

HACC — Central Pennsylvania’s Community College
Request for Proposal
10-18: Continuity of Operations Plan (COOP)

Acknowledgement: Please acknowledge receipt and interest in this Request for Proposal (RFP) by completing the information requested below and faxing it to (717)780-2325.
 Acknowledgement due date is _____

Also, please include this page with your proposal.

Consultant Name: _____ Contact Name: _____
 Address (include City, State, Zip): _____
 Phone: _____ Fax: _____ Email: _____

Check One: We will _____ will not _____ be responding to this RFP.
 If not responding, please explain briefly: _____

DATES:		HACC CONTRACT INFORMATION:
Issued:	November 27, 2009	Tom Fogarty, Executive Director, Procurement and Business Services or Garry Crider, Purchasing Manager Central Administration Procurement Office /W130A One HACC Drive, Harrisburg PA 17110-2999 Phone: (717) 780-1164 Fax: (717) 780-2325
Submit Notice to Attend Pre-Proposal Meeting:	January 25, 2010 by 2:00PM	
Pre-Proposal Meeting:	January 28, 2010 at 1:00PM	
Deadline for Questions:	February 4, 2010 by 11:00AM	
Response to the Questions:	February 8, 2010 by 4:30PM	
Acknowledgement Due	February 12, 2010 by 4:30PM	
Proposal Due Date:	February 17, 2010 by 11:00AM	
Award of Contract:	After April 6, 2010 BOT Meeting	
Board Meeting: Tuesday, April 6, 2010 All Firms who respond to the RFP will receive a notification letter in the mail within one week after the Board meeting. Bid results will be posted on HACC’s website: www.hacc.edu – Business & Community – Purchasing – Bid Results – Current Bid Results FY10.)		

Terms

- All proposals must be mailed or hand delivered in a **sealed, clearly marked** envelope with company name and proposal number. **Faxes are not acceptable.**
- All proposals must be signed by an authorized representative of the company.
- The College reserves the right to select all or any items on the RFP or to reject all proposals.
- Proposals must include all costs and shipping/handling/freight charges. HACC is tax exempt.
- Do not include a copy of this entire RFP document with your response. Only include this page.
- Budgets must be clearly subtotaled and totaled, with one “bottom line dollar amount.”
- The copyright of all renderings made for this project shall be the property of the College.

**HACC — Central Pennsylvania's Community College
Harrisburg, PA**

**Request for Proposal, #10-18
for
Continuity of Operations Plan (COOP)**

Deadline to Submit Proposals: February 17, 2010 @ 11:00 a.m.
Sealed Proposals Must Be Delivered to: HACC, Procurement and Business Services
Room W130A
One HACC Drive
Harrisburg, PA 17110

For information concerning the RFP process, required format and the schedule of activities, please direct questions to:

Thomas J. Fogarty, Executive Director
HACC — Central Pennsylvania's Community College
Procurement and Business Services, W229
Harrisburg, PA 17110
Telephone: (717) 780-1930
Email: tjfogart@hacc.edu

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Key Dates

Important dates including proposal deadlines are shown below. Dates indicated are tentative and may be changed during the RFP process due to revision of any part of the RFP because of questions from proposers and/or additional information requested after the proposal opening. A formal addendum to this RFP will be issued to the proposers notifying of any changes to these dates.

Activity	Date & Time
Advertisement	November 27, 2009
Notice to attend Pre-Proposal Meeting	January 25, 2010 by 2:00PM
Pre-Proposal Meeting	January 28, 2010 at 1:00PM
Deadline for questions	February 4, 2010 by 11:00AM
Answers to questions due	February 8, 2010 by 4:30PM
Acknowledgement Due	February 12, 2010 by 4:30PM
Proposal opening	February 17, 2010 by 11:00AM
Interviews	Week of March 8, 2010
Award of contract	After the April 6, 2010 BOT Meeting

Proposal Submission Contents

Proposals must include all information required by the following sections (See *Section VI, Format for Proposals*):

- a. Cover Letter
- b. Consultant Qualifications Exhibit A
- c. Consultant History
- d. Project Plan
- e. Project Bid Form (**sealed separately**)

Definitions

The following terminology shall be used throughout this RFP.

Campus: HACC, Central Pennsylvania’s Community College Campuses, Harrisburg, PA

College: HACC - Central Pennsylvania’s Community College

Consultant, Proposer, Vendor: The company, firm or corporation formally submitting a response to this RFP

Contract: The purchase order generated by the final award

Purchaser: HACC - Central Pennsylvania’s Community College

Request for Proposal (RFP): The written proposal to provide services

I. Planning Requirements

A. Purpose

The College desires qualifications-based proposals for professional services to provide for the orderly development of a Continuity of Operations Plan (COOP) including an Information Technology Disaster Recovery Plan for the College. The successful project team will establish the framework for the orderly development of a COOP that will examine internal and external factors that will affect the role, mission, and educational plans of the College in the event of a catastrophic event shutting down any part of the College for more than a particular amount of time established by the COOP.

This is one of the most critical projects the College will undertake in the next several months. This project is about ultimate opportunity to create a comprehensive survival plan that will provide step by step procedures the College will take in the event of a catastrophic event.

The College is seeking a multidisciplinary team to provide this COOP incorporating the full range of professional disciplines normally associated with planning of this type. The College encourages participation by Woman and/or Minority Owned Business Enterprises (WMBEs).

The College intends to award a single prime contract to the consultant who proposes and assembles the team having the best experience working with a community college and having a history of achieving previous successful comprehensive COOPs which include Information Technology Recovery Plans. Proposals that include subcontracting of various components of the RFP must include the subcontractor's information and area(s) of expertise. The prime consultant will be expected to retain the services of all necessary sub-consultants as required. The copyright of all renderings of the plan for this project shall be property of the College.

The College is committed to making sure this plan is done well. Support will be given from the Office's of Risk Management, Information Technology, Environmental Health & Safety, and from the College's leadership. The commitment in energy and time has been well communicated throughout the institution by the Board of Trustees (BOT) and the president to the vice presidents, academic deans, department heads, facilities staff, and the College community.

Project Timetable	
Year	
April 2010	Contract signed
TBD	Initiate project development and meetings with key College personnel
TBD	Environmental scan, academic plan assessment
TBD	Progress report I
TBD	Facilities assessments
TBD	Progress Report II; First draft of master plan to the BOT (Nov. 10) (First year immediate needs identified)
TBD	All deliverables are satisfied
Year	
TBD	Presentation to HACC's BOT

B. Proposal Pricing Method

In a sealed envelope separate from the general proposal, cost proposals must include all costs associated with the professional services, including any travel, lodging, and meals. The total cost is to be proposed as a "not to exceed" amount. Project bid form must be completed and made part of the contents of the

sealed envelope. The top four (4) rated proposals (See *VII B, Evaluation Criteria*) along with ties will then have the sealed cost envelopes opened and scored accordingly.

C. Project Price Changes

Any changes in project workscope that alters costs must have prior approval from the Vice President for Finance and College Resources. HACC's Executive Director of Procurement and Business Services will be the authorized representative of the College for purposes of interpretation of contract requirements.

D. Contract Standards

After the contract is awarded, it will be the consultant's responsibility to confirm, with the College's authorized representatives, that sufficient funds are available for the project through the issuance of a purchase order by the College (see *VIII. Award of Contract*).

The terms of this RFP will take precedence over all contracts signed with respect to this project. Exceptions noted in contractor responses must be accepted in writing by both parties as being incorporated into the terms of this RFP.

E. Invoices and Statements

Invoices must be descriptively itemized and must clearly indicate the applicable College purchase order number, including the project name, location, and HACC account number. Invoices must be submitted in duplicate before payment can be authorized. Monthly statements may be submitted for engagements that exceed 45 days up to 75% of total contract amount. The remaining balance is to be invoiced at time of project completion.

A copy of the invoice statement is to be submitted to the "Bill to. . ." location identified on the purchase order.

Any invoice submitted without an approved College purchase order reference is subject to being classified as a gift to the College.

F. Payment

The College will make payment to the consultant from the approved invoice. Payment will be accomplished within thirty (30) days of project acceptance or invoicing, whichever is later, if the project is as specified and the invoice statements are in proper form.

II. Request for Proposal

HACC formally invites responses to this (RFP) to provide professional services to prepare the (COOP) for the College.

Proposers are advised to examine and investigate existing College footprint before submitting a proposal. The College is an open-access facility and proposers are free to tour the campus on weekdays between 8:00 a.m. to 4:30 p.m. Classes will be in session and proposers should be careful not to disrupt instructional or administrative activities during the visit.

A Pre-Bid Meeting and site inspection will be held on January 28, 2010 at 1:00 PM in Stabler Hall Room 102. All bidders are encouraged to attend.

LOCATION ADDRESSES:

CAMPUS LOCATION:	ADDRESS:
CENTRAL ADMINISTRATION:	4th Floor 1426 N.3 rd St Harrisburg PA 17102
VIRTUAL CAMPUS:	4 th Floor 1426 N.3 rd St Harrisburg PA 17102
HARRISBURG CAMPUS: Rose Lehrman Arts (A); Blocker Hall (B); College Service Center (CSC); Cooper Student Center (C); Hall Tech (H); McCormick Library (M); Whitaker Hall (W); Select Med (SM); Stabler (S); Evans Physical Education Center (E); Overholt Bookstore (O); Pollock Early Childhood (P) Public Safety Center (PSC)	One HACC Drive Harrisburg, PA 17110
MIDTOWN 1 & 2	1500 North 3 rd Street Harrisburg, PA 17102
LANCASTER CAMPUS Main Building (RM); East Building (RE); Facilities (F)	1641 Old Philadelphia Pike Lancaster, PA 17602
GETTYSBURG CAMPUS	731 Old Harrisburg Road Gettysburg, PA 17325
LEBANON CAMPUS	735 Cumberland Street Lebanon, PA 17042
YORK CAMPUS	2010 Pennsylvania Avenue York, PA 17404

A. Scope of Work

The College’s COOP will provide a framework for the College to prepare for, respond to, and return to normalcy in the event of a catastrophic event lasting more than a predetermined number of days. Through the planning process, the College must be able to identify and manage hazards, mitigate the effects of, and restore services associated with a disaster event.

The College’s COOP and Information Technology Disaster Recovery Plan will provide a well-structured and coherent plan that will enable HACC to prepare for, react to, and recover as a viable entity in order to meet its mission objectives after a disaster or emergency situation which interrupts normal business operations by rendering all or part of the infrastructure inoperable for a period exceeding the predetermined period of time. The COOP should address the recovery of the College’s critical functions after a catastrophe.

The COOP will define mission critical and manual processes that can be implemented until the infrastructure is being restored to include a plan to recover and restore the information technology infrastructure to any one of HACC’s multiple campuses or site locations.

Additionally, the COOP should define an organizational structure for implementing the plan at each campus or site location and establish criteria for making the decision to recover at a cold site or repair the affected site.

We would also like the COOP to identify the necessary equipment, personnel, procedures, and other items required for recovery.

The COOP must be presented in a format that is easily communicated to the College community.

The College's COOP must appreciate the interdependencies of the community college environment. Each functional area that makes up the College's critical infrastructure and mission must be maintained; even one failure could have disastrous results for the College.

Selected firms will be expected to identify any legislative funding, policies, or regulatory requirements, and directives that apply to a college emergency management program to insure HACC's program is in compliance with applicable laws and funded through available government programs.

The comprehensive college Disaster recovery plan will help HACC get on track after an unforeseen disaster. This plan will include three major components, each addressing a specific planning phase: preparedness, emergency response, and college continuation.

Preparedness

The disaster preparedness phase will require the assessment of the hazards facing the College and identifying the steps to reduce or eliminate them. It will suggest measures the College can take to prepare for natural and man-made disasters improve our ability to protect employees, safeguard assets and minimize financial consequences through review of existing insurance coverage's repositioning assets, mutual assistance agreements, etc.

The disaster preparedness plan should at a minimum consist of;

1. Hazard assessment for the geographic location of each campus and center, including probability of occurrence human, property, and potential college impact.
2. Facilities Assessment – Should include shelter in place building capabilities and locations, if applicable.
3. Preparation planning considerations and checklists to help organize and record actions needed for mitigating or eliminating identified types of hazards.
4. Establish communication plans for both external communications and internal communications should there be disruptions of power and cellular service due to a major catastrophe.

Emergency Response

Health, life and safety issues should be addressed by the College's emergency response plan. The emergency response plan will consist of a review of HACC's developed procedures that enable it to respond to a disaster.

The emergency response plan will be enacted until people are safe and there is no further threat of property damage or bodily injury and should identify when and how local agencies are going to be needed to respond.

The emergency response plan should at a minimum consist of:

1. Establishing emergency response personnel at each campus and center;
2. Establish equipment and resource needs for responding to identified hazards including map charts response guides, contact list, damage assessment reports, shut down procedures, etc.;
3. Establish chain of command and recommended training requirements for senior leadership;
4. Establish make up and guidelines for Emergency Operations Center to include locations and resource requirements for identified hazards;
5. Establish emergency procurement procedures including listing of local resources;
6. Establish key mutual agreements for support.

College Continuation

The College COOP must provide guidelines, forms, and checklists to HACC site-specific functional areas that will allow them to continue to meet the mission of the College at a cold site or during restoration process. Among the fundamental resources for college continuity planning are the college impact analysis and the college resumption timetables.

The continuation plan should at a minimum consist of:

1. Verification of assets, designs drawings, and blueprints as well as availability of backups;
2. Verification of adequate insurance coverages for identified hazards;
3. Verification that critical documents and records are properly protected;
4. Functional area prioritization;
5. Conduct College impact analysis;
6. Establish return time objectives;
7. Establish strategies for resumption of functions;
8. Establish recovery teams for each campus or center location of functional area;
9. Establish equipment and resource needs for recovery teams to include task and procedures to support continuation strategies;
10. Procedures should include guidelines for the Emergency Operations Center plan activation, data recovery plans, voice and data processing continuation plans, support services continuation, relocation plans, and site restoration plans;
11. Document procedures for Restoration Management team decision making process for the implementation of restoration plans;
12. Document procedures for procurement of construction or restoration contracts;
13. Identify vital records systems and equipment including legal and financial records as well as contractual obligations;
14. Identify vital records protection methods.

Monitoring

Establish procedures' recommended time frames for monitoring the continuity plan utilizing multiple types of testing methods including:

1. Structured walk-through where members of each recovery team meet to verbally review each step of their continuation procedures;

2. Checklist test where each recovery team meets to review its response procedures to ensure that all information is current;
3. Tabletop exercise where all members meet to discuss response to various disasters.

B. RFP Clarification

Proposers may request an explanation of the intent or content of this RFP and clarification of procedures used for this procurement. No interpretation made to any proposer as to the meaning of the RFP shall be binding on the College unless repeated in writing and distributed as an addendum by the College's Procurement and Business Services Office. Official written responses to all relevant written questions will be emailed or faxed by the College's Procurement and Business Services Office.

Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP #10-18" to HACC, Procurement and Business Services Office, ATTN: Thomas J. Fogarty, Executive Director, One HACC Drive, Whitaker 229, Harrisburg PA 17110, or by fax (717) 780-2325. Email questions are acceptable if they are directed to tjfogart@hacc.edu. Such requests must be received no later than February 4, 2010 @ 11:00 AM.

Failure of the proposer to make appropriate inquiries, evaluate any special conditions, or verify requirements of this RFP shall not relieve the consultant of responsibility for fulfilling the contract in accordance with the terms of this RFP.

Oral communication with any College employee, unit, department, or organization concerning this RFP is not binding on the College and shall in no way modify the RFP or the obligation of the College or the consultant.

