

REQUEST FOR PROPOSAL
#R16003

INSTRUCTIONAL SUPPORT
CONSULTANT



JOLIET JUNIOR COLLEGE

1901

Joliet Junior College
Request for Proposal

RFP Opening March 15, 2016

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 combined 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.



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I. RFP SCHEDULE

Date (2016)	Event
February 23, 2016	Vendors contacted via email / advertised
March 1, 2016 at 2:00 PM	Last date/time for submission of written questions via email to purchasing@jjc.edu
March 4, 2016 end of business day	Responses to questions emailed
March 15, 2016 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 March 21, 2016	JJC Evaluation Team reviews proposal
Week of March 28, 2016	Possible presentations by two top short-listed firms
April 20, 2016	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 March 1, 2016.

All questions and answers will be published and provided to all potential suppliers by end of business day on March 4, 2016.

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 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.



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RFP's 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, properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFP's 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.

RFP's 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 March 15, 2016 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.



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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 four (4) one-year terms. All travel expenses and costs associated with traveling to campus to provide on-site workshops are the responsibility of the vendor rather than Joliet Junior College. In addition, the choice of whether workshop will be provided on campus or online, as well as workshop dates and times, will be at the discretion of Joliet Junior College. All workshop 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.



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. Price Responses

8. Invoicing Procedure

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

9. Pro forma Contract

The terms and conditions included in the *Pro forma* Contract apply to any contract resulting from this RFP. In this section of your proposal state any clarifications to the proposed document and your reasons for clarifications. No exceptions are allowed. However, alternative suggestions are encouraged. Please list any alternative suggestions for improvement in costs and/or services provided as an alternative.

10. 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 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) in adult education, English, linguistics, mathematics, reading, writing, and/or a related discipline.



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4. Evidence of teaching experience in mathematics, reading, and/or writing.
5. Evidence of experience with interdisciplinary, contextualized, and/or co-requisite instruction.
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.
11. Cost estimate/budget.

PROFILE OF THE VENDOR

1. Master's degree or higher in adult education, English, linguistics, mathematics, reading, writing, and/or a related discipline;
2. At least five years of teaching experience as a developmental education instructor in one or more academic subjects (mathematics, reading, and/or writing);
3. At least three years of experience with interdisciplinary, contextualized, and/or co-requisite instruction;
4. At least three years of experience in providing professional development at/for postsecondary institutions;
5. Evidence of knowledge about current research and trends in developmental education;
6. Experience with and proficiency in PowerPoint and/or Prezi;
7. Experience with and proficiency in web/video conferencing applications such as GoToMeeting or WebEx;
8. Strong oral, written, and interpersonal communication skills;
9. 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 instructional support 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 four additional years.

Joliet Junior College is seeking an instruction support consultant to provide professional development to faculty on topics related to working with, understanding, and supporting academically underprepared students who place into developmental education courses. Vendors must demonstrate the ability to provide workshops and resources addressing the following topics:

- What is a “developmental” student?
- What is the ability level of a developmental student? What does it mean to be developmental?
- What are extracurricular psychological characteristics of developmental students?
- How can students be guided to become self-regulated learners and develop grit?
- How can we help academically vulnerable students through breaking the mold of k-12 education?
- How will Common Core affect the students that we receive in the future?



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- How can we help students develop college readiness through developing soft skills?
- How does academic underpreparedness impact students' abilities to make decisions?
- How does the background of a developmental student impact the resources necessary?
- How should we support students in an open classroom with diverse levels of academic skills?
- How can faculty create seamless campus networks for referring students to campus resources?
- How can non-developmental education faculty navigate as professors working with academically underprepared students?
- What are best practices for retaining academically underprepared students?
- What reading techniques can non-reading faculty employ to help struggling students succeed?
- What should non-reading faculty members do when students do not comprehend their textbooks?
- What are best practices in designing and implementing interdisciplinary, contextualized, and/or co-requisite instruction?

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

- Workshops delivered on campus and at varying times (days, evenings, and weekends)
- Online workshops offered through the course management system or any other easily accessible web applications (i.e., GoToMeeting, WebEx, Join.Me, etc.)
- 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 hourly rates for:

- Designing materials for presentations delivered on campus
- Designing materials for presentation delivered online
- Designing materials to be posted online
- Delivering presentations on campus
- Delivering presentations online (including fees incurred to utilize web/video conferencing applications)
- Attendance at meetings on campus when presence requested with notice of at least 14 days (including weekends and holidays).



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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, A-3100
1215 Houbolt Road
Joliet IL 60431