



REQUEST FOR PROPOSAL (RFP) PACKAGE

Membership Services

2017-2018 Executive Board

Kit Alvarez, President

Charlie Hoffman, Past-President

Thomas Hansen, President-Elect

Stephanie Houston, Treasurer

Valerie Vuicich, Central Region Coordinator

Tracie Zerpoli, South Region Coordinator

Linda Granger, Coastal Region Coordinator

Eric Pomeroy, North Region Coordinator

INSTRUCTIONS FOR PROPOSALS

CAROCP will accept written proposals from qualified consultants to provide membership services for the 2018-2019 fiscal year. Anticipated term of the contract is July 1, 2018 through June 30, 2019.

Proposals will be accepted until **3:00pm on June 15, 2018** at the CAROCP Treasurer's office. Proposals should be sent to the **attention of Stephanie Houston at 1214 Indiana Court Redlands, CA 92375**. Proposals that are postmarked, but not received until after the deadline will not be accepted. Response submittals may be sent via US Postal Service, internet, email, or facsimile. Any proposals received after the specified deadline will be returned to the consultant.

The Request for Proposal (RFP) may be downloaded from the CAROCP website at www.rocpinspire.org . RFP package information may be requested by email to Stephanie Houston, CAROCP Treasurer, at stephanie_houston@cry-rop.org .

Proposers are expected to examine all related documents of the RFP. Failure to do so will be at the proposer's risk. Proposals will be considered only from consultants who are firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. CAROCP may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered non-responsive.

A duly authorized representative of the proposing consultant shall sign the proposal document. Unsigned offers may be rejected.

CAROCP reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. CAROCP may waive irregularities in the proposal or negotiate variances from specifications, and make an award that is in the best interest of CAROCP. CAROCP will have final decision in all matters regarding acceptance of proposals and issuance of contracts.

Questions and information concerning any aspect of the proposal process, specific requirements, or post-award process should be addressed to: Stephanie Houston, Treasurer at (909) 793-3115 ex. 102.

SECTION I

General Information

CAROCP's mission is to promote and support the regional delivery of exemplary career education, career development, and workforce preparation that contribute to student and academic and career success and to the economic development of California.

California's new educational landscape is transforming to address the critical skills gaps facing many of the state's high growth sectors, and to build a pipeline of talented students who are both, college and career ready. Current and emerging educational policies are working to align funding streams and processes across regions and structures to ensure that students and learners are well prepared for the 21st Century with a combination of academic knowledge and technical skills. A critical component of this regional alignment is California's career and college readiness programs that have been a strong and integral part of California's educational system. CAROCP represents career and college readiness programs, which have a 50-year history of maximizing opportunities for students to achieve skills through regional delivery of career technical education classes that lead to college and/or career.

SECTION II

Scope of Services

The consultant shall perform membership services for as follows:

1. Develop membership application forms for the period of the agreement
2. Develop sponsorship application forms for the period of the agreement
3. Invoice current members and sponsors by August 30 for the next membership/sponsorship period
4. Alert CAROCP President and Treasurer to any and all membership/sponsorship applications that may affect CAROCP statewide operation
5. Trace the progress of membership/sponsorship applications
6. Work directly with CAROCP representatives named by the President to form strategies for increasing membership/sponsorship.
7. Keep CAROCP representatives informed on membership/sponsorship status

8. Attend CAROCP Board and Committee meetings
9. Work with the President and Treasurer to provide timely written updates on membership/sponsorship
10. Provide on-going communication with CAROCP via phone conversations, email, written and oral reports and formal reports
11. Provide the CAROCP Board with a written report of the year's activities at the final CAROCP meeting of the contract year

SECTION III

Additional Proposal Submittal Requirements

Each proposal shall include responses to the following:

- ✓ Consultant- Describe background, previous, and current experience in Career Technical Educational organizations.
- ✓ Approach- Describe the approach to providing the required services.

SECTION IV

Format & Content

Each proposal submitted in response to the RFP must include the following information in the order specified below. It is recommended that responses be professionally presented, well-organized and to the greatest extent possible, concise.

1. Introduction: include name, address, telephone number, fax number, and email addresses of the person(s) to be used as contacts (contacts must be authorized to make representations for the responding entity); statement that submission constitutes a representation by the responding firm they are willing and able to perform the commitments contained in the response; signature by a authorized person.
2. Services: include the services and activities proposed to be provided to CAROCP. Include the overall approach to tasks described in *Section II Scope of Services*.
3. Fee proposal including a total fee for service for the period of July 1, 2018 – June 30, 2019 and a proposed fee schedule.

SECTION V

Proposal Evaluation

Proposals will be evaluated based on the following criteria:

1. Qualifications of the consultant providing services.
2. Previous and current experience in representing CTE organizations.
3. Approach to providing the required services.

CAROCP reserves the right to interview the highest scoring proposers. Proposers shall be available for interviews on a mutually agreed upon date to be set by CAROCP.

SECTION VI

Special conditions

Reimbursement will not be made for costs incurred prior to formal award. The proposal must be comprehensive and specify how the consultant would complete all of the elements of the Scope of Work.

All proposals shall become the property of CAROCP.

The successful consultant is required to sign and notarize an affidavit stating that they are an independent contractor. The independent contractor is not entitled to workers' compensation benefits. An independent contractor is obligated to pay Federal and State income tax on any monies earned pursuant to the contract relationship. Additionally, it is understood that the independent contractor is not entitled to unemployment insurance benefits unless unemployment compensation coverage is provided by the independent contractor or some entity other than CAROCP.

The contractor will agree not to assign or sublet the whole or any part of the contract without prior written consent of CAROCP.

Any changes in the scope of work to be performed after the original contract has been signed shall be documented as a written change order, be accepted by all parties, and made part of the original contract by addendum.