

REQUEST FOR PROPOSAL

Phase I: Education & Workforce Strategic Planning in Illinois Q00783

Submission Deadline for

Qualifications:

Friday, November 14, 2014 at 11:00 a.m., Local Time

Deadline for any

questions regarding this project: Wednesday, November 5, 2014, at 3:00 p.m.,

Number of Copies:

Submit (4) Hard Copies of Proposals

One marked "*Original*"

One additional copy of the Proposal & Pricing on a CD or flash drive

**PLEASE MARK THE
RETURN ENVELOPES:**

1. Phase I: Education & Workforce Strategic Planning in Illinois Q00783
2. Friday, November 14, 2014 at 11:00 a.m. Central Time
3. Q00783

RETURN PROPOSALS TO:

Harper College Purchasing Department

"A" Building, Room A217

1200 W. Algonquin Road

Palatine, IL. 60067

PROPSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED

LEGAL NOTICE

Harper College will accept Request for Proposals for Phase I: Education & Workforce Strategic Planning in Illinois Q00783 until 11:00 A.M. CST on Friday, November 14, 2014.

Proposals shall be submitted to: Harper College Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL. 60067-7398

This project is being funded by the Workforce Education Strategy Grant provided by the Illinois Department of Commerce and Economic Opportunity (DCEO). Interested parties may contact the Purchasing Department for the Request for Proposals documents. The deadline for any questions regarding this project will be Wednesday, November 5, 2014, at 3:00 p.m. Questions should be addressed to purchasing@harpercollege.edu.

Offers may not be withdrawn for a period of 90 days after closing date without the consent of the Board of Trustees.

Any responses submitted unsealed, unsigned, fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.

Jewell M Jackson
Manager of Purchasing

REQUEST FOR PROPOSALS (RFP)

GENERAL PROCESSING AND SELECTION PROCEDURES

The following procedures are generally used in the selection of vendors to provide professional services:

1. The Evaluation Committee is formed to evaluate the RFP responses.
2. The committee prepares a project description, criteria for selection and requirements for the specific contract. A Request for Proposals package is mailed to interested parties and a legal notice of the intent to contract for services is published.
3. The committee receives written RFP responses. The RFP responses should include a resume of the firm, references from past and present clients, similar experience, the names and background of project personnel, a narrative or work plan describing their approach to the specific project, a project task schedule (as applicable), and any other submittals requested within the document.
4. The committee reviews and evaluates the RFPs based on the established selection criteria and a comparison of all RFP responses submitted. If necessary, the committee may request a meeting with one or more Respondents to clarify and/or expand on the response. In accordance with the requirements of the RFPs, the College may negotiate terms, conditions and fees with the successful Respondent.
5. The committee selects the RFP response which, based on the ability to meet the criteria, appears to be the most advantageous selection for the College, and subsequently recommends contract award to the Executive Vice President.
6. Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.
The College reserves the right to request additional information and/or to negotiate certain clarifications with the Firm selected in the evaluation for this RFP and/or to request best and final offers.

If the negotiation period exceeds 30 days, the College may elect to withdraw the award and consider other Firms.
7. The contract is presented for approval to the College Board of Trustees.

GENERAL INFORMATION

REQUEST FOR PROPOSALS (RFPs)

A. REQUEST FOR PROPOSALS

A.01 General :

A.01.1 Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible Respondents and revisions to responses prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

A.01.2 Familiarity with Conditions:

Respondents are advised to become familiar with all conditions, instructions and specifications governing this RFP. Once the award has been made, failure to have read all the conditions, instructions and specifications of this Request for Proposals, and any subsequent contract, shall not be cause to alter the original contract or request additional compensation.

A.02 Discussion of Proposals:

A.02.1 All Respondents are advised that in the event of receipt of an adequate number of RFPs, which in the opinion of the Selection Committee requires no clarification and/or supplementary information, such RFPs responses may be evaluated without discussion. Hence, Proposals should be initially submitted on the most complete and favorable terms which Respondents are capable of offering to the College.

A.02.2 The Selection Committee may conduct discussions with any Respondent who submits acceptable or potentially acceptable Proposals. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Qualification responses. During the course of such discussions, the Selection Committee shall not disclose any information derived from one Qualification response to any other Respondent. The Selection Committee reserves the right to request the Respondent to provide additional information during this process. Neither the Selection Committee nor any other member of Harper's staff will conduct debriefings regarding the RFP process.

