

COLORADO MOUNTAIN COLLEGE



Request for Qualifications/Proposal Number #463-10

Textbooks

Due:

Stage 1 RFQ - April 20, 2010 at 4:00 pm Mountain Time

Stage 2 RFP - May 11, 2010 at 4:00 pm Mountain Time

Buyer:

Steve Boyd

Purchasing and Contracts Manager

831 Grand Avenue

Glenwood Springs, CO 81601

sboyd@coloradomtn.edu

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #463-10
TEXTBOOKS

I. INTRODUCTION

Colorado Mountain College (CMC) is a two-year public College established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The Colorado Mountain College District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles.

The college is seeking a vendor to provide students at our commuter and residential campuses with textbooks ordered online. The college has residential campuses in three locations, including Glenwood Springs (Spring Valley), Steamboat Springs (Alpine), and Leadville (Timberline). Students at these campus locations may purchase books at campus bookstores directly or order them online through the campus bookstore. To better serve our students CMC intends to maintain this campus bookstore presence. Students taking classes online and at campus locations including Rifle, Aspen, Breckenridge, Dillon, and Vail-Eagle Valley generally order their books online.

Our textbook vendor must have exceptional customer service abilities including a user friendly web interface and ordering system. Delivery to each of the communities listed above is required. The college endeavors to provide the best possible price to our students. The incumbent textbook provider is MBS Direct. The college takes its significant vendor relationships out to competitive bid periodically, this process is not a reflection of a poor experience with MBS Direct. The selected vendor must work with the college to stay in compliance with all applicable rules relative to posting ISBN numbers online beginning July 1, 2010. In all cases the college seeks to enter agreements with partners that can work with us to find innovative and effective solutions. We are targeting the Fall 2010 term as the first term that books will be provided by the winner of this RFP. Please be aware that CMC is currently in the process of beginning to offer baccalaureate degrees. The CMC website at www.coloradomtn.edu has enrollment and other data that may be helpful for you to be familiar with.

This RFP is organized in two stages:

- **Stage 1** – Asks vendors to present their interest and qualifications. Please submit an electronic file (or files) that provide our Selection Committee with relevant information on your experience, capabilities, and qualifications. You may post Word, Excel, PDF or other documents. You may also direct Selection Committee members to a website for reference. We are asking that you also present your questions to us at this time, or any other request for information that you need to submit a response in Stage 2. **This submittal is mandatory. Firms not offering a response via Rocky Mountain e-Procurement by the due date will not be eligible to submit a qualified response in Stage Two.** Upon review of these responses the college will prepare and post Addendum 001. Addendum 001 will provide detailed instructions and a mechanism to submit your Proposal. Firms that have successfully responded to Stage 1 will then have a few days to review the Proposal Sheet and ask clarifying questions. Please carefully observe the timeline below.
- **Stage 2** – Will be your formal response to the RFP and will become the basis for the selection of shortlisted vendors. The college expects three to five vendors will make that shortlist. However, that range is only an estimate and may be larger or smaller at the discretion of the Selection Committee. Shortlisted candidates will have the opportunity to interview with the Selection Committee and demonstrate their capabilities.

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department's website as soon as the information is available. All times are Mountain.

REQUISITION STEP for RFP 463-10 TEXTBOOKS	DATE	TIME
ISSUE DATE	03-26-2010	4:00 PM
STAGE 1 - REQUEST FOR QUALIFICATIONS DUE (RFQ) – MANDATORY	04-20-2010	4:00 PM
ADDENDUM 001 RELEASED WITH PROPOSAL SHEET	04-28-2010	4:00 PM
REQUESTS FOR INFORMATION FROM VENDORS DUE	05-03-2010	4:00 PM
STAGE 2 - REQUEST FOR PROPOSALS (RFP) DUE - MANDATORY	05-11-2010	4:00 PM
SHORT LIST OF VENDORS ANNOUNCED	05-13-2010	4:00 PM
INTERVIEWS OF SHORTLISTED CANDIDATES (SUBJECT TO CHANGE)	WEEK OF 05-24-2010	TBD
TARGET AWARD DATE (SUBJECT TO CHANGE)	05-31-2010	4:00 PM

