



BUNKER HILL COMMUNITY COLLEGE

Request For Proposal

RFP #_SCC22023__

Independent Third-Party Project Evaluator for US Department of Labor
Strengthening Community College Training (SCC2) Grant

All Proposals must be delivered to:

Name of Respondent: _____

Primary Contact: _____

Phone: _____

Email: _____

Fax: _____

Web Address: _____

Mailing Address: _____

Signature of Authorized Agent: _____

Date: _____

This request for proposals is 100% funded by a \$5,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration. The project is fully funded (100%) by federal funds; 0% is financed by non-governmental sources.

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GENERAL INFORMATION

Background

Bunker Hill Community College is the lead institution for a consortium consisting of all fifteen colleges in the Massachusetts community college system. Bunker Hill Community College is an accredited, public two-year institution serving cities and towns in the greater Boston area. The main campus is located in the Charlestown neighborhood of Boston, and a second campus is in Chelsea.

The College offers over 50 associate degree and certificate programs, as well as adult basic education/GED programs, education and training for business and industry and noncredit community service programs. The College offers day, evening, weekend, and on-line courses.

Project Purpose / Overview

Bunker Hill Community College seeks an independent evaluator who can provide evaluation services for **Tech Rise**, an initiative funded by the US Department of Labor Strengthening Community College Training (SCC2) grant program. Evaluation firms are invited to submit proposals to provide an implementation analysis of the effectiveness of the initiative. The project is summarized below:

Project Title: Tech Rise: Advancing Equity for Women and People of Color in IT

Purpose:

- Implement three acceleration strategies with IT education and training programs.
 - Non-credit to credit articulation
 - Prior learning assessment
 - Stacked/latticed credentials
- Increase enrollment and completion of IT programs among women and students of color.

Programs of Study to be developed or enhanced: Noncredit training, degree and certificate programs in Networking, Cybersecurity, and IT Support at the 15 MA community colleges

Summary of Program Activities:

Activities:

- Form community of practice (CoP) consisting of IT and workforce faculty/administrators, workforce, employer & higher education partners.
- CoP forms acceleration design teams to shorten career pathway to completion for women and people of color who major in IT, through: (a) Development of common processes for PLA; (b) Coordination of noncredit to credit pathways; and (c) Formation of stacked, latticed credentials across institutions.
- Develop/implement mentoring program for women students and students of color, recruit IT mentors from employers and faculty pools.
- Deliver IT education, training, credentials in targeted programs.

Impacts:

- IT pathways accelerated across the consortium of community colleges.
- Increases in women and people of color enrolling in and completing the IT career pathway with an industry-recognized credential.
- Higher education, workforce systems and employers' efforts aligned around equity goals.

SCOPE OF SERVICES AND PERFORMANCE STANDARDS

The contracted evaluator will work with the consortium to develop research questions pertaining to the **effectiveness of the project implementation process**. Along with tracking the project workplan, the design will include development, distribution and analysis of survey instruments to students, faculty, workforce and industry partners, and other stakeholders.

The evaluation also will include **tracking and analysis of student participant outcomes using a non-experimental evaluation design** with comparison groups drawn from similar programs that operated at colleges three or more years earlier than the period of the grant (students enrolling in programs in September 2018 or earlier). Outcome measures to be assessed may include credits earned, program completion, time to completion, degree/credentials earned.

Anticipated Research Questions
<p>Effectiveness of Project Implementation Process</p> <ul style="list-style-type: none"> • How are the program and strategies being designed, planned, and implemented? • What are the challenges to program implementation? • To what extent are participants being reached and served as intended? How satisfied are program stakeholders? • What has been done in an innovative way?
<p>Evaluation of GPS Model</p> <p>Did participants achieve better outcomes as a result of Tech Rise model (treatment group and non-treatment group)?</p> <ul style="list-style-type: none"> • Enrollment • Persistence (Participant retained in program of study) • Completion of Credential (Participant earned an award (degree, certificate, other credential)
<p>Partnerships</p> <ul style="list-style-type: none"> • What contributions did each of the partners (employers, workforce system, etc.) make in terms of: program design; curriculum development; recruitment; training; placement; program management; leveraging of resources; and commitment to program sustainability? • What partner contributions were most critical to the success of the grant? What factors affected partner involvement and their commitment to program sustainability? Which contributions from partners had less of an impact? • What are the system-wide benefits and learnings from the participation of all colleges in the initiative?

In developing a response to this RFP, proposers should consult DOLETA’s [Evaluation Rubric for SCC2/SCC3 Third-Party Evaluations](#). The evaluator will provide annual interim reports, with more detailed reports in Years 2 & 4. Annual reports will be due 9/30/2023, 9/30/2024, 9/30/2025, and the final report at the end of the fourth year of the grant (9/30/2026). The consortium and the evaluator will also coordinate with the DOL national evaluator on data collection, implementation assessments and other evaluation procedures. The period of performance (to be finalized upon execution of agreement) will be approximately April 15, 2023 to September 30, 2026.

Evaluation Timeline: Required DOLETA milestones and deliverables for the evaluation are as follows.

- No later than June 2023: Submit a Draft Detailed Evaluation Design from the evaluator, using DOLETA’s [Evaluation Rubric for SCC2/SCC3 Third-Party Evaluations](#).

