

MAINE COMMUNITY COLLEGE SYSTEM

REQUESTS FOR PROPOSALS

For

Diversity, Equity, and Inclusion Consulting Service

Maine Community College System (MCCS) is requesting proposals from firm and/or consultants to lend professional expertise and consulting services to support Maine Community College System's effort to understand, expand, and embrace diversity, equity and inclusion.

RFP Information

- A. This procurement is open to firms and/or consultants who satisfy the minimum requirements stated herein and agree to the attached MCCS Standard Terms and Conditions.
- B. The RFP due date is **1:00 PM, Friday, July 23, 2021**.
- C. Proposals are to be submitted to the attention of Suzanne Mayo at MCCS via email with a subject line of "DEI Proposal" to smayo@mccs.me.edu. Proposals shall remain firm for ninety (90) days from date of submittal.
- D. Questions must be submitted by noon (EST) on Wednesday, July 14, 2021. Responses to all questions will be distributed to any party that requests them no later than 5pm (EST) on Friday, July 16. Please notify Suzanne Mayo at smayo@mccs.me.edu if you would like to receive responses to questions.
- E. The Vendor shall be responsible for all costs associated with this proposal up to and including any contract that may result from this proposal.
- F. The proposals will be evaluated, and selection made, within three weeks of the closing date. Until such time, proposals shall remain confidential until final negotiations regarding the successful proposal are reached and announced.
- G. The period of performance of any contract resulting from this RFP is tentatively scheduled to begin immediately upon award and to end based on mutual agreement.
- H. Proposals should be emailed, as an attachment, to Suzanne Mayo smayo@mccs.me.edu, functioning as the RFP Coordinator. Attachments to email shall be in PDF format.
- I. **MCCS reserves the right to accept or reject any or all proposals, exercise its judgement in reviewing proposals, negotiate with any respondent and and generally take such actions as shall be in its best interest(s).**

Scope of Services

- A. The Proposer shall be readily available to perform the following services with focus on institutions of higher education:
1. Board of Trustees Diversity, Equity and Inclusion strategy session – Facilitate a strategic discussion with MCCS Board of Trustees to provide clarity on development and implementation of an action plan, anticipated outcomes, targets and metrics.
 2. Develop a DE&I Training and Development Plan – Identify training gaps within MCCS and develop an accessible and usable training plan the system can commit to for continuous learning that includes, at a minimum:
 - a. Building a common language and shared knowledge about DEI.
 - b. Understanding causes of inequity, implicit bias and its effects.
 - c. Recognize structural inequalities.
 - d. Sustainability of this work.
 - e. The importance of building an inclusive workplace and facilitating/fostering workplace change.
 - f. Strategies for facilitating difficult conversations.
 - g. Encourage cultural awareness and inclusion.
 3. Bi-monthly Lunch and Learn Sessions (total of six – one hour sessions) –
 - a. Virtually sessions – topics to be determined (examples may be: recruiting, hiring and retention, organizational cultural change, understanding gender identity)

ADDITIONAL REQUIREMENTS

- A. The following must accompany your proposal:
- a) A statement of qualifications;
 - b) A profile of key personnel to be involved in the project;
 - c) Samples of at least three comparable projects completed within the past three years;
 - d) A list of three references, preferably from colleges and universities, for work performed within the last three years on projects of similar scope;
 - e) A schedule of fees and total cost for the project, submitted via the MCCS Bid Sheet included.
- B. The cost and compensation for **all** services shall be clearly indicated.

- C. All applicable costs are to be built into the RFP. No separate costs for items not included in the RFP will be accepted unless agreed to by the MCCS in advance.
- D. Description of all proposed services and time requirements shall be clearly described in the proposal.
- E. This RFP shall be referenced in, and considered part of, any final contract.
- F. The following MCCS Standard Terms and Conditions apply to all contracts.

STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize

MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.

Bid Sheet for Diversity, Equity and Inclusion RFP

Activity	Projected # of hours	Amount
Board of Trustees Diversity, Equity and Inclusion strategy session		
Develop a DE&I Training and Development Plan		
Bi-monthly Lunch and Learn Sessions		
<i>Total Cost of Project</i>		

Are there any other costs that are not included in the total cost of this proposal? If so, what is the nature of those costs and what is the estimated amount.

Bid sheet must be signed and dated by a person authorized to legally bind the Consultant/Firm to a contractual relationship.

Signed By: _____ Date: _____