A.02.3 During discussions, the Respondent shall be prepared to cover the following topics:

A.02.3.1 The specific services to be provided;

A.02.3.2 Proposals of the Respondent, including work on similar projects, experience of personnel, etc;

A.02.3.3 The working relationship to be established between the College and the Respondent, including, but not limited to, what each party should expect from the other.

A.03 Negotiations:

Harper College reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The College may require the RFP and the Respondent's entire Qualification response be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the Respondent during discussions or negotiations will be held by Harper College as contractually binding on the successful Respondent.

A.04 Notice of Unacceptable Responses:
When the Selection Committee determines a firm's RFP response to be unacceptable, such Respondent shall not be afforded an additional opportunity to supplement its RFP Response.

A.05 Confidentiality:
The Purchasing Department shall examine the Proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the Respondent pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Purchasing Department. All data, documentation and innovations developed as a result of these contractual services shall become the property of the College. Based upon the public nature of these RFP's, a Respondent must inform the College, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.

All financial, statistical, personal, technical and other information and data relating to the College's operations that are designated confidential by the College and made available to the awardee in order to carry out an agreement, or that become available to the Firm in carrying out the agreement, shall be protected by the Firm from unauthorized use and disclosure through the observance of the same or more effective security requirements as are applicable to the College. Firm shall not be required to keep confidential any information or data that are or become publicly available. Under no circumstance is the Firm to discuss and/or release information to the news media concerning this project without prior express written approval of the College.

B. TERMS AND CONDITIONS

B.01 Authority:
This Request for Proposals is issued pursuant to applicable provisions of Harper College's Purchasing Policy.

B.02 Errors in Proposals:
Respondents are cautioned to verify their RFP response prior to submission. Negligence on the part of the Respondent in preparing the RFP response confers no right for withdrawal or modification of the RFP response.

B.03 Reserved Rights:
Harper College reserves the right at any time and for any reason to cancel this Request for Proposals process or any portion thereof, to reject any or all submittals, or to accept alternate submittals. The College reserves the right to waive any immaterial defect in any RFP response. Unless otherwise specified by the Respondent, the College has ninety (90) days to accept. The College may seek clarification from a Respondent at any time and failure to respond promptly is cause for rejection. The College may require submission of best and final offers.

B.04 Incurred Costs:
Harper College will not be liable in any way for any costs incurred by Respondents in replying to this RFP.

B.05 Award:
Award shall be made by the Harper College Board of Trustees to the most responsive and responsible Respondent(s) whose Proposal(s) are determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein. Harper College

reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.

B.06 Evaluation Considerations:

Evaluation Criteria are shown below. The Selection Committee shall consider the following when judging the ability of Respondents to meet the requirements of this Request for Proposals.

The College will rate, rank and score proposals as follows:

Qualification & Experience	30 points
Project Plan Design/Approach	20 points
Implementation Plan	20 points
References	10 points
Pricing	20 points

B.06.1 Compliance with Request for Proposals [Mandatory]. This refers to the adherence to all conditions and requirements of the Request for Proposals.

Acceptability of Proposals:

The Offer shall be evaluated solely in accordance with the criteria set forth herein. The Proposals shall be categorized as follows:

- A. Acceptable;
- B. Potentially Acceptable; that is reasonably susceptible of being made acceptable; or
- C. Unacceptable.

B.06.2 Quality of Response.

B.06.2.1 Clearly demonstrated understanding of the work to be performed.

B.06.2.2 Completeness and reasonableness of the Respondent's plan/Proposals for accomplishing the tasks.

B.06.2.3 Level of creativity demonstrated by the Respondent's proposed methodologies for meeting the requirements of this Request for Proposals.

B.06.3 Services to be Provided. This refers to the exact type and nature of the Respondent's proposed services and how they accomplish the objectives of the project, as well as the ability to rapidly respond to the College's needs, as defined in the Evaluation Criteria set forth herein.

B.06.4 Schedule. This refers to the Respondent's proposed project delivery schedule. The schedule shall be a critical element of this contract.

