



**Request for Quotation (RFQ)
For Consulting Services related to
New Media Studies Center Initiative**
United States Department of Labor (USDOL)
Trade Adjustment Assistance Community College and Career Training (TAACCCT)

Introduction:

The Connecticut State Colleges & Universities, Board of Regents for Higher Education (BOR), on behalf of Middlesex Community College (Middletown, CT) is seeking quotes from experienced and qualified individuals and/or organizations to provide consulting services as it relates to the USDOL Trade Adjustment Assistance Community College and Career Training (TAACCCT), New Media Studies Center Initiative.

The Board of Regents for Higher Education serves as the governing body for the regional community-technical college system, the Connecticut State University System and Charter Oak State College pursuant to Subsection (a) of Section 211 of PA 11-48. On January 1, 2012, the Board of Regents is also authorized to act, as necessary, as the Board of Trustees for the Community-Technical Colleges, the Board of Trustees for the Connecticut State University System and the Board for State Academic Awards (which is the Board for Charter Oak State College) pursuant to sections 10a-71, 10a-88 and 10a-143 of the Connecticut General Statutes, as amended.

Background:

The U.S. Department of Labor (USDOL) has made available up to \$500 million in grant funds to be awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program. These funds are available to eligible institutions of higher education to serve workers who are eligible for training under the TAA for workers program in the 50 states, the District of Columbia and Puerto Rico. In accordance with requirements of the TAACCCT, each state, The District of Columbia and Puerto Rico received a portion of these funds. Two rounds of funding have been released and awarded to colleges within the Connecticut Colleges and State Universities (ConnSCU) System.

Middlesex Community College has received \$2.5 million in the second round of funding for the New Media Studies Center Initiative. The efforts of this initiative will provide for the review, analysis and enhancement of existing curriculum in the program areas of Broadcast Cinema, Communication and Multi-Media, as well as, create appropriate new curriculum, including hybrid, accelerated and online components.

One of the goals of this initiative is to increase completions through certificates, stackable credentials and associate degrees as well as provide innovative industry support and exchanges further promoting job placement for graduates.

The funding of this project is contingent upon the approval Statement of Work under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant, as implemented by the U.S. Department of Labor's Employment & Training Administration

Scope of Services:

The grant will fund a **New Media Center** at Chapman Hall on the campus of Middlesex Community College in Middletown, Connecticut. <http://www.mxcc.edu/> . This effort will build new interest around the enhancement of existing programming and strengthen the three combined disciplines of Film and Broadcast, Multi-Media and Communications.

We are soliciting informal, written quotes (no more than three (3) pages) from individuals, institutions or organizations that have identified expertise in developing a program for a New Media Center, by assisting designers from (State of Connecticut Department of Construction services, DCS) on media facilities. The consultant(s) will also serve as a temporary appointment to the Building Committee for the project. The Building Committee will be comprised of representatives from, DCS, Board of Regents, MxCC campus personnel and industry representatives including consultant(s).

The areas of expertise recommended are, but not limited to:

Facility:

- ❖ Evaluate current New Media curriculum and best industry practices
- ❖ Expertise in locating, receiving, reviewing and synthesizing studies, reports, publications, data and other pertinent information relating to programming of new media centers
- ❖ Experience in translating curriculum needs.
- ❖ Interview faculty, industry and other leaders in New Media field.
- ❖ Create a program document that will inform facility design and equipment selections.

Programmatic:

- ❖ Demonstrate an understanding and the capability to work across disciplines of communication, multi-media, broadcast and film.
- ❖ Demonstrated experience in assimilating input from a campus community and other stakeholders to recommend next steps for faculty professional development and instructional support.
- ❖ Familiarity with current new media, broadcast and instructional facility standards to enhance workforce education at Middlesex Community College.
- ❖ Work with faculty and possibly students to incorporate the latest instructional technology for classroom, hybrid, accelerated and online teaching methods.
- ❖ Show expertise in working with New Media and Broadcast companies as well as higher education.

- ❖ Provide an overview of State of the Art New Media programs and facilities at institutions, organizations and associations for review by the project and faculty team.

Quotes:

All quotes must be inclusive of all costs including contingencies.

Timeline:

Consulting services will begin immediately following a fully executed contract. ConnSCU expects to have a fully executed contract completed on or before May 23, 2013.

The term of the contract will not exceed one year.

A facility walk through will be offered to all potential responders and will take place on March 20, 2013 at 10:00am, followed by Q&A session.

Submission Criteria:

All quotes should include the following:

1. Resume and experience supporting New Media through development of new programs, strategic partnerships and work with facilities management.
2. Suggested Scope of Services; hourly estimation to complete scope of services & hourly rate.
3. Three (3) references detailing work, understanding and expertise in New Media together with involvement with institutions of higher education.

Submission:

Please complete and email **Attachment B, Intent to Quote Form** to confirm your intent before March 13, 2013. Please email form to: Lpershad@commnet.edu. Questions may be submitted in writing to LPershad@commnet.edu. All questions must be submitted no later than March 22, 2013 and all responders will receive a copy of the questions and answers within 7 business days of the deadline date for questions.

Submit quotes via email to Lutishia Pershad at Lpershad@commnet.edu or via fax at (860) 493-0006. In the subject line, please enter **RFO – MX New Media Center Initiative**. **Quotes must be received by April 8, 2013 no later than 4:00 P.M.**

All quotes will be evaluated on cost and experience.

This project is funded by a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant, as implemented by the U.S. Department of Labor's Employment & Training Administration.

Conditions:

- ❖ BOR reserves the right to accept or reject any and all quotes, or any item or part thereof, or to waive any informalities or irregularities in quotations submitted for consideration.
- ❖ Any contract awarded as the result of this RFQ must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.
- ❖ All responses to this RFQ are to be the sole property of the State, and subject to the provisions of section 1-210 of the Connecticut General Statutes. (re: Freedom of Information).
- ❖ Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the State unless stated otherwise in the RFQ or contract.
- ❖ All data collected by the contractor shall remain the sole property of the Board of Regents for Higher Education.
- ❖ Any alleged oral agreement or arrangement made with any agency or employee will be superseded by the written agreement.
- ❖ BOR reserves the right to amend or cancel this RFQ, at any time without prior notice, and makes no representations that contracts will be awarded to anyone responding to this RFQ.
- ❖ BOR reserves the right to reject the quotation submitted by any consultant, which is in default of any prior contract for misrepresentation.
- ❖ BOR reserves the right to correct inaccurate awards resulting from its clerical errors.
- ❖ Quotations are subject to rejection, in whole or in part, if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
- ❖ Proposer shall bear costs associated with the response to this request including presentation and/or demonstrations costs, if any.

Attachment B

RETURN THIS FORM IMMEDIATELY

Intent to Quote Form

RFQ # G13-01

Title: New Media Studies Center Initiative

Date Issued: February 26, 2013

Completion of this form allows us to provide you with updates should any changes occur to the initial request.



Print or Type the following information:

Do you plan to submit a Quote: Yes _____ No _____

Company Name: _____

Address: _____

City or Town: _____

Phone & Email: _____

Fax: _____

Contact person: _____

**Fax (860) 493-0006 to the Attention of Lutishia Pershad
OR Email to Lpershad@commnet.edu**



COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s □□good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes__ No__

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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