed by the federal government and/or the state. Such taxes must not be included in the costs.

5. The proposal must be signed by an authorized official, and must provide:
   a. the contractor’s name and address;
   b. the name, title and telephone number of a person(s) to contact with questions; and
   c. the name, title and telephone number of the person(s) having authority to negotiate on behalf of the bidder and to contractually bind the bidder.

6. Proposals are binding commitments and may be incorporated into any contract awarded. This RFP may also be made part of an awarded contract.

7. Submission Details:
   a. Bids must be in the form of a written proposal;
   b. Bidders must submit one clearly marked original and 5 copies of the proposal, and one electronic copy on a disc;
   c. Proposals must be submitted in a sealed envelope or package;
   d. the following information must appear on the outside of the envelope or package:
      (1) RFP title and number: **Grant Proposal Development Services - # CCC-10-08**
      (2) Bid due date and time – Friday, December 3, 2010, 12:00 PM
      (3) Name and address of the vendor
VII. Terms & Conditions

1. Any contract awarded shall be in full compliance with the statutes and regulations of the State of Connecticut. Any portion of the contract determined to be in conflict with said statutes and/or regulations will be interpreted so as to be in compliance.

2. The successful bidder shall comply with all applicable Connecticut Community Colleges Policies including the Ethical Conduct Policy, federal and state statutes and regulations, including, but not limited to, Gramm-Leach-Bliley Act and the Family Educational Rights and Privacy Act ("FERPA") in the protection of all Connecticut Community College data.


4. Any and all prices quoted in a proposal shall be valid for a period of 120 days from the due date of the Proposal, and may be extended beyond that time by mutual agreement.

5. Any oral agreement between any agency or employee and a bidder shall be superseded by the written agreement.

6. The System reserves the right to amend or cancel this RFP.

7. The System reserves the right to reject any and all proposals.

8. The System further reserves the right to contract with one or more proposer for such services.

9. The System reserves the right to correct any and all inaccuracies due to clerical error in any contract awarded.

10. Bidder warrants that:
   a. bidder did not participate in the RFP development process;
   b. bidder had no knowledge of the contents of this RFP prior to its issuance;
   c. no employee of the bidder participated, in any way, in the preparation of this RFP;
   d. bidder’s proposal was not made in connection with any competing vendor submitting a separate response to this RFP;
   e. bidder’s proposal is submitted without collusion or fraud of any kind.

9. Bidder shall bear any and all cost incurred in responding to this RFP.

10. Any contract awarded is subject to contract compliance requirements mandated by Section 4a-60 and 46a-68j of the Connecticut General Statutes. Nondiscrimination Certification must be signed, contemporaneously, with any and all awarded contract(s).

   CCC may require the Contractor to supply the following data to comply with State requirements:
   a. the Contractor’s success in implementing an affirmative action plan;
   b. the Contractor’s success in developing an apprenticeship program complying with Section 46a-68(a) to 46a-68(k) of the Connecticut General Statutes, inclusive;
   c. the Contractors promise to develop and implement a successful affirmative action plan;
d. the Contractor’s promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises, where applicable. (See Section 40-60g – 4a-60j of the Connecticut General Statutes.)

11. Executive Orders of the Governor, State of Connecticut. Contracts for this project are subject to:
   a. Executive Order No. 3 regarding nondiscrimination promulgated June 16, 1971, and to the guidelines and rules of the State Labor Commissioner implementing said Executive Order;
   b. Executive Order No. 17, promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service;
   c. Executive Order No. 16, promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy; and
   d. Executive Order No. 7C, promulgated July 13, 2006 regarding State Contracting.

Said Executive Orders are incorporated herein and made a part of this RFP, as though fully set forth herein.

VIII. Insurance

A Certificate of Insurance (“Certificate”), certifying that the vendor carries Commercial General Liability insurance. An original Certificate shall be submitted to the System prior to commencement of work. The Certificate shall provide evidence of coverage in the amount of $1,000,000 Combined Single Limit (CSL) per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises Liability, Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If an aggregate limit applies, said limit shall apply separately to the project, or the general aggregate limit shall be twice the occurrence limit. Worker’s Compensation and Employer’s Liability is required and must meet statutory coverage requirements prescribed by the Worker’s Compensation statutes of the State of Connecticut. The Employer’s Liability coverage must provide minimum limits of $100,000 each accident, $500,000 Policy Disease Limit, $100,000 each employee. Policies shall list the State of Connecticut, its officers, officials, employees, agents, Boards and Commissions as Additional Insureds. The coverage shall contain no special limitations on the scope of protection afforded to the System and the State of Connecticut. The vendor shall assume liability for any and all deductibles in any and all insurance policies.

Vendor warrants that he/she will maintain inforce all insurance coverages cited in this Section VIII – Insurance, while providing services to the System.

IX. Rights Reserved To the State

The State of Connecticut reserves the right to:
   a. award a contract in part;
   b. reject any and all proposals, in whole or in part; and
   c. to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the State of Connecticut will be served.