Request for Qualifications

INFORMATION TECHNOLOGY 2012-17 STRATEGIC PLAN

The College of Marin is inviting consultants to submit their qualifications to provide the college with a comprehensive five-year Information Technology Strategic Plan.

All qualifications must be received by __________ on __________, August, 2011 addressed to the Vice President of College Operations, our address ________________, qualifications received after that date and time will not be considered.

Vice President and members of the college Technology Committee will review applicants submitted in response to this request for qualifications (RFQ). The team will review all complete and eligible qualification submittals received by the deadline. Upon evaluating the qualifications provided in the applications, the team will identify top vendors to be invited for finalist interviews.

PURPOSE
The College of Marin is interested in consultant services to work with the college Technology Committee and the college staff to develop a sustainable technology plan for the acquisition, maintenance and replacement of the college’s technology infrastructure, equipment, support and training to meet the institution’s needs.

PROJECT DESCRIPTION AND BASIC SERVICES

This project will consist of a technology audit and planning effort to:

a. Investigate existing technology master plans, standards, infrastructures, enterprise services, and organizational structure.
b. Evaluate viability of existing technology resources to support the College’s mission, vision, business objectives, and growth objectives.
c. Recommend and plan upgrade, replacement, and migration strategies for technology resources to sustainably support future demands.
d. Recommend methodology to attain secure student access, including registration coursework and social interaction.
e. Recommend methodology to promote collaboration between faculty and staff in respect to administrative systems both on campus and remotely.
f. Evaluate current web based technologies and staffing levels.
g. Evaluate current course management software used by faculty and levels of utilization both in online teaching and traditional classroom settings.
h. Recommend methodologies to provide measurable outcomes to assist in the ability to report on improvements and success.

i. Assist in building a methodology for the introduction of new technologies which provides for the evaluation, testing, implementation, and utilization of future technological change.

TENTATIVE PROJECT SCHEDULE

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<thead>
<tr>
<th>Phase</th>
<th>Start Date</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>October 1, 2011</td>
<td>December 1, 2011</td>
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<tr>
<td>Draft Report</td>
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<td>February 1, 2012</td>
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<tr>
<td>Final Report</td>
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<td>April 20, 2012</td>
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RFQ RESPONSE REQUIREMENTS

In order to be considered for selection, the response to this RFQ shall provide the information necessary for evaluation of your firm/team. The District intends to select a firm that has demonstrated significant experience in higher education facilities of similar size, scope and complexity. The information below describes the criteria that will impact the selection committee’s decision.

1. **Cover Letter**
   Provide a cover letter expressing interest, availability to provide services and a summary of the firm’s qualifications.

2. **Firm Profile**
   Provide a brief description of your firm’s history, firm size, office location(s), and your firm’s capabilities to perform the requirements of this scope of work. Demonstrate the firm’s knowledge of and experience with innovative and progressive educational facilities.

3. **Experience**
   Describe the firm’s experience with higher education projects of similar size and complexity. Highlight three projects that demonstrate the firm’s experience and ability to complete the services identified in this RFQ.

4. **Team Members Experience**
   Provide a list of key personnel to be assigned to the project including their roles and responsibilities. Include individual’s qualifications and project experience. Describe each team member’s experience with higher education projects of similar size and complexity.

5. **Project Approach and Philosophy**
   Describe your approach and philosophy in implementing this project.
6. Project Fee Structure
   Provide hourly rates for all to be assigned to the project, and provide summary of
   anticipated costs and hours for entire effort required, as outlined within this RFQ to
   complete the project.

7. Additional Information
   Provide any additional information or suggestions you believe would assist the District in
   consideration of your firm for this project.

RFQ SUBMITTAL REQUIREMENTS

The individual or official of the firm who has the power to bind the firm contractually must sign
the RFQ.

Interested firms should submit eight (8) copies of their bound proposal, including one original
with original signatures to MCCD by the due date. Proposals should be clearly labeled “Request
for Qualifications Information Technology 2012-17 Strategic Plan and delivered to MCCD.

BASIS OF AWARD AND RFQ MODIFICATION

The RFQs will be evaluated based on each firm’s qualifications, relevant experience with similar
work, and location. This RFQ does not commit the District to awarding a Contract, to paying
any costs incurred in the preparation of the submittal for this request, or to procuring or
contracting for services. The District reserves the right to cancel in whole or in part this RFQ, to
reject any and all submittals, to accept the firm it considers most favorable to the District’s
interest in its sole discretion, and to waive irregularities or informalities in any submittal. The
District also reserves the right to reject all submissions and seek new submissions when such
procedure is considered by it to be in the best interest of the District. The District further
reserves the right to withdraw, modify or discontinue this RFQ process at any time. If one of
these events should occur, participating candidates will be notified as soon as practically
possible. The District may, at its option, revise the schedule of events or anticipated date of
award or may request further information from any firm.

All submittals become the property of the Marin Community College District.

AGREEMENT

The firm selected by the District to perform the services outlined in this RFQ will be required to
execute an Agreement for Professional Services (Agreement) with MCCD. Attention will be
directed at the time of contract negotiations to the types and amounts of insurance that the
selected firm will be required to maintain under the Agreement with the District.

FEE

The District will arrive at an approved “Final Shortlist - Information Technology 2012-17
Strategic Plan Consultant”. Fees will be negotiated following the tentative selection of a firm to
perform Consultant Services on the project. If fee negotiations with that firm are not successful, and/or the fees discussed are outside the budgetary constraints for the project, the District reserves the right to suspend negotiations with that firm, and proceed to negotiate with another firm on the shortlist.

**CONFIDENTIALITY**

The California Public Records Act (Cal. Govt. Code Section 6250, et. seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between the District and Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer’s competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal or Bid as confidential. Additionally, Proposer may not designate its Price Proposal or other Proposal Forms as confidential.

If Proposer requests that District withhold from disclosure information identified as confidential and District complies with the Proposer’s request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure. Proposer shall indemnify and hold harmless District from and against all damages (including but not limited to attorney’s fees that may be awarded to the party requesting the Proposer information), and pay any costs and expenses related to withholding Proposer information. Proposer shall not make a claim, sue or maintain any legal action against District or its directors, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If the Proposer does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the District.

**INSURANCE**

The selected Consultant shall, at all times during the term of the Agreement, carry, maintain and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance in accordance with District Policy. Such policy or policies shall carry a minimum limits of $1,000,000 each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful acts by the Consultant.