SECTION I: Summary

A. Request for Proposal

Muskegon Community College Academic Affairs Office seeks proposals from organizations to provide training for full and part-time faculty on course design, student learning outcomes, culturally competent teaching, assessment, and engagement. Training must be completed between February and August, 2022.

Sealed proposals will be received by email, mail or personal delivery until **Monday, November 15, 2021 at 2:00 EST**. Proposals received after the specified time will not be considered. Proposals shall be sealed and plainly labeled on the email subject line or outside of the envelope/box with “Faculty Professional Development” along with the name of the firm submitting the proposal. It is the sole responsibility of the proposer to assure that their proposal is received by Muskegon Community College prior to the date and time specified. One (1) original copy should be submitted to the following address:

Muskegon Community College  
Attention: Mike Council, Purchasing Manager  
Financial Services- Room 1044  
221 South Quarterline Road  
Muskegon, MI 49442

Or electronically to: Mike.Council@Muskegoncc.edu

**NOTICE:** Prospective proposers who have received this document from a source other than the Financial Services office should immediately contact the Financial Services office and provide their name and mailing address in order to ensure that amendments to the Request for Proposal or other communications are sent to them. Any prospective proposer who fails to provide the Issuing Office with this information assumes complete responsibility in the event that they do not receive communications from the Financial Services office prior to the closing date.
B. Background on Muskegon Community College:

Muskegon Community College is a public community college committed to student success and an active member of Achieving the Dream since 2010. The college provides the usual student services such as advising, tutoring, and new student orientation, and exceptional holistic services including the Jayhawk Hub which houses a food pantry, liaisons with the Michigan Department of Human Services and Michigan Rehabilitation Services, and assistance with the FAFSA.

The college offers 54 associate degree programs and 33 certificate programs. There is a broad range of degrees intended for transfer to a four-year college, preparation for a career, or entry into a profession such as nursing or respiratory therapy. Enrollment in Fall, 2021 is approximately 3700 students, ranging from dual enrolled and early college high school students to returning adults. There are 86 full-time faculty, including 78 teaching faculty, 6 counselors and 2 librarians, and 135 adjunct instructors.

The college’s main site is a 111-acre campus in Muskegon, Michigan. MCC also operates extension centers in neighboring Ottawa and Newaygo counties, as well as the Sturrus Technology Center in downtown Muskegon. Prior to the COVID-19 pandemic about 18% of course sections were offered online. In response to the pandemic almost 100% of course sections were offered online for a couple semesters and the college developed more options for course delivery, including synchronous online and different hybrid options. Almost all faculty have had basic training in teaching online, and many have had much more robust training.

C. Purpose of Project

To provide training for full and part-time faculty on course design, student learning outcomes, culturally competent teaching, assessment, and engagement. Training should include strategies to increase retention and completion for all student demographic groups, and apply to teaching in various formats. Follow up assessment on the effectiveness of the training as it relates to student performance, engagement, retention, and completion is expected.
D. Scope of Work

Organizations submitting proposals must:

- Have recent experience (within five years) in providing professional development to community college faculty or otherwise be able to demonstrate the capacity to perform the work requested.
- Be able to provide quality professional development for up to 75 faculty that includes best practices to improve course design, assessment, higher order thinking, and student engagement in online, hybrid, and/or in person environments.

Proposals must include a description of:

- The program content, format, and outcomes.
- How faculty will be recruited to participate.
- The approximate time commitment per faculty member.
- How the faculty group will be divided.
- The faculty members’ role, responsibilities, and expected outcomes.
- How outcomes will be assessed post training at the student, faculty, and institutional levels.
- Expectations and responsibilities for staff and faculty before, during, and after the professional development experience.

E. Timeline

Training should begin by February 1, 2022 and finish by August 1, 2022.
SECTION 2: Contacts, Timing, and Administrative Details

A. Contacts

MCC specifically instructs all interested Vendors/Organizations/Firms to restrict all questions regarding this RFP to written or emailed communications forwarded to the above-named RFP Contact Person. All questions and concerns must be received no later than end of day November 8, 2021. MCC shall have a reasonable amount of time in which to respond to all questions and concerns; however MCC reserves the right to decline to respond to any question.

MCC may, in its sole discretion, respond in writing or by email to written inquiries concerning this RFP, and may email, or mail via U.S. Postal Service its response to all parties recorded by MCC as having received a copy of this RFP. Only MCC responses that are made by formal written Addenda shall be binding. Any verbal responses or written interpretations or clarifications other than Addenda to this RFP shall be without legal effect. Any and all Addenda issued by MCC prior to the submittal deadline shall be and are hereby incorporated as a part of this RFP for all purposes.