C. Addenda to the RFP

In the event that it becomes necessary to revise any part of this RFP, HACC's Procurement and Business Services Office will provide addenda in writing to the proposers who indicate that they are interested by returning the acknowledgement and intent to bid page of this document (page 1). No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the College's Procurement and Business Services Office has confirmed the same in writing.

D. Acceptance of Proposals

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the proposer, as well as the services to be provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any proposer's response to this RFP.

The College also reserves the right to allow a Bidder to correct a defect in its Bid provided that correction of the defect does not alter the amount of the Bid or the scope of work required under the Bid.

III. General Contract Provisions

A. Examination of Contract Conditions

It is HACC's intent through this RFP and contract conditions contained herein to establish to the greatest possible extent clarity about the requirements of both parties to the contract resulting from the RFP.

Before submitting a proposal, the consultant shall be thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the consultant's

responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

By submitting a response to this RFP, the proposer represents that the proposer has read and understands the contract specifications and conditions.

B. Contract Manager

HACC's Procurement and Business Services Office shall be the authorized representative of the College for purposes of interpretation of the contract requirements. Determination of adequacy of performance shall be the responsibility of the HACC Project Manager. Neither the College, nor the HACC Project Manager, nor any agent thereof, on behalf of the College, will supervise or be responsible for the actions of the consultant's employees, sub-consultants, or sub-consultant's employees. The Project Manager shall be George A. Franklin, Jr., Vice President, Finance and College Resources, (717)780-2361.

IV. Rights And Remedies

A. Arbitration

All disputes between the parties to this agreement arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by the College, the College shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one of more arbitrators mutually agreed upon by the parties.

When a written decision of the College states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision. Failure to demand arbitration within said thirty (30) days' period shall result in the College's decision becoming final and binding upon the College and consultant.

In responding to a claim brought by a consultant, the College shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

B. Litigation

In the event that any term of this contract is the subject of litigation, it is hereby agreed that the parties in that litigation shall pay their own attorney's fees and court costs incurred, including court costs and attorney's fees incurred in appellate proceedings.

C. Venue and Jurisdiction

The terms and conditions herein constitute the sole and entire agreement among parties and the laws of the Commonwealth of Pennsylvania shall govern any disputes. In the event of litigation concerning this agreement, venue shall be in the County of Dauphin Courts, Harrisburg, PA.

D. Right to Audit

The College and appropriate designated representatives reserve the right to audit the College account records and other financial records of the consultant, as they pertain to the College. Auditors selected by the College, if deemed necessary by the College shall, perform such audits.

E. Force Majeure

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due circumstances beyond its reasonable control including, without limitation, Acts of

God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.

V. Proposal Submission

Any term or condition stated in this RFP document shall be considered accepted by the consultant unless specifically objected to by the consultant. The College may accept or reject consultant's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

To receive consideration, proposals shall be made in agreement with the instructions as stated in this RFP, and such proposals and awards made therein shall be subject to all of the terms and conditions hereof:

A. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

B. Incurred Cost

The College is not liable for any costs incurred by the proposer in the preparation and presentation of their proposals.

C. Signatories

The proposal shall include information as requested throughout the RFP. The signature of all persons authenticating the proposal shall be printed and written in longhand in any designated area on page one (1) of the master copy. The proposal shall be signed with blue ink.

D. Proposal Deadline

To be considered for selection, proposals shall arrive at HACC's Procurement and Business Services Office, One HACC Drive, Whitaker Hall, Room W130A, Harrisburg, PA, 17110, by 11:00 a.m. on or before February 17, 2010. Proposals must be in a sealed container, clearly marked "Proposal RFP #10-18, Continuity of Operations Plan (COOP) Plan." Pricing must be submitted in a separately sealed envelope. Allow time for normal mail delivery to ensure timely receipt of proposals by HACC's Procurement and Business Services Office. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

E. Number of Copies and Mailing of Proposal

Ten (10) copies of the general proposal will be submitted in a sealed container clearly marked with the name of the proposal and labeled "Proposal RFP #10-18, Continuity of Operations Plan (COOP) Plan." One (1) of the copies shall be marked "Master Copy" and will contain original signatures. The remaining copies do not require original signatures. No cost information is to be contained in the general proposal. In a separate sealed envelope please submit the proposal bid form. The proposals must be addressed as follows:

