

COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI

REQUEST FOR PROPOSAL: EXTERNAL EVALUATOR ON EFFECTIVE CONSORTIUM PRACTICES



**Proposal #240012
Due Date: February 20, 2024
Not later than 2:30 P.M**

**Dr. Josephine Kershaw
Dean of Institutional Effectiveness & Equity
636-481-3700
jkershaw@jeffco.edu**

Request for Proposal
External Evaluator on Effective
Consortium Practices

Community College District of
Jefferson County
1000 Viking Drive
Hillsboro, MO 63050

RFP # 240012

Closing Date: February 20, 2024
(NOT LATER THAN 2:30 P.M.)

I. GENERAL CONDITIONS

The Community College District of Jefferson County is requesting Proposal from firms for an External Evaluator on Effective Consortium Practices for the joint evaluation of the CAREERS Workforce cohort at Jefferson College and Ohlone College to be submitted by **2:30 P.M., February 20, 2024**, at the College Business Office on the Hillsboro Campus, Attention Kayla Barren, Administrative Assistant. Proposals must be sealed in an envelope and clearly marked on the outside in the lower left-hand corner **“Proposal: External Evaluator on Effective Consortium Practices RFP #240012”**. Failure to comply with this provision of the specification may result in the rejection of the proposal. It is the responsibility of the vendor to confirm the delivery of the proposal at the proper place and time. There will not be exceptions made for proposals delivered late or to the wrong location. **Faxed, emailed, or oral proposals will not be accepted.**

All proposals are to be F.O.B. Jefferson College/prepaid, delivered and be valid for 60 days after closing date. The Community College District of Jefferson County is a public institution and is exempt for all federal, state and local taxes. Do not include any taxes in the quotation. Jefferson College reserves the right to reject any or all proposals in whole or in part and waive any informality.

Proposal award will be made on or about March 15, 2024, and order will be placed immediately thereafter. Successful firm will be notified of the award and order details will be completed.

If additional information is required, contact Dr. Josephine Kershaw at 636-481-3700.

II. PROJECT DESCRIPTION AND INTRODUCTION

For the joint evaluation of the CAREERS Workforce cohort at Jefferson College and Ohlone College, an external evaluator will be engaged to provide guidance for project investigators on effective consortium practices. The external evaluator will also be required to provide guidance and evaluate the consortium's high school and college partnerships, provide guidance and evaluate branding and marketing for the Ohlone College Biotechnology Program and provide guidance and evaluate progress on industry partnerships.

This process will commence with a virtual evaluation workshop to present guidance for investigators and faculty on both Jefferson College and Ohlone College campuses. The Year 1 workshop will cover an overview of the evaluation design, methods, and data analysis plan. A midterm Year 2 progress report for the project would include summary joint data collected by the individual institutions. The final Year 3 evaluation report would provide feedback on consortium collaboration effectiveness that would be used to inform future partnerships. Jefferson College in Hillsboro, Missouri and Ohlone College in Fremont, California comprise the Colleges Aligning Resources to Elevate Education and Regional STEM (CAREERS) Workforce consortium that is funded for 3 years by the National Science Foundation (NSF) Enabling Partnerships to Increase Innovation Capacity (EPIIC) grant.

III. COMMENCING AND COMPLETION OF WORK

This project is subject to the Jefferson College Board of Trustees approval of funding on March 14, 2024.

IV. PROJECT ADMINISTRATION

The Dean of Institutional Effectiveness and Equity shall be the College's representative on the project. The Dean shall have the sole authority, after consultation with College Officials, to approve any changes in the scope of the project, specifications or other matters relative to the project.

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Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Telephone: 636-481-3700
Email: jkershaw@jeffco.edu

VI. INSURANCE AND BONDS

- A. All project work is anticipated to be performed in a remote, virtual format. If the proposal contains in-person components, the successful firm shall submit to the College a “Certificate of Insurance” for all insurance required under this provision. The firm shall provide and maintain in effect during the life of the project and warranty period the following coverage, **for which Jefferson College shall be named as “an additional insured”**.

Worker’s compensation	Statutory limits
Comprehensive general liability (including premises-operations; Independent contractors’ protective; Products and completed operations; Broad form property damage):	
Bodily injury:	
Each occurrence	\$ 500,000
Aggregate, products And completed operations	\$1,000,000
Property damage:	
Each occurrence	\$ 500,000
Aggregate	\$1,000,000
Property damage liability insurance Shall include coverage for the Following hazards:	
Explosion	
Collapse	
Underground	
Contractual liability:	
Bodily injury	\$ 500,000
Property damage	\$ 500,000

Comprehensive automobile liability:
(owned, non-owned, and hired)

Bodily injury:

Each person	\$ 500,000
Each accident	\$1,000,000
Property damage	\$1,000,000

VII. INDEMNITY

Firm agrees to indemnify and hold harmless the Community College District of Jefferson County and its directors, officers, employees, and agents from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable legal fees and expenses in connection with any investigative, administrative, or judicial proceeding, whether or not designated a party thereto) which may be suffered by, incurred by or threatened against the College or directors, officers, employees or agents of the College on account of or resulting from injury or claim of injury to person or property arising from Contractor's actions or omissions relating to this Agreement or arising out of Contractor's breach or failure to perform any term, covenant, condition, or agreement herein provided to be performed by the Contractor.

VIII. GUIDELINES (For in-person work as applicable)

1. Loud conversations, playing music, foul language, less than professional conduct by the firm's workers will not be tolerated.
2. Parking shall be coordinated with the Dean of Institutional Effectiveness and Equity.
3. Restrooms are available to the firm's workers in the buildings.
4. The use of all tobacco and smoke-related products is prohibited on all properties owned or leased by Jefferson College, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas. The goal of the policy is to promote a healthy environment for all who utilize the College and its facilities.

PROPOSAL FORM
JEFFERSON COLLEGE
RFP #240012
EXTERNAL EVALUATOR ON EFFECTIVE CONSORTIUM PRACTICES
DUE: February 20, 2024
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PROPOSAL COST

\$ _____