III. INSTRUCTIONS TO PROPOSERS

- This Proposal is expected to be competitive with numerous vendors participating. CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums will not be considered by the Selection Committee.
- All information related to this Proposal will be posted in the Bids, RFP's... section of the Purchasing Office's website at www.coloradomtn.edu/Purchasing. Please click on "Bids, RFP's..." and find this solicitation. This location will hold the most current and accurate documentation available for this project. Please look to this link for answers to your questions.
- Questions regarding this RFP should be directed to the Purchasing Manager, Steve Boyd, via email at sboyd@coloradomtn.edu. The College will attempt to answer all legitimate questions related to this RFP that are submitted to this email address. Answers may be delivered via subsequent addendums and/or posted to the college purchasing website. However, inquiries seeking information that is already posted on the College website will not be answered.
- To promote sustainability and a fair Proposal process, CMC utilizes Rocky Mountain BidNet to generate awareness and collect responses. **Therefore, <http://www.govbids.com/scripts/CO1/public/home1.asp> will serve as the ONLY way to submit a qualified response for both Stage One and Stage Two.** Proposers must have an existing Rocky Mountain BidNet account or may establish one (currently) free of charge. Please be sure to allow time for technical difficulties in submitting responses. CMC will only consider submittals that have been placed successfully with BidNet PRIOR TO CLOSING, there are no exceptions to this. Proposers may contact Rocky Mountain BidNet staff directly if you are experiencing difficulty with the website. The Buyer also encourages feedback on your BidNet experience. Please note that the CMC Purchasing website will contain all information related to this project. Updates and other information may or may not be posted to BidNet, The CMC Purchasing website listed above is the official venue for information.
- No bid bond is required for this project.
- **Please do not contact any member of CMC's staff, faculty or Selection Committee directly regarding this proposal. Any attempt to do so will result in your firm's disqualification at the discretion of the Purchasing Manager.**

IV. SELECTION CRITERIA

Our Selection Committee for this project will evaluate submittals to identify the best value for the College. This will not be an “all-or-none” award. The Selection Committee may also, at its discretion, give preference to firms that are able to service many or all of our campuses and administrative locations.

Specifically, the selection committee will select the winning proposer based on the following criteria in no order of importance:

- A. Quality of submittal
- B. Company experience, including previous experience with the College
- C. Pricing
- D. References
- E. Delivery times
- F. Service capability as measured by perceived staff, faculty and student satisfaction
- G. Quality of ordering website, including ease-of-use

Criteria may be modified in subsequent Addendums.

V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All submittals must adhere to the instructions provided above to be considered by the Selection Committee.
- B. *Copies:* No electronic or paper copies of submittals are required other than your post to BidNet.
- C. *Proprietary Information:* If you are submitting any information you consider proprietary, please clearly mark it “Proprietary Information.” If the Purchasing Manager concurs, this information will not be considered public information. At the discretion of the Purchasing Manager, submittal information may be posted to the College Purchasing website upon award. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Purchasing Manager may make your entire submittal public information at his or her discretion.
- D. *Signature Block:* All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.
- E. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.
- F. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.
- G. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate price changes and other terms at the sole discretion of the Purchasing Manager. During this discussion period, CMC will

not disclose any information regarding Proposal submittals other than (in some cases) the number of qualified proposals the College received and the name of the Proposer.

- H. *Award:* Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. CMC reserves the right to ask for the “Best and Final Offer” from any or all Proposers.
- I. *Pre-award Presentations:* The College reserves the right to require presentations from the highest-ranking proposers, in which they may be asked to provide additional information and answer questions from the Selection Committee.
- J. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College that will include the College’s standard terms and conditions attached to all purchase orders.
- K. *Indemnification:* Successful Proposers shall indemnify and save CMC harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.
- L. *Insurance:* Successful Proposers shall have their insurance company send the CMC Purchasing Department a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the Proposer. “Colorado Mountain College” shall be named as an additional insured. The Proposer shall be responsible for notifying the CMC Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.
- M. *Illegal Aliens:* By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.
- N. *Limitation of Multiple-Fiscal Year Obligations:* All financial obligations of Colorado Mountain College (CMC) under this contract subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

VI. SIGNATURE BLOCK

Note: Please return this page with your Stage 2 Proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () the receipt of _____ addendums,
- () familiarization with all terms, conditions, and specifications herein stated,
- () vendor is qualified to perform work and services as proposal,
- () that the proposal is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip Code

Title

Federal Employer ID Number

Phone Number

Type of Entity (S-Corp, LLC, etc?)

Official EMAIL Address

Web Site, if available

Solicitation Number (from cover page)