



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR QUALIFICATIONS  
(RFQ) #683  
Consulting Services for Strategic Planning**

**Issued: August 12, 2024**

**Responses due: 4:00 p.m. Wednesday, August 28, 2024**

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## **1.NOTICE INVITING BIDS**

The Governing Board of the Ventura County Community College District will receive responses for **#683, Request for Qualifications Consulting Services for Strategic Planning**, in accordance with submission requirements, copies of which may be obtained in PDF format at [http://www.vcccd.edu/departments/purchasing/bids\\_and\\_agreements/current.shtml](http://www.vcccd.edu/departments/purchasing/bids_and_agreements/current.shtml)

or by contacting the Purchasing Office listed below. All responses must be signed by a person authorized to act on behalf of the firm and be delivered or mailed to Ilene Mehrez, Director of Procurement and Contract Services at Ventura County Community College District, 761 E. Daily Drive, Suite 200, Camarillo, CA 93470. **Five copies** of responses and **one electronic** (thumb drive, not e-mail) must be received no later than **4:00 p.m., Wednesday, August 28, 2024.** Questions regarding this Request for Qualifications Consulting Services for Strategic Planning should be directed to Ilene Mehrez, Director of Procurement and Contract Services, 805-652-5558 [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu).

Publish Dates: August 9, 2024 and August 16, 2024.

## **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.DESCRPTION OF PROJECTS FOR WHICH SERVICES ARE REQUIRED**

### A. Proposed Project

The selected consultant(s) will be required to produce written, graphic, and digital documentation of an updated strategic vision document to accommodate Ventura County Community College District and its colleges. The consultant(s) will assist the District in the planning process through adoption of the document by the District's Board of Trustees.

The Consultant(s) will work with Ventura County Community College District's leadership and other District or College constituencies and committees to develop a strategic vision document through participation in open forums, committee meetings and public review.

The final product will include a strategic document that will outline Ventura County Community College District's and its colleges strategic vision.

The strategic document is to clarify the vision, mission and values of the District and assess the external and internal environments of the District and provide recommendations for instructional and support programs that will help the District align itself with a changing environment. The objective is to identify both current and potential future programs of instruction and support services, inform the District's resource allocation, and ensure that planning and budget development are fully integrated. In addition, explore opportunities to improve or develop a District Administrative Center program review process and fundraising strategies. The District wide participatory governance process will be important factors in the development of the strategic vision.

#### B. Planning Team and Process

The consultant(s) team should include appropriate individuals familiar with strategic planning and educational program planning in the California Community Colleges. The consultant's proposal should include a description of the recommended approach to developing the planning process and outcomes that are described above. The planning process will require interactive meetings, planning charts, open forums, workshops and presentations.

The proposal submitted by prospective consultant(s) should include a recommended schedule of events from orientation to final approval of the strategic vision document. During the course of the process the consultant(s) will be responsible for producing all meeting minutes and associated handouts in an electronic format for review and distribution, and hard copy handouts and/or visuals, as necessary.

#### C. Scope of Services

Assess the external and internal environments of the District and its colleges, in developing the strategic vision document, and providing recommendations for instructional and support programs that will help the District and its colleges align with a changing environment. Identify both current and potential future programs of instruction and support services (including expansion of existing programs), inform the District's resource allocation, and ensure that planning and budget development are fully integrated in the District. Propose a District Administrative Center program review process and fundraising strategies. The Districtwide participatory governance process will be an important factor in the development.

### **4. SELECTION PROCESS**

Selection Committee –This committee will be comprised of the District Chancellor or designee, District Administrators, College Administration, and Constituency Group Representation to be appointed by the District 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:

- Firms background, expertise, and experience with community colleges
- Qualifications of personnel providing Strategic Planning
- References of work done of a similar nature in community colleges
- Fees

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

### A. Questions Regarding the RFQ

Questions must be submitted in writing to Ilene Mehrez, Director of Procurement and Contract Services, [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu) no later than 4:00 p.m., Wednesday, August 21, 2024.

Responses to questions will be released no later than August 23, 2024.

Under no circumstances may the firm 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 proposals must be signed by a person authorized to act on behalf of the firm and be delivered or mailed to:

Ilene Mehrez, Director Procurement and Contract Services  
Ventura County Community College District  
761 E. Daily Drive, Ste 200  
Camarillo, CA 93010

RFQ 683, Consulting Services for Strategic Planning must be clearly marked on the outside of the envelope.

The proposal must be received no later than **4:00 p.m., Wednesday, August 28, 2024**. Please submit **five (5) copies of the proposal** along with **one electronic (thumb-drive, not-email)** copy of the submittal, as described herein, to:

Ilene Mehrez, Director Procurement and Contract Services  
Ventura County Community College District  
761 E. Daily Drive, Ste 200  
Camarillo, CA 93010

### 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 Qualifications 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 RFQ.

**D. Term of Contract**

The successful consulting firm may be required to enter into an agreement for multiple years.

**7.CERTIFICATION OF PROPOSAL**

The undersigned, having carefully examined Notice to Bidders, General Instructions to Bidders and Specifications for **RFQ 683 Consulting Services for Strategic Planning**, hereby proposes to furnish said materials and services in accordance with pricing as noted within the RFQ 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 RFQ 683 .

The firm 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.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: \_\_\_\_\_

**10. 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: \_\_\_\_\_