



**Quinsigamond Community College**  
**Request for Proposals (RFP)**  
for  
**IT Workforce Program Design Consultant**  
*School of Business, Engineering and Technology*

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**I. General Information and Bid Submission Requirements**  
**a. Information for Bid**

Quinsigamond Community College is soliciting proposals for an IT Workforce Program Design Consultant.

**b. Due Dates**

-Proposal documents will be posted on the Commonwealth's procurement system COMMBUYS ([www.commbuys.com](http://www.commbuys.com)) beginning **Monday, January 5, 2015**.

-This posting will be open until filled, however all proposals received by **5:00PM on Friday, January 23, 2015** will be guaranteed a review.

**c. Bid Submission Requirements**

-Proposals may be submitted in a sealed envelope and received at:

**Quinsigamond Community College**  
**c/o Deborah Fratturelli**  
**Administration Building, Room 209A**  
**670 W. Boylston St., Worcester, MA 01606**

--Proposals should be clearly marked "**IT Workforce Program Design Consultant RFP**" on the outside of the package.

-Proposals may also be submitted via e-mail to Deborah Fratturelli at [dfatturelli@qcc.mass.edu](mailto:dfatturelli@qcc.mass.edu).

--Please include "**IT Workforce Program Design Consultant RFP**" in the subject, along with a .doc, .docx, or .pdf file.

**d. Additional Information**

-The following meanings are attached to the defined words when used in this bid form.

1. The abbreviation "QCC" means Quinsigamond Community College.
2. The abbreviation "Bidder" means the person, firm, or corporation submitting a bid on these specifications or any part thereof.
3. The abbreviation "Contractor" means the person, firm, or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
4. The abbreviation "Firm Price" shall mean a guarantee against price increases during the life of the contract
5. "Bid" and "Proposal" are synonymous when referring to this solicitation.

Quinsigamond Community College  
IT Workforce Program Design Consultant

-This is a three-month project, with an expected start date of February 1, 2015 and an expected end date of April 30, 2015.

-The contract will be awarded as soon as possible after the January 23<sup>rd</sup> deadline. The time for award is contingent upon position being filled.

-If changes are made to this RFP, an addendum will be issued. Addenda will be posted publicly on COMMBUYS.

-A bidder may correct, modify or withdraw a bid by written notice received by QCC prior to the time and date set above for the bid opening. Bid modifications must be submitted in a sealed envelope with the written markings per the "Bid Submission Requirements" section above. Each modification must be numbered in sequence, and must reference the original RFP.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of QCC or fair competition. Minor informalities will be waived, or the bidder will be able to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

-Quinsigamond Community College reserves the right to reject any and all bids and to take action deemed to be in the best interest of Quinsigamond Community College.

-All bid prices submitted in response to this RFP must remain firm for sixty (60) days following the opening.

-If, at the time of the scheduled proposal due date, QCC main campus is closed (per the local news station closures), the due date will be postponed until 2:00PM on the next normal business day. Proposals will be accepted at that date and time.

-The contractor will not be permitted to assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of Quinsigamond Community College and of the Purchasing Department of Quinsigamond Community College.

-When quoting, the bidder shall submit a signed copy of this proposal form and, if bid is accepted by QCC, shall constitute part of the contract of purchase. Do not detach any part of this proposal form.

-The successful bidder shall comply with all applicable Federal and State laws and regulations.

## II. Purchase Description/Scope of Services

-QCC is seeking a project consultant to lead the design, implementation and analysis of a comprehensive needs assessment to clarify regional demand for college education and training programs to meet current and projected hiring needs for the following occupations: Computer Programmers; Computer User Support Specialists; Web Developers; Database Administrators; and Network and Computer Systems Administrators.

-The final report will include the following:

- 1) employer outreach/interviews to define local labor market demand
- 2) competitor analysis to assess the quantity, quality and accessibility of existing IT/IS programs
- 3) recommendations for developing and/or enhancing current college programs in order to better prepare unemployed and underemployed men and women with required skills/competencies. This may include, but not be limited to recommendations for innovative outreach and recruitment strategies, curriculum revision and/or new curriculum development as well as student job search and job placement strategies.

