



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Qualifications**

**Counseling Services**

**Date: November 18, 2016**

**Propose Due On: December 1, 2016**

**Return Proposal To: Karen Normandin  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937**

**Or by Email to: [knormandin@kvcc.me.edu](mailto:knormandin@kvcc.me.edu)**

**Phone: 207-453-5019**

# Competitive Bid Request for Proposal Enrollment Management Services

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## Competitive Bid Request for Proposal Counseling Services

### 1.0 Introduction

*Kennebec Valley Community College (KVCC) is seeking proposals related to the provision of on-campus counseling services for students from a licensed and/or credentialed practitioner.*

### 2.0 Background

KVCC is one of the seven community colleges within the Maine Community College System (MCCS). KVCC was organized in 1969 by the 104th Maine Legislature and first classes began in the fall of 1970, with 35 full-time and 131 part-time students. Since then, the College has undergone many changes and has grown to an enrollment of 2,263 full- and part-time students in credit courses for the fall 2013 semester. KVCC currently offers 24 full-time associate degree programs, and 14 diploma/certificate programs. In addition, KVCC offers a comprehensive schedule of continuing education courses and business and industry outreach programs.

KVCC is a commuter college with two (2) campuses: a sixty-acre campus in the town of Fairfield, mid-Maine and over 500 acres of land and more than a dozen structures in Hinckley, Maine. The latter is six (6) miles from the main campus in Fairfield. The College is a public, non-profit, post-secondary institution which has strived to meet the educational needs of mid-Maine residents for over forty-three years.

The two largest geographic regions served by the College are Kennebec and Somerset Counties. Kennebec County is a primarily rural area with two small urban centers: Waterville (population 15,722 at the 2010 census) which is adjacent to Fairfield, and Augusta (population 19,136 at the 2010 census). Somerset County is much more rural. Peaking in 2010 with an enrollment of almost 2,500 students, KVCC has experienced a decline in enrollment; leveling in the past year at approximately 2,100 students in academic programs and as non-degree seeking students.

### 3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	11/18/16	5:00 P.M. EST
Please email all questions to:	knormandin@kvcc.me.edu	
RFP Deadline	12/01/2016	5:00 P.M. EST
Award Decision	12/07/2016	5:00 P.M. EST

The College's obligation and liabilities hereunder are subject to the appropriation of funds. If funds are not appropriated for the purpose of this Agreement, the Agreement shall terminate and neither party shall have any further obligations hereunder.

#### 4.0 Agreement/Contract

Agreement/Contract: The term of the contract shall be approximately January 30th through May 26, 2017. Actual dates will be dependent upon grant release dates and grant submission deadlines. The College may terminate this contract, in whole or in part, at any time by written notice to the Contractor. The Contractor shall be paid reasonable costs on work that has been performed to the time of termination. The Contractor shall promptly submit an invoice of its termination claim for payment.

Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the College that it has appropriate professional liability insurance coverage.

#### 5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than: December 1, 2016 by 5:00 p.m. (EST)** .

All proposals are to be marked "*Counseling Services*" and submitted by mail or email to:

Karen Normandin  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937  
**Email: knormandin@kvcc.me.edu**

#### 6.0 Scope of Services

The scope of services set forth in this RFP represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services to be incorporated into the Professional Services Agreement shall be negotiated between the College and the successful Proposer.

Currently, students are referred to outside agencies for personal counseling needs. The College believes there is a need for on-campus services related to the provision of personal counseling for short term needs.

**The specific scope of work (deliverables) will include the following:**

- The successful candidate will provide counseling services for personal issues and academic struggles that impact student success. This individual will create and maintain client records in accordance with State law. Confidential reporting to the Dean of Student Affairs will be required including students served and amount of time spent with students.
- The successful candidate will organize, plan and implement programming; offering workshops in areas such as stress management, healthy relationships, diversity training and other related topics presented by faculty, staff and students. There may be occasion for participation in Professional Development Day for the College

personnel relating to similar topics. In addition, each semester will include educational programming related to sexual assault, domestic violence, dating violence and stalking.

- The successful candidate will assess, coordinate and make appropriate referrals to campus and community resources/services as appropriate; will foster and encourage positive working relationship with faculty and staff to encourage consultation on issues related to student health and success.
- In collaboration with the Dean of Student Affairs, this candidate will address student crisis intervention issues; supporting the faculty and staff in handling and addressing crisis issues and making appropriate referrals.

### **Educational Requirements**

Master's degree in Counseling Psychology, Clinical Psychology or Social Work is required. Experience providing counseling services to adult/adolescent populations and developing programming, substance abuse prevention, health education and personal counseling services desirable. Experience in higher education will be helpful but not necessary.

*\*Doctoral Candidates are welcome to submit proposals. Supervision will need to be provided by the institution/program offering the graduate program. First consideration will be given to candidates with professional licenses/certification.*

### **Necessary skills**

These will include strong communication skills, knowledge of community services, and a minimum of 2 years of experience in the field of personal counseling. Related license and/or credential will be required prior to offer of employment.

