

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Request for Qualifications INFORMATIONAL TECHNOLOGY SYSTEMS AND ORGANIZATIONAL AUDIT CONSULTANT SERVICES

Information Package

February 1, 2010

The Riverside Community College District's (RCCD) Facilities Planning, Design and Construction (FPDC) office, on behalf of the RCCD Board of Trustees is seeking to identify qualified consultants that can, if selected, provide District-Wide "Informational Technology Systems and Organizational Audit Consultant Services".

Questions should be addressed to: Michael J. Stephens, AIA, Capital Program Administrator for Facilities Planning, Design and Construction at (951) 222-8946. Michael.stephens@rcc.edu

Statements of Qualification (SOQ) must be received by 2:00 PM, on April 6, 2010, at the District's Purchasing Office, Attention: Doretta Sowell

Mailing address: Riverside Community College, Purchasing, 4800 Magnolia Avenue, Riverside, CA, 92506-1294

Personal Delivery Address for couriers, FedEx UPS etc.:

RCCD Purchasing, North Hall, 3617 Saunders Street, Riverside, Ca 92506

Envelopes must be clearly marked "**RFQ for IT Systems**" and received in the Purchasing Office by Mail or delivery services not later than Tuesday, April 6, 2010 by 2:00pm.

NO LATE SUBMISSIONS WILL BE ACCEPTED; LATE SUBMISSIONS WILL BE RETURNED UNOPENED.

The Riverside Community College District is located in the County of Riverside, in what is referred to as the Inland Empire, the fastest growing area in California. In the past eight years the District has grown by more than 50% in Weekly Student Contact Hours (WSCH). The District operates three separate campuses: Riverside Campus, Moreno Valley Campus, and Norco Campus, and four other Learning Centers in the surrounding communities. The District serves 38,395 students each semester.

The Riverside Campus is the oldest of the campuses and is the site of the original college. Located in the City of Riverside, the campus opened in 1916 and today serves more than 23,522 students each semester and has 52 buildings and a Systems Office Building in downtown Riverside.

Located in the City of Moreno Valley, the Moreno Valley Campus opened in 1991 and serves more than 9,407 students each semester and has 31 buildings. It is also operates three off site learning centers.

Since opening in March 1991, the Norco Campus has grown to serve more than 10,792 students, has 20 buildings, and is in the planning stages for additional off-site Learning Centers in order to serve.

A. SELECTION PROCESS

Following the Statement of Qualification submittal deadline, those firms selected as “short-list” District Consultation Firms will be required to attend a mandatory Pre-Interview Introduction Conference. The conference will be held with the intended purpose of introducing those firms to the District primary contacts and provide information about the expectations required of the selected firm.

Only those firms selected to participate in the Pre-Interview Introduction Conference and subsequent interviews will be considered for District Consultation Services.

1. The District will solicit State of Qualifications from prospective firms.
2. The District will screen proposals and establish a short list of “finalists” to be interviewed.
3. The District will conduct a Pre-Interview Introduction Conference.
4. The District will conduct interviews of the finalist(s).
5. The District will negotiate fees and agreed upon services.
6. District staff will recommend appointment of the firm to the Board of Trustees.
7. Upon action by the Board, District will execute agreement with the firm.

The following RFQ Process/Interview Schedule is provided as a courtesy, and is subject to change at the discretion of the District:

Task	Date
RFQ Issue Date	02/01/10
RFP Response Due Date	04/06/10
Presentation/Interview	04/19/10

B. OVERVIEW

The FPDC office is seeking qualified Information Technology Consultant firms that can assist the Riverside Community College District’s FPDC staff in providing Informational Technology Systems and Organizational Audit Consultant Services of its existing technology infrastructures, enterprise services, security alarm systems and organizational structures.

C. PROJECT DESCRIPTION AND BASIC SERVICES

This project will consist of a technology audit and planning effort to:

- a. Investigate existing technology master plans, standards, infrastructures, enterprise services, security alarm systems and organizational structure;
- b. Evaluate viability of existing technology resources to support the District’s mission, vision, business objectives, and growth objectives;
- c. Recommend and plan upgrade, replacement, and migration strategies for technology resources to sustainably support future demands.
- d. Recommend methodology to attain secure student access, including registration, coursework and social interaction.
- e. Recommend methodology to promote collaboration between faculty and staff in respect to administrative systems both on campus and remotely.

- f. Evaluate current web based technologies and staffing levels.
- g. Evaluate current course management software used by faculty and levels of utilization both in online teaching and traditional classroom settings.
- h. Recommend methodologies to provide measurable outcomes to assist in the ability to report on improvements and success.
- i. Assist in building a methodology for the introduction of new technologies which provides for the evaluation, testing, implementation, and utilization for future technological change.