B.06.5 Proposals of the Consultant. Respondent's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability which will assure good faith performance, as well as satisfactory reference verification. This criteria includes:

B.06.5.1 The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other Colleges or organizations.

B.06.5.2 Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and

B.06.5.3 Other areas addressed in the *Statement of Work* herein.

B.06.6 Costs (Price). This refers to the proposed contract fee. (Please note that price is only one factor for consideration of award)

Provide a breakdown of all costs associated with Phase I of the project

B06.6.1 Administration: The costs as defined in the WIA Regulations 667.220, include, but are not limited to, the following functions: accounting; budgeting; financial and cash management; procurement and purchasing; property management; payroll; and audit.

B06.6.2 Salaries & Fringes: Compensation for services rendered and benefits including, but not limited to, the costs of leave, employee insurance, pensions, and unemployment benefit plans, for individual personnel.

B06.6.3 Travel: Expenses for transportation, lodging, mileage, and related items incurred while on travel status on official business

B06.6.4 Supplies/Other: Expenditures include, but not limited to, those for goods acquired for the purpose of current operation such as office supplies. These items are consumable, perishable or short lived. Includes all other costs not elsewhere classified.

B06.6.5 Supportive Services: Services, as defined in WIA sections 101(46) and 134(e)(2) and (3), provided to eligible participants include, but are not limited to, transportation, child care, dependent care, housing, and needs-related payments.

B.07 Budget:

B.07.1 Respondent shall propose a not-to-exceed amount including travel and re-imbursable expenses for complete execution of this project as detailed in the Specifications or Statement of Work herein.

B.07.2 If proposing costs which may include alternate programs or services not covered in the base bid pricing, the Respondent, when offering such alternative services must provide a detailed explanation of additional optional services to be offered.

B.08 Contract Period:

The contract period for Phase I of shall be for one year ending December 31, 2015. The College reserves the right to renew the agreement for two additional one year periods to complete additional phases of the project should the College receive additional funding.

B.09 Taxes:

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax. (Tax Exemption I.D.# E9997-8571-06)

- B.10 Hold Harmless Clause:
The Respondent agrees to indemnify, save harmless and defend Harper College, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the negligent conduct of Harper College, its agents, servants, or employees or any other person indemnified hereunder.
- B.11 Insurance Requirements:
Respondents shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois, as enumerated in Harper College's insurance requirements. **Please state your professional liability coverage if applicable.**
- B.12 Meetings:
Respondent is required to meet with various College and outside officials as required, throughout the project.
- B.13 Equal Employment Opportunity:
Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the Respondent will comply with Executive Order 11246 of September 1965, entitled "Equal Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented by the Department of labor regulations (41 CFR chapter 60). Additionally, the Respondent shall comply with the Harper College Fair Employment Ordinance.
- B.14 Responsibility & Default:
- B.14.1 The awarded Respondent shall be required to assume responsibility for all items listed in this Request for Proposals. The successful Respondent shall be considered the sole point of contact for purposes of this contract.
- B.14.2 Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the College reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by written notice effective when received by the Respondent, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such as manner as the Purchasing Department may deem appropriate, and charge the Respondent with any or all losses incurred. The College shall be entitled to recover its attorney's fees and expenses in any successful action by the College to enforce this contract.
- B.15 Payments:
- B.15.1 All payments to be made in accordance with applicable provisions of the "Local Government Prompt Payment Act." 50 ILCS 505/1, *et seq.*
- B.15.2 Milestone Payments will be made at 20% completion, 60% completion and 100% completion of the scope of work after receipt of a detailed invoice.

- B.16 Consultant Responsibilities:
The selected Respondent will be required to assume responsibility for all services offered in this Request for Proposals. The College will consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Sub-contracts will be permitted only upon specific, written permission of the College.
- B.17 Interpretation or Correction of Request for Proposals:
B.17.1 Respondents shall promptly notify the Purchasing Department of any ambiguity, inconsistency or error, which they may discover upon examination of the Request for Proposals. Requests for interpretation of specifications may be made in writing, and directed to the Purchasing Department. All such requests must be delivered in a timely fashion.

