



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR PROPOSALS  
(RFP) # 725  
Sustainability Planning Consultant**

**Issued: March 16, 2026**

**Responses due: 5:00 p.m. Thursday, April 2, 2026**

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## **1.NOTICE INVITING BIDS**

The Governing Board of the Ventura County Community College District will receive responses for **RFP 725, Sustainability Planning Consultant**, in accordance with submission requirements, copies of which may be obtained in PDF format at

[https://purchasing.vcccd.edu/bids-and-agreements?qt-bids\\_and\\_agreements=0#qt-bids\\_and\\_agreements](https://purchasing.vcccd.edu/bids-and-agreements?qt-bids_and_agreements=0#qt-bids_and_agreements)

or by contacting the Purchasing Office listed below. Each RFP is to be completed on the forms that are included in the bid documents or issued addenda.

District will accept online proposals for RFP #725 **proposal must be emailed no later than 5:00 p.m., Thursday, April 2, 2026 to [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu)** . District is not responsible for third-party or internet delays.

**Email Subject line must read: RFP 725 for Ilene Mehrez**

Name, phone, and address of individuals(s) who are available to respond to questions that may arise regarding this RFP. Ilene Mehrez, Ventura County Community College District 761 E. Daily Drive, Suite 200 Camarillo, CA 93010 **(805) 652-5558** Email at [imehrez@vcccd.edu](mailto:imehrez@vcccd.edu)

Publish Dates: Monday, March 16, 2026  
Monday, March 23, 2026

## **2.DESCRPTION OF THE DISTRICT**

The Ventura County Community College District (VCCCD) is a part of the 113-college California Community College system. The District is located in Ventura County, about 50 miles north of Los Angeles. The major cities in the county are Ventura, Oxnard, Moorpark, Thousand Oaks, Simi Valley, Camarillo, Ojai, Santa Paula, Port Hueneme and Fillmore.

The District serves more than 29,000 students through three separately-accredited colleges: Ventura College, Moorpark College, and Oxnard College, as well as off-campus sites. The District is governed by a Governing Board of five trustees who are elected by area.

The Chancellor, who is appointed by the Governing Board, administers the District's affairs. The Chancellor, the District's chief executive officer, is responsible for carrying out policies approved by the Board of Trustees.

### **3.SCOPE OF WORK (SOW)**

#### A. Project Overview

The Ventura County Community College District seeks a qualified sustainability professional to partner in developing a comprehensive District Sustainability Plan with an implementation for each campus based on individual campus assessment that:

- Aligns with the California Community Colleges Climate Action and Sustainability Goals framework and statewide targets.
- Produces actionable strategies, benchmarks, and implementation timelines.
- Supports measurable progress toward 2025 benchmarks and 2030/2035 targets.

#### B. Project Objectives

The consultant shall:

- Review and Align with Statewide Goals
- Review the CCCCO Climate Action and Sustainability Goals and policy framework.
- Assess current district-level sustainability and climate efforts and performance.
- Identify regulatory and best practice alignment opportunities.

#### C. Establish Baselines and Benchmarks

- Reduction of fossil fuel usage
- Benchmark key sustainability indicators such as:
  - Energy use intensity (EUI)
  - Building certifications or equivalent standards (e.g., LEED/SITES)
  - Water usage and stormwater capture
  - Waste generation and diversion rates
  - Sustainable procurement and food systems
  - Transportation metrics (fleet electrification, alternative commuting)

#### D. Develop District Sustainability Plan

Produce a detailed plan that includes:

- Vision & goals aligned with 2025, 2030, and 2035 statewide targets and District and College Strategic Planning Initiatives (including sustainability) in alignment with priorities for facilities, operations, curriculum, workforce, and community engagement.
- Roadmap of actions, sequencing, resources, and responsibilities.
- Integration strategies with Vision 2030 priorities (e.g., workforce development, climate resilience).

#### E. Stakeholder Engagement

- Conduct interviews, workshops, and focus groups with:
  - District leadership and trustees
  - Facilities, sustainability, and operations staff
  - Faculty, students, and community partners
- Summarize feedback into the planning process.

