

**REQUEST FOR QUALIFICATIONS and PROPOSALS**

**Curricula Review Services**

for

Trade Adjustment Assistance & Community College Career Training (TAACCCT) Grant Project - Round 1

ISSUE DATE:

August 29, 2014

PROPOSALS MUST BE RECEIVED BY:

September 19, 2014 DELIVER TO:

Leisa Collins, CMCC Grant Project Manager, [lcollins@cmcc.edu.](mailto:lcollins@cmcc.edu) 207-755-5387

Grant-Funded Curricula Review Services

CMCC, as lead institution for a grant project consortium made up of each of Maine's 7 community colleges, is seeking curricula review services in fulfillment of the requirement made by the grantor, U.S. Department of Labor, Employment & Training Administration. The requirement calls for an expert with demonstrated experience in developing and/or implementing curricula to conduct a third-party review. The intent of this review is to assess the quality of curriculum deliverables.

Over the period of performance, 73 courses have been developed, modified, or enhanced with grant funds in 7 new or enhanced programs at the consortium colleges. A third party review of the syllabi in relation to the campuses' policies and procedures for course approval and course development will be needed.

The contract for these services will be confirmed approximately October 1,2014, and will be required to be completed on/before December 15, 2014.

Description of the Grant Project: Central Maine Community College serves as the lead institution for a consortium of Maine's community colleges. The Consortium has built or expanded seven associate degree programs in two growth industries (health care and niche manufacturing) and has provided 114+ program participants with a focused combination of enhanced student services. Those services have included: learning communities; comprehensive academic and student support; and priority scheduling of courses to ensure that all classes required for the degree could be accessed within four semesters/two years.

The project has targeted health care and specialized manufacturing and offered associate degree opportunities in the following occupational areas to a total of 114+ participants:

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| --- | --- | --- |
| **College** | **Associate Degree** | **New or Expanded** |
| Central Maine Community College | Medical Coding/ Electronic Health Records | Expansion of existing  certificate to associate degree |
| Eastern Maine Community College | Building Construction: Fine  Woodworking/Cabinetmaking | Expansion of existing associate  degree |
| Kennebec Valley Community College | Energy Service and Technology | New |
| Northern Maine Community College | Health Information Technology | Expansion of an existing certificate to associate degree |
| Southern Maine Community College | Composites Technology | Expansion of existing associate degree |
| Washington County Community College | Human Services | New |
| York County Community College | Health Information Management | New |

#### Responses to RFQ

Contractors who wish to be considered should submit a letter of interest with a brief proposal.

* Submission format: electronic copy, Microsoft Word or PDF file, no page limit.
* Proposals should emphasize:
  + Qualifications, experience, and expertise (ex. education, certifications, work experience, and training), with particular emphasis on experience with educational institutions and grant-funded curriculum. If such work is limited, please describe work that is similar in nature and scale to what might be required by CMCC.
  + List clients for whom similar work has been performed and provide a brief description of the services you provided.
  + Provide a list of three references - preferably from community colleges - for work performed within the last three years.
  + 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.
  + Fee Structure - provide your hourly rate.
  + What is the location of the office(s) from which you would be staffing this effort?

#### 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. 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.

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.

**Conflict of Interest/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.

**Proposal Evaluation**

A RFQ review team will evaluate submissions based on the following criteria:

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| **Overall approach taken to address the proposal** |
| **Experience designing/reviewing/implementing higher education curriculum** |
| **Experience working with institutions of higher education, particularly community colleges** |
| **Client references and recommendations** |

Deadline for questions is September 15, 2014. Review of submitted qualifications and proposals will start September 22, 2014. The team will recommend the award of contract to the person deemed most qualified to provide professional curriculum review 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, any required insurance.

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.

**Proposal Mailing & Due Date**

Submission format: electronic copy - Microsoft Word or PDF file, no page limit. Direct questions/submit proposal to:

Leisa Collins, TAACCCT Grant Round 1Project Manager [lcollins@cmcc.edu.](mailto:lcollins@cmcc.edu) 207-755-5387

Central Maine Community College, 1250 Turner Street, Auburn, Maine 04210 Letters of interest and proposals should be received prior to **September 19, 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.*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

*This activity is sponsored by the U.S. Department of Labor, Employment and Training Administration.*

*For more information, please call 207-755-5387.*

#### 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;

1. Waive any statutory or constitutional immunity;
2. Apply the law of a state other than Maine;
3. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
4. Add any entity as an additional insured to MCCS policies of insurance;
5. Pay attorneys' fees, costs, expenses or liquidated damages;
6. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
7. Permit an entity to change unilaterally any term or condition once the contract is signed;
8. 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;

1. 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;
2. 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.

