REQUEST FOR PROPOSAL FOR:
Advanced Materials Manufacturing Consultant
Great Bay Community College

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a one year contract for Great Bay Community College for an Advanced Materials Manufacturing Consultant.

VENDOR CERTIFICATIONS
The vendor who is awarded the contract must comply with the terms of the CCSNH P-37 contract and of the 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 CONTRACTOR 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 on or before January 2, 2014.

Great Bay 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 Great Bay Community College. Partial payments are allowed.

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

This consultant will work as a technical advisor for the Advanced Materials Manufacturing Program, providing expertise in the following areas.

Facility Renovations: Responsible for audit of design plans for the advanced materials manufacturing training lab; Provide technical information and recommendations through renovation process. Ability to be in Rochester, NH as needed is required.

Equipment: Provide assistance with technical equipment procurement including sourcing of donated equipment and materials for training; Technical review with companies to assure equipment and process planning for the training facility will meet the needs of industry partners; See that delivery and installation of equipment is as specified, including any pre-delivery inspections required.

Chemistry: Assist with identification of chemicals used in training and audit safe handling procedures;

Curriculum and Training: Work with Advanced Materials Manufacturing Program Director/Designer in development of curriculum and teacher training programs; Provide teacher training and lab technician training on site; provide instruction for courses as needed.

Provide technical advising for the Advanced Materials Manufacturing Program Director/Designer as needs arise and provide program auditing.

Attend monthly grant update meetings in Rochester, NH.

Approximate number of work days: 190 at 8 hours per day; travel and expenses included as part of hours. International travel may be required within the 190 days, expenses to be covered separately by the college.
Qualifications:
Ten (10) years’ experience in composites engineering or composites manufacturing;
Has an active career in the advanced materials manufacturing industry in a supervisory or management position;
Engineering degree or equivalent;
Experience with composites education, including program set-up;
Experience with developing composites training programs to meet specific industry needs;
Knowledge of the Aerospace industry, RTM, pre-preg materials, 3-D weaving;
Previous work in higher education;
Work available to begin January 2, 2013 or upon execution and approval of the P37 contract, whichever is later.

SITE VISITATION:
A walk through will not be necessary.

ADDITIONAL INFORMATION:
Great Bay 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.

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

If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on a campus of Great Bay Community College are privately owned. Any fines, damages, etc. assessed to Great Bay Community College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful bidder.

Shirts are required to be worn at all times on the work site, smoking is not allowed, no radios or headsets are allowed, food is available for purchase and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

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 awarded the work is also to submit information as required under RSA 21-1:81 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 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

Great Bay Community College reserves the right to request a criminal background check on any employee of Contractor. Great Bay 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

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 of September 24, 1965 entitled “Equal Employment Opportunity”, as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (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 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.

The Contractor agrees to retain all pertinent records for three years after CCSNH makes final payment and all other pending matters are closed.

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 CCSNH and Great Bay 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 Great Bay Community College.

The certificates are required to name Great Bay Community College as a component of the CCSNH 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, Great Bay 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 14, 2013, 2:00 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 Great Bay Community College, Attention Joanne Berry, CFO, 320 Corporate Drive, Portsmouth, NH 03801, faxed to 603-559-1522 or emailed to jberry@ccsnh.edu or hand carried to the above address. Great Bay 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 603-427-7609.

**AWARD:**

Great Bay Community College reserves the right to accept or reject any or all of the proposals. 
Great Bay Community College reserves the right to waive any and all informalities in its best interest.
EXHIBIT A

PROJECT: Advanced Materials Manufacturing Consultant

COLLEGE NAME: Great Bay Community College

GBC13-03

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.