



EAST CENTRAL COLLEGE

REQUEST

FOR

PROPOSALS

September 15, 2017

Public Opinion Survey
To Be Conducted in the East Central College Service Region

Project 2017-2018

**Due 2:00 PM CST/CDT
Friday, October 20, 2017**

Company Name:

Contact Information:

Printed Name & Title

Address, City, State

Phone Number

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

*Please mark the outside of your return envelope:

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: bids@eastcentral.edu
PH: (636) 583-6703 FAX: (636) 584-8602

BID: Public Opinion Survey
To Be Conducted in the East Central College
Service Region
DUE: 2:00 PM, October 20, 2017

Questions concerning this Request for Proposals must be received by fax or email no later than 10:00 AM October 4, 2017.

Proposals must be received October 20, 2017, No later than 2:00 PM CST/CDT.

DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

***Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

Date: _____

Name of Firm

Signature & Title

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: October 20, 2017

BID: Public Opinion Survey

Proposals must be received no later than 2:00 PM CST/CDT.

Please send one (1) original and one (1) digital copy of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

PROJECT TIMELINE

- September 20, 2017 Request for Proposals released to public
- September 23 & 24,
& 27, 2017 Invitation to Issue Request for Proposals advertise
- October 4, 2017 Questions and inquiries concerning this Request for Proposals must be submitted not later than 10:00 AM:
Fax: 636-584-8602
Email: melissa.popp@eastcentral.edu
- October 20, 2017 Bids due by 2:00 PM, CST/CDT to:
Melissa Popp, Purchasing Manager
1964 Prairie Dell Road
Union, MO 63084
Attn: Public Opinion Survey
Mail an original and one (1) digital copy of the bid.
- October 20, 2017 RFP's publicly opened and read aloud, 2:05 PM, Buescher Hall, 2nd Floor, Room 262
- November 6, 2017 Recommendations submitted to the College Board of Trustees for Approval and Award.

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to melissa.popp@eastcentral.edu.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: October 20, 2017

BID: Public Opinion Survey

Section I: Introduction and General Information

1. Introduction: This document constitutes a request for proposals from qualified organizations to conduct a public opinion survey as specified for East Central College in accordance with the terms and conditions set forth in this Request for Proposals (RFP).

2. Organization: This document, referred to as a Request for Proposals, is divided into the following sections:
 - Section I: Introduction and General Information
 - Section II: Scope of Work
 - Section III: General Contractual Requirements
 - Section IV: Qualification Submission Information

3. Background / General Information: East Central College (the College) is a two-year comprehensive community college located in Union, Missouri. Two satellite locations are operated in Rolla, Missouri. The College has a total enrollment of nearly 3,000 students. Additional information regarding East Central College may be found at www.eastcentral.edu.

Overview/Purpose: The College last conducted a public opinion survey in 2012. To aid in the College's work related to strategic planning, accreditation, and quality improvement, the institution seeks to poll residents on matters such as educational quality, general awareness of the college, affordability, quality of student services, convenience of times and locations of classes and services, and other matters of institutional concern. The College also seeks demographic information from the survey sample, information related to respondents' history of enrollment at East Central and/or other involvement with the institution (e.g., attendance at various college events). The survey is intended to serve as a starting point for regular polling (annual or biennial) to be conducted in the future.

4. Timetable: For information purposes only, firms are advised that the College anticipates following the timetable set forth below with regard to this RFP:

Deadline for RFP response:	October 20, 2017, 2:00pm CST
Award Decision:	November 6, 2017
Fieldwork:	January, 2018
Results/Report:	Due to College by March 12, 2018

5. All proposals submitted in response to this RFP will be evaluated by an evaluation team, which will make a final recommendation to the President and/or Board of Trustees (as required) for a final decision. The award will be made to the firm that best meets the needs of the College and will not necessarily be the lowest cost proposal.

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Section II: Scope of Work

1. Specific Requirements: East Central College requests proposals for the following:

- Developing a public opinion survey instrument, in cooperation with designated college staff, of approximately 50 questions. The precise length of the survey will be developed in consultation between the firm and the college.
- Conducting the survey via telephone to a group of randomly selected residents within the East Central College Service Area.
- Providing appropriate analysis of the survey and present the results to college staff.
- Prepare a written report with findings, supporting data, and other information as designated by the college.

The selected firm shall:

- Provide all necessary consultation to develop the survey instrument;
- Provide all necessary staff and facilities to conduct the telephone survey;
- Be responsible for drawing a statistically representative sample of the college service area, in accordance with generally accepted methodologies for conducting public opinion surveys;
- Provide all necessary software and/or analytical tools with which to conduct the analysis of the findings.

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Section III: General Contractual Requirements

1. Contract period: The original contract period shall begin on the date of the contract award and continue through March 31, 2018, or as otherwise specified and agreed upon by the Firm and the College. The contract shall not bind the College for any contractual commitment in excess of the stated contract period or stated price.
2. Contract price: All prices shall be as stated in the contract. The College shall neither pay nor be liable for any costs which are not specifically identified in the contract. Stated price must be inclusive of all services specified in the scope of work. If a lump sum price is provided, the College shall not be liable for any additional costs or reimbursable expenses, unless specifically stated in the contract and agreed upon by the College.
3. Termination: The College reserves the right to terminate the contract at any time, without penalty or recourse, by giving the contractor written notice of such termination at least thirty (30) calendar days prior to the effective date of termination. The contractor shall be entitled to receive just and equitable compensation for the services provided to and accepted by the College pursuant to the contract prior to the effective date of the termination.

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Section IV: Proposal Submission Information

1. Firm Contacts: Potential firms must direct all questions and comments regarding the RFP, the evaluation, etc. in writing to Melissa Popp, Purchasing Manager, melissa.popp@eastcentral.edu. Firms may not contact any College employee other than Melissa Popp regarding these matters during the solicitation and evaluation process.
2. Submission of Proposals: Proposals must be priced, signed, **sealed**, and received in the Purchasing Office by specified date and time outlined in the RFP. Any proposals received after specified date and time will not be opened. A facsimile transmission is not an acceptable response to this RFP.
3. Evaluation: After determining that a proposal satisfies the mandatory requirements stated in the RFP, the College will use both objective analysis and subjective judgment in conducting an assessment of the proposals. The College will be the sole judge as to the acceptability of any and all proposals.
4. Proposal Format: Proposals must minimally address the following issues:
 - Description of the firm, whether it is local, national or international.
 - The location of the office from which the work is to be done and the number of partners, managers, seniors and other professional staff employed at that office.
 - Outline of the firm's approach to conducting the public opinion survey, including a proposed timeline for the entire project.
 - Description of the firm's experience and expertise in conducting public opinion surveys, including resumes or similar summaries of key personnel who will be working on the project.
 - A listing of all college and/or public sector clients for whom the firm has conducted similar polls or surveys within the past five years.
 - A minimum of three professional references, preferably higher education or public sector clients.
 - A sample survey and report of findings from a project similar to that requested by the College, understanding that prior client approval to release such information may be required.
 - A cost proposal that provides (a) lump sum price for all services required, or (b) schedule of fees with an estimated project budget and a not-to-exceed price for all services required.

Interview: To aid in the selections of an auditing firm, the college reserves the right to conduct a personal interview with appropriate representatives of the firms under consideration.