#### F. Implementation Framework

- Outline short-, medium-, and long-term actions with responsible parties.
- Strategy prioritization factoring in available district resources.
- Establish performance metrics and success indicators.
- Recommend tools for tracking and reporting progress (e.g., AASHE STARS).

#### G. Training & Capacity Building

- Deliver training sessions on:
  - Climate action planning fundamentals
  - Data tracking and reporting systems
  - Sustainable procurement and green operations
- Provide templates, toolkits, and standard operating procedures.

#### H. Reporting and Deliverables

Provide the following deliverables:

1. Baseline Sustainability Assessment Report
2. Draft and Final Sustainability Plans for individual college campuses and districtwide
3. Executive Summary / District Board Presentation
4. Stakeholder Engagement Summary
5. Implementation & Monitoring Guide
6. Training Materials and Workshop Reports

#### I. Schedule and Timeline

The District anticipates a 9–12 month project duration, with key milestones such as:

- Month 1–2: Project mobilization and kickoff
- Month 2–4: Baseline assessments and benchmarks
- Month 4–6: Stakeholder engagement and draft plan development
- Month 6–8: Plan refinement and modeling
- Month 9: Final plan delivery and presentation
- Ongoing (Optional): Technical assistance for implementation

#### J. Optional Add-On Services

The consultant may also propose optional services such as:

- Grant research and writing support
- Climate communication strategy

#### **4. Budget & Payment Terms**

Proposed fees shall be organized with appropriate breakdown by each schedule/timeline. Consultant shall provide HOURLY billing rates for all that will be charged directly to the project based on categories below.

\_\_\_\_\_ Fee by milestones (3.1. Schedule and Timeline)

\_\_\_\_\_ Hourly rates by Optional Add-On Services

\_\_\_\_\_ Travel and work products costs

\_\_\_\_\_ **Estimated Total Cost for 12 months**

The consultant shall complete all required services and deliverables within the agreed-upon contract amount unless additional services are specifically requested and authorized in writing by the District. Any additional services beyond the original scope must be approved in advance through a written amendment executed by both parties.

#### **5. SELECTION PROCESS**

Selection Committee –This committee will be comprised of the District Vice Chancellor or designee, District Administrators, College Administration, and Constituency Group Representation to be appointed by the District Vice Chancellor. The Selection Committee will submit its recommendation to the Chancellor for consideration and interview.

All proposals submitted in a timely manner will be analyzed and the District will select a firm to which the contract will be awarded. The District may request an interview with the proposer if deemed necessary.

The District's selection will be based on its evaluation of which proposal will provide the package most beneficial to the District. The proposal selected may not necessarily be the one with the lowest fees.

The District will evaluate responses based on some of the following information:

**Evaluation Criteria & Weighted Scoring**

<p><b>1. Relevant Experience and Expertise</b> 25 Points</p>	<p>Demonstrated expertise in higher education (preferably California community colleges), including:</p> <ul style="list-style-type: none"> <li>• Sustainability planning</li> <li>• Climate action frameworks</li> <li>• Waste and energy management</li> <li>• Greenhouse gas emissions inventory development</li> </ul>
<p><b>2. Knowledge of Statewide Climate Goals</b> 10 Points</p>	<p>Demonstrated knowledge of California Community Colleges Chancellor’s Office (CCCCO) statewide climate and sustainability goals and alignment of proposed services with those objectives.</p>
<p><b>3. Stakeholder Engagement Experience</b> 20 Points</p>	<p>Experience facilitating effective community and institutional stakeholder engagement within a higher education setting.</p>
<p><b>4. Methodology and Deliverables</b> 20 Points</p>	<p>Quality, clarity, and comprehensiveness of the proposed methodology, work plan, and deliverables.</p>
<p><b>5. Project Schedule</b> 10 Points</p>	<p>Ability to meet the proposed timeline and demonstrate a realistic and achievable project schedule.</p>
<p><b>6. Cost-Effectiveness</b> 15 Points</p>	<p>Overall value and cost-effectiveness of the proposed services.</p>
<p><b>Total Possible Points – 100 Points</b></p>	

**6.PROCEDURE FOR SUBMITTING QUESTIONS AND PROPOSALS**

A. Questions Regarding the RFP

Questions must be submitted in writing to Ilene Mehrez, Director of Procurement and Contract Services, [purchasing@vccd.edu](mailto:purchasing@vccd.edu) no later than 5:00 p.m., Tuesday, March 24, 2026.