B.17.2 Interpretations, corrections and changes to the Request for Proposals will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding.
- B.18 Law Governing:
Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.
- B.19 Compliance with Laws:
The Respondent shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and College policy, which may in any manner affect the contract.
- B.20 Termination for Lack of Funding:
The College reserves the right to terminate the whole or any part of this contract, upon written notice to the Respondent in the event that sufficient funds to complete the contract are not appropriated by the Harper Board of Trustees; provided that in the event of such termination, the Respondent shall be paid promptly for all services rendered by the Respondent through the effective date of termination.
- B.21 Addenda:
B.21.1 Addenda are written instruments issued by the Purchasing Department prior to the date of receipt of Proposals, which modify or interpret the RFP by addition, deletions, clarifications or corrections.

B.21.2 Prior to the receipt of Proposals, addenda shall be distributed to all who are known to have received a complete RFP if required.

B.21.3 After receipt of Proposals, addenda shall be distributed only to applicants who submitted Proposals and those Respondents shall be permitted to submit new or amended Proposals as detailed within the addenda.

B.21.4 Each Respondent shall ascertain, prior to submitting a Proposal that all addenda issued have been received and, by submission of a Proposal, such act shall be taken to mean that such Respondent has received all addenda and that the Respondent is familiar with the terms thereof and understands fully the contents of the addenda.

B.21.5 Respondents shall acknowledge receipt and understanding of the addenda in their response.

B.22 Regulatory Compliance:

When applicable Respondent represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Respondent shall furnish applicable "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act, and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.

This project is being funded by the Workforce Education Strategy Grant provided by the Illinois Department of Commerce and Economic Opportunity. The Respondent warrants that they shall comply with all applicable local, state, Federal statutes and regulations. All regulatory compliance requirement of the grant are hereby incorporated by reference.

B.23 Guarantees and Warranties:

All guarantees and warranties required shall be furnished by the Respondent and shall be delivered to the Purchasing Department before final voucher on the contract is issued.

B.24 Background Checks.

The contractor agrees to conduct criminal background checks on each of its employees, as well as employees of its subcontractors, prior to sending them to the College. The College may request new background checks of any employee at any time. Such criminal background checks will be performed at Contractor's or Subcontractor's expense and at no additional cost to the College. If in the College's sole discretion objectionable information regarding any employee is discovered in the background check, such person shall not be allowed to continue working at the College. The minimum background check process shall include, but not be limited to, the following checks:

1. Social Security Number trace
2. Federal, State and County Criminal Background Checks
3. National Sex Offender Registry

B.25 Concealed Carry.

The contractor/supplier acknowledges that firearms are prohibited on the College's campus except as provided in Section 65 of the Firearm Concealed Carry Act, 430 ILCS 66/65. The Contractor shall inform its employees and subcontractors of this prohibition and shall strictly enforce it when on the College's campus. The supplier/contractor further agrees to consult and comply with Harper College's Board Policies regarding the possession of firearms on campus.

C. SUBMISSION / DELIVERY REQUIREMENTS

C.01 The proposal package must be delivered at the Firm's expense to:

**William Rainey Harper College
Attn: Purchasing Department – A-217
1200 W. Algonquin Road
Palatine, IL 60067
Phone: (847) 925-6607**

The College requires **four (4) copies and one (1) signed original** of the Proposal be submitted to the address specified above. The original should be clearly marked or differentiated from the other copies of the Proposal by a notation in the lower left corner of the cover consisting of the words ***Signed Original***. The original will be retained for incorporation by reference in any agreement resulting from this RFP. Proposals should be signed by those company officials or agents duly authorized to sign proposals or agreements on behalf of their respective organizations.

It is solely the responsibility of each Firm to assure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

The College reserves the right to request clarification and modification of any Proposal prior to the agreement award being made.

Late Proposals (RFP Responses) are grounds for rejection at the owner's discretion.

C.02 Form of Proposals:

The Proposals form included with this RFP shall be completed in full and signed by an officer, partner or principal with authority to execute contracts.

C.02.1 Ownership of Proposal Material

All material submitted regarding and in response to this RFP becomes the property of the College.

C.02.2 All data and any analysis generated as a result of this agreement is the property of the College. No work product, analysis or data resulting from performance of this contract may be made public without the written approval of the College.

