

**REQUEST FOR PROPOSAL  
RFP Q00788  
Leadership Doctoral Program Hosted at Harper College**

**Submission Deadline for  
Qualifications:** Friday, January 20, 2015 at 11:00 a.m., Central Time

**Deadline for any  
questions regarding this project:** Monday, January 5, 2015 at 3:00 p.m., Central Time

**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. Leadership Doctoral Program Hosted at Harper College Q00788  
2. Tuesday, January 20, 2015 at 11:00 a.m., Central Time  
3. Q00788

**RETURN PROPOSALS TO:** Harper College Purchasing Department  
"A" Building, Room A217  
1200 W. Algonquin Road  
Palatine, IL. 60067

***PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED***

## LEGAL NOTICE

Harper College will accept Proposals for Leadership Doctoral Program Hosted at Harper College Q00788 until January 20, 2015, 11:00 a.m., Central Time.

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

Interested parties may contact the Purchasing Department for the Request for Proposals documents. The deadline for any questions regarding this project will be Monday, January 5, 2015 at 3:00 p.m., Central Time. Questions should be addressed to [purchasing@harpercollege.edu](mailto: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Offers may not be withdrawn for a period of 90 days after closing date without the consent of the Board of Trustees.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. An Evaluation Review 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.
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 Evaluation Review 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 Evaluation Review 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 Committee shall not disclose any information derived from one Qualification response to any other Respondent. The Committee reserves the right to request the Respondent to provide additional information during this process. Neither the 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 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(s) 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:

The Evaluation Committee shall consider the following criteria when judging the ability of Respondents to meet the requirements of this Request for Proposals.

1. Doctoral Program History
2. Program Design
3. Program Costs
4. Cohort Statistics
5. Faculty
6. Residency Requirement
7. Staff Support
8. Reference List

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

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 Proposal shall be evaluated solely in accordance with the criteria set forth herein. In general, 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 Notice of Unacceptable Responses:

When the Committee determines a firm's RFP response to be unacceptable, such Respondent shall not be afforded an additional opportunity to supplement its RFP Response.

B.06.3 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 task(s).

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

B.06.4 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.06.5 Schedule. This refers to the Respondent's proposed project delivery schedule. The schedule shall be a critical element of this contract.

B.06.6 Proposals of the Respondent. 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.06.6.1 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 community colleges or organizations.

B.06.6.2 Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and

B.06.6.3 Other areas addressed in the *Statement of Work* herein.

B.06.7 Costs (Price). This refers to the proposed contract fee. The price shall be a critical element of this contract.

Provide a breakdown of all costs associated with the project

B.07 Program Costs:

B.07.1 Respondent shall propose a not-to-exceed cost and identify and include all ancillary charges including travel and reimbursable 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 shall be for the period of time required for a cohort group to complete their coursework not to exceed three years. The College reserves to extend the contract for two additional one year periods purpose of beginning new cohort groups.

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 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 Payments will be made at the end of each semester/term to the Respondent after receipt of a detailed invoice specifying the name of the students. Reimbursement is made only for the students enrolled in the doctoral program.
- B.16 Consultant Responsibilities:  
An individual, selected by the 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, curriculum, and student matters, including contractual payments. 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.

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, fee and cost project invoices must be provided to the College at the end of each semester/term.

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.

The doctoral program must continue a mixture of theory and practical courses taught by faculty who have worked in or are very familiar with the community college system. It must be structured to allow the cohort members to continue their work obligations and meet their family responsibilities. The major emphasis of the doctoral program must be to improve the knowledge, enhance the problem solving skills, and expand the research capabilities of students relevant to the issues and future challenges community colleges will be facing. Harper is committed to working with the university selected to provide needed on-premise resources for the program as appropriate to facilitate the initiative's success.

#### D.02 Scope of Work

The Scope of Work narrative (Section D.02) is limited to 15 - 18 pages, double spaced, using font size 12. Addendum content does not count in this limitation. Use of tables and diagrams are strongly encouraged.

D02.1 This document is a Request for Proposals ("RFP") for Harper College ("College") from a nationally accredited college/university ("University") to locate a community college leadership doctoral program (Program) at Harper College.

