



Contra Costa Community College District

RFQ # 4CD-83

Consultant for Employer Engagement, Cloud Computing REQUEST FOR QUALIFICATIONS

Release Date: May 12, 2021

Questions Due by: before 2 PM (PST), May 17, 2021

Statement of Qualifications Due by: before 2 PM (PST), May 27, 2021

SECTION I

INSTRUCTIONS AND GENERAL PROVISIONS

The Contra Costa Community College District (District) invites highly experienced consultants to submit statement of qualifications to provide consultative work to expand employer engagement (EE Consultant) for the Cloud Computing Regional Joint Venture (RJV) of the Bay Area Community College Consortium (BACCC) and funded through the Strong Workforce Program.

The District consists of 3 colleges and 2 centers: Diablo Valley College in Pleasant Hill, Contra Costa College in San Pablo, Los Medanos College in Pittsburg, New Brentwood Center and San Ramon Center. The District serves approximately 50,000 students annually.

STATEMENT OF QUALIFICATIONS SUBMISSION

- A. Statement of Qualifications are to be submitted by email to Rod Herrera: rherrera@4cd.edu.
- B. Date/Time: Statement of Qualifications shall be received **before 2:00 PM (PST), May 27, 2021**.
- C. The subject line of the email shall be clearly marked **“4CD-83 RFQ, Consultant for Employer Engagement.”**
- D. Only emailed, signed documents will be considered. The statement of qualifications must be in the possession of the District’s Purchasing Department before 2:00 PM (PST) on the closing date. Late statement of qualifications will not be accepted and will be returned to the Contractor.
- E. Statement of Qualifications are to be submitted in **one (1) file**. Each statement of qualifications received in response to this RFQ shall remain the property of the District.

QUESTIONS

Questions are due before 2:00 PM (PST), May 17, 2021. All questions regarding preparation, selection process, specifications and interpretations of the terms and conditions of this Request for Qualifications (RFQ) shall be submitted in writing by email to **Rod Herrera, Purchasing Department, rherrera@4cd.edu**.

SCHEDULE The District reserves the right to modify the below schedule of events.

Request for Qualifications release date: **May 12, 2021**

Questions Due by: **before 2:00 PM (PST), May 17, 2021**

Statement of Qualifications Due by: **before 2:00 PM (PST), May 27, 2021**

Committee Review: **May 27-June 1, 2021**

Notify Shortlisted Consultants: **June 2, 2021**

Interview via Zoom (if necessary): **June 9, 2021**

RFQ Award: **June 10, 2021**

Board Meeting: **June 23, 2021**

Contract Award: **June 24, 2021**

ACCEPTANCE PERIOD. Statement of Qualifications are firm for a period of ninety (90) days.

ADDENDA/AMENDMENTS ACKNOWLEDGMENT. The District, at its sole discretion, may issue amendments / addenda to this RFQ at any time prior to the time set for receipt of statement of qualifications. Interested parties should frequently check the District's website for such addenda at <https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx>.

Each candidate shall acknowledge receipt of the addendum by marking the appropriate area on the bottom of the **Signature Page (page 8)**. Failure to so acknowledge may result in the statement of qualifications being rejected as not responsive. The District shall not be bound by any representations, whether oral or written, made at a pre-qualification, pre-contract or site meeting, unless such representations are incorporated in writing as an amendment to the RFQ or as part of the final contract.

AUTHORIZED SIGNATURES. Every statement of qualification must be signed by the person or persons legally authorized to bind the Contractor to a contract for the execution of this contract. Upon request of the District, any agent submitting statement of qualifications on behalf of a Contractor shall provide a current power of attorney certifying the agent's authority to bind the Contractor. If an individual makes a statement of qualification, his or her name, signature and post office street address must be shown. If a firm or partnership makes the statement of qualification, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the statement of qualification, the statement of qualification shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of the District, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the statement of qualification to execute contracts on behalf of the corporation.

PUBLIC INFORMATION. Following the award of a contract, responses to this solicitation may be subject to release as public information unless the response or specific parts of the response can be shown to be exempt from public information. Contractors are advised to consult with their legal counsel regarding disclosure issues and take appropriate precautions to safeguard trade secrets and confidential commercial, financial, geological, and geophysical data. The District assumes no obligation or responsibility for asserting legal arguments on behalf of Contractors.

