

REQUEST FOR PROPOSAL
#R17007

GUIDED PATHWAYS
PROFESSIONAL DEVELOPMENT
CONSULTANT



JOLIET JUNIOR COLLEGE

1901

Joliet Junior College Request for Proposal

RFP Opening July 10, 2017

Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a total of 15,888 full time and part time students enrolled in Spring 2015 classes on its main campus located within the city of Joliet, and its five extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

Vision Statement

Joliet Junior College will be the first choice.

Mission Statement

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

OVERVIEW

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from Providers for services relating to an Instructional Support Consultant.

Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.



I. RFP SCHEDULE

Date (2017)	Event
June 15, 2017	Vendors contacted via email / advertised
June 23, 2017 at 2:00 PM	Last date/time for submission of written questions via email to purchasing@jjc.edu
June 28, 2017 end of business day	Responses to questions emailed
July 10, 2017 at 2:00 PM	Proposals must be submitted to the attention of: Janice Reedus, Director of Business & Auxiliary Service, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
Week of July 10, 2017	JJC Evaluation Team reviews proposal
Week of July 17, 2017	Possible presentations by two top short-listed firms
August 9, 2017	Notification of Award

II. INSTRUCTIONS TO VENDORS

ADVICE: The department responsible for this RFP is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to purchasing@jjc.edu on or before 2:00 PM on June 23, 2017.

All questions and answers will be published and provided to all potential suppliers by end of business day on June 28, 2017.

SUBMISSION: the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP for



JOLIET JUNIOR COLLEGE

1901

Instructional Support Consultant, the opening date and time. An original and seven (7) copies of the RFP, and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. RFP's must be addressed to Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFPs not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only, and properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFPs shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals maybe withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

Please include with your proposal:

- Cover letter
- Qualifications (CV or resume)
- Examples of previous work
- Reference letters from two or more postsecondary clients
- Cost estimate/budget

ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

PROPOSAL DUE DATE: The proposal must be received on or before 2:00 PM (CST) on July 10, 2017 at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938



INSURANCE:

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

TAXES:

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

INDEMNIFICATION:

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

DISCLOSURE:

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

TERM OF CONTRACT:

Any contract, which results from this RFP, shall be for a period of one year from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional two (2) one-year terms. All workshops materials and deliverables must be submitted to Joliet Junior College for review and approval 14 business days prior to delivery or posting online. Further, the vendor will be expected to make any necessary modifications requested by the College.



BLACKOUT PERIOD:

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to prebid conferences. Such vendors making such request shall email Janice Reedus, Director of Business & Auxiliary Services, at purchasing@jjc.edu. No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

III. GENERAL TERMS AND CONDITIONS

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

Right to Cancel: JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.



JOLIET JUNIOR COLLEGE

1901

Business Enterprise Program (BEP):

Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:
Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification. For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

V. FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and seven (7) copies of the RFP and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. The original copy should be so noted and signed.



1. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

2. Table of Contents

Clearly identify the materials by sections and page number(s).

3. Letter of Transmittal

Limit to one or two pages.

- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

4. Profile of the Vendor

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide reference letters from at least two postsecondary clients. Include contact information – email address and phone number.
- b. Indicate any third-party firms involved with your program and state their role(s).

5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

6. Responses to Addendum

7. Prices Responses

8. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

9. Bidder's Certification Statement



VI. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. Proposed list of workshops, with descriptions, that address most topics outlined in Scope of Work.
2. Evidence of familiarity with and/or access to web/video conferencing applications.
3. Evidence of academic credential(s).
4. Evidence of teaching experience.
5. Evidence of experience with the guided pathways model.
6. Experience and record of performance in previous contracts of similar size and scope.
7. Experience, capability, skill, and financial resources to provide the requested services.
8. Examples of previous work completed in PowerPoint and/or Prezi.
9. References from two or more postsecondary clients.
10. Writing sample consisting of at least 500 words and charts/tables illustrating data.
11. Cost estimate/budget.

PROFILE OF THE VENDOR

1. Master's degree in any academic discipline;
2. At least five years of teaching experience in any academic discipline;
3. At least three years of experience in providing professional development at/for postsecondary institutions;
4. At least three years of experience in presenting at state, regional, and/or national conferences;
5. Evidence of knowledge about current research and trends in creating, sustaining, and supporting guided pathways;
6. Demonstrated awareness of current issues in higher education in Illinois (and, if possible, at Joliet Junior College);
7. Experience with and proficiency in PowerPoint and/or Prezi;
8. Experience with and proficiency in web/video conferencing applications such as GoToMeeting or WebEx;
9. Strong oral, written, and interpersonal communication skills, including ability to develop reports with data presented effectively in tables and/or charts;
10. Strong training and presentation skills.



SCOPE OF WORK

The purpose of this RFP is to locate and contract with an individual or organization that can provide professional development services, based on the minimum qualifications and scope of work described in this document, for one year from the date of contract award. However, the College reserves the right to renew annually for up to two additional years.

Joliet Junior College is seeking a consultant to provide professional development to faculty, support staff, and administrators on topics related to implementing the guided pathways model. The individual or organization selected for this consultancy must demonstrate the knowledge and experience necessary to facilitate a series of workshops and webinars, as well as a summer institute day, on curriculum design, advising, and retention strategies in alignment with guided pathways. Vendors must address the following:

- What is the guided pathways model? What components are necessary for building guided pathways at a post-secondary institution, and particularly at a community college?
- What are the most significant findings from current research on implementing and supporting guided pathways?
- How should programs be designed to guide and prepare students to enter further education and employment? How are CTE pathways similar to and different from transfer pathways?
- How should an institution guide students toward further education and employment after degree/certification completion?
- How does developmental course placement impact students' ability to pursue guided pathways? How should/can student pursue guided pathways while satisfying required developmental coursework?
- Why should an institution implement guided pathways? What are key strategies for garnering buy-in from faculty and support staff?
- How should an institution assess whether the model has been implemented effectively? What factors matter most?
- How should/can guided pathway influence advising practices, particularly for undecided students?
- What are the most effective retention strategies for guided pathways? For faculty? For support staff?
- What are guided pathways best practices for monitoring and intervention?
- How should students be advised when they change pathways or are undecided for long periods of time before selecting pathways?
- What role does/should technology play in implementing the guided pathways model?
- How are other areas of an institution, outside of academics and student support, involved in creating, sustaining, and supporting guided pathways?
- Based on the vendor's previous experience, what are other important elements of guided pathways that were not addressed in the aforementioned questions?



JOLIET JUNIOR COLLEGE

1901

Vendors must also demonstrate the ability to address the aforementioned topics in the following formats:

- Two presentations delivered on campus
- Two webinars offered through easily accessible web -conferencing applications (i.e., GoToMeeting, WebEx, Join.Me, etc.)
- One summer institute day
- Print resources that can be posted on the college's website or course management system
- Videos that can be posted on the college's website or course management system.

QUANTITY

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However, the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

PROPOSED PRICING

Vendors must provide fees (inclusive of travel expenses) for:

- Designing and delivering two presentations on campus (90 minutes)
- Designing and delivering two web-based presentations (90 minutes)
- Designing and delivering a presentation and activities for a one-day summer institute (five hours)
- Designing materials to be posted online
- Attendance at meetings via videoconference, conference call, or in person as requested



JOLIET JUNIOR COLLEGE

1901

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1019
1215 Houbolt Road
Joliet IL 60431