Proposal RFP # 10-18
HACC
Procurement and Business Services
ATTN: Thomas J. Fogarty
One HACC Drive, Whitaker Hall, Room W130A
Harrisburg PA 17110

VI. Format for Proposal

The proposal shall be **clear, concise and limited to no more than 30 pages**. Use a table of contents for ease in finding necessary information. The title page accompanying the proposal shall be signed by the person or persons required and authorized to legally bind the firm to the proposal and shall specifically state that the firm shall complete all services set forth in the proposal within the proposed time limits to the satisfaction of the College. Proposal shall be on 8 ½ x 11 paper only.

A. Cover Letter

The cover letter shall contain a brief introduction of the consultant and the proposal. The letter shall be concise and need not repeat any of the detailed information set forth in the proposal; however, any terms or conditions of this RFP to which the consultant objects and/or does not accept shall be clearly stated in the cover letter along with any alternatives or further explanation. At a minimum, the cover letter page shall be on company letterhead and shall include the name and working address of the firm submitting a proposal, the name and telephone number of the primary company representative to be contacted with reference to the proposal, and the date of submission.

B. Consultant Qualifications

Each proposal must contain a completed general proposal for primary and sub-consultants and a description of the consultant's qualifications to perform the services specified in this RFP. The College reserves all rights as to the evaluation of any and all responses to the general proposal submitted by each consultant and to the College's determination of the consultant's qualifications for the College Master Plan.

C. Consultant History

Each proposal must include a brief (one page) profile demonstrating an established, successful track record of past performance in providing services closely related to the requirements specified in this RFP. Explain the firm's management structure, number of years in business, and history of the firm.

In addition, provide one page containing data regarding college and/or university projects the firm has been Master Plan consultant for during the past ten years. This description of previous projects shall include overall size of facility, value of projects, owner's name, address and telephone number, and contractor's name, address and telephone number.

D. Project Plan

Each proposal must include a general project plan that includes a list of specific tasks, timeline for their completion, and expected outcomes. The plan should identify consultant staff who will be involved in executing the plan. All milestones should be indicated for activities and tasks. It is assumed that the project will include routine updates to identified College personnel. The project plan should explain any processes for communicating progress and processes for resolving any misunderstandings about project deliverables. The project plan should include a general outline of the final document that will be reviewed with and presented to College personnel at the end of the project. It is assumed that there will be a mutually agreed upon, final document outline developed during the project that will be the basis for the final report.

Provide a project chart, by phase, for each project the firm is providing a proposal for. Include a one page resume for each project manager by discipline (excluded from 20 page maximum) highlighting relevant experience. List only those individuals who will be assigned to the project. Complete the workscope matrix.

E. Project Cost

An itemized fee breakdown by task and personnel for all consultative costs must be provided as part of the proposal (see bid form). The total cost is to be proposed as a “not to exceed” amount. Travel, lodging, materials, and telecommunications, etc., must be reflected as a capped percentage of the “not to exceed figure.” Consultants may add additional items to fit their proposal after each section.

VII. Evaluation

A. Proposal Process

1. After the date established for receipt of proposals, a register of proposals shall be prepared which shall include the name of each proposer. The register of proposals shall be open to public inspection only after proposal opening. No additional proposals will be accepted after the opening date.
2. The evaluation shall be based on the evaluation factors set forth in this RFP. Factors not specified in the RFP shall not be considered.
3. For the purpose of conducting discussions, proposals shall be initially classified as:
 - a. responsive; or
 - b. non-responsive
4. Discussions may be held with one or more proposers to:
 - a. Promote understanding of the College’s requirements and the consultant proposals;
 - b. Facilitate arriving at a contract that will be most advantageous to the College taking into consideration all factors set forth in the RFPs;
 - c. Discussions may include oral presentations, interviews, demonstrations, responses to specific questions, modifications, and negotiations. Proposers shall not be informed of their rank at the time of discussions. The College reserves the right to visit and inspect other sites of the potential consultant;
 - d. Proposers must be prepared to send qualified personnel to discuss technical and contractual aspects of the proposal;
 - e. One or more proposers may be provided an opportunity to submit a “best and final” offer.
5. References and the credit and financial responsibility of the proposals may be verified as appropriate.