Leisa Collins

TAACCCT Project Manager

Central Maine Community College

September 4, 2014 Dear Ms Collins,

Please accept this letter as means of application for Curricular Review Services for the Trade Adjustment Assistance & Community College Career Training Grant Project - Round 1. Last year I had the distinct pleasure of working with the Central Maine Community College Precision Machining faculty in the curriculum development phase of an Advanced Certificate that is the foundation of a National Science Foundation grant. Recently I accepted a position to continue work with this project by offering curriculum and project development services.

As indicated on my resume, I have several years of administrative experience that includes the development, implementation, and evaluation of curriculum at the community college level and Iam familiar with the policies and procedures for course development within the Maine Community College System. I have prepared comprehensive reports for NEASC the regional accrediting agency. Individuals that would be able to speak to these skills would include the following:

Roger Philippon, Dean Planning and Public Affairs Diane Dostie, Dean

Corporate and Community Services Scott Knapp, President

Central Maine Community College

Should I be selected to serve in this capacity I would expect a minimum hourly rate of $70.00. I would conduct most ofthe work from my home. If necessary, I am available to travel to any of the seven campuses and would be willing to meet with you in your office, at your convenience. I look forward to hearing from you.

Sincerely,

Judy Wilder, PhD

**Judy A. Wilder**

### 6 Richmond St

Portland, ME 04103

Hm: (207) 274-6006

Cell: (207) 615-4663

EDUCATION:

2003 **Post Doctoral Study:** Mediation and Conflict Management Woodbury College, Montpelier, Vermont

### Relevant courses: Organizational Conflict; Systems Theory; Negotiation; Group Facilitation; Ethics; Intervention Models.

Internship: The University of Vermont, Office of Conflict Resolution. Independent internet research of best practices for undergraduate curriculum and community relations.

1987 **Doctor of Philosophy:** Education

### Higher Education Administration/Sport Management

The University of New Mexico, Albuquerque, New Mexico

Dissertation: "Criteria Deemed Most Appropriate by Selected College and University Physical Education Faculty for the Determination of Merit Salary Adjustment".

Director: Dr. Leon E. Griffin

1972 **Master of Science in Physical Education**

Washington State University, Pullman, Washington

Thesis: "Evaluation of Selected Girls' Physical Education Service Area Facilities in the State of Washington".

Director: Dr. Carol E. Gordon

1969 **Bachelor of Education:** Physical Education Program Plymouth State College, Plymouth, New Hampshire

### EMPLOYMENT SUMMARY:

2007-2014 **Central Maine Community College**

### Auburn, ME

Positions held:

* **Special Assistant**
* **Dean of Academic Affairs**

**Administrative Responsibilities:**

Special Assistant

* Refine NEASC assessment protocol for academic programs.
* Curriculum Specialist for Precision Machining Technology NSF grant.
* Assist in the advising function of the College.
* Other duties as assigned

Academic Dean

* Day to day operations for academic affairs, including but not limited to curriculum development, student and personnel issues.
* Work with college and system councils to develop and oversee campus and system-wide policies and procedures.
* Hire and supervise under the Maine Education Association Faculty Unit AGREEMENT full time faculty in the following units: Architectural/Civil Engineering Technology; Automotive Technology; Building Construction Technology; Business Administration; Computer Technology; Culinary Arts; Early Childhood Education/Education; Electromechanical Technology; Graphic Communications; Humanities; Precision Machining Technology; Mathematics/Science; Medical Assisting; Nursing; Social Science.
* Supervise part time faculty and staff. Supervise direct report units in the following: Center for Retention and Transfer; Disability Services; TRiO; Library.
* Develop plans, policies and procedures for academic programming.
* Oversee development, evaluation and accreditation of curriculum.
* Represent the college on committees, councils, task force and other groups as directed by the System President and/or Board of Trustees.
* Act as the responsible executive officer in the absence of the President as requested.

2003-2007

**Hesser College**

Manchester, NH

**Professor of Humanities**

* Courses taught or designed: Introduction to Conflict Resolution; Negotiating Agreement; America's Argument Culture; International Social Conflict; and Oral Communication.
* Committee membership: General Education; Curriculum; NEASC Standard Two.

**Academic Dean**

* + Day to day operations for academic affairs, including but not limited to curriculum development, student and personnel- issues.
  + Direct reports from department chairs of Communication, Criminal Justice, Health Science, Business, Applied Medical Science, Liberal Studies, and Psychology.
  + Direct reports from directors for the following units: Library; Student Affairs; Center for Teaching, Leaming and Assessment; Advising; Information Technology; Registrar; and Continuing Education - Manchester.

1997-2002

**Johnson State College**

Johnson, Vermont

Positions held:

* **Interim Academic Dean**
* **Dean of Institutional Advancement**
* **Associate Academic Dean**

**Administrative Responsibilities:**

Academic Dean

* Hire, supervise and evaluate (under AFT AFL-CIO contract agreement) full time, part time faculty and staff in the following departments and units: Behavioral Sciences; Business and Economics; Education; Environmental and Health Science; Fine and Performing Arts; Humanities; Mathematics; Writing and Literature; External Degree Program; Graduate Programs; Registrar; Library and Technology Services; Art Gallery; Academic Student Support Services.
* Manage a salary and operational budget of 5.6 million.
* Develop plans, policies and procedures for academic programming.
* Oversee development, evaluation and accreditation of curriculum.
* Represent the college on committees, councils, task force and other groups as directed by the Chancellor and/or Board of Trustees.
* Work with college and system councils to develop college and system­ wide policies and procedures.
* Act as the responsible executive officer of the college in the extended absence of the President as requested.
* JSC Policy 311 officer: Sexual Harassment, Unprofessional Conduct.

Dean of Institutional Advancement

* Hire, supervise and evaluate 26 full time staff in the following units: Enrolment Services (admissions and financial aid); Development and

Alumni Relations; Public Information and Marketing; Conference and Event Planning; Upward Bound; Advising and Career Services.

* + Manage a salary and operational budget of $ 1.4 million.
  + Develop comprehensive marketing and recruitment plans.
  + Design public information and media goals.
  + Cultivate relationships with individuals, groups, and organizations, including media, legislators, donors, alumni, trustees and representatives of business and industry.
  + Initiate alternative revenue sources.
  + Implement and promote outreach academic programs.
  + Integrate co-curricular efforts with the Academic Dean and Dean of Student Affairs.
  + Develop, apply and interpret college policy; act on behalf of the President; represent the college in a wide variety of internal and external settings.

1975-1997

The University of Wyoming

Laramie, Wyoming

Positions held:

* Interim Associate Dean of the College of Health Science for the School of Physical and Health Education
* Coordinator, Undergraduate and Physical Education Activity Programs
* Coordinator, Physical Education Activity Program
* Director, Intram ural - Recreational Sports and Facilities
* Instructor and Associate Coordinator of Intramural Sports Administrative Responsibilities:

Interim Associate Dean

* Oversee all aspect of the Undergraduate and Graduate Academic Programs.
* Establish and maintain a clear mission for the School.
* Plan and establish priorities for the School.
* Support efforts to create a quality teaching/learning environment.
* Support the development and implementation of the curriculum.
* Maintain accreditation/certification of programs.
* Support the student affairs function.
* Oversee all aspects of the Service Programs: Intramural & Recreational Sports; Club Sports; Adult Fitness & Cardiac Rehabilitation; Recreation & Facilities.
* Oversee a 1.7 million dollar operational budget:
* Oversee proper use and distribution of funds.
* Expand resources through fund raising, grants, etc. o Recommend budget configuration.
  + Oversee all aspects of faculty and staff employment
    - Support efforts to create a climate for high quality research. o Encourage service to a diverse constituency.
    - Encourage diversity and ensure EEO/AA compliance. o Improve and maintain high faculty and staff morale.
  + Represent the School and College on a variety of committees.
  + Act as the Public Relation Officer for the School.
  + Maintain administrative links with all Department of Athletic units.

Graduate Faculty Responsibilities:

* + Supervised six master degree plan B papers.
  + Chair of three master degree program committees.
  + Served on one doctoral program committee in the Department of Leadership and Human Development.

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| 1985-1986 | Department of Physical Education  The University of New Mexico | Graduate Teaching Assistant |
|  | Albuquerque, New Mexico |  |
| 1972-1975 | Department of Physical Education  Skidmore College | Instructor |
|  | Saratoga Springs, New York |  |
| 1971-1972 | Department of Physical Education Washington State University Pullman, Washington | Graduate Teaching Assistant |
| 1969-1971 | Department of Physical Education | Teacher & Coach |
|  | Bourne High School  Bourne, Massachusetts |  |
| HONORS: | Phi Kappa Phi Honor Society |  |