

Request for Proposals
Instructor Facilitated On-Line Courses

Issued by MANCHESTER COMMUNITY COLLEGE December 13, 2011

Purchasing contact for all questions relative to RFP25750 Sherry Pratt-Totten, Fiscal Administrative Assistant, Finance & Administrative Services All communications to be via e-mail to:

[Spratt-totten@mcc.comnet.edu](mailto:spratt-totten@mcc.comnet.edu)

Pre-proposal meeting 10:00am, January 5, 2012 In the Learning Resource Center Conference Room A-108

QUESTIONS All questions are due in writing via e-mail to spratt-totten@mcc.comnet.edu by no later than 2pm January 12, 2012 Subject of e-mail to read QUESTION RFP 25750: Instructor Facilitated On-Line Courses

Questions and Answers will be e-mailed to all vendors of record by 4:00pm January 17, 2012

Sealed Proposals to be submitted by hand or by courier

Address for response to RFP 25750 Manchester Community College Attn: Sherry Pratt-Totten, Finance & Administrative Services, MS 10 Lowe Bldg, L-143 One Great Path Manchester, CT 06040

Deadline for submission of proposals is no later than 2:00pm January 24, 2012

Envelope/package to show the following information:

Name and address of submitter RFP # 25750 Instructor Facilitated On-Line Courses RFP Due: January 24, 2012 by no later than 2:00pm

Available on MCC Purchasing website and included in this solicitation by reference.

www.mcc.commnet.edu/offices/purchasing

Quick Links 'Bids, Important Vendor Information and Required Bid Forms'

Standard Terms and Conditions Executive Orders Insurance Guidelines Vendor Profile ** Form W-9 Request for Taxpayer Identification CHRO notice CHRO workforce analysis** Instructions for Minority Workforce Utilization Report Minority Workforce Utilization Report** Subcontractor use affidavit** if applicable**

Items with ** must be completed and returned with the bid response.

Proposals will be opened publically on January 24, 2012 at 2:05 p.m. Lowe Bldg, Room L-143. Only the names of the companies submitting proposals will be read. Notification of finalists is anticipated by February 8, 2012

Notification of Award is anticipated on or before April 2, 2012 Notification shall be via e-mail, followed by a MCC Purchase Order

After an award has been finalized, all proposals will be available for review.

Vendors furnished a copy of the Solicitation who decide not to submit a response, are requested to submit a negative reply

Manchester Community College, Great Path, Manchester, Connecticut 06040 RFP 025750 Instructor Facilitated

On-Line Courses

Manchester Community College (MCC) will receive sealed proposals, until 2:00 p.m. Eastern Standard Time on January 24, 2012 in the Finance Office, Lowe Building Room L143, Great Path, Manchester Connecticut 06040, for RFP 25750 Instructor Facilitated On-Line Courses

Pre-proposal Submission Meeting

A pre-proposal meeting and site visit will be held on January 5, 2012 at 10:00am in the Learning Resource Center Conference Room A-108.

The purpose of the meeting is to allow potential proposal submitters an opportunity to present questions, obtain clarifications relative to any facet of the solicitation, and for MCC to develop the RFP submitters list for communications.

Manchester Community College practices equal opportunity procurement and does not discriminate against any vendor on any basis. Dated James M. McDowell, Dean of Administrative Affairs

Scope Manchester Community College is seeking responses from experienced and qualified firms to provide Instructor Facilitated On-Line Courses. Previous experience with State/Federal institutions, preferably higher education, is highly desirable. The contract resulting from this RFP may be awarded to more than one vendor. The contract term is anticipated to be for a period of three (3) years from the date of award. The on line instructor facilitated continuing education noncredit courses are expected to include career training programs that offer a broad range of topics including but not limited to Career and Professional Computers and Technology Writing and Publishing Personal Development The successful company or companies will also provide expertise including research on trends, effective advertising, web development, customizable website, etc., and must be FERPA compliant Registration and payment must go through Manchester Community College Geographical non-compete is preferable but not required

Proposal Submission Requirements

- Manchester Community College (MCC) will receive sealed proposals, until 2:00 p.m. on January 24, 2012 in the Finance Department, Room L143, Lowe Building, Great Path, Manchester, Connecticut 06040.
- Ten copies of the proposal must be provided in a sealed envelope with the notation "Manchester Community College – RFP 25750 Instructor Facilitated On-Line Courses clearly marked on the outside.
- The proposals must include the following:
 - Name and address, e-mail, telephone and facsimile numbers of the primary contact person.
 - History of the firm's experience and proof of the capacity to meet the objectives of this RFP, including but not limited to, a list of references for services provided of similar size and scope.
 - Detailed cost break down, including any anticipated partial or scheduled payment requirements..
 - Additional services available.
- Contact with College agents for information specific to proposal procedures and/or regulations shall be limited to the contact person specified in this RFP and shall be in writing.

Evaluation of Proposals

- 1 Compliance with all provisions of the RFP.
- 2 Demonstrated professional experience.
- 3 Extent of available course offerings.
- 4 Qualifications of the instructors
- 5 Cost for services.

RFP Selection Process Guideline

- From the proposals that qualify, three to five firms will be selected for interviews. These firms will be asked to meet with the selection committee to present their qualifications in detail and to answer specific questions with respect to their proposal.
- The college will select the firm (or firms) that offer the proposal that is deemed most suited to the college's selection criteria.
- The contract terms will be based primarily on the proposal selected by the committee.
- The college reserves the right to reject any or all proposals, or to contact any of the responding firms before selection for clarification or additional details.
- The college practices equal opportunity procurement and does not discriminate against any vendor on any basis.