B. Timing

a. Proposals must be submitted by November 15, 2021 at 2:00 EST.
b. Oral presentations by final candidates, if deemed necessary by MCC, will take place on a date to be determined.
c. Award notification following the December 15, 2021 Board of Trustees meeting, but no later than December 17, 2021.

C. Administrative Details

a. The proposal must be signed and dated by a duly authorized Vendor/Organization/Firm representative.
b. MCC considers all information and documentation requested to be submitted in response to this RFP to be of a non-confidential and non-proprietary nature and therefore shall be subject to public disclosure. Bidders are hereby notified that MCC strictly adheres to all statutes, court decisions, and the opinions of the Michigan Attorney General with respect to disclosure of public information.
c. MCC reserves the right to reject any and all offers, to waive informalities and minor irregularities in offers received, and to request additional information from proposing Vendors/Organizations/Firms.
d. MCC reserves the right to accept the proposal for services deemed to be in the best interests of MCC. The accepted proposal may not necessarily be the lowest bid.
e. Work performed and plans produced shall comply with all state, federal and local laws, including but not limited to those related to building, environmental, statutory, legal process, OSHA and the Fair Labor Standards Act.
f. The contract may be terminated by mutual consent of both parties or by
Muskegon Community College at its discretion. This contract, if awarded, may be cancelled in whole or in part by Muskegon Community College upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the contractor(s) will be grounds for termination upon fifteen (15) days written notice.

g. The firm will abide by all State and Federal Regulations on wages and hours of any employee. The firm shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with Muskegon Community College.

EQUAL OPPORTUNITY NOTICE
It is the policy of MCC to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters.

It is the policy of MCC to patronize only those firms and Providers that demonstrate a commitment to equal opportunity within their own enterprises and who abide by Federal and State laws.
SECTION 3: Other Requirements

In order to ensure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

A. Title Page: The bidder should identify the RFP subject, the name of the Vendor/Organization/Firm, local address, telephone number, name and title of contact person and date of submission.

B. Table of Contents: Provide clear identification of the material by section and by page number.

C. Vendor/Organization/Firm History: Information related to the bidder’s qualifications and resources.
   a. Briefly describe your Vendor/Organization/Firm history, number of employees and years in existence.
   b. Provide details of your Vendor/Organization/Firm financial status and stability.

D. Qualifications and Experience of Staff.

E. References: List at least three (3) client references. (See Section 4).

F. Required Forms: Complete and sign all required forms (See page 8). (If applicable)
MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Faculty Professional Development

SECTION 4: List of References

IMPORTANT: This form must be returned with the bid proposal form.

1. Name of Company _______________________________________________________
   Address _______________________________________________________________
   Contact Person/Title ____________________________________________________
   E-mail Address _________________________________________________________
   Telephone Number ______________________________________________________

2. Name of Company _______________________________________________________
   Address _______________________________________________________________
   Contact Person/Title ____________________________________________________
   E-mail Address _________________________________________________________
   Telephone Number ______________________________________________________

3. Name of Company _______________________________________________________
   Address _______________________________________________________________
   Contact Person/Title ____________________________________________________
   E-mail Address _________________________________________________________
   Telephone Number ______________________________________________________
MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Faculty Professional Development

BIDDER’S CERTIFICATION

I have carefully examined the Request for Proposal, Instructions, Terms and Conditions, Scope of Services, Bid forms and all other documents accompanying this proposal.

I propose to furnish the services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of sixty (60) days in order to allow Muskegon Community College adequate time to evaluate the proposals.

I certify that all information contained in this Request for Proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit this proposal on behalf of the vendor/organization/firm and that the vendor/organization/firm is ready, willing and able to perform if awarded this bid/proposal.

I further certify that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of Muskegon Community College or of any other bidder interested in bid/proposal; and the undersigned executed this bidder’s certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

Name of Vendor/Organization/Firm

Signature

Name & Title

Mailing Address

Telephone Number

E-mail Address
MUSKEGON COMMUNITY COLLEGE

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, & OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency.

2. Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default, have ever been on the Prevailing Wage Violator’s Registry or are currently being investigated under current name or any DBA’s, corporate names, subsidiaries or other business entities under which you have operated in the last three years; and

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the bid, been convicted or had a civil judgment rendered against it.

   A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction.

   B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging, or

   C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to five years, or both.

Name/Title of Authorized Representative    Name of Participant Agency or Firm

Signature of Authorized Representative    Date

☐ I am unable to certify to the above statement. Attached is my explanation.