



**REQUEST FOR PROPOSAL**

**RFP 01-1920**

**Strategic Planning and Consulting Services**

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**Responses will be received at:  
Mohave Community College  
District Office - Bldg. 100  
1971 Jagerson Ave  
Kingman, AZ 86409**

**Proposals MUST be received at the above  
location prior to 4:00 PM (AZ Time),  
Friday, August 23, 2019.**

**For inquiries regarding this RFP contact:**

**Christine Van Vleet  
Director of Procurement  
Mohave Community College  
1971 Jagerson Ave.  
Kingman, AZ 86409  
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cvanvleet@mohave.edu**

Mohave Community College reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.



**MOHAVE COMMUNITY COLLEGE**

**Request for Proposal (RFP)**

**Strategic Planning and Consulting Services**

<b>Issued:</b>	<b>July 25, 2019</b>
<b>Questions Due:</b>	<b>August 1, 2019 @ 12:00 PM (Az Time)</b>
<b>(Submit Questions to: <a href="mailto:CVanVleet@mohave.edu">CVanVleet@mohave.edu</a>)</b>	
<b>Answers Posted:</b>	<b>On or prior to August 8, 2019</b>
<b>Proposals Due:</b>	<b>August 23, 2019 @ 4:00 PM (Az Time)</b>

**Introduction and Project Scope**

Mohave Community College (MCC) is seeking an experienced and qualified firm to provide Strategic Planning and Consulting Services in support of a new strategic plan to be delivered for MCC Governing Board approval in Spring 2020. The objective is to design and implement a collaborative strategic planning process involving the input of a cross section of stakeholders across Mohave County, Arizona and the College's four campuses. The resultant Strategic Plan shall serve as an organizational road-map, shaping institutional priorities through strategy while articulating vision, roles, responsibilities and metrics.

The College is seeking assistance in developing policy tools to enable it to set strategic directions and evaluate their effectiveness. The successful firm will identify, collect and analyze data from both internal and external environments, will assist the College in a thoughtful interpretation of the data and will help the College in identifying specific policy and strategic issues.

**Planning Approach Requirements**

- Utilize a grass-roots process to bring stakeholder voices into the planning process, including the use of stakeholder interviews, focus groups, and workshops; digital media, surveys, etc. both for collecting input and for sharing back to these stakeholders the evolving plan for feedback.
- Assist the College President's (or designee's) oversight of the strategic planning process, presentations about the plan to various stakeholder groups, and finalization of the plan and its affiliated materials.
- Facilitate editing of drafts throughout the process and in the final phase of work that produces the public document.
- Facilitate the development of affiliated materials such as metrics, responsibility assignments, and key performance indicators (KPI).

- Demonstrate that it engages in systematic and integrated planning, which includes the following:
  1. The institution allocates its resources in alignment with its missions and priorities.
  2. The institution links its processes for assessment of student learning, evaluation of operations, planning and budgeting.
  3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
  4. The institution plans on the basis of a sound understanding of its current capacity.
  5. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.
  6. Institutional planning anticipates emerging factors, such as technology, demographic shifts, and globalization.

### **Project Deliverables**

The resulting plan will align the College's vision, mission, priorities and resources. This will give the College the tools to address the following questions:

1. Where do we want to go?
2. How will we get there? What actions do we need to take to improve?
3. What are the Key Performance Indicators that are needed so we know if improvements have happened?

The resulting plan will also include the following:

- Materials in support of stakeholder/grass-roots meetings, produced in conjunction with the strategic planning committee.
- Materials in support of the College presentations about the strategic planning process, produced in conjunction with the strategic planning committee.
- A communications design for the public sharing of the strategic plan, produced in conjunction with the MCC Marketing and Public Information Office (MPIO) and the president's staff.
- A structure and template for annual reporting of plan implementation.
- Assistance in data collection and situation analyses to better understand current standing and relevancy of the institution.

### **Proposal Preparation and Submittal**

Proposals must conform to all requirements stated below, and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal.

Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including Scope of Work, contract form and all laws, regulations and other factors affecting contract performance. The firm shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

All proposal materials must be placed in a sealed package (envelope, box, etc.) clearly marked with the proposal name and number and the firm's name. It is the responsibility of the firm to ensure that proposals are received at the **District Office - Building 100, 1971 Jagerson Ave., Kingman, AZ 86409** by the due date and time stated on page 1 of this RFP.

The firm is responsible for delivery of their proposal by the deadline. No late proposals will be accepted. No proposals or proposal modifications may be submitted orally, electronically, or via telephone, facsimile or electronic mail (email).

All proposals must be typewritten on standard paper size (8½ x 11 inches) and shall be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The authorized person signing the proposal shall initial erasures, interlineations or other modifications on the proposal.

The firm's proposal should be organized in sections as outlined below:

**1. Cover Letter**

All proposals must include a cover letter submitted under the firm's name on the firm's letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the College. The cover letter must also identify the primary contact for this proposal and include the College's RFP number found within this RFP. The cover letter should express the firm's interest and serve as an executive summary of the proposal. Claims of proprietary information must be included in the cover letter.