Information about Manchester Community College

Founded in 1963, MCC is the largest of Connecticut's community colleges, with enrollments increasing year after year, especially among students over the age of 35. The college is proud of its diverse population, state-of-the-art facilities and learning-centered environment. As part of the college's ongoing mission to advance academic, economic, civic, personal and cultural growth, MCC began offering credit-free online classes to students in 2002. The college's online curriculum has grown in use and popularity by 300% since its inception. The curriculum is aimed at helping non-traditional students further their education and includes courses in accounting fundamentals, creating web pages, medical terminology, MS Office training and other computer skills, as well as personal enrichment courses. In addition, the Continuing Education Division's timely programs are made available each year to more than 8,000 area residents through credit and credit-free programs, seminars and workshops.

A. AWARD: The Owner/Agency reserves the right to reject any or all bids, and to accept a bid in greater compliance with the materials, labor, and methods defined in this specification. In the event of any discrepancy between the amount written in words and the amount written in numerical figures, the amount written in words shall be controlling. The contractor is required to hold his bid price for sixty (60) days. In the event that the contract award is delayed beyond the (60) days, the Agency must obtain written confirmation from the contractor extending the bid.

B. The bidder understands that, because of the approvals required by the State of Connecticut, particularly the funding process, the Agency's identification of the low bidder does not constitute acceptance of the offer and no contract exists until all approvals for the proposal are received and a purchase order is let indicating acceptance of this bid.

EXECUTIVE ORDERS: This contract is subject to the provisions of Executive Order No Three of Governor Thomas J. Meskill, promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of noncompliance with said Executive Order No. Three, or any State or federal law concerning nondiscrimination, withstanding that the Labor Commissioner is not a party to this contract. The parties of this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The contractor, agrees as part of consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to Implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the Labor Commissioner. This contract is also subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties of this contract, as a part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. CONNECTICUT GENERAL STATUTES, Current through Gen. St., Rev. to 1-1-97** Sec. 4a-60. (Formerly Sec. 4-114a). **Nondiscrimination and affirmative action provisions in contracts** of the State and political subdivisions other than municipalities.

(a) Every contract to which the State or any political subdivision of the State other than a municipality is a party shall contain the following provisions: (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to State that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(b) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons:

(1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the

Page 3 of 3 performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

(c) Determination of the contractor's "good faith" efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance

activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter. **Sec. 4a-60a.** Contracts of the State and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation.

(a) Every contract to which the State or any political subdivision of the State other than a municipality is a party shall contain the following provisions: (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (4) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

(b) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or

purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

Insurance

The contractor agrees that while performing services specified in this agreement that he shall carry sufficient insurance (liability and/or other)as applicable according to the nature of the service to be performed so as to “save harmless” the State of Connecticut from any insurable cause whatsoever. If requested, certificates of such insurance shall be filed with the contracting State Agency prior to the performance of services.

STATE LIABILITY

The State of Connecticut shall assume no liability for payment for services under the terms of this agreement until the contractor is notified that this agreement has been accepted by the using agency and, if applicable, approved by the Office of Policy and Management (OPM), the Department of Administrative Services and by the Attorney General of the State of Connecticut.

Request for Proposal: Please read carefully

This form must be signed and is required to be returned with the contractor's Proposal.

RFP #: 25750

Description: Instructor Facilitated On Line Courses

REQUEST FOR PROPOSAL

Pursuant to the provisions of Sections 10a-151b of the General Statutes of Connecticut as amended. SEALED PROPOSALS WILL BE RECEIVED by the Purchasing Office of Manchester Community College (MCC) as indicated in the RFP package.

AFFIRMATION OF BIDDER

The undersigned affirms and declares:

1. That this response is executed and signed with full knowledge and acceptance of the provisions of the laws of the State of Connecticut, and the terms and conditions listed herein.
2. That should any part of this bid be accepted in writing by MCC within ninety (90) calendar days from the date of opening unless an earlier date for acceptance is specified in the bid schedule, said bidder will furnish and deliver the services for which this bid is made, at the rates offered and fee schedule bid, and in compliance with the provisions listed herein. Should award of any part of this bid be delayed beyond the period of ninety

(90) days or an earlier date specified in the bid schedule, such award shall be conditioned upon the bidder's acceptance.

BID The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities to Manchester Community College at the prices bid therein.

When Bidder is an Individual:

Type or Print name: Doing Business As (Trade Name)

Business Address: Street City State Zip Code

Written Signature of Individual signing this Bid Social Security Number Date Executed

Typewritten Name Telephone Number

When Bidder is a Firm or Partnership: Type or Print names of all Partners:

Name Title Name Title

Name Title Name Title

Doing Business As: (Trade Name) Business Address: Street City State Zip Code

Written Signature of Partner Signing this Bid F.E.I. Number Date Executed

Typewritten Name Telephone Number

When Bidder is a Corporation:

Full Name of Corporation Incorporated in what state

Business Address: Street City State Zip Code F.E.I. Number

President Secretary Treasurer

Written signature of corporate official or person duly authorized to sign bids on behalf of the above corporation Title

Typewritten Name Telephone Number Date Executed