CONFIDENTIALITY. If a Contractor believes that portions of the statement of qualifications constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the Contractor must so specify by, at a minimum, stamping in bold red letters, the term "CONFIDENTIAL" on that part of the statement of qualification which the Contractor believes to be protected from disclosure. The Contractor must submit in writing specific detailed reasons, including any relevant legal authority, stating why the

Contractor believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The District will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. The Contractor is hereby notified that the District may consider all parts of the offer public information under applicable law even though marked confidential.

AWARD OF CONTRACT. Award of a contract will be made to the Contractor offering the most advantageous statement of qualification after consideration of all Evaluation Criteria set forth below; however, the District will not be limited solely to the evaluation factors in making its final decision. The criteria are not listed in any order of preference. An Evaluation Committee will be established by the District. The District shall not be obligated to accept the highest commission, or any commission offered, and will make an award in the best interests of the District after all factors have been evaluated.

CANCELLATION OF SOLICITATION. The District may cancel this solicitation at any time.

FORMATION OF CONTRACT. The Contractors' signed statement of qualification and Contra Costa Community College District's Request for Qualifications shall be incorporated into a contract with or without negotiation.

INFORMED CONTRACTOR. The Contractor is expected to fully inform themselves as to the conditions, requirements, and specifications before submitting statement of qualifications. Failure to do so will be at Contractor's own risk and they cannot secure relief on the plea of error.

INK OR TYPEWRITTEN. All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be lined through and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the statement of qualification.

COST OF PREPARATION. The District is not liable for any costs incurred by Contractors before entering into a formal contract.

REJECTION OF QUALIFICATIONS. The District reserves the right to reject any or all statement of qualifications or any part of statement of qualification and also to waive informalities, minor irregularities, or other requirements in our Request for Qualification and /or offers received, and/or to accept any portion of the offer if deemed in the best interest of the District. Failure of the Contractor to provide in its statement of qualification any information requested in this RFQ may result in rejection for non-responsiveness.

ASSIGNMENT OF RIGHTS OR OBLIGATIONS. Except as noted hereunder, Successful Contractor may not assign, transfer or sell any rights or obligations resulting from this solicitation without first obtaining the specific written consent of the District.

ATTORNEY FEES. In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

COMPLIANCE WITH LAWS. All statement of qualifications shall comply with current federal, state, local and other laws relative thereto.

CONTRACT INCORPORATION. The contract embodies the entire contract between the District and the

Contractor. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein or referenced herein. No changes, amendments, or modifications of any of the terms or conditions of the contract shall be valid unless reduced to writing and signed by both parties. The complete contract shall include the entire contents of this RFQ Solicitation, all addenda, all of Contractor's successful submittal; supplemental agreements and any and all written agreements which alter, amend or extend the contract.

FORMATION OF CONTRACT. Contractor's signed Statement of Qualification and District's written acceptance or purchase order shall constitute a binding contract.

LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the State of California. The parties stipulate that this contract was entered into in the County of Contra Costa, in the State of California. The parties further stipulate that the County of Contra Costa, State of California is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

COMPLIANCE WITH ALL LAWS. The Contractor warrants that it will comply with all federal, state and local laws, ordinances, rules and regulations applicable to its performance under this contract including, but not limited to, the Fair Labor Standards Act of 1938, as amended, the Williams – Steiger Occupational Safety and Health Act of 1970 and as amended; the State of California sales and use tax regulations; non-discriminatory employment practices under the Federal Equal Employment opportunity Clause prescribed by Executive order 112465 dated September 24, 1965 as amended. The District does not permit any person or entity using its facilities for commercial purposes to engage in unlawful discrimination.

SEVERABILITY. If any provisions or portion of any provision, of this contract are held invalid, illegal or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

SECTION II

Summary

The district invites highly experienced consultants to submit a statement of qualifications to provide consultative work to expand employer engagement (EE Consultant) for the Cloud Computing Regional Joint Venture (RJV) of the Bay Area Community College Consortium (BACCC) and funded through the Strong Workforce Program.

The EE Consultant serves as the principal consultant to recruit and support development of relationships between colleges and information technology employers in the Bay Area macro-region.

Projected Timeline

The projected timeline to deliver the duties and responsibilities below is from July 1, 2021 and December 31, 2021. This contract, and associated duties and responsibilities, may be renewed depending on availability of funds and satisfactory performance.