D.02.2 The Program coursework must be achievable within three years. The College intends to pay the university for three years of coursework and the dissertation if it is imbedded within the coursework.

D.02.3 The period of performance for this project (a Harper cohort) is scheduled to begin fall 2015 with a negotiable subsequent completion date reflecting the length of the Program.

D.02.4 A Program designee will meet frequently with a Harper representative to discuss relevant hosting issues providing a continuous quality improvement process for the initiative and to create a successful experience for all doctoral candidates.

D.03 Proposal Content and Format:

D.03.1 Provide a brief history of the University, including accreditation status and a brief summary of the most recent financial audit report, as well as how long the Program has been offered.

D.03.2 Describe the design of the Program for the Harper College cohort, including:

- A. Number of courses required;
- B. Length of the semesters/ terms;
- C. List ALL Program courses plus meeting Proposed timeline to complete all coursework;
- D. Proposed timeline to complete dissertation;
- E. Number of students required to begin a cohort and continue the cohort;
- F. Admissions requirements (application, previous degrees, interview, admission tests, writing samples, visit to University primary campus, etc.);
- G. Explain management of a student's need to withdrawal from the Program or those requiring additional time to complete their research and dissertation and the impact to the College's financial obligations.

D.03.3 Provide a table indicating a detailed breakdown of Program costs including: all admission fees, tuition, books and/or items required for courses, specific graduation fees, and additional travel and lodging costs if residency trip(s) are required. Detail cost/pricing is adjusted if a student withdraws or fails to complete their research and dissertation in the usual time of the cohort Program.

D.03.4 Provide the past 3 years cohort statistics using a table to describe students served by the Program in a cohort. This must include the number admitted, number of withdrawals and when this happened in the Program, number awarded the doctorate, number graduating on time, as well as number of those requiring additional time to complete and successfully defend their research and dissertation. If the Program uses a process to award credits for prior learning, indicate if it is being used in this doctoral Program and the number of credits usually awarded.

D.03.5 List full and part time University faculty using a table selected to teach in the Harper College cohort. Include information regarding:

- A. Faculty terminal degree and community college experience;
- B. Courses to be taught by each faculty;
- C. Identify faculty who will serve as a research/dissertation Chair;
- D. Number of successful dissertations each research/dissertation Chair has guided;
- E. Number of students assigned to each research/dissertation Chair, including students from the Harper cohort and indicate if the Chair will be serving other doctoral students.

D.03.6 Describe the Program's residency requirements pursuant to graduation including the number of days a Harper cohort student must travel and stay on the University

campus or a designated facility in order to meet this requirement.

D.03.7 Describe available student assistance and support services such as those of the registrar's office, library, writing lab, and how students stay in touch with faculty.

D.03.8 Provide the following reference lists so that feedback regarding the Program can be obtained:

- A. Contact information for a small selection of doctoral candidates (3 - 5) currently enrolled in the Program as part of a cohort.
- B. Contact information for a small selection of cohort enrollees (3 – 5) who recently completed the Program and successfully defended their research/dissertation.
- C. Contact information for similar institutions (community colleges and/or technical colleges) currently hosting the Program or those that recently hosted the Program.

D.04 Narrative Proposal Response:

D.04.1 Terms and Conditions: List any terms and conditions which may apply to this contract that are not included in this RFP.

D.04.2 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.

## **E. ADMINISTRATIVE INFORMATION**

**E.01 Representative:** 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.

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

- 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.
- 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.)

**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. .... January 5, 2015  
Final Addendum Issued by ..... January 12, 2015  
Proposal Submission Deadline 11:00 a.m. CST ..... January 20, 2015  
Oral Interviews (Optional) ..... wk of February 2 2015  
Board of Trustee Approval ..... April 29, 2015  
Project Start Date (upon award and contract execution) ..... Fall Semester, 2015

No contact between the Evaluation Review Committee and Respondents 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](mailto: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.

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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 provide the Illinois Department of Commerce and Economic Opportunity and shall apply with all applicable laws required by the terms of the rant.

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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 sig.;
- (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 \_\_\_\_\_, 20\_\_

SEAL

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