REQUEST FOR PROPOSAL FOR:

MCC15-01

Instructional Design and Curriculum Development Services

Community College System of New Hampshire through
Manchester Community College, Manchester, NH

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for the Manchester Community College (MCC) for developing and coordinating the implementation of a Healthcare Core Curriculum to train grant eligible individuals seeking careers in community healthcare, care coordination, or healthcare information management involving collecting and recording data on Electronic Medical Record (EMR). The HT3 for Healthcare project is funded by a $2.5M U.S. Department of Labor, TAACCCT Round 2 Grant, #TC-23846-12-60-A-33: HT3 refers to the high level of patient interaction (High Touch); today's high level of medical technology (High Tech); and most importantly the high level of training (High demand Training) needed for today's healthcare workers.

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
Any vendor or service provider responding to this RFP who is 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 will end on or before September 30, 2016.

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: 50% due within 30 days after satisfactory completion and delivery of course curricula and syllabi; and 50% within 30 days of final installation and acceptance of approved curriculum onto MCC’s Blackboard. Partial payments are allowed.

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

(1) Development of core curriculum for the HT3 for Healthcare TACT25 training program. The curriculum will be developed in either an on-line or hybrid format and compatible with Blackboard, MCC’s Learning Management System, and will become a program deliverable through MCC’s Workforce Development Center (WDC). At the course level this will include: title, description, prerequisites, objectives, and required methods of assessment, outline of topics, cognitive levels met and core attributes met. Course level documentation must be delivered in the MCC Course Content Outline format.

(2) 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, determining course values (possible credits, lab hours and theory hours), performing (where appropriate) an analysis of existing MCC course materials for content or design/implement new ones; that align with HT3 project pathways for the completion of the program’s certificates and degrees.
(3) The “Healthcare Core Curriculum (HCC)” will consist of:
   a. Three (3) existing college courses each with 3 credits and currently offered on-line:
      i. Medical Terminology (Course Reference Number (CRN) AH110
      ii. Human Body, CRN BIOL106
      iii. MS Computer Applications CRN CIS110; and
   b. Soft skills in:
      i. Customer Service
      ii. Business communications
      iii. Critical thinking
      iv. Teamwork
      v. Ethics

(4) The Healthcare Core Curriculum (HCC) will be followed by two (2) elective programs (curriculums TBD by Contractor/Vendor): first, a Community Healthcare Worker/Care Coordinator (training certificate only); and a second training for individual seeking a career in Health Information Management field (training certificate only):
   a. Community Healthcare Worker/Care Coordinator
      i. Training on accessing health care and social services systems
      ii. Translating, interpreting, and facilitating client-provider communications
      iii. Gathering information for medical providers
      iv. Delivering services as part of a medical home team
      v. Educating social services providers on community/population needs
      vi. Teaching concepts of disease prevention and health promotion to lay populations
      vii. Managing chronic conditions
      viii. Home visiting
      ix. Understanding community prejudices
      x. Patient privacy
      xi. Safety
   b. HIM awareness/overview to include:
      i. Introduction to Health Information Management; content reference MCC:
         1. Intro to HIM, HIM100
         2. Healthcare Statistics & Performance Improvement, HIM105
      ii. Electronic medical records (EMRs)
         1. Computers in Healthcare, HIM120
      iii. Medical billing and coding
         1. CPT Coding, MCOD110
         2. Medical Law & Ethics, MEDA126
         3. Insurance for the Medical Office, MEDA124

(5) Assist the MCC TACT25-HT3 Project Team, Workforce Development Center (WDC), and Academic Affairs in combining the all 6 components (see below) of the Healthcare Curriculum into a 13 week training cycle.
   a. 3 college courses, BIOL106, CIS110, AH110;
   b. Soft skills
   c. Community Healthcare Worker/Care Coordinator
   d. HIM awareness/overview

(6) Participate as an ADHOC member of the on the MCC’s HT3 for Healthcare Advisory Board.

RFP EVALUATION and REVIEW CRITERIA:  (See EXHIBIT C: RFP Evaluation and Review Criteria)

SITE VISITATION:
Site visitation will be conducted on an as needed, or upon request of either party.

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 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. Familiarity with Blackboard (MCC’s Learning Management System) is highly desirable.

The Contractor/Vendor 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 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.

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

Name
Employer’s Company Name

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.

**CONTRACTOR COMPLIANCE WITH LAWS AND REGULATIONS:**

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. (Note: Please see Exhibit B for additional Contractor Compliance with Laws and Regulations provisions)

**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 otherwise outlined 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.

QUESTION and CLARIFICATION PERIOD:
Question and Clarification period will open on Wednesday, July 23\textsuperscript{rd} and will close on July 30\textsuperscript{th} and should be directed to William Athanas, Program Manager wathanas@ccsnh.edu and will be responded to within 3 business days.

SUBMISSION OF RFP RESPONSE:
Proposals are due on or before July 31, 2014, at 12:00 pm. If any Addenda to the RFP are issued, please acknowledge in your proposal. Your response must include the following: Labor Total, Material Total and Project Total. Proposals should be mailed to the Manchester Community College, Attention William Athanas, Program Director Healthcare Training Grants, 1066 Front Street, Manchester, NH 03102, faxed to 603-668-0707 or emailed to wathanas@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 Karen Connors at 603-206-88187.

AWARD:
Contractor/Vendor selected will be notified within three business days of the RFP closing date.

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:


COLLEGE NAME: Manchester Community College

PROPOSAL CONTACT AND COST FORM

Company Name: ________________________________________________________________

Address: .........................................................................................................................

Telephone Number: ........................................................................................................

Fax Number: ....................................................................................................................

All labor to complete the project: $ __________________________
(Include list of project team members, field of expertise, hourly wage and benefit rates)

Travel expenses if needed for site visits: $ __________________________

Miscellaneous expense for supplies: $ __________________________

Project Total: $ __________________________

Signature: ___________________________________________ Title: __________________________

Printed Name: _________________________________________

Date: ____________________

Acknowledging Inclusion of Addendum:

Signature: ___________________________________________ Title: __________________________

Printed Name: _________________________________________

Date: ____________________

This form must be signed by a person authorized to legally bind the applicant organization, and must be accompanied by properly executed Letter of Appointment or Durable Power of Attorney.
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 the following:

i) The Contractor shall allow access by the grantee, the sub-grantee, the Federal agency, the Comptroller General of the United States, or any of the their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audits, examinations, excerpts, and transcripts.


iii) Copeland Anti-Kickback Act (18 U.S.C. 874 and 40 U.S.C. 276c), as supplemented by Department of Labor Regulations 29 CFR part 3. Contractors and Sub recipients performing services in excess of $2,000 for construction or repair, shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

iv) Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) and supplemented by Department of Labor regulations (29 CFR part 5). Contractors and Sub recipients performing services in excess of $2,000 for construction or repair, shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week.

v) Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333 sections 102 and 107), as supplemented by the Department of Labor Regulations (29 CFR part 5). Construction contractors performing services in excess of $2,000 and other contractors performing services in excess of $2,500 shall be required to compute the wages of every mechanic or laborer on the basis of a standard work week of 40 hours; work in excess of the standard work week is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

vi) Clean Air Act (42 U.S.C 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251), as amended. Contractors and Sub Recipients performing services in excess of $100,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution control Act. Violations will be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

vii) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award of $100,000 or more shall file a certification stating that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by this regulation; and shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

viii) Rights to Inventions Made Under a Contract or Agreement. For contracts involving the performance of experimental, developmental, or research work, the Contractor agrees to comply with 37 CFR part 401 and give rights to the CCSNH and the Federal Government for any resulting invention.

ix) Debarment and Suspension (E.O.s 12549 and 12689. For contracts equal to or greater than $25,000, contract awards shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR Part 8 180. CCSNH will be checking this system for the Contractor’s information, and if found, reserves the right to not award and/or rescind said contract.

x) The Contractor agrees to supply CCSNH with any necessary information as it relates to this contract for the purpose of any required federal reporting, either programmatic or financial.

xi) The Contractor agrees to the retention of all required records and documentation for three years after the College makes final payment and all other pending matters are closed.
EXHIBIT C:

RFP Evaluation and Review Criteria

1) Introduction (10 points) – Provide a narrative which includes information that shows an understanding of the background of TAACCCT Round 2 grant and the MCC TAACCCT2- HT3 for Healthcare project. Additionally, the Proposer must include:
   A. Certification form ensuring all addenda, if applicable, have been acknowledged;
   B. the Consultant’s Qualification Statement;
   C. Corporate Information including: a copy of the certification from your state’s Secretary of State that the corporate status is in good standing; and in the case of out of State Corporation, evidence of authority to do business in your state.
   D. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal’s interest in this company.
   E. History of firm including brief biographies of principles and key team members assigned to work this project; and
   F. Certification of a Drug Free Workplace; finally
   G. W9- Attachment A

2) Technical Proposal (40 points) – Submit a detailed plan, including specific timelines, for accomplishing each of the tasks outlined in the Statement of Work of this RFP. Scoring on this criterion will be based on the extent to which the applicant presents a clear strategy and related deliverables, outlines timelines and demonstrates an understanding of the scope of the Third party Evaluator’s role; requirements of the SGA; DOL reporting requirements; and the goals and outcomes of the HT3 for Healthcare technical grant proposal.

3) Qualifications and Experience (30 points) – Provide detailed information about your experience with community colleges, large-scale consortium-based research projects, grants, and data collection, evaluation and analysis. Include any relevant experience with DOL and TAACCCT grants. Include information about your capacity to complete the Statement of Work, including your ability to manage the research, fiscal, collaboration, and administrative aspects of the Third Party Evaluator’s role. Include a minimum of 3 professional references.

4) Budget (20 points) – Provide the total amount required to perform the duties and fulfill the Statement of Work, and describe in detail the amount required for each of the items listed below. Maximum budget must not exceed $60,000. Attach budget documents as needed. Also include a budget narrative that provides a description of costs associated with each of the following items:
   a) Personnel
   b) Travel
   c) Supplies
   d) Other

1) Budget Summary (0 points) – Provide a summary of this budget as outlined in Exhibit A of this RFP.

PLEASE NOTE: DOL regulations limit the consultant fees paid under this grant/agreement to $585 per day without additional DOL Grant officer approval.