C.03 CHANGES and INVOICING

C.03.1 Changes in Scope:

Unless otherwise agreed by the Board of Trustees in the original contract for professional services, any change in scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in an amount in excess of \$25,000 must be approved by the Board of Trustees. Any change in the scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in the amount of \$25,000 or less, may be approved by the College President or his designee.

C.03.2 Invoicing Requirements:

Unless otherwise agreed by the Board of Trustees in the original contract for professional services, all invoices for professional services rendered must be itemized by the name of the individual doing the work, the date of the work, the time expended by the individual broken down into 10ths of an hour, with a description of the work. In addition, all costs must be itemized with a description of the purpose for which the cost was incurred.

Unless otherwise agreed by the Board of Trustees in the original contract for professional services, fee and cost invoices must be provided to the College on a monthly basis.

C.03.3 Termination for Default

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure by the bidder to perform any provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the College may procure, upon such terms and in a manner as the Purchasing Department may deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Department that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

C.03.4 Termination for Convenience

The College may terminate this contract at any time upon a written notice to the bidder, should it be determined that these services are no longer required, or if sufficient funds are not available to cover the estimated requirement, or for any other reason in the College's sole and exclusive discretion. Payment for work performed prior to the effective date of termination shall be based upon an estimate of the services actually performed, and shall be mutually agreed upon by the College and the bidder. Such payment so made to the bidder shall be in full settlement for services rendered under this contract.

C.03.5 Conflict of Interest

It shall be a breach of ethical standards for any employee of the College to participate directly or indirectly in procurement when the employee knows that:

- The employee has financial interest pertaining to the procurement.
- A business or organization in which the employee has a financial interest pertaining to the procurement is involved in the procurement.
- Any other person, business, or organization with which the employee is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Employees who violate this standard will be subject to discipline in accordance with applicable State, County and local codes. Upon discovery of an actual or potential conflict of interest, an employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

D. STATEMENT OF WORK

D.01 Introduction:

Harper College is a comprehensive community college located in Palatine, Illinois. Harper College's full-time and part-time unduplicated student enrollment for FY 2014 was approximately 26,000. The staff consists of 1,676 full-time and part-time employees which include 819 full-time and part-time faculty members. This makes Harper the third largest community college in the State of Illinois. The college district is located in the northwest suburbs of Chicago, serving 550,000

residents in 23 communities. The main campus is located on a 200-acre site with extension facilities in Prospect Heights, and the Harper Professional Center in Schaumburg. As a comprehensive community college, Harper offers certificates and associate degrees in a wide range of disciplines areas as well as continuing education, customized training programs and adult enrichment classes.

Over the next two decades, many faculty and administrators in community colleges across the country will be retiring or moving on to other colleges to assume key senior administrative positions. Without well-prepared leaders, the ability for Harper to deal successfully with challenges and meet its mission to its various constituents will be compromised. A doctoral degree is required in many high-level leadership positions in post-secondary education. Therefore, the College is supporting an initiative to host an onsite doctoral program focusing on community college leadership to enable employees an opportunity to obtain a terminal degree.

Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA) will replace the Workforce Investment Act to authorize the federal workforce programs in 2015. The WIOA will modernize the nation's workforce system and emphasizes the demand-driven approach that Illinois has developed over the past several years. The Illinois Department of Commerce and Economic Opportunity (DCEO) will coordinate with state and local workforce and economic development partners to implement the requirements associated with the two year implementation of WIOA in coordination with the Illinois Economic Development Plan (published by DCEO in July 2014).

D.02 Scope of Work

The Workforce Investment Act and the Workforce Innovation and Opportunity Act authorize statewide workforce investment activities for adults and dislocated workers, as described in WIA section 134(a), and Statewide youth activities, as described in WIA section 129(b). They include both required and allowable activities. This grant will support the required statewide activities of partnership development, employer engagement and the provision of technical assistance at the state and local levels. This grant will also support the regional planning process that is required by the WIOA.

Harper College will complete a planning process to determine the actual state of work-based training programs, and employer engagement efforts more generally, as they presently exist in each of the ten economic development regions in Illinois. Phase I of this project involves planning, preparing for, facilitating and reporting on the results of a series of ten focus groups, with the composition of each group conforming to that of the State's ten economic development regions. These groups will be carried out in the context of findings of an environmental scan prepared by the Illinois Department of Commerce and Economic Opportunity, as well as research into the talent development alignment and collaboration in the State. It is anticipated that the focus groups will provide insights for a report that will clearly identify the most important strategic recommendations that form the basis for the subsequent development of the Workforce Education Strategic Plan.

D02.1 This document is a Request for Proposals ("RFP") for Harper College ("College") from a nationally known consulting firm ("Consultant") to complete Phase I of an Education & Workforce Strategic Plan ("Plan") for the State of Illinois.

- D.02.2 The period of performance for this initiative (the cohort) is scheduled to begin December, 2014 thru December 31, 2015.
- D.02.3 After execution of the contract, the Consultant will meet frequently with Harper representatives to discuss project plans and execution of those plans.
- D.02.4 The proposed terms and agreement conditions with the selected Consultant must include all relevant and agreed-upon elements of the successful offer. Any offered agreement is subject to review, negotiation, and modification by the College's legal counsel. The College's Board of Trustees has ultimate authority to approve or reject a contract agreement.
- D.03 Proposal Content and Format:
- D.03.1 Complete the enclosed "References" form. Provide references of organizations who have utilized similar services. A minimum of three references or as stated are requested; however, a Respondent may list more.
- D.03.2 Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and other data that will permit the College to determine the capability of the Respondent to meet all contractual requirements.
- D.03.3 List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts.
- D.03.4 Describe your involvement in engagements of similar size and scope, providing references where appropriate.
- D.03.5 Provide a complete listing of personnel to be assigned to the contract, including a personnel utilization breakdown of the work specified. Include detail by task and personnel if possible.
- D.03.6 Provide a listing of all sub-Respondents who will be utilized in the execution of this project. Respondents shall provide the same information for each sub-Respondent that is provided for the Respondents, as detailed in Sections C.03.1 through C.03.5 above.
- D.03.7 Identify the names of any and all persons and entities associated with the Respondents who may pose a potential conflict of interest with any activity of this specific project. Please provide details and reasons for any such conflict. (Respondents are subject to disqualification on the basis of any potential for conflict of interest as determined by the College.)
- D.03.8 Limit narrative responses to 10 double spaced pages. The font size should be no larger than 12 points. The Narrative Proposal submitted must include:
- D.04 Narrative Proposal Response:
- D.04.1 Work Overview: Summarize the work to be done to meet the project objectives.
- D.04.2 Statement of Work: Describe in narrative form a detailed work plan which indicates methodology for execution of this contract. This must include a summary of the methods to be used to perform the work specified, and a synopsis and review of other areas or

considerations not addressed in the Statement of Work herein, which the Respondents believes to be essential to the effective execution of the project. The specified work must address the following 8 tasks:

1. Develop a Formal Project Plan detailing its organization.
2. Develop and convene Steering Committee that includes leaders from ICCB, DCEO, the Illinois Workforce Partnerships and other statewide partners.
3. Provide Research relevant documents (regional economic and workforce studies and surveys, etc.).
4. Develop an environmental scan of existing economic and workforce data regarding Illinois current economic/business climate related to workforce needs.
5. Coordinate webinars for leaders within the Illinois community college system and their partners to orient them to the purpose and value of workforce education.
6. Develop focus group material and guide focus group activities.
7. Facilitate and prepare a report documenting these focus groups sessions.
8. Develop a strategic directions report that provides recommendations on optimal directions that would form the basis for the development of the Illinois Workforce Education Strategic Plan.

D.04.3 Terms and Conditions: List any terms and conditions which may apply to this contract that are not included in this RFP.

D.04.4 Implementation Schedule: Provide a table of the schedule for implementation of the project including all significant Statement of Work milestones.

D.04.5 Additional Information and Comments: Include any other information which may be requested in the "Statement of Work" herein, or which you believe to be pertinent to the College's requirements.

It is important to note that some of the desired overall characteristics and vision narrative elements are forward looking and provide a vision for an end product 4 or more years out.

E. ADMINISTRATIVE INFORMATION

E.01 Representative

The College will appoint a representative to serve as the principal point of contact with the Contractor and will have day-to-day responsibility for the completion project.

Each Firm shall designate one individual to be the Firm's Contractual Representative, who will serve as the point of contact in all business negotiations with the College and who has legal authority to negotiate on behalf of the Firm.

