



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

**Competitive Bid
Request for Proposal
This is Not an Order**

Economic Impact Analysis Services

Date:	March 27, 2017
Proposals Due On:	April 21, 2017 3:00pm
Return Proposals To:	Kennebec Valley Community College Attn: Karen Glew Director of Institutional Research 92 Western Avenue Fairfield, Maine 04937
Telephone:	(207) 453-5820
Email:	kglew@kvcc.me.edu

Competitive Bid Request for Proposal: Economic Impact Analysis Services

1.0 Overview

Kennebec Valley Community College (KVCC) is requesting proposals from consultants experienced and qualified to provide an economic impact of KVCC on the local and state economy and to explore the rate of return on investment for the individual and for the state. A qualified consultant will be selected through a competitive, quality-based, fair, and open process at the sole discretion of KVCC.

A detailed explanation of the scope and specifications is contained in **Section 3.0, Scope and Specifications**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 7.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

Please refer to Enclosure 1: **Standard Terms and Conditions Applicable to All MCCS Contracts**.

2.0 Schedule

Proposal Due On:	21 April, 2017 3:00pm
Review of Proposals:	24-26 April, 2017
Notification of Award:	28 April, 2017

The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Proposers of all changes in scheduled due dates by written addendum.

The right is reserved, as the interest of the college may require, to revise or amend the specifications or drawings or both prior to the date set for opening of the proposal, such revisions and amendments, if any, will be announced by an addendum to the proposal. The proposers shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their bid.

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.

3.0 Scope & Specifications

3.1 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in **Kennebec, Somerset, Waldo, and Knox Counties**. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine is reached by taking Exit 132 off Interstate 95. The new 600-acre Harold Alfond Campus is located seven miles north of the Fairfield Campus on U.S. Route 201 in Hinckley, Maine. The College is a public, non-profit, post-secondary institution which has strived to meet the education needs of mid-Maine residents for over forty-six years.

KVCC's mission is to prepare students to achieve their educational, professional, and personal goals in a supportive environment through shared values of responsibility, integrity, and respect. KVCC provides high-quality education ensuring that our graduates acquire the skills necessary to secure a satisfying profession, engage successfully in further study, or simply find joy in learning. With 38 degree and certificate programs, Kennebec Valley offers a dynamic education relevant to all aspects of Maine's labor market, with a consistently high job-placement rate and clear pathways for transfer to four-year institutions. The Aspen Institute has ranked KVCC among the top 120 community colleges in the United States three years in a row.

3.2 Scope

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 will be incorporated into the Professional Services Agreement shall be negotiated between the College and the successful Proposer.

The selected consultant will conduct a study to determine KVCC's influence and impact on the local workforce and regional economy (see attachment A) The selected consultant will be expected to conduct an analysis and present a draft report of the findings by June 20, 2017, followed with a final report by August 31, 2017. The process should include but not be limited to the following:

- Identify, define and quantify direct, indirect, and induced economic activity generated by KVCC educational degree and certificate programs, as well as by the college's customized workforce development activities.
- Provide estimates and analysis of the total economic impact including, direct, indirect and induced impacts, appropriate multiplier effects and tangible and intangible effects. Assess estimates according to the attached matrix of economic and non-economic impacts.
- Based on KVCC's workforce development, preparation for further education, and community-supporting activities, provide a rate on return on investment for the individual and for the state of Maine (relative to state appropriation levels).
- Include the number of jobs (indirect and direct) created or enhanced as a result of KVCC instructional activities.
- Provide an analysis of KVCC's impact on the quality of life in the local and regional area.
- Evaluate a proposal to construct a 2-phase, 150-bed residential facility at the college to project the economic impact of the facility on the institution and the region. This should include an analysis of the ability to attract students from areas not served by the college's traditional commuter population, including out-of-state students.

Proposals shall provide a proposed framework for conducting the study and include a straightforward, complete and concise description of the consultant's capabilities to satisfy the RFP. Please prepare six (6) copies of the proposal and work samples. Each copy of the proposal should be bound in a single volume and include any documentation you may wish to submit.