The basic services for this project include the following components:

- Technology master plans and design standards;
- Telecommunications infrastructure for (Voice and Data) and Structured Cabling Systems;
- Campus underground pathways and inter-building cabling;
- Telecommunications Rooms (Datacenters, Server Rooms, MDFs, IDF, etc);
- District Wide area network (WAN), Campus Local area networks (LAN), and wireless networks;
- Recommend modifications of existing email system to support encryption technologies for executive users and centralized archival of all District messages;
- District communications technologies including voice and video systems;
- All District-owned network-connected systems (Desktop computers, laptops and other wireless devices, servers, printers, etc.);
- All network-based applications including educational, administrative, research, and business applications;
- Information Services Department and Instructional Media organizational, command, and support structures;
- Security Alarm Systems design and standards;
- Classroom based audio/visual and other teaching/learning technologies currently utilized.

D. TENTATIVE PROJECT SCHEDULE

Phase	Start Date	Completion Date
Assessment	May 3, 2010	July 2, 2010
Draft Report	--	July 23, 2010
Final Report	--	August 20, 2010

E. RFQ RESPONSE REQUIREMENTS

In order to be considered for selection, the response to this RFQ shall provide the information necessary for evaluation of your firm/team. The District intends to select a firm that has demonstrated significant experience in higher education facilities of similar size, scope and complexity. The information below describes the criteria that will impact the selection committee’s decision.

1. Cover Letter
Provide a cover letter expressing interest, availability to provide services and a summary of the firm's qualifications.
2. Firm Profile
Provide a brief description of your firm's history, firm size, office location(s), and your firm's capabilities to perform the requirements of this scope of work. Demonstrate the firm's knowledge of and experience with innovative and progressive educational facilities.
3. Experience
Describe the firm's experience with higher education projects of similar size and complexity. Highlight three projects that demonstrate the firm's experience and ability to complete the services identified in this RFQ.
4. Team Members Experience
Provide a list of key personnel to be assigned to the project including their roles and responsibilities. Include individual's qualifications and project experience. Describe each team member's experience with higher education projects of similar size and complexity.
5. Project Approach and Philosophy
Describe your approach and philosophy in implementing this project.
6. Project Fee Structure
Provide hourly rates for all to be assigned to the project, and provide summary of anticipated costs and hours for entire effort required, as outlined within this RFQ, to complete the project.
7. Additional Information
Provide any additional information or suggestions you believe would assist the District in consideration of your firm for this project.

F. RFQ SUBMITTAL REQUIREMENTS

The individual or official of the firm who has the power to bind the firm contractually must sign the RFQ.

Interested firms should submit eight (8) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled "Request for Qualifications INFORMATIONAL TECHNOLOGY SYSTEMS AND ORGANIZATIONAL AUDIT CONSULTANT SERVICES" and delivered to RCCD.

G. BASIS OF AWARD AND RFQ MODIFICATION

The RFQs will be evaluated based on each firm's qualifications, relevant experience with similar work, and location. This Request for Qualifications does not commit the District to awarding a Contract, to paying any costs incurred in the preparation of the submittal for this request, or to procuring or contracting for services. The District reserves the right to cancel in whole or in part this RFQ, to reject any and all submittals, to accept the firm it considers most favorable to the District's interest in its sole discretion, and to waive irregularities or informalities in any submittal. The District also reserves the

right to reject all submissions and seek new submissions when such procedure is considered by it to be in the best interest of the District. The District further reserves the right to withdraw, modify or discontinue this RFQ process at any time. If one of these events should occur, participating candidates will be notified as soon as practically possible. The District may at its option revise the schedule of events or anticipated date of award or may request further information from any firm.

All submittals become the property of the Riverside Community College District.

H. AGREEMENT

The firm selected by the District to perform the services outlined in this RFQ will be required to execute an Agreement for Professional Services (Agreement) with the RCCD. Attention will be directed at the time of contract negotiation to the types and amounts of insurance that the selected firm will be required to maintain under the Agreement with the District.

I. FEE

The District will arrive at an approved “Final Shortlist – Information Technology Audit Consultant”. Fees will be negotiated following the tentative selection of a firm to perform Consultant Services on the project. If fee negotiations with that firm are not successful, and/or the fees discussed are outside the budgetary constraints for the project, the District reserves the right to suspend negotiations with that firm, and proceed to negotiate with another firm on the shortlist.

J. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250, et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between the District and Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer’s competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal or Bid as confidential. Additionally, Proposer may not designate its Price Proposal or other Proposal Forms as confidential.

If Proposer requests that District withhold from disclosure information identified as confidential and District complies with the Proposer’s request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless District from and against all damages (including but not limited to attorneys’ fees that may be awarded to the party requesting the Proposer information), and pay any and all cost and expenses related to withholding Proposer information. Proposer shall not make a claim, sue or maintain any legal action against District or its directors, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If the Proposer does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the District.

K. INSURANCE

The selected Consultant shall, at all times during the term of the Agreement, carry, maintain and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance in accordance with District Policy, with minimum limits of \$1,000,000 each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by the Consultant.