### **Details**

The successful candidate must be available 4 days a week for 4 hours each day (total of 16 hours a week). The days will be divided between 2 campuses with 2 days being spent at the Alford Campus and 2 days in Fairfield. Hours can be negotiated but must occur during peak student contact times.

*Time frame:* 16 weeks beginning January 30<sup>th</sup> and ending May 26<sup>th</sup>, 2017. The week of March 13<sup>th</sup> is a week of spring recess. It has not been included in the total number of weeks & hours.

*Hourly rate* available is **\$50.00** per hour for a total not to exceed **256 hours** between January 30, 2017 and May 26, 2017 for a total contract of **\$12,800**.

## **7.0 Evaluation**

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

### **1. Evaluation Method**

- A. The College will appoint an evaluation team to evaluate proposals, and to recommend award of a contract with the Proposer, which meets the best interests of the College. The College shall not in any event be required or constrained to award the Agreement to the Proposer on the basis of price alone. The College may award an Agreement on the basis of initial proposals received, without discussion; therefore, each initial proposal should contain the Proposer's best terms from a cost and technical standpoint.

- B. The College shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The College's decisions will be final.

## 2. Non - Responsive Proposals

- A. Non-responsive proposals may be rejected by the purchasing department, and will not be distributed to the evaluation team for consideration. Additionally, the evaluation team may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:
- Failure to sign the proposal
  - Failure to acknowledge addenda (unless all changes are not material)
  - Failure to provide required submittals/documentation
  - Submission of a late proposal
  - Proposer does not meet minimum requirements
- B. The evaluation team will evaluate all responsive written proposals to determine which proposals best meet the needs of the College based on the evaluation criteria.

## 3. Short Listing

- A. Upon completion of the evaluation of all proposals, the evaluation team may recommend award to the Proposer with the highest score, or request additional information from the top two Proposers to best determine the proposal that is in the best interest of the College.

## 4. Statement of Qualification

- A. To insure that all RFP's are fairly evaluated, scored and ranked, it is very important that the RFP's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

## **8.0 Instructions for Preparing Proposals**

To ensure all proposals are fairly evaluated, scored and ranked, it is very important that the RFP responses are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

### Section 1: Basic Submittal Information and forms

- A. Letter of Intent: This letter will summarize in a brief concise manner, the proposer understands the scope of work and make a positive commitment to perform the work/service. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
- B. A copy of a resume or vitae citing professional experience and educational levels achieved.
- C. Licensing or related Credential (attached)

Section 2: Organization, Experience & Staff qualifications

- A. Organization Credentials: Provide a description of proposers experience which qualifies you to provide the services identified in Proposal Specifications section.
- B. Current References: The firm will provide a listing of, at minimum, three (3) clients it has or is providing successful grant writing services to that are consistent with the requirements and the scope set forth in this RFP. The listing shall include name of the client, the name of the contact person, address, email, and telephone number and a brief explanation of the services that were provided.

Section 3: Fee Structure

The fee structure has been described in an earlier section of this document.

The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFP.

**PROPOSAL CERTIFICATION**

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Request for Proposal.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name(s) and Title(s) \_\_\_\_\_

Legal Name of Proposer \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

State of Incorporation \_\_\_\_\_

Tax ID Number \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

**PROPOSER'S QUALIFICATION STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to: Kennebec Valley Community College

Submitted by: Name: \_\_\_\_\_ ( ) Corporation

Address: \_\_\_\_\_ ( ) Partnership

Principal Office: \_\_\_\_\_ ( ) Individual

(Note: Attach separate sheets as required.) ( ) Joint Venture

( ) Other

1. How many years has your organization provided the requested services? \_\_\_\_\_

2. How many years under the present business name? \_\_\_\_\_

If applicable:

Former business name: \_\_\_\_\_ # Years: \_\_\_\_\_

3. Corporations, answer the following:

Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President: \_\_\_\_\_

Regional Manager: \_\_\_\_\_

District Manager: \_\_\_\_\_

4. Partnerships, answer the following:

Date of organization: \_\_\_\_\_

Type of partnership: \_\_\_\_\_

Names and addresses of partners (if applicable):

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

5. If other than a corporation or partnership, describe organization and name principals: \_\_\_\_\_

\_\_\_\_\_

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and name/telephone number of persons we may talk to about this: \_\_\_\_\_

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state circumstances: \_\_\_\_\_

8. Worker's Compensation insurance policy number: \_\_\_\_\_

Name of company: \_\_\_\_\_ Policy amount: \_\_\_\_\_

9. Comprehensive General Liability policy number: \_\_\_\_\_

Name of company: \_\_\_\_\_ Policy amount: \_\_\_\_\_

(\$500,000 combined single limit minimum)

Kennebec Valley Community College, will be named additional insured for General

Liability coverage if our firm is awarded the bid? Yes \_\_\_\_\_ No \_\_\_\_\_

(A "No" answer will disqualify your bid.)

10. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

By: \_\_\_\_\_

(Authorized Signature)

Title: \_\_\_\_\_

## **9.0 Taxation and Compliance**

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

Dated:

By: