



**NOTICE INVITING PROPOSALS
FOR
PROJECT TALCAS: TEACHING AND LEARNING FOR ACHIEVEMENT AND
SUCCESS EXTERNAL EVALUATION CONSULTANT FOR IMPERIAL
COMMUNITY COLLEGE DISTRICT**

RFP #1004

The Board of Trustees of Imperial Community College District requests the submission of formal proposals for qualified and experienced consulting firms who specialize in external programmatic evaluation and reporting for students of Imperial Valley College in accordance with the attached specifications.

A detailed explanation of our Request for Proposal and facts about Imperial Community College District can be obtained on the college's website www.imperial.edu/RFP. Pay particular attention to the section that explains information to include in your response.

Responses to this RFP shall consist of two original hardcopies and a flash drive (which should be a PDF version of the proposal and any related documents), and are to be submitted no later than **4:00 p.m., January 15, 2016** to the Purchasing Department, Imperial Valley College, 380 East Aten Road, Imperial, CA 92251, at which time said proposals will be publicly opened and read.

LATE PROPOSALS WILL NOT BE ACCEPTED

Each proposal shall specify completely each and every item as set forth in the specifications. Any and all exceptions to the original specifications must be clearly stated in the proposal and the failure to do so may be grounds for rejection of the proposal.

The Board of Trustees has the right to select the proposal which best meets the needs of the District and enter into contract(s) incorporating the proposal(s) as submitted. The Board reserves the right to reject any or all proposals or waive any irregularities in the submission process.

All questions should be emailed to: michael.heumann@imperial.edu

Respectfully,

Michael Heumann
Project Director
(760) 355-6553



Request for Proposals
Project TALCAS: Teaching and Learning for
Achievement and Success
RFP#1004

RFP RELEASED: December 16, 2015
Proposals DUE: No later than 4:00pm on January 15, 2016

SUBMIT PROPOSALS TO:
Imperial Community College District
Purchasing Department
380 East Aten Road, Imperial, CA 92251

REQUEST FOR PROPOSALS
RFP #1004
PROJECT TALCAS: TEACHING AND LEARNING FOR ACHIEVEMENT AND
SUCCESS EXTERNAL EVALUATION CONSULTANT OF
IMPERIAL COMMUNITY COLLEGE DISTRICT

1. RFP Key Dates:

Posted to the District's website:	December 16, 2015	4:00 p.m.
All questions and inquiries due:	January 8, 2016	4:00 p.m.
Proposals due:	January 15, 2016	4:00 p.m.
Finalist to Board for Approval	February 17, 2016	

2. General Information

A. Purpose of RFP

The Imperial Community College District has been awarded an approximately \$2.3 million, 5-year Teaching and Learning for Achievement and Success (TALCAS) grant from the US Department of Education. Imperial Valley College's five-year plan is aimed at bringing the skills of Hispanic and low income students to a level that will ensure that they will participate fully in the economic growth that is being planned for the Imperial Valley.

The TALCAS Project will improve Imperial Valley College's systemic capacity to support the academic achievement and success of Hispanic students, and measuring that improvement is critical. The District is requesting proposals for qualified and experienced consulting firms who specialize in external programmatic evaluation and reporting.

B. Project Profile

The Teaching and Learning Center will form the basis for all the activities in the proposal and serve as the place where a centralized tutoring system and Supplemental Instruction will occur on the campus. This is where tutors will be trained, where faculty can meet with the tutors embedded in their classes, where exams can be proctored for students participating in on-line (Distance Education) instruction, where faculty can meet to work on implementing cross-discipline Reading Apprenticeships in their classrooms and, finally, where faculty can mentor other faculty and offer professional development activities where faculty provide instruction to other faculty. It will be the hub for teaching and learning for both students and faculty and will provide a central place where innovative pedagogy is developed and practiced, where faculty, tutors and students work together to promote academic success.

Long-term objectives include student retention, persistence and completion, and faculty development. This grant has a five year grant activity outline; 2015-2016 through 2019-2020 with full sustainability expected.

2. Scope of Services

The Imperial Community College District is soliciting an external evaluation partner to conduct a formative and summative evaluation of the Project TALCAS: Teaching and Learning for Achievement and Success Grant and develop reports as assigned.

The Contractor shall provide the following external evaluation services:

- a. Conduct a minimum of four site visits at a mutually agreed upon time to establish necessary data elements and baselines; data gathering and data analysis activities; and evaluate the progress of the program.
- b. Provide guidance on developing evaluation forms and processes to be used to ensure that project is completed in a timely and successful manner.
- c. Providing insights, advice, and recommendations via phone, email, and in person, to the director and activity staff on improving the conduct of the Project.
- d. Submit written reports to the NRGSC Project Director after each site visit and to assist with the end-of-the-year report and final report to the Federal Agency.
- e. Assist the project team with project data analysis and reporting.
- f. Take the lead role in drafting the project annual and interim performance reports for submission to the U.S. Department of Education.

3. Additional Documentation Required

Respondents must provide an overview of its organization, qualifications, related experience and references. The proposal should establish the ability of the organization to satisfactorily perform the required work by reasons of: demonstrated experience and competence in the services to be provided; the nature and relevance of similar work currently being performed or recently completed; record of meeting schedules and deadlines of other clients; competitive advantages over other firms in the same industry; strength and stability as a business concern; and supportive client references. Information should be furnished for both the proposer and the personnel included in the proposal.

4. Terms and Conditions of Agreement

- A. The District will consider entering into a 5-year agreement.
- B. Any agreement signed by the District shall include, as a minimum, the provider's proposal as accepted by the District, insurance and bonding requirements, indemnity, independent contractor statement, and cancellation clauses. The cancellation for non-performance.
- C. During the term of this Agreement, compensation shall be payable within thirty (30) days following the census of the applicable semester and/or session during the term of this Agreement.
- D. Termination without Cause. Either party may terminate this Agreement upon no less than one hundred eighty (180) days prior written notice to the other.

Termination of Agreement with Cause. Either party may terminate this Agreement for cause in the event of the other party's breach of any material term, covenant, non-performance, or condition and subsequent failure to resolve such breach within thirty (30) days following receipt of written notice from the party alleging the breach.

Automatic Termination upon Revocation of License or Certificate. This Agreement shall automatically terminate upon the revocation, suspension or restriction of any license, certificate, accreditation or other authority required to be maintained by either party in order to perform the services required under this Agreement.

5. Evaluation and Selection Process

- A. All proposals should be received by the District by **4:00 p.m., January 15, 2016.**
- B. Following receipt of the proposals, the evaluation committee composed of administrative staff, faculty, and students will review and evaluate all proposals submitted.
- C. The evaluation process will include legal due diligence review and visiting of provider's facilities.
- D. All decisions made by the District are final and not open to arbitration. The District in its sole discretion reserves the right to choose the agency it believes best meets the needs of its students.

6. District Contact Person

Michael Heumann
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