REQUEST FOR PROPOSALS FOR:

Project: Facilities Management Program Development and Implementation Assistance

Manchester Community College

BID #: MCC13-13

PURPOSE:
The purpose of this REQUEST FOR PROPOSALS is to establish a contract for the Manchester Community College (MCC) for Subject Matter Expertise – Facilities Management Program Development and Implementation Assistance.

VENDOR CERTIFICATIONS
The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not will need to submit a completed Alternate W-9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION
A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'Foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications: http://www.sos.nh.gov/corporate. Please provide a certificate of good standing from the Secretary of State.

CONTRACT TERM:
The term of any resulting contract shall end on or before March 30, 2013.

Manchester Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION:
Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by Manchester Community College. Partial payments are allowed.

SCOPE OF SERVICES:
The Scope of Services for this request for proposals (RFP) shall include the following including an estimated timeframe of the effort for:

(1) Development of courses, curriculum, and content for the Facilities Management Degree Program will address topics of curriculum, course delivery, online formats and pedagogy.

(2) Specifically, content in the following courses will be developed in at least these content areas:
   - Customer Service & Supervision
   - Project Management
   - Capstone in Facilities Management

(3) Recommendations for additional courses are expected

(4) Provide program and course design, delivery and implementation assistance. Working with MCC faculty and staff, this activity should include: identifying options for course content delivery (including fully online), determining course values (credits, lab hours and theory hours), performing (where appropriate) an analysis of whether to enhance existing courses or design/implement new ones and developing hybrid pathways for the completion of the program’s certificates and degrees.

SITE VISITATION:
A walk through will not be necessary.
ADDITIONAL INFORMATION:
Manchester Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Due consideration will be given contractors who have experience evaluating, developing and delivering educational curriculum. Familiarity and thorough understanding of the academic process in an institution of higher education and significant knowledge of manufacturing industry practices will be strong considerations in the vendor selection process.

All local, state and federal regulations are to be followed. Any fines assessed to Manchester Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

Workers’ compensation requirements as outlined in the P37 (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of its employees on this site. The Contractor who is awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. (Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor’s employees, and other related personnel who will be physically required to work at Manchester Community College, providing the following information for each person:

<table>
<thead>
<tr>
<th>Name</th>
<th>Employer’s Company Name</th>
</tr>
</thead>
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Manchester Community College reserves the right to request a criminal background check on any employee of Contractor. Manchester Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

INSURANCE:

Insurance will be more fully addressed at the time a P37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and the Manchester Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $2,000,000 per incident, or the current statutory cap on the State’s liability,
and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers’ compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the Community College System of New Hampshire.

The certificates are required to name Manchester Community College as additional insured.

**BOND/SECURITY AND POWER OF ATTORNEY:**

NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over $35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such contracts, the bond and power of attorney of the person executing the bond must be included in the contract.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, Manchester Community College will fax addenda to all who have already submitted bids and post any changes to its website (www.ccsnh.edu/bidding). Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

**SUBMISSION OF RFP RESPONSE:**

Proposals are due on or before January 31, 2012, at 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your proposal. Your response must include the following: Your resume, labor total, Material Total and Project Total. Proposals should be mailed to the Manchester Community College, Attention Joan Acorace, Associate Vice President of Academic Affairs, 1066 Front Street, Manchester, NH 03102, faxed to 603-668-5354 or emailed to jacobrace@ccsnh.edu or hand carried to the above address. Manchester Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling Joan Acorace, 206 - 8012.

**AWARD:**

Manchester Community College reserves the right to accept or reject any or all of the proposals.

Manchester Community College reserves the right to waive any and all informalities in its best interest.
EXHIBIT A
MCC13-13

Project: Subject Matter Expertise – Facilities Management Program Development and Implementation Assistance

Manchester Community College

PROPOSAL CONTACT AND COST FORM

Company Name: ________________________________________________________________

Address: __________________________________________________________________________

Telephone Number: ______________________________________________________________________

Fax Number: __________________________________________________________________________

All labor to complete the project: $ ________________________________
(Include anticipated hours and rates)

All materials and equipment to complete the project: $ ____________________________
(Include a listing of major components)

Project Total $ ____________________________

Signature:  __________________________________________________________________________

Printed Name:  _______________________________________________________________________

Date:  _________________________________________________________________

Acknowledging Inclusion of Addendum:

Signature:  __________________________________________________________________________

Printed Name:  _______________________________________________________________________

Date:  _______

____________________________________________________________________

This form must be signed by a person authorized to legally bind the applicant organization.