

PERALTA CCD SCOPE OF SERVICES STRATEGIC PLANNING RFQ

Scope of Services. The District seeks proposals for consulting services to assist the District in developing a Strategic Plan with strategic goals and objectives for guiding District growth and direction over the next five (5) years (“Strategic Plan”). Although the term “Strategic Plan” is used throughout this RFQ in the singular, the consultant selected through this RFQ will be required to prepare a Strategic Plan that addresses strategic planning principles on a District-Wide basis and for each of the Colleges (CoA, BCC, Laney, Merritt).

RFQ Objectives. The District anticipates that the development of the Strategic Plan will require the selected consultant to engage and participate in a variety of tasks and activities with the District’s Board of Trustees, its administrative staff, colleges’ administrative staff, shared governance constituencies, students, general staff members, and community groups and other individuals identified by the District for the development of the updated/revised Educational, Facilities, and Technology Master Plans (“EMP/FMP/TMP”). Essential requirements for completing the Strategic Plans include:

- Coordination and collaboration with the District’s Board, faculty, administrators, staff and students for development of updated/revised integrated EMP/FMP/TMP for the District and the Colleges. The District anticipates concurrent, parallel development and completion of the Strategic Plan and the EMP/FMP/TMP.
- Leading and managing Strategic Plan discussions and decision-making processes.
- Development of Strategic Plan recognizing and maintaining the unique characteristics of each College while establishing cohesive and consistent District-Wide objectives.
- Establishment of effective measures to implement and continued assessments of the Strategic Plan.

Strategic Plan Background. The District has existing Strategic Plans and EMP/FMP/TMP that establish a baseline for completion of the Strategic Plan under this RFQ.

Strategic Plan Scope. The Consultant selected through this RFQ will be required to develop the Strategic Plan based on and within the context of the Strategic Goals identified in the 2006 Strategic Plan. In the time between 2006 and the present, not only has the District obtained voter approval for Measures A and B, but there have been significant societal changes affecting culture, economics and most importantly education requirements and expectations. Although no one is expected to accurately predict future social/economic changes and the impacts on education services, expectations and outcomes, the Strategic Plan must take into account: (1) historical circumstances; (2) present-day challenges and (3) future changes affecting education services. Through the Strategic Plan, the District seeks to identify District-Wide strategic goals and objectives consistent with the current plan.

RFQ Tasks. The District anticipates completion of the following sequential tasks to produce the Strategic Plan. A Proposal responding to this RFQ may establish alternative, additional tasks or modifications to the anticipated tasks. For alternatives, additions, and modifications to the following tasks, the Proposal must incorporate a discussion of the basis for the proposed alternative, addition or modification and the effect, if any, to the Proposal.

- Task 1 - Data Compilation. Upon the completion of Task 1, the Consultant will have reviewed available materials relating to the Strategic Plan scope items, engaged in discussions with District and College administrative staff to obtain a full understanding of the existing status of the Strategic Plan scope items for the District and each college.
- Task 2 - Preliminary Strategic Plan Development. Upon completion of Task 2, the Consultant will have prepared a preliminary draft Strategic Plan.
- Task 3 - Final Strategic Plan. Completion of Task 3 will occur with the Board of Trustees adoption of the final Strategic Plan.

Consultant Qualifications. Completion of the Strategic Plan will require the selected Consultant to address, formulate and develop comprehensive strategic plans, procedural guidelines and implementation measures. The Consultant and its personnel, along with any proposed sub-consultants and their respective personnel, must be experienced, qualified and capable of completing the tasks assigned within time and budget constraints established for completion of the Strategic Plan and tasks necessary to complete the work. The comprehensive nature of the Strategic Plan requirements will expect Respondents to demonstrate inter-disciplinary resources and skills of the proposed personnel to manage the complex process of assessing Strategic Plan needs, assimilating District and College objectives and balancing competing interests so that the Strategic Plan reflects cohesive, coordinated and collaborative direction for the District and the Colleges.

Respondents and proposed personnel must possess and demonstrate:

1. Prior community college strategic plan development
2. Knowledge of California community colleges policies & procedures
3. Skills to manage and lead stakeholder & community discussions
4. Experience with higher education policy agenda

Strategic Plan Tasks. The Strategic Plan Tasks described above are those anticipated to be completed by the Respondent selected through this RFP. The Proposed Schedule and Pricing Proposal submitted by each Respondent must incorporate Strategic Plan Tasks described in this RFQ. If a Respondent proposes additional or different activities to achieve the objectives of this RFQ, the Respondent must provide: (1) detailed description of proposed additional/different activities; (2) detailed explanation of reasons for completion of proposed additional/different activities; and (3) effect on Proposed Schedule and Price Proposal if the District elects to incorporate any proposed additional/different tasks or activities.

Resources for Completion of Strategic Plan Services. The Respondent selected through this RFQ will be required to provide all personnel, including support/administrative personnel along with all materials, equipment and facilities necessary for completion of the Strategic Plan Services, except for existing Strategic Plan and EMP/FMP/TMP materials provided by the District. The District will provide these materials either electronically or by hard copies.