Overview

Cloud computing represents the next major phase for computer application development and deployment. There are significant shortfalls in the supply of workers to develop and support this new generation of cloud-based applications, and this is especially important for the Bay Area, with the high concentration of technology companies and technology-dependent employers here. BACCC has funded a Cloud Computing RJV with the goal of updating and expanding cloud curriculum. The RJV requires a significant effort to engage at scale with regional employers to validate the knowledge, skills, and abilities the curriculum targets, provide work-based learning opportunities, and ultimately to hire students who complete these programs.

The EE Consultant will focus on the following items:

- Operations for the BayICT Partnership project
 - Validation of cloud program knowledge, skills, and abilities
 - Recruitment and onboarding of employer members
 - Agendas and facilitation support for meetings
 - Documentation and reporting as needed
 - Coordination with marketing on web and social media
- Work-based learning employer recruitment
 - Direct recruitment for large employers
 - Content for materials to support college recruitment efforts
- Outreach to college career centers and job developers
 - Engagement with regional initiatives and/or platforms, like ELENA/Earn & Learn, Handshake, Jobspeaker, and College Central Network
- Outreach to regional workforce development boards and other workforce system participants

The work will be performed in collaboration with and guided by the Regional Directors of Employer Engagement for the ICT/DM sector.

Metrics

- Recruit and manage relationships with 10 regional employers, to be participants as Business & Industry Leadership Team (BILT) members of the BayICT Partnership partners.
- Recruit and engage another 100 employers to provide some aspect of work-based learning to ICT programs in the Bay Area region.
- Develop cooperative relationships with career centers at 14 college regional colleges.

- Engage with 5 workforce development boards throughout the region.

Competencies

To be successful in this assignment, the EE Consultant will likely have:

- In-depth understanding of community college workforce and economic development programs in the State of California, particularly those related to Strong Workforce funding streams.
- Comprehensive knowledge of the regional workforce development system.
- Understanding of ICT curricula and instructional programs, and of community college work-based learning initiatives.
- Knowledge of major regional employers that hire students with the knowledge, skills, and abilities taught in community college ICT programs.
- Strong interpersonal, communication, time management, and project management skills.

SUBMISSION REQUIREMENTS & COMPENSATION

Eligible consultants to serve as Employer Engagement Consultant must submit a cover letter, resume, and a minimum of 3 recent professional references. The cover letter must describe the consultant's experience and qualifications with regard to the desired competencies number 1 through 5 below. No more than one (1) page per competency.

1. In-depth understanding of community college workforce and economic development programs in the State of California, particularly those related to Strong Workforce funding streams.
2. Comprehensive knowledge of the regional workforce development system.
3. Understanding of ICT curricula and instructional programs, and of community college work-based learning initiatives.
4. Knowledge of major regional employers that hire students with the knowledge, skills, and abilities taught in community college ICT programs.
5. Strong interpersonal, communication, time management, and project management skills.

Start Date: Pending completion of the RFQ process, we anticipate the consultant starting no later than July 1, 2021.

Funding: Pending approval from the CCCC CD Governing Board, CCCC CD will award a standard contract for a not-to-exceed amount of \$90,000, depending on experience and available resources.

Term of Agreement: The term of any contract resulting from this request for qualifications shall be from July 1, 2021 - December 31, 2021. The CCCC CD, at its sole discretion, may cancel the contract with a 30-day ADVANCE written notice to the contractor for any reason.

Criteria: The following criteria will be used in making a selection:

- Prior relevant professional experience
 - Professional references
 - Educational background
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SECTION III

SIGNATURE PAGE—4CD-83 RFQ

(To be included with statement of qualifications submission)

To: Contra Costa Community College District
Attn: Rod Herrera
500 Court St.
Martinez, CA 94553-1278

Pursuant to and in compliance with this Request for Qualifications, after carefully reviewing all the terms conditions and requirements contained herein, the undersigned agrees to furnish such services in accordance with this RFQ.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this request for qualifications response is true and correct.

NOTE: ALL ENTRIES SHALL BE LEGIBLE AND SHALL BE PRINTED ABOVE THE LINE PROVIDED.

Type or Print Name/Title Email

Signature Date

Name of Company

Address

City State Zip Code

(_____) _____
Area Code Telephone Number

(_____) _____
Area Code Fax Number

ADDENDA/AMENDMENTS ACKNOWLEDGMENT

Consultant acknowledges receipt of: Addendum Number _____ Dated _____
Addendum Number _____ Dated _____
Addendum Number _____ Dated _____