3.3 Safeguarding Data

- a) Vendor shall retain data received from KVCC or KVCC participants only for the period of time required to utilize it for contractual purposes including analysis and reporting. Thereafter, the vendor agrees that within 90 days of the termination of the contract or within 7 days of the request from KVCC whichever shall come first, all data will be destroyed, including the degaussing of magnetic tape files and permanent deletion of electronic data in manner that prevents its physical reconstruction through the use of commonly available file restoration utilities.
- b) Access to any data provided by KVCC for the purposes of the study shall be restricted to only those employees of the vendor who need it in their official capacity to perform duties in connection with the Scope of Work outlined in the proposal.
- c) Vendor agrees that any reports provided will ensure the confidentiality of individuals by not identifying personally identifiable information provided to the vendor through the activities identified in the proposed scope of work.
- d) Use of KVCC data and analysis may not be publicly reported or published without prior review and authorization from Kennebec Valley Community College.

3.3 Payment to Contractors

The successful bidder shall render to the Dean of Finance and Administration their invoice. Twenty percent upon signing of contract (20%), sixty percent (60%) upon delivery of the draft report. The final twenty percent (20%) shall be invoiced upon delivery of the appropriately revised final report.

4.0 Bid Review and 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.

5.0 Examination of Specifications and Schedule

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

6.0 Agreement/Contract

The term of the contract shall be approximately three months. 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. If the Contractor has any property in its possession belonging to the College, the Contractor will dispose of it in the manner the College directs.

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.

7.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Karen Glew, Director of Institutional Research
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937
or via email kglew@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

8.0 Preparation of Bids

KVCC seeks a Proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

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.

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 in a timely manner. 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. Proposer Certification form – Enclosure 2: **Proposal Certification**
- C. Contractor's Qualification Statement – Enclosure 3: **Contractor's Qualification Statement**
- D. Corporate Information: If proposer is a corporation, provide a copy of the certification from the State Secretary verifying proposer's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Maine.

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. Staff Credentials: List experience of each staff within the firm who will be assigned to this project. Include current job description, resume, education/college degrees, licenses, and professional certifications. Designate number of years with the company and if all experience is while employed by the proposer's firm.
- C. Current References: The firm will provide a listing of, at minimum, three (3) clients it has or is providing successful economic impact analysis 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.

9.0 Criteria for Evaluation

In evaluating proposals submitted pursuant to this request, high value will be placed on the following factors, not necessarily in order of importance:

1. Approaches in methodology with respect to anticipated scope of services that demonstrate maximum comprehension of ability to provide such services.
2. Experience of firm and employees to be assigned to the project providing economic impact analysis report.
3. Quality of work product as demonstrated in submitted work samples.
4. Demonstrated knowledge of economic impact services.
5. Innovative or outstanding work by consultant that demonstrates the bidder's qualifications to provide economic impact analysis services
6. Total estimated fee for completion of the services.
 - A. To include the normal hourly rate of each principal and staff member whose resume is included.
 - B. Any reduced fees offered to other post-secondary institutions.
 - C. Any other fees or charges.
 - D. The College shall not be liable for any expenses incurred in connection with the
 - E. Costs associated with the preparation of a response to this RFP.

10.0 Submission of Bid

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 21 April, 2017 by 3:00 p.m.**

All proposals are to be clearly marked “**Economic Impact Analysis Services**” and submitted To.

Mail proposals to:
Kennebec Valley Community College
Attn: Karen Glew, Director of Institutional Research
92 Western Avenue
Fairfield, Maine 04937

Deliver proposals to:
Kennebec Valley Community College
Carter Hall Room 302
92 Western Avenue
Fairfield, Maine

Proposals may also be e-mailed to kglew@kvcc.me.edu.

11.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension. KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facilities.

12.0 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: 24 March, 2017

By:

Karen Glew, Director of Institutional Research
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937
(207) 453-5820
Email: kglew@kvcc.me.edu

Enclosure (s): 1. Standard Terms and Conditions Applicable to All MCCS Contracts
2. Proposal Certification
3. Contractor’s Qualification Statement

27 March, 2017

Kennebec Valley Community College
Competitive Bid Request for Proposal
Economic Impact Analysis Services
Enclosure 1

**NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

KVCC DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to KVCC policies of insurance;
6. Pay attorneys' fees or costs for any other entity;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.

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 _____

CONTRACTOR'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 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: _____