REQUEST FOR PROPOSAL FOR:

Third Party Project Management Services

Project NCC15-01

Nashua Community College – lead grantee – Nashua, NH

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for the Advanced Manufacturing by Innovation and Design (AMID) for consultants experienced and qualified to provide Third Party Project Management services for Nashua Community College (NCC), for advanced manufacturing educational programs under the federal Trade Adjustment Assistance Community College and Career Training (TAACCCT III) grant sponsored by the U.S. Department of Labor (US DOL) Employment and Training Administration, grant # TC-25184-13-60-A-33.

- The project management service budget is $220,000.00, which includes all travel expenses per CCSNH policies such as the following:
  - Mileage, Airfare, Hotel Accommodations, Meals, Transportation to and from airport, and Transportation to and from the College

VENDOR CERTIFICATIONS:

The consultant (also referred to as project manager) who is awarded the contract must comply with the terms of the CCSNH P-37 contract and of the US DOL TAACCCT grant. Prospective bidders are encouraged to ensure they are able to comply with all applicable regulations. Compliance regulations are indicated further down in the document under the header COMPLIANCE BY CONSULTANT WITH LAWS AND REGULATIONS.

A completed Alternate W-9 form (no fee) must be submitted with the contract.

CONTRACT TERM:

The term of any resulting contract shall end upon completion and submission of the NH (Round 3) TAACCCT grant’s final report to US DOL, which is due on September 30, 2017. There is potential for a 1 year extension due to the late start with the grant. NCC may terminate the contract at any time by giving the consultant a 30-day written notice, with or without cause. The consultant may terminate the contract upon 30-day written notice to NCC, with or without cause.

BACKGROUND:

The U.S. Department of Labor (DOL) has awarded $2,507,462.00 to NCC for the TAACCCT III Grant Program. The TAACCCT grant provides community colleges and other eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the Trade Adjustment Assistance for Workers program and prepare program participants for employment in high-wage, high-skill occupations. The targeted population of this program is workers who have lost their jobs or are threatened with job loss as a result of foreign trade by funding the expansion and improvement of education and career training programs that are suited for these individuals.

NCC, as a Single State Institution, will take the lead for the grant proposal that focuses on the Advance Manufacturing by Innovation and Design.

Nashua Community College part of the Community College System of New Hampshire (CCSNH) has spearheaded the development of AMID, which will implement activities under previously funded TAACCCT projects. Specifically, the AMID will build upon the (CCSNH) Regional Advanced Manufacturing Partnership (RAMP Up) project funded under TAACCCT Round 1 that addresses the needs of workers and employers in Advanced Manufacturing.

AMID will implement a two-county pilot of a STEM-based two-year to four-year college transition program in Machine Tooling in partnership with the College for America (CfA), a competency-based learning model embedded at Southern New...
Hampshire University. The project will encompass all five TAACCCT Core Elements with a particular emphasis on (a) the development of stackable credentials that build Advance Manufacturing competencies; (b) articulation agreements that allow dual enrollment at NCC and CfA and facilitate transition to four-year STEM programs of study; (c) technology-enabled learning strategies using virtual instruction to standardize program study across the state; (d) interactive simulations that provide state-of-the-art experiential learning opportunities for new, dislocated and incumbent workers; and (e) cyber-instruction through innovative instructional design.

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

**OWNERSHIP OF MATERIALS PRODUCED:**
NCC shall own any and all materials created or produced by consultant, including but not limited to reports, research, analysis and recommendations. The consultant either shall provide all such elements to NCC or shall maintain all such elements in a manner acceptable to NCC, and shall provide all such elements to NCC at any time and upon cessation or termination of contract.

**SCOPE OF SERVICES:**
Work within this request for proposal (RFP) shall include the following:

*Project Manager’s Role*

In broad terms, the project manager shall administer, maintain and sustain the Advanced Manufacturing and Innovation by Design Program (AMID) for Nashua Community College and complete the following accountabilities:

**ACCOUNTABILITIES/STATEMENT OF WORK:**
- Manage the day to day operations of AMID to ensure that milestones and deliverables are achieved according to the established project work plan and timeline. Develop and publish timelines and work plans for project implementation.
- Coordinate and oversee the hiring of personnel in accordance with the college policies and procedures and the approved grant award. All grant funded personnel will report to the project manager and will coordinate with the Institutional Researcher on a bi-weekly basis for ADP time card approvals.
- Coordinate with the college Chief Financial Officer (CFO) to review the accounting system and policies and procedures for contractual and procurement, both for CCSNH and the federal granting agency.
- Reviews and approves all requests for procurement and contracts, to ensure purchase is allowable and allocable towards the grant project. Signs and authorizes all In-House Requisitions for purchases, services and travel.
- Responsible for monitoring the budget and requesting/authorizing necessary transfers within allowable limits, and requesting transfers and modifications from federal agency as necessary.
- Acts as the prime liaison between the college and the federal awarding agency and responsible for completing all necessary modification paperwork as required.
- Responsible for completing the required quarterly, annual and final programmatic reports and assisting with the information on the financial reports as necessary, in terms of administrative costs and program income.
- Coordinates with the College and Chancellor’s Office to facilitate any federal monitoring visits and audits.
- Successfully develop partnerships and maintain a close working relationship with the Advanced Manufacturing Governing Council, multiple outside individuals, educational institutions, industry partners, professional associations, government agencies, trade associations, and community organizations to ensure awareness of the AMID program.
- Prepare and monitor performance of external contracts. Developing a process for keeping partners and college colleagues informed of the grant activities and progress.
- Direct and oversee all activities related to the Advanced Manufacturing Advisory Council, including the establishment of an effective operational infrastructure. Submit monthly status reports to the Grant Project Director showing what is in progress.
- Facilitate the timely development of AMID curriculum through effective communication with internal and external partners.
- Work collaboratively with other NCC departments and staff to include, but not limited to, Math Instructors, Student Navigators, Finance, Lab Assistants, CCSNH, and Grants Management staff, to ensure tasks and deliverables relevant to AMID are carried out in a timely manner.
- Work collaboratively with the independent evaluator(s) to collect and report data and other information.
• Assist and coordinate activities related to facility renovations, including construction, and purchase of equipment and furnishings. Obtain all necessary prior approvals for equipment purchases and ensure that all equipment is properly inventoried.
• Manage and monitor the AMID budget and expenditures.
• Manage and monitor required outcomes, and prepare and submit required reports to the U.S. Department of Labor, Employment and Training Administration, Trade Adjustment Assistance Community College and Career Training Round 3 (TAACCCT 3) and the Advanced Manufacturing Governing Board and other entities and individuals as directed.
• Ensure compliance with organizational policies, procedures, ethical practices, and federal Department of Labor Regulations, including all Grant Special Conditions and Special Clauses, including but not limited to financial and budget management, reporting, communications, procurement, contractual, and travel.

Project Manager’s Qualifications
The project manager must have extensive knowledge and experience with authorizing and securing U.S. Department of Labor grants, working with community-based agencies and workforce development organizations. Be able to demonstrate knowledge in the content areas of competency-based curricular, stacked credentials, flipped classroom and other innovative approaches to instruction.

Other Requirements
The external project manager shall be expected to meet with NCC faculty, staff and key stakeholders, including advisory boards, curriculum committees and Board of Directors periodically. Presentations to the Academic Affairs council, Systems Leadership Team and other groups will be made as necessary.

The project manager shall also collaborate with external organizations including Department of Higher Education (DHE), NH Employment Security (NHES), Career Technical Education (CTE) and other state agencies, including political state representatives as required.

Project Managers’ Point of Contact
The project manager’s primary liaison will be the Grant Project Director, with the secondary liaison being the Institutional Researcher.

Contract Performance Period
The project manager contract shall begin upon issuance of contract award and extend through the submission of the final annual report on September 30, 2017; contingent upon both AMID’s successful operation and continued funding from the U.S. Department of Labor.