**2. Proposal Form**

All proposals must be signed by a person or an official authorized to commit the firm to a contract with the College.

**3. Proposal Copies**

**The firm must submit one (1) original copy of the proposal, clearly marked "Original", and four (4) copies. In addition, the firm must submit one (1) digital .PDF copy of the proposal on media suitable for copying and distributing electronically.**

**4. Qualifications**

The proposal verbiage must describe the firm's qualifications to provide the requested products and/or services, and include the following:

- a. Description of the nature of the firm's business; include a description of experience, competencies, and overall organizational capabilities.
- b. Describe your record or accomplishment for Strategic Planning and Consultant Services such as the One(s) proposed. Your response should include information about your history with Strategic Planning, higher education experience preferred.
- c. Capability Statement that demonstrates you/your organization's ability to deliver services in the content areas noted above.
- d. Description of the firm's capabilities to provide the requested product(s)/service(s).
- e. Description of the project staff structure, the background, qualifications and relevant experience of all staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the execution of this project.
- f. Overview of approach and description of methodology to be used.
- g. Description of project structure and detailed project timelines and phases, including timeline for delivering content from date of award.
- h. References: The proposer must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity to that requested by the College. The College prefers educational or governmental entity references. Each of the references must include the following information:
  - i. Entity Name
  - ii. Industry Type
  - iii. Address, City, Province/State/Country
  - iv. Contact Name, Title, Phone Number and Email address
  - v. Year(s) service(s) provided
  - vi. Comments (including details regarding the current status of the product/service provided by proposer)

**5. Responses**

Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format used in this Request For Proposal.

## **6. Exceptions Requested**

Any exceptions to the requirements of this RFP that the firm requests the College to consider must be placed in this section. Each alternate or exception should be addressed separately with specific reference to the requirement. If there are no proposed alternates or exceptions, a statement to that effect must be included in this section of the proposal. Any exceptions requested from the Contract Documents must also be included in this section. Exceptions that are not requested as part of the bid shall not be considered. Any proposed additional or alternate terms and conditions, contracts, waivers, licenses or agreements required by the firm should be included here with a brief explanatory introduction.

## **7. PROPRIETARY INFORMATION**

In the event any proposer shall include in the proposal any information deemed "proprietary" or "protected," such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The College discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The College, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The College shall have the right to use any and all information included in the proposals submitted unless the information is expressly deemed confidential by ARS statute.

## **8. Cost Proposal**

A Cost Proposal is required to be included with the original proposal.

- a. Prices shall be shown by item and individually extended, unless otherwise indicated. In case of a conflict between unit price and extension, unit price prevails.
- b. The College is not exempt from sales and use tax.
- c. Provide detailed explanations of any assumptions that the proposer made in calculating the project costs in order to provide sufficient information for the College to be able to prepare a detailed cost analysis and comparison.
- d. Identify when the proposer proposes to bill the College (e.g. progress payments, milestone, weekly, monthly, etc.)
- e. Indicate if any items are optional and specify them in a separate section(s).

Mohave Community College expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the College for any reason.

## **9. Appendix**

The Proposal Appendix must include:

- a. Any documents or forms required by the College to be completed by the firm including any required documents specified in this RFP.
- b. Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five years related to the performance of services provided by your firm.
- c. If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this proposal. The firm agrees to notify the College of any change in this status.
- d. If the firm intends to use any cooperative, subcontract, third party agreement, or the like to perform under their proposal, the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. The services provided under the scope of work proposed, in part or in whole, shall not be subcontracted or assigned without prior written permission of the College, except that the contractor may, without prior approval and without being released from any of its responsibilities hereunder, assign the contract to any affiliate or wholly-owned subsidiary of the contractor.
- e. Samples of any documentation or form that proposer will require the College to sign.

**10. General**

**a. Cost of Proposal Preparation** – The College shall not reimburse the cost of developing, presenting or providing any response to this solicitation; offers submitted for consideration should be prepared simply, and economically, providing adequate information in a straightforward and concise manner.

**b. Certification** – By signature on the Proposal Form included herein, the consultant certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The consultant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submittal proposal. In addition, consultant certifies whether or not an employee of the College has or whose relative has, a substantial interest in any agreement subsequent to this document. Consultant also certifies their status with regard to debarment, or suspension by any governmental entity. Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting agreement. Any resulting agreement may be subject to legal remedies provided by law. Consultant agrees to promote and offer to the College only those services and/or materials as stated in and allowed for under resulting agreement(s).

**c. Selection and Award(s)** – Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the College and will be based on the proposal that the College deems to be the most responsive and responsible and serves the best interests of the College. It is the intent of the College to negotiate and enter into a contract with the selected firm following a Notice of Intent of Selection.

Selected proposer(s) may be required to make on-site oral and visual presentations or demonstrations at the request of the College. The College will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the proposer. Best and Final offers may be solicited from the pool of finalists prior to selection of the successful firm.

**Mohave Community College reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.**

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**Company Name**

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**Authorized Signature**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone Number**

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**Email Address**