



EAST CENTRAL COLLEGE

REQUEST

FOR

PROPOSALS

March 28, 2018

Strategic Planning Services

Project 2017-2018

Due 2:00 PM CST/CDT

Friday, May 4, 2018

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: melissa.popp@eastcentral.edu
PH: (636) 583-6703 FAX: (636) 584-8602

BID: Strategic Planning Services

DUE: 2:00 PM, May 4, 2018

Questions concerning this Request for Proposals must be received by fax or email no later than 10:00 AM April 20, 2018.

Proposals must be received May 4, 2018, 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 1 original, 1 electronic and 5 paper 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VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED.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.

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

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Please send one (1) original, one (1) digital/electronic and five (5) copies of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

PROJECT TIMELINE

March 28, 2018	Request for Proposals released to public
March 28, March 31 – April 1, April 4 & April 7 – 8, 2018	Invitation to Issue Request for Proposals advertise
April 20, 2018	Questions and inquiries concerning this Request for Proposals must be submitted no later than 10:00 AM: Fax: 636-584-8602 Email: melissa.popp@eastcentral.edu
May 4, 2018	Bids due by 2:00 PM, CST/CDT to: Melissa Popp, Purchasing Manager 1964 Prairie Dell Road Union, MO 63084 Attn: Strategic Planning Services <i>Mail one (1) original, one (1) digital/electronic and 5 copies of the proposal.</i>
May 4, 2018	RFP's publicly opened and read aloud, 2:05 PM, Buescher Hall, 2 nd Floor, Room 262
May 7 – 25, 2018	Committee Evaluation of Proposals
June 4, 2018	Recommendation of Company submitted to the College Board of Trustees for Approval and Award
June – October 2018	Strategic Planning activities and development
November, 2018	Present proposed Strategic Plan to Board of Trustees
December, 2018	Adoption of Strategic Plan

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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.

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OBJECTIVE

East Central College (the College) is seeking proposals for consulting and/or facilitation services to guide the development of a new Strategic Plan. The plan will be used to guide the College over the next five years. The Strategic Plan should be based on internal and external stakeholder input, factors affecting higher education generally and East Central College specifically, and be grounded in data.

BACKGROUND

East Central College was established in 1968. ECC is a comprehensive community college, intended to serve a wide range of needs for residents of the college district and surrounding region. In addition to the main campus in Union, East Central operates off-campus satellite facilities in Rolla, Mo. The College serves approximately 2,800 students each year. www.eastcentral.edu

STRATEGIC PLANNING COMMITTEE

East Central College will assign a Strategic Planning Committee to work with the selected firm. The committee shall include representative of the Board of Trustees, Administration, Faculty and Staff.

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I. SCOPE OF SERVICES

The firm shall work with the College personnel and the Strategic Planning Committee to facilitate the development of the Strategic Plan. The plan shall include at minimum:

- A. Vision and Mission Statement
- B. Statement of Institutional Values
- C. Identification of Stakeholders
- D. Strategic goals for the institution
- E. Strategies to meet the established goals
- F. Benchmarks, targets, or other appropriate measures for assessing the College's performance in meeting the established goals

The consultant or firm shall coordinate the development of the Strategic Plan, conduct meetings and facilitate the work of the Strategic Planning Committee, recommend and administer activities to solicit input from internal (students, faculty, staff) and external (community leaders, employers, educational partners, etc.) stakeholders, use existing planning materials (i.e. Facility Master Plan, financial statements, etc.), prepare deliverables, make presentations as appropriate, be available to clarify implementation questions via conference call, perform other services necessary for the development of the Strategic Plan.

II. SELECTION PROCESS

- A. The written responses to this RFP will be used to evaluate each consultant or firm's qualifications.
- B. Factors that will be considered in the selection of the consultant or firm will include:
 - a. Experience leading the development of Strategic Plans for similar clients.
 - b. Experience working with higher education clients, specifically in the development of Strategic Plans. Community college experience is preferred.
 - c. The qualifications and experience of individuals identified as part of the team that will be working with the College.
 - d. The approach, means and methods, and organization of the data gathered to develop the Strategic Plan.
 - e. The process for engaging College personnel and other stakeholders in the planning process.
 - f. References
 - g. Price/cost of services, although the College reserves the right to select the firm deemed most qualified to provide the services, and not base the selection solely on price.
- C. East Central College reserves the right to reject any and all proposals and/or waive any informality in them.

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III. STATEMENT OF QUALIFICATIONS

Responses to this RFP should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Proposals should address the following:

- A. Name of the consultant or firm, address, contact person, and phone number.
- B. General information regarding the consultant or firm and the qualifications to facilitate the development and preparation of the Strategic Plan.
- C. Identification of the specific individuals who will be involved in facilitating the development of the plan, and resumes, portfolios, curriculum vitae, or other information summarizing their education, experience, and qualifications.
- D. Plan of action describing the approach to the development of the Strategic Plan. Include at a minimum:
 - a. Proposed timeline of activities necessary to meet the schedule outlined above.
 - b. Ability to meet the proposed deadline included in the RFP.
 - c. Plan for stakeholder engagement, internal and external.
 - d. Plan for the use of SWOT analysis, environmental scans, and other tools to aid in the development of the plan.
- E. Provide a complete description of the deliverables your team will provide the College.
- F. Provide as an attachment to your response a copy of a Strategic Plan completed within the past five (5) years for a similar client (with client's permission).
- G. Provide a minimum of three (3) references from other colleges/universities for which similar work has been provided. If college or university references are not available, provide references from similar clients or organizations.