ADDITIONAL INFORMATION:
Nashua Community College reserves the right to make a written request for additional information from a consultant to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

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

The consultant 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 Consultant of workers’ compensation insurance coverage for all of its employees on this site. The Consultant awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among other things, the Consultant to provide timely information on employee and sub-consultant 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 Consultant can be noted in the contract at Exhibit C.)
After the Award of Bid, the consultant shall submit a list of all employees, all sub-consultant employees, and other related personnel who will be physically required to work at any NH community college campus, providing the following information for each person:

Name
Employer’s Company Name

Nashua Community College reserves the right to request a criminal background check on any employee of consultant. Nashua 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 CONSULTANT WITH LAWS AND REGULATIONS:

In connection with the performance of the Services, the Consultant shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Consultant, including, but not limited to the following:

i) The Consultant 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 Consultant 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. Consultants 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). Consultants 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, Consultants 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 Consultants performing services in excess of $2,000 and other Consultants 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 permissible provided that the worker is compensated at a rate of not less than 1 ½ 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. Consultants 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). Consultants 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 an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by this regulation. The Consultant shall also 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 Consultant 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 180. CCSNH will be checking this system for the Consultant’s information, and if found, reserves the right to not award and/or rescind said contract.

x) The Consultant 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 Consultant 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.

PUBLIC INFORMATION:

The responding consultant hereby acknowledges that all information relating to this bid and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire and rules under the federal TAACCCT grant regarding public information.

PUBLIC DISCLOSURE:

Any information contained in the bid that a consultant considers confidential must be clearly designated. Marking of the entire bid or entire section of the bid (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this bid to the contrary, consultant pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders.

Generally, each bid shall become public information upon the effective date of all resulting contracts or purchase orders; however, to the extent consistent with applicable state and federal law and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (Right to Know Law), the state/CCSNH shall endeavor to maintain the confidentiality of portions of the bid that are clearly and properly marked confidential. If a request is made to CCSNH to view portions of a bid that a consultant has properly and clearly marked as confidential, CCSNH will notify consultant of the request and of the date that CCSNH plans to release the records. By submitting a bid, consultants agree that unless the consultant obtains a court order, at its sole expense, enjoining the release of the requested information, CCSNH may release the requested information on the date specified in the CCSNH’s notice without liability to the consultants.

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 Nashua 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, 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 Nashua Community College.

The certificates are required to name Nashua Community College/CCSNH as additional insured.
ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the Nashua Community College will fax addenda to all who have already submitted bids and post any changes to its website www.ccsnh.edu/open-bids. 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:

Bids are due on or before October 31, 2014 by 2:00 p.m. If any Addenda to the RFP are issued, please acknowledge this in your bid. Your response must include all the materials requested in this RFP document if applicable. One hard copy of the bid should be either mailed to Nashua Community College, 505 Amherst Street, Nashua, NH 03063 Attention: Amber Wheeler, Chief Business Officer, or hand carried to Amber Wheeler at the address above. You are also required to send an electronic copy to awheeler@ccsnh.edu.

Nashua 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 Amber Wheeler at (603) 578-8983.

If you have any questions regarding the bid they should be addressed to Phil Frankland at (603) 882-6923 ext. 1610.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site only at: http://www.ccsnh.edu/open-bids. Select among the options in the left banner for open, closed or under review status.

ATTACHMENTS:

The following attachments are an integral part of this bid invitation:

Appendix A- Proposal Contact and Cost Form (Must be fully completed)

Appendix B- Scoring Criteria (must sign that this document has been reviewed)

Note: To be considered, bid must be signed on front cover sheet in the space provided.

AWARD:

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

Nashua Community College reserves the right to waive any and all informalities in its best interest.
EXHIBIT A
NCC15-01

PROJECT: Third Party Project Management Services

COLLEGE NAME: Nashua 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)

All miscellaneous components to complete the project: $ ____________________________
(Including Personnel, Travel, Supplies, Other)

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.
**EXHIBIT B**  
**NCC15-01**

**PROJECT:** Third Party Project Management Services  
**COLLEGE NAME:** Nashua Community College

**SCORING CRITERIA**

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<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>1. Quality of the Project Management Team</td>
<td>30</td>
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<tr>
<td>2. Quality of the related projects/areas of expertise/experience with Community College grant management service Projects</td>
<td>30</td>
</tr>
<tr>
<td>3. Quality of knowledge in the content areas of competency-based curricular, stacked credentials, flipped classroom and other innovative approaches to instruction.</td>
<td>20</td>
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<tr>
<td>4. Cost – including a detailed budget by activity over the three year period</td>
<td>20</td>
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**Grand Total**  
100

**REVIEWED:**

Initials: ___________________________  
Date: ___________________________