



**Solicitation Information
July 1, 2016**

RFP#: 7550753

TITLE: Institutional Strategic Planning and Facilitation for CCRI

Submission Deadline: July 22, 2016 at 11:00 AM ET

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at DOA.PurQuestions8@purchasing.ri.gov no later than **July 11, 2016 at 02:00 PM ET**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the **RFP#7550753** on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

Meredith Skelly
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Community College of Rhode Island (CCRI), is soliciting proposals from qualified firms to provide consulting services to create and facilitate a strategic plan for the mission and vision of CCRI, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

The initial contract period will begin approximately September 1, 2016 for six (6) months.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent. The State can opt to extend this term at its discretion.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at Raymond.Lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2: PROJECT SCOPE

The Community College of Rhode Island (CCRI) has a new president as of February 1, 2016. Dr. Meghan Hughes and her senior leadership team are seeking consulting services in creating and facilitating a strategic plan to move the college forward quickly to significantly improve student outcomes. Specifically, the College is seeking assistance in facilitating an inclusive process that will answer the following questions:

1. How well is the College meeting the needs of students, employers and Rhode Island residents?
2. What will it take to make CCRI the best community college in New England by 2020?
3. What actions are needed to achieve the above goal?
4. What are the key performance indicators that are needed to track our progress?

The successful firm will identify and analyze data from both the internal and the external environments, will assist CCRI in a thoughtful interpretation of the data and will help the College in identifying specific policy issues, strategic imperatives and operational goals over the next ten years. Persistence, completion, transfer and readiness for quality employment of our students are the priorities for CCRI.

SECTION 3: BACKGROUND

CCRI has four campuses (Warwick, Lincoln, Newport County and Providence) as well as two satellite campuses (Providence and Westerly). The college offers programs in academic and vocational-technical areas as well as a full complement of programs and services for full and part-time students, for recent high school graduates and for older, adult learners. The college serves over 16,000 students with nearly 800 staff and faculty.

SECTION 4: DESIRED CULTURAL OUTCOMES

CCRI envisions a strategic plan that will encompass the following desired cultural aspects, however not limited to:

1. Common understanding of institutional goals and direction.
2. Compelling interest and motivation for implementing results.
3. High level confidence in the plan for the future.
4. Widespread ownership of the process.
5. Strong desire to maintain momentum.

Responses to this RFP will include recommendations of how to measure results of these desired outcomes.

SECTION 5: PLANNING APPROACH

The approach will comply with NEASC Standard 2 (Planning and Evaluation). In addition, the successful firm will assist CCRI in conducting the planning process that demonstrates the following:

1. The institution allocates its resources in alignment with its mission and priorities (e.g., academic programs, workforce development, student success and operational excellence).
2. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.
3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
4. The institution plans on the basis of a sound understanding of its current capacity. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.
5. Institutional planning anticipates emerging factors, such as technology, demographic shifts, and globalization.

The planning approach must address linkages to other planning efforts at the State, Board of Education, Council on Postsecondary Education and College level. Coordination with the ongoing operation of CCRI and higher education in Rhode Island is essential.

SECTION 6: TIMELINE AND DUE DATES

A final written report of findings and recommendations is expected to be received no later than (6) six months from issuance of a contract to the successful firm. Interim report deadlines are to be determined with successful proposer.

SECTION 7: DELIVERABLES

The primary deliverable from this project will be a succinct strategic plan to align CCRI's vision, mission, priorities and resources. The successful firm will also provide a concise slide overview of the plan to be used in communications with various stakeholder groups (students, faculty, staff, business leaders, political leaders, etc.).

SECTION 8: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Approach, methodology and project structure – description of the approach, methodology, innovation and project structure to be used to satisfy CCRI’s project scope and objectives.
2. Experience and Qualification - Degree to which firms will engage the College community, Firm experience and qualifications with projects of similar type and scope (e.g., with community colleges).
3. Implementation and/or delivery schedule - including responsiveness to the project’s intended outcomes
4. References – Provide 3-5 references of recent projects similar in size and scope.

SECTION 9: COST PROPOSAL

Cost proposals shall be presented as a flat fee for the entire project. The fee shall be inclusive of all related expenses (e.g., travel if necessary).

SECTION 10: EVALUATION CRITERIA

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 55 (78.6%) out of a maximum of 70 technical points. Any technical proposal(s) scoring less than 55 points will not have the cost component opened and evaluated. The proposal(s) will be dropped from further consideration.

Technical Proposals will be scored in two (2) Phases;

- Phase A – Proposal Review; Proposals must receive a minimum scoring 55 out of a maximum of 65 technical points to advance to Phase B – Interview.
- Phase B – Interview; Proposals meeting the minimum scoring in Phase A will be scheduled for an interview.

The Community College of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
<i>Technical Review – Phase A: Proposal Review</i>	
Approach, Methodology, and Project Structure	25 Points
Experience and Qualifications	15 Points
Implementation and/or Delivery Schedule	20 Points
References	5 Points
<i>Technical Review – Phase B: Interview</i>	
Interview	5 Points
Total Possible Technical Points	70 Points
Cost*	30 Points
Total Possible Points	100 Points

*The Low Vendor will receive one hundred percent (100%) of the available points for cost. All other Vendors will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low Vendor (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify Statements made in their proposal.

SECTION 11: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at DOA.PurQuestions8@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550753** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-8100.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus six (6) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP #7550753**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

- 1. R.I.V.I.P generated ‘Vendor Certification Cover Sheet’** - One (1) completed and signed three-page *original* printed paper copy of this form. (The form is available for download from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.)
- 2. W-9 (Rhode Island version)** - One (1) completed and signed *original* printed paper copy of this form. (The form is available for download from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.)

3. **A Separate Technical Proposal** - describing the approach, experience, timeline, references, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices).
 - a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - b. One (1) printed Paper copy, marked “Technical Proposal -Original” and signed.
 - c. Six (6) printed Paper copies

4. **A separate, signed and sealed Cost Proposal** – A separate, signed and sealed Cost Proposal.
 - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - b. One (1) printed Paper copy, marked “Cost Proposal -Original” and signed.
 - c. Six (6) printed Paper copies

5. Separate CD-Rs are required for the Technical Proposal and Cost Proposal. All CD-Rs submitted must be labeled with the Vendor’s name, RFP #, RFP Title and which of the two (2) files it contains (e.g., Technical Proposal, Cost Proposal). Vendors are responsible for testing their CD-Rs before submission as the State’s inability to read your CD-Rs will be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the State shall consider it “non-responsive”. USB Drives or any other electronic media will not be accepted. Please note that CD-Rs submitted, shall not be returned.

6. Formatting of written documents and printed copies:
 - a. For clarity, the Technical Proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman font.
 - b. All pages on the Technical Proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
 - c. Printed copies are to be only bound with removable binder clips.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

If a Vendor is selected for an award, no work is to commence until a Purchase Order is issued.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>