



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

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

**Onsite Faculty Development for Medical  
Assisting Simulation**

For

**Trade Adjustment Assistance & Community College Career  
Training (TAACCCT) Grant Project - Round IV**

<b>Date:</b>	<b>February 28, 2018</b>
<b>Proposal Due On:</b>	<b>March 7, 2018</b>
<b>Return Proposal To:</b>	<b>Kurt Klappenbach Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937</b>
<b>Email:</b>	<b><a href="mailto:kklappenbach@kvcc.me.edu">kklappenbach@kvcc.me.edu</a></b>
<b>Phone:</b>	<b>(207) 453-5860</b>

# **Competitive Bid Request for Proposal Onsite Faculty Development for Medical Assisting Simulation**

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## Competitive Bid Request for Proposal Onsite Faculty Development for Medical Assisting Simulation

### 1.0 Introduction

*Kennebec Valley Community College (KVCC) is seeking proposals for Onsite Faculty Development for Medical Assisting Simulation*

A detailed explanation of the scope and specifications is contained in **Section 8.0, 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 6.0, 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 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 the 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 in mid-Maine: a sixty-acre campus in the town of Fairfield; and one on over 500 acres of land with 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 45 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.

**Overview of the TAACCCT IV Grant at KVCC:** To help address Maine’s critical and growing need for skilled workers in both the healthcare, social work and construction industries, KVCC in partnership with employers, workforce development agencies, industry associations and other institutions of higher education – designing and delivering comprehensive new training opportunities across the state. The TAACCCT IV grant will provide clear and comprehensive educational pathways to workers whose jobs have been affected by foreign trade, as well as veterans and other dislocated and incumbent workers.

### 3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	02.28.18	
Please email all questions to:	kklappenbach@kvcc.me.edu	
RFP Deadline	03.07.18	5:00 P.M. EST
Award Decision	03.08.18	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 for the duration of the work performed and mutually agreed upon by the successful bidder and KVCC. 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 up 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 Examination of Specifications

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the proposal being requested. 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 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:

Kurt Klappenbach  
 TAACCCT IV Grant Manager  
 Kennebec Valley Community College  
 92 Western Avenue  
 Fairfield, Maine 04937

*or via email [kklappenbach@kvcc.me.edu](mailto:kklappenbach@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 is practical to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## 7.0 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: March 7, 2018 by 5:00 p.m. (EST).**

All proposals are to be marked “Onsite Faculty Development for Medical Assisting Simulation” and submitted by mail or email to:

Kurt Klappenbach  
 Kennebec Valley Community College  
 92 Western Avenue  
 Fairfield, ME 04937  
**Email: [kklappenbach@kvcc.me.edu](mailto:kklappenbach@kvcc.me.edu)**

## 8.0 Scope of Services

This Request for qualifications and Proposals (RFP) is issued on behalf of Kennebec Valley Community College (KVCC), in a secured Trade Adjustment Assistance Community College and Career Training (TAACCCT Round IV) independent grant project, awarded by U.S.

Department of Labor - Employment & Training Administration (US DOL/ETA).

As part of the development and enhancement of our Medical Assisting program there has been a stress on experiential training not only in local healthcare facilities but within KVCC itself. This has led to the construction of a Provider Practice Simulation Laboratory where students enhance their basic training the medical simulations within the setting of a typical provider practice.

Therefore, KVCC is requesting letters of interest, a brief proposal, estimated cost and qualifications from entities having expertise in training Medical Assisting faculty members in: Integrating existing curriculum into the simulation environment; Simulation Scenario Construction; Best practices for those simulation scenarios, including simulation pedagogy, simulation facilitation and debriefing schemas; Development of evaluation methods and rubrics for those simulations; and, Aligning learning objectives with program and course outcomes.

**KVCC's TAACCCT IV grant** serves more than 40 medical assisting students at any given time. The mission of the Medical Assisting program is to prepare students for employment in physicians' offices, clinics, and hospitals. The curriculum provides students with current knowledge in both clinical and administrative procedures. The program is committed to providing students with a foundation of knowledge, skills and behaviors that will carry them into the work force and lifelong learning.

The Medical Assistant program includes lecture and laboratory experience that is competency-based (hands on learning). Students master their skills in a state of the art Provider Practice Simulation Lab. During their final semester, students are provided with practical experience in the clinical setting, including rotations in a physician's office and hospital laboratory.

KVCC welcomes responses from all qualified entities.

## **9.0 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.

### 10.0 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.

### **Proposal Format**

#### **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 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 – (attached below)
- C. Contractor’s Qualification Statement (attached below)
- 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.

## **Section 2: Organization, Experience & Staff qualifications**

In addition to the above responses should provide a description of the entity’s capabilities to evaluate all course listings above. Emphasis should be on the items noted below.

- A. Qualifications, experience, and expertise (ex. education, certifications, work experience, and training), with particular emphasis on experience with educational institutions who use medical simulation as part of their curriculum. Particularly those institutions who train medical assistants for certification through the American Association of Medical Assistants and Commission on Accreditation of Allied Health Education Program.
- B. Experience in training post-secondary faculty, especially community college faculty in the design, implementation, and conducting medical simulation. Special emphasis is placed on medical simulation in a provider practice situation. Additionally, there should be a stress on integration of medical simulation into already existing curriculum and debriefing participants in the implemented medical simulations. Finally methods to evaluate the instituted medical simulations outcomes should be covered..
- C. List clients for whom similar work has been performed and provide a brief description of the services you provided.
- D. Provide a list of three references and supporting letters of recommendation preferably from community colleges - for work performed within the last three years.

## **Section 3: Fee Structure**

The entity’s proposed fee should be itemized and as a separate page. Include information indicating how the price was determined. For example, the entity should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated.

While price is not exclusive for consideration, any proposals exceeding \$15,000 plus, travel, lodging and per diem expenses should provide convincing evidence why expenditures are required. 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 \_\_\_\_\_

**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 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 the principals:

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

### **11.0 Payment Schedule**

The College will render payment in one installment upon satisfactory completion of the proposed evaluation services as outlined in this document.

### **12.0 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 facility and training programs.

### **13.0 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: February 28, 2018

By:

Kurt Klappenbach, TAACCCT IV Grant Manager  
 Kennebec Valley Community College  
 92 Western Avenue  
 Fairfield, Maine 04937  
 (207) 453-5860  
 Email: kklappenbach@kvcc.me.edu

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

*"This program is funded by a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration. This is an Equal Opportunity/Affirmative Action program; adaptive equipment will be provided upon request to individuals with disabilities."*

February 28, 2018

Kennebec Valley Community College  
 Competitive Bid Request for Proposal  
 Onsite Faculty Development for Medical Assisting Simulation

**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.