Officers and Employees of the College: The Firm warrants that no part of the total agreement amount provided in the proposal shall be paid directly or indirectly to any officer or employee of the College as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or firm to the Firm in connection with any work contemplated or performed relative to the final agreement

E.02 Issuing Office

This Request for Proposal (RFP) is issued by the Purchasing Office, Harper College; Palatine, Illinois.

E.03 Schedule of Activities

Questions Due by 3:00 p.m.	November 5, 2014
Final Addendum Issued by	November 7, 2014
Proposal Submission Deadline 11:00 a.m. CST	November, 14, 2014
Board of Trustee Approval.....	December, 2014
Oral Interviews (Optional)	wk. of December 1, 2014
Project Start Date (upon award and contract execution)	Final Completion of Project December 31, 2015

No contact between the evaluation committee and firms shall be made during this time. No other questions or inquiries will be addressed other than as indicated.

NOTE: The College reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary under the circumstances. The College and Contractor may amend this contract during the period of performance by mutual agreement.

E.04 Firm Inquiries

Inquiries concerning this Request for Proposal should be submitted in writing via e-mail to:

Jewell Jackson, Purchasing Manager
William Rainey Harper College
1200 W. Algonquin Road
Palatine, IL 60067
Email: purchasing@harpercollege.edu

To be considered, written inquiries and requests for clarification of the content of this RFP must be received at the above e-mail address by the specified date and time. Official responses to each of the questions presented by the Firms will be distributed to all Firms via email.

REFERENCES FOR HARPER COLLEGE

Per C.03.1 of General Information, list below current business references for whom you have performed work similar to that required by this RFP. *Please provide this information for each partner in a Joint Venture, and for all Sub-Respondents:*

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Complete this form and submit it with Proposals.

Respondent's Name: _____

Signature: _____

RETURN THIS PAGE ALONG WITH YOUR PROPOSALS

TO: Harper College
1200 W. Algonquin Road
Palatine, IL 60067
Attn: Purchasing Department

FROM: Organization: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Facsimile Number: _____
Email _____

AUTHORIZED NEGOTIATORS:

Name: _____ Phone #: _____
Name: _____ Phone #: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____
Addendum No. _____, Dated _____

In submitting these Proposals, it is understood that Harper College reserves the right to reject any or all Proposals, to accept an alternate Proposals, and to waive any informalities in any Proposals.

In addition to this document, Respondents shall furnish, with the Proposals, all submittals as required herein.

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed.
_____ Partnership: State full names, titles and addresses of all responsible principals
and/or partners on attached sheet.
_____ Corporation: State of Incorporation: _____

Please provide your Federal Employer Identification Number (F.E.I.N.): _____

Seal (affix seal below if applicable)

(List Name of Officers)

President _____
Vice-President _____
Secretary _____
Treasurer _____

Attest:

Signature of Secretary

CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the bidder.

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain bidders, which are contained on the following pages of the bid documents.
3. That the undersigned knows of his own knowledge that the bidder is not disqualified from bidding under the aforesaid sections.
4. That the undersigned is aware that this grant is funded by a Workforce Strategy Grant provided by the Illinois Department of Commerce and Economic Opportunity and shall comply with all applicable laws required by the terms of the grant.
5. The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the undersigned certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature

Type or Print Name

Title

SEAL

Instructions: This is to be completely filled out and executed by the Chief Executive Officer or the bidder authorized to submit the certification.

DISQUALIFICATION OF CERTAIN BIDDERS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or bid rotating, or attempting to rig or rotate bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Antitrust Act and Clayton Act 15 U.S.C. Sec. 1 et seq.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

HARPER COLLEGE, ILLINOIS
TAX COMPLIANCE AFFIDAVIT

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The individual or entity making the foregoing Proposals or bid certifies that he is not barred from contracting with Harper College because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting such taxes, in accordance with the procedures established by the appropriate revenue act, The individual or entity making the Proposals or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, may have other serious legal consequences.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this ____ day of _____, 20__

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.

**HARPER COLLEGE, ILLINOIS
ANTI-COLLUSION AFFIDAVIT AND CONSULTANT'S CERTIFICATION**

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The party making the foregoing Proposals or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this ____ day of _____, 2014

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.