REQUEST FOR QUALIFICATIONS and PROPOSALS

Curriculum and Project Development Services for National Science Foundation Grant Regional Advanced Machining Partnership (RAMP)

ISSUE DATE: May 19, 2014

LETTERS OF INTEREST MUST BE RECEIVED BY: June 1, 2014

DELIVER TO:

Diane Dostie
Dean of Corporate & Community Services
Central Maine Community College
1250 Turner Street
Auburn, Maine 04210
Central Maine Community College (CMCC) is requesting letters of interest and qualifications from individuals having expertise in developing precision machining curriculum and projects for classes within an advanced machining certificate that includes advanced machining, programming and metrology in support of advanced manufacturing careers. Curriculum development will include methods and techniques to address regional workforce needs in a hybrid format for advanced machining technologies to create and support a world-class workforce. See attached list of courses.

Services will include:

- Participation in team building activities and working as a member of the Regional Advanced Machining (RAMP) team.
- Attend Regional Advisory Board meetings and provide information to board members.
- Provide information for annual ATE and EvaluATE reports.
- Development of measurable student objectives that will be used to create credit classes.
- Develop content and/or projects that support asynchronous and synchronous course delivery that will be developed for online, hybrid and live lab classes in the following: Solidworks, advanced inspection methods, advanced cutting tools, advanced MasterCam programming, live tooling CNC lathes, 3-D CNC milling, multi axis MasterCam programming and multi axis CNC milling.
- Use video capture equipment to create short video segments that support CNC measuring and advanced machining in terms of tooling set-up, processing issues and troubleshooting to be posted on the website and integrated into the online segment of the curricula.
- Develop instructor support materials to include lesson objectives, PowerPoint presentations, audio-visual materials such as YouTube videos, project case studies and annotated resource materials.
- Attend and help with dissemination at summer workshops for faculty and at regional and national workshops and conferences.
- Cross reference materials with national certifications such as NAM and others as appropriate.

The curriculum developers will work with the grant Principal Investigator (P.I.) and the CMCC Precision Machining Technology department chairperson (Co-P.I.) to determine what materials will be developed and establish a timeline. The purpose of the RFQ is to determine the qualifications of the participants and potential costs of this project.

CMCC welcomes responses from all qualified individuals.

Introduction to the RAMP Project
To address pressing needs for an advanced machining workforce, stakeholders from the New England region are working to provide regional educators and industry personnel with the skill sets for advanced Computer Numerical Controlled (CNC) machining, programming and metrology. Working collaboratively, under the stewardship of Central Maine Community College staff, the Regional Advanced Machining Partnership (RAMP) partners with input from employers, workforce development agencies, industry associations, and other institutions of higher education—will design and deliver a certificate in advanced machining, metrology and programming. The rapid assimilation of advanced machining technologies that was once challenging is now critical in order to provide the workforce necessary throughout the supply chain to compete globally.

The project will include 1) developing a Certificate in Advanced Machining, competency based curriculum design, creating measurable student learning objectives as appropriate in an online and technology enabled learning environment using national guidelines as overarching frameworks such as the SME four pillars model; 2) professional development for faculty and 3) dissemination of proven practices for student recruitment.

The RAMP will implement proven practices in student recruitment and retention, especially for underrepresented students. Having a successful track record, these practices will be disseminated throughout the region to ensure the long term stability of manufacturing programs providing manufacturers with the needed workforce.

**Nature and Scope of Work and Coordination of Efforts**

The goal of this RFP is to obtain bids from qualified vendors able to design and develop curriculum materials for the CMCC NSF RAMP project outlined above. This will include a variety of methods based on the goals and objectives of the grant, devised as soon as possible and conducted throughout the project, which ends July 30, 2016. An annual report will be presented to the Principal Investigator for submission to the National Science Foundation as part of the overall annual report. The report will include copies of curriculum materials developed, projects that address underrepresented populations, lessons learned, number of students affected during any pilot of the curricula, and recommendations for overall improvement.

**Responses to RFQ**

Contractors desiring to be considered should submit a letter indicating interest with proposals. Submission format: Electronic copy - Microsoft Word or PDF file, no page limit.

Responses should provide a description of the contractor’s capabilities. Emphasis should be on the items noted below.

**Qualifications:**
A. Describe your qualifications including:
   a. Background, experience, and technical expertise, with particular emphasis on experience with educational institutions and National Science Foundation grants. If such work is limited, please describe work that is similar in nature and scale to what might be required by CMCC.
   b. Your qualifications include education, certifications, work experience, and training.
   c. The services required are for a three-year grant which ends July 30, 2016 and any supplements and extensions.

B. List clients for whom similar work has been performed and provide a brief description of the services you provided. Please describe any projects that are similar in nature, size and complexity to what CMCC might need.

C. What is the location of the office(s) from which you would be staffing this effort?

D. What are your demonstrated areas of strength?

E. Provide a list of three references - preferably from community colleges - for work performed within the last three years.

F. Provide a list of conflicts of interest or potential conflicts of interest related to any work that may be required as a result of the RFQ (see below). The list should indicate the name of the party, the relationship and a description of the conflict.

Proposals:

Submissions should include the contractor’s ability to accomplish related tasks including, but not limited to the following:

- Provide feedback and analysis to be used at yearly Regional Advisory Board meetings (mainly via telephone conference and email).
- A written annual report to be included with the NSF Annual Report on program implementation and adjustments needed to achieve successful outcomes.
- Recommend institutionalizing aspects of the program that have proved most successful.
- Monitoring and reporting of milestones and progress to the grantee.

Fee Structure

Provide your hourly rate.
**Competitive Negotiations**

The College shall negotiate a contract with the most qualified individual(s) for professional services, at a compensation rate which the College determines is fair, competitive, and reasonable. A yearly firm/fixed price contract will be offered for each year of the contract for specific services and any supplements or extensions for this grant.

Should the College be unable to negotiate a satisfactory contract with contractors considered to be the most qualified at a price the College determines to be fair, competitive, and reasonable, negotiations with that contractor must be formally terminated. The College shall then undertake negotiations with the second most qualified contractor. Failing accord with the second most qualified contractor, the College must terminate negotiations. The College shall then undertake negotiations with the third most qualified contractor.

Should the College be unable to negotiate a satisfactory contract with any of the selected contractors, the College shall select additional contractors in the order of their competence and qualification and continue negotiations in accordance with this subsection until suitable agreements are reached.

**Conflict of Interest or Potential Conflict of Interest**

Contractors have an obligation to disclose any actual or potential conflict that may impact their capacity to serve the best interest of CMCC, or that may reasonably be perceived as having this effect. Failure to disclose such conflicts may lead to the disqualification of the contractor or the termination of its contract. Central Maine Community College reserves the right to consider any potential conflicts of interest during the selection process.

**Process Regarding Selected Contractors**

Suitable curriculum development contractors for the RAMP will be selected within the third quarter after grant award. The college is required to comply with the MCCS Finance Policy and Procedures Manual that includes detailed guidance on all aspects of purchasing and procurement, from competitive bidding to contracts and ethical practices.

An RFQ review team consisting of the Principal Investigator, the Chairperson of the Precision Machining Technology department and the College Special Assistant will evaluate submissions based on the following criteria:

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<tr>
<th>Responses to the established criteria</th>
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<tr>
<td>Overall approach taken to address the technical components of the proposal</td>
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<td>Experience designing and implementing precision machining curriculum and projects for successful National Science Foundation (NSF), Advanced Technological Education (ATE) grants</td>
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<td>Experience working with institutions of higher education, particularly community colleges</td>
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<td>Client references and recommendations</td>
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Deadline for questions is May 26. Review of submitted qualifications and proposals will start May 28. Finalist interviews will be scheduled for the May 30th. The team will recommend the award of contracts to the persons deemed most qualified to provide professional curriculum development services for the project. Other individuals will be ranked in order of their qualifications. Central Maine Community College, as the lead institution, will be responsible for the contract, and CMCC’s president shall make the final award. The College’s decisions will be final.

**College Professional Services Contract**

When CMCC engages an individual to provide services, the individual will be asked to sign a standard professional services contract setting forth the terms of the agreement.

The individual(s) selected to provide services will be required to show evidence of, and maintain through the completion of services, all required insurance.

**MCCS HELD HARMLESS.** Contractor agrees to indemnify, defend and hold harmless MCCS, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of the Contract; from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of the Contract; and against any liability, including costs and expenses for attorney's fees, for violation of proprietary rights, copyrights, or rights of privacy, arising out of publishing, translating, reproducing, delivering, performing, using or disposing of any data furnished under the Contract, or based on any libelous or other unlawful matter contained in such data.

**Submissions: Mailing Information and Due Date**

Submission format: Electronic copy - Microsoft Word or PDF file, no page limit

Direct questions/submit proposal to:

Diane Dostie  
Dean of Corporate & Community Services  
Central Maine Community College  
1250 Turner Street  
Auburn, Maine 04210  
ddostie@cmcc.edu

Letters of interest, qualifications and proposals should be received prior to May 27, 2014 4:30 p.m.  
CMCC reserves the right to refuse any and all proposals.  
Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-755-5233.
NOTICE TO VENDORS AND BIDDERS:

STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following 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 the Maine Community College System (collectively “MCCS”). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS 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 MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys’ fees, costs, expenses or liquidated damages;
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 offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; 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 the MCCS 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 MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.