B. Evaluation Criteria

All proposals must meet or exceed mandatory requirements outlined in this RFP in order to be reviewed. Those proposals meeting the minimum mandatory requirements will be considered based upon a point scoring evaluation system described in this section.

Information and data for scoring will come from information supplied with the consultant’s proposal from the three references and any clarification information requested by the College. Points will be tallied for three areas: *Consultant Qualifications*, *Project Plan*, and *Total Cost* of the proposal. The maximum possible points for the combined areas will be 100 points.

Consultant Qualifications & History (32 points maximum)

Information provided by references and in the general proposal will be evaluated and awarded a maximum of TBD points. Particular attention will be given to prior experience with projects of similar size and scope as well as the qualifications and work experience of specific staff who will be assigned and sub-consultants to the project.

Project Plan (20 points maximum)

The project plan will be evaluated for feasibility, completeness, and thoroughness in addressing the scope of work. Particular attention will be given to feasibility of providing project deliverables by the established deadline.

On Site Interview (28 points maximum)

After evaluation of *Consultant Qualifications & History*, and *Project Plan*, the evaluation committee will invite a number of top proposers to interviews. The purpose of the interviews is to promote understanding of the College's requirements and the consultant proposals as well as ascertain the communications skills and chemistry between the consultants and primary stake holder at the college. Invited consultants are encouraged to bring a representative from all sub consultants identified in their proposals.

Total Cost (20 points maximum)

SUBMITTED IN SEALED SEPARATE ENVELOPE

The cost envelopes of the top four (4) rated proposals in the areas above, along with ties, will be opened and will receive points according to the following formula:

$$\frac{\text{Lowest total cost}}{\text{-----}} \times \text{maximum points (10)} = \text{points awarded}$$

Proposal being evaluated

The remaining proposals will not receive points for cost. Additional (5) points will be awarded based on in depth analysis of the cost matrix (*Exhibit B*)

VIII. Award

The College will review all proposals. The College reserves the right to cancel the selection process or the negotiations when a selection is made or at anytime prior to entering into a formal written agreement with the consultant.

The College intends to execute a contract with the consultant submitting the proposal which the College determines to best meet the College's requirements. The College will be the sole judge of the acceptance of any and all proposals.

In awarding the contract, the College may take the following into consideration: the references, experience, responsibility, reputation, financial standing of the respondent, and the ability of the consultant to provide an advantageous time schedule for providing service. The inability of any respondent to meet the requirements may be cause for rejection of the proposal.

After selection approval by the College's BOT, HACC's Procurement and Business Services Office will cause a contract/purchase order to be prepared for signatures by both parties. A contract will be issued to the responsible consultant whose proposal is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this proposal, will be used.

Notice of Intent to Attend the Pre-Proposal Meeting

Please refer to the Request for Proposal # 10-18: Continuity of Operations Plan (COOP) for HACC, Central Pennsylvania's Community College.

If you **will or will not** be attending the Pre-Proposal Meeting, please fill out the information requested below and return this form to Garry Crider, Purchasing Manager, HACC, Central Pennsylvania's Community College, One HACC Drive, Harrisburg, PA 17110 no later than January 25, 2010 by 2:00PM.

Name of Organization _____

Mailing Address _____

Representative's Name _____

Representative's Title _____

Email Address _____

Phone Number _____

FAX Number _____

Cell Phone Number _____

Email address _____

URL Web Address _____

We intend on doing the following: (check one)

1. () We will attend for the tour
2. () We will NOT attend

If number 2 is checked, please give a brief explanation in the spaces provided.

Signed: _____ Date: _____

Note: this form may be faxed to Garry Crider at 717-780-2325.