Responses to questions will be released no later than Friday, March 27, 2026.

Under no circumstances may the consultant contact administrators, members of the evaluation team, or any members of the Board of Trustees. Failure to comply with this provision will deem the firm’s proposal as non-responsive.

## B. Time and Place for Submitting Responses

All responses must be signed by a person authorized to act on behalf of the service provider and be delivered or emailed to Ilene Mehrez, Director of Procurement and Contract Services, [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu) at Ventura County Community College District, 761 E. Daily Drive, Suite 200, Camarillo, CA 93470. Responses must be received no later than **5:00 p.m., Thursday, April 2, 2026**. Questions regarding this Request for Proposals for Sustainability Planning Consultant should be directed to Ilene Mehrez, Director of Procurement and Contract Services, 805-652-5558 [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu).

**District is not responsible for third-party or internet delays.**

**Email subject line must read: RFP 725 for Ilene Mehrez**

**If RFP is mailed, delivered or dropped off RFP 725, Sustainability Planning Consultant must be clearly marked on the outside of the envelope. District is not responsible for third-party delivery couriers or the United States Postal Service (USPS) for shipment.**

## C. Award or Rejection of Responses

The District reserves the right to reject any or all responses, to request additional information concerning any responses for purpose of clarification, to accept or negotiate any modification to any response, following the deadline for receipt of all response and to waive any irregularities, if such would serve best interests of the District, as determined by the District. This solicitation does not obligate the District to enter into an agreement with any proposer. The District reserves the right to cancel this Request for Proposals at any time, at its discretion.

Responses become the property of the District and information therein shall become public property to disclose after a Notice of Intent to Award. The District reserves the right to make use of any information of ideas contained in submitted responses.

The District is not liable for any costs or expense incurred in preparation of a response to this RFP.

## D. Term of Contract

The successful consultant may be required to enter into an agreement for one (1) year. The successful consultant may be renewed for up to two (2) additional one-year terms only if this is specifically requested and authorized in writing by the District. Any additional services beyond the original scope must be approved in advance through a written amendment executed by both parties.

## E. Cancellation

The District may terminate this Agreement, in whole or in part, at any time and for any reason, upon thirty (30) days' written notice to Consultant. In the event of such termination, the District shall pay Consultant only for services satisfactorily performed and accepted by

the District through the effective date of termination. The District shall not be liable for any anticipated profits, unperformed services, or consequential damages.

## 7.CERTIFICATION OF PROPOSAL

The undersigned, having carefully examined Notice to Bidders, General Instructions to Bidders and Specifications for **RFP 725 Sustainability Planning Consultant**, hereby proposes to furnish said materials and services in accordance with pricing as noted within the RFP document submitted.

The undersigned hereby submits its proposal and agrees to furnish services to Ventura County Community College District in accordance with the specifications noted in the RFP 725 .

The consultant has carefully reviewed its proposal and understands that the District will not be responsible for any errors or omissions on the part of the proposer.

It is understood that the District reserves the right to accept or reject any or all proposals and to waive any informality in any proposal received.

Bid prices must be valid for a minimum of a 6-month period after opening date of bid.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX I.D. NO.: \_\_\_\_\_

**8.ACKNOWLEDGEMENT OF BID ADDENDA**

In submitting this Bid Proposal, the Bidder acknowledges receipt of all Bid Addenda issued. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda.

\_\_\_\_\_ No Addenda Issued

(Initials)

\_\_\_\_\_ Addenda Number(s) \_\_\_\_\_ received acknowledged and incorporated in this Bid Proposal.

