REQUEST FOR PROPOSAL FOR:

Subject Matter Expertise – Core Curriculum Advanced Manufacturing Technologies Program Development and Implementation Assistance

Manchester Community College: Bid MCC13-09

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for the Manchester Community College (MCC) for Subject Matter Expertise – Core Curriculum Advanced Manufacturing Technologies Program Development and Implementation Assistance in support of the TAACCCT Grant entitled Ramp-up NH.

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 June 30, 2014.

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 proposal (RFP) shall include the following including an estimated timeframe of the effort for:

(1) Analysis and validation of NH’s Advanced Manufacturing job definitions and correlating skill/education requirements. The validation & investigation process should include: public forums, interviews with public, private and national experts to compare and contrast the results of the NH industry analysis with nationally recognized standards and requirements. Outcomes shall include: a detailed report documenting and validating the skill/education needs for the Advanced Manufacturing Technology workforce in NH. Specific attention should be paid to the advanced manufacturing concentration assigned to MCC as defined in the TAACCCT grant – Mechatronics/Robotics.

(2) Development of core curriculum for the Advanced Manufacturing Technologies Program. The documentation outcome of this activity must conform to the format of the MCC Academic Catalog. At the program level this will include: mission, goal/objectives, description, admissions requirements, technical standards, and potential employment opportunities. Program level documentation must be delivered in the MCC Programs of Study format. At the course level this will include: title, description, prerequisites, objectives, 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.

(3) 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 (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.

(4) Assist the MCC Project Coordinator in formulating articulation agreements and developing sustainability plan.

(5) Participate on the MCC Advanced Manufacturing Advisory Board.

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. Familiarity with the LearnMate Management System by Intelitek, Inc. is highly desirable.

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.

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 Manchester Community College are privately owned. Any fines, damages, etc. assessed to Manchester 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 allowed only in designated smoking areas, 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

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

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 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.

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 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 December 4, 2012, at 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 the Manchester Community College, Attention Phil Przybyszewski, TAACCCT Grant Coordinator, 1066 Front Street, Manchester, NH 03102, faxed to 603-668-5354 or emailed to pprzybyszewski@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 Sarah Diversi at 603-206-8004.

**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

PROJECT: SME Contract – Core Curriculum Advanced Manufacturing Technologies Program Development and Implementation Assistance

COLLEGE NAME: Manchester Community College

MCC13-09: 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.