-A minimum of 25 employer interviews must be conducted within the Quinsigamond Community College's (QCC) service area across Central Massachusetts, particularly Worcester County, Southern Worcester County and Blackstone Valley, with a specific focus on Worcester and South County.

-Applicants must submit a project proposal that addresses all aspects above and includes a project work plan, a draft employer interview protocol, and a timeline for project deliverables, commensurate with anticipated project funding period (February 1-April 30, 2015).

-Applicants must submit 3 professional references on the attached business reference form. An electronic portfolio of up to three similar projects may be submitted.

-Proposed budgets of up to \$15,000 will be accepted for review and consideration.

-Interviews may be conducted, if the awarding authority so chooses, during the week of January 26, 2015.

-Project is pending funding.

### III. Rule for Award

QCC will award the contract to the most advantageous proposer within sixty (60) days after the date of the opening of the Bids, contingent upon project funding. If the bidder selected as the contractor fails to perform its agreement to execute a contract in accordance with the terms of its bid, an award shall be made to the next most advantageous proposer.

### IV. Required Forms for Proposal Response

#### a. DETAILED PROPOSAL

Applicants must submit a detailed project proposal that addresses all aspects above and includes a project work plan, a draft employer interview protocol, and a timeline for project deliverables, commensurate with anticipated project funding period (February 1-April 30, 2015).

#### b. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of person submitting bid or proposal

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

#### c. CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of person submitting bid or proposal

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

d. W-9 Form (or equivalent)

Form <b>W-9</b> (Rev. December 2011) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	Give Form to the requester. Do not send to the IRS.	
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)		
	Business name/disregarded entity name, if different from above		
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____		<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	City, state, and ZIP code		
List account number(s) here (optional)			

<b>Part I</b>	<b>Taxpayer Identification Number (TIN)</b>					
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		Social security number <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> </tr> </table>				
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		Employer identification number <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> </tr> </table>				

<b>Part II</b>	<b>Certification</b>
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**  
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:  
 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),  
 2. Certify that you are not subject to backup withholding, or  
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.  
**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:  
 • An individual who is a U.S. citizen or U.S. resident alien,  
 • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,  
 • An estate (other than a foreign estate), or  
 • A domestic trust (as defined in Regulations section 301.7701-7).  
**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**e. Business Reference Form & Electronic Portfolio\***

**QUINSIGAMOND COMMUNITY COLLEGE**

**BUSINESS REFERENCE FORM**

Bidder: \_\_\_\_\_

RFP Name/Title: \_\_\_\_\_

RFP Number: \_\_\_\_\_

The bidder must provide (indicate a number)   3   business references.

Reference name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: # ( ) \_\_\_\_\_

Fax/Internet address: \_\_\_\_\_

Description and date(s) of commodities and services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: # ( ) \_\_\_\_\_

Fax/Internet address: \_\_\_\_\_

Description and date(s) of commodities and services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: # ( ) \_\_\_\_\_

Fax/Internet address: \_\_\_\_\_

Description and date(s) of commodities and services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*Electronic Portfolio is optional:** An electronic portfolio of up to three similar projects may be submitted. Please enclose a USB flash drive or [e-mail](#) these projects with your proposal.

**V. Additional Contract Terms and Conditions**  
**a. GUARANTEE**

-It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.

-Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity and expression, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

-The undersigned as bidder, declares that the only parties interested in this proposal as principles are named herein; that this proposal is made without collusion with any other person, firm or corporation; that no officer or agent of QCC is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with QCC in accordance with the specifications, also the terms and conditions as spelled out in this bid form.

-No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or request for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contract to be performed for on-site services at Quinsigamond Community College, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms defined in Section 178C of the General Laws and who must register with the sex offender registry board.

-The contractor will be required to indemnify and hold harmless Quinsigamond Community College, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.