(Initials)

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**9.CERTIFICATION OF NON-DISCRIMINATION**

**TO BE EXECUTED BY VENDOR AND SUBMITTED WITH PROPOSAL**

The bidder hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CONSULTANT  
NAME** \_\_\_\_\_

(Type or print complete legal name of firm)

**BY** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)

**Name** \_\_\_\_\_  
(Type or print)

**Title** \_\_\_\_\_

## 10.DRUG-FREE WORKPLACE CERTIFICATION

The Bidder certifies the following:

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Bidder that a drug free workplace will be provided by Bidder by doing all of the following:
  - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
  - B. Establishing a drug-free awareness program to inform employees about all of the following:
    - (i) The dangers of drug abuse in the workplace;
    - (ii) Bidder's policy of maintaining a drug-free workplace;
    - (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
    - (iv) The penalties that may be imposed upon employees for drug abuse violations;
  - C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Bidder connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
3. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California

Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.

4. Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.
  
5. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 11. NON-COLLUSION AFFIDAVIT

In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I hereby acknowledge and agree to all specifications of the Ventura County Community College District bid and will see that our company is responsible for all materials and services as specified.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT STANDARD AGREEMENT

- Moorpark College
- Oxnard College
- Ventura College
- District Administrative Center

THIS AGREEMENT, made and entered into, upon full execution by signature, by and between the Ventura County Community College District, hereinafter referred to as "DISTRICT" and \_\_\_\_\_, hereinafter referred to as "CONSULTANT".

### CONSULTANT Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tax ID or Social Security #: \_\_\_\_\_ Business License #: \_\_\_\_\_

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

WITNESSETH, the parties do hereby contract and agree as follows:

Scope of Work: The CONSULTANT shall perform, within the time stipulated; the contract as herein defined, and shall provide all labor and materials to complete in a professional manner all of the work required in connection with the following:

REFER TO RFP 725 Sustainability Planning Consultant Scope of Work

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Term of Agreement: The term of this agreement shall be one (1) year. The consultant may be renewed for up to two (2) additional one-year terms only if this is specifically requested and authorized in writing by the District. Any additional services beyond the original scope must be approved in advance through a written amendment executed by both parties.

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Indemnity Clause: CONSULTANT shall indemnify, defend and hold the DISTRICT, its Board of Trustees, officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of the CONSULTANT'S performance of the work contemplated by this Agreement.

Acceptance of this Agreement constitutes that the CONSULTANT is not covered under the DISTRICT'S general liability insurance, employee benefits or workers' compensation. It further establishes that the CONSULTANT shall be fully responsible for such coverage.

Termination: The District may terminate this Agreement, in whole or in part, at any time and for any reason, upon thirty (30) days' written notice to Consultant. In the event of such termination, the District shall pay Consultant only for services satisfactorily performed and accepted by the District through the effective date of termination. The District shall not be liable for any anticipated profits, unperformed services, or consequential damages.

Contract Pricing: The DISTRICT shall pay to the CONSULTANT as full consideration for the faithful performance of the contract, the sum of \_\_\_\_\_ (\$), according to the following payment dates or schedule: (refer to 4.Budget & Payment Terms per RFP 725 Sustainability Planning Consultant)

The consultant shall complete all required services and deliverables within the agreed-upon contract amount unless additional services are specifically requested and authorized in writing by the District. Any additional services beyond the original scope must be approved in advance through a written amendment executed by both parties.

Are you a current or former employee of the District? If yes, list position \_\_\_\_\_

Are you related to any District employee or officer? If yes, list name and position \_\_\_\_\_

The CONSULTANT shall assume all expenses incurred in connection with the performance of this agreement. The DISTRICT shall not be responsible for payment of any additional expenses.

Prepared By: \_\_\_\_\_  
College or District Administrative Center Employee

Reviewed By: \_\_\_\_\_  
Vice President, Business Services or designee

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSULTANT:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Required Attachments for this Agreement: FORM W-9