- No later than September 2023: Submit a Final Detailed Evaluation Design.
- No later than December 2024: Submit the evaluator’s Interim Implementation or Developmental Evaluation Report to the grantee’s Federal Project Officer (FPO) and Program Office using the suggested format or similar layout, provided after grant award.
- No later than September 2026: Submit the evaluator’s Final Implementation or Developmental Evaluation Report using the suggested format or similar layout.

The two parts of the Tech Rise evaluation (Implementation Analysis and Participant impacts) are detailed below:

A. Program Implementation Analysis

The evaluator will assess the implementation of grant strategies, programs and activities. The evaluator will review with each college the details of the program to assess the fidelity of implementation as planned, and to identify variables that may affect the comparison study. The evaluator will report on educational outcomes in the interim and final reports, both at the statewide and individual college level. Using multivariate analysis, the evaluator will review the differences between the treatment and comparison groups, and describe whether there is evidence to suggest that grant programs and strategies are associated with student performance on the key outcomes.

Components of the formative assessment will include:

- 1 The key steps taken by the partner colleges, individually and collectively, to develop and/or enhance acceleration strategies in the targeted programs of study;
- 2 The key steps taken to develop mentoring programming with employer partners and IT students who are women and students of color ;
- 3 The fidelity of the implementation, and the initial successes and challenges of the plan, including continuous improvement recommendations on how the implementation can be strengthened;
- 4 The operational strengths and weaknesses of the project post- implementation, including policy changes, streamlined processes, departmental coordination and systemic enhancements that will support the scalability and sustainability of strategies, programs and best practices.

The evaluator will review and analyze project data using well-established qualitative methods and summarize key trends, successes and challenges in reports and briefs. The relationship of the formative evaluation findings to the quantitative results of the outcomes analysis will also be explored. The strength of the evidence for the success of grant strategies including:

- three acceleration strategies (prior learning assessment, noncredit-to-credit, stacked/latticed credentials)
- mentoring
- employer engagement, and
- collaboration with the workforce and other systems

is critical to project sustainability and scaling of the strategies. The consortium will support the evaluator’s use of the following methods as needed. The Evaluator will be considered a participating member of the project team in order to continually review the process and timelines and offer constructive feedback.

Data Collection. Data sources for this segment of the evaluation may include the following:

1. Site visits to implementing colleges: Evaluators conduct one-day visits to all fifteen colleges in each year 1-3, guided by data collection protocols. Interviews or focus groups will be conducted with key stakeholders (employers, faculty, student services personnel, students, consortium members, and college leaders). Program activities should be observed and key program documents obtained.

2. Interviews with project leadership and partners: will be conducted via teleconference or in person one to two times per year, guided by semi-structured interview protocols. Partners include employers, industry groups, workforce boards, One-Stop Career Centers, community-based organizations, and state agencies.
3. Online surveys: will be administered to each of the listed groups of stakeholders at least twice during the life of the project; will be designed by the evaluators to address the research questions.
4. Attendance at project management team meetings and other meetings of the colleges and partners. The evaluators will be expected to attend key events of the consortium membership; and these will be documented, as part of their scope of work.
5. Review of documents: The evaluators will be provided copies of key documents associated with the project, including program descriptions, curricula, planning documents, reports, meeting minutes, and others as necessary to support their work in effecting this evaluation plan.

The following chart shows the suggested data collection activities for use with each cluster of questions. While the consortium has developed these ideas, the evaluator may propose additional or different approaches, and should describe what other strategies or tactics will be implemented.

Clusters of questions on:	METHOD				
	Site visits	Interviews	Surveys	Convenings	Documents
Curriculum	x	x			X
Program design & administration	x	x	x	x	X
Student assessment	x	x	x	x	X
Partner roles & contributions	x	x	x	x	X
The consortium & mutual benefits	x	x	x	x	x

B. Analysis of Participant (Net) Impact or Outcomes

The Tech Rise consortium has proposed a non-experimental design to evaluate participant impacts using comparison groups drawn from programs not impacted by the project at member colleges. It is expected that the proposed comparison group design will provide ample evidence of project impact. The evaluator will coordinate with the consortium in defining the comparison group, including the source and size of the comparison group(s) and the method for selecting. If matching across groups is used (e.g., demographics, pretest scores, level of education), the statistical techniques for matching should be described, including an explanation of how these techniques are appropriate for the sample size.

Tech Rise will track participants in noncredit, certificate and degree programs in **three IT areas: Networking, Cybersecurity, and IT Support**. These programs are central to the Tech Rise project design as they link with the target occupations with documented high demand, and make up the key IT career pathways to be refined through the project's acceleration strategies (prior learning assessment, stacked/latticed credentials, and/or noncredit-to-credit pathways). Upon award and during the first project year, the Consortium will work with the Tech Rise Community of Practice (CoP) to specify trainings, degrees, and certificates in these three areas at each college that will be enhanced through acceleration strategies and used for participant tracking.

Each member of the consortium will provide the evaluator with participant-level data for both project-impacted programs (treatment group) and comparison group programs. The data will be aligned to the identified Outcomes and incorporate those collected in the Participant Tracking Plan. Data will include demographics, other student characteristics, program descriptors, credits earned, degree/credential awards, etc. The evaluator will use student records data to create a descriptive analysis of program outcomes.

In cases where specific IT pathways are enhanced by the grant across all consortium members, the comparison group will be selected from similar programs that operated at colleges three or more years earlier than the period of the grant (students enrolling in programs in September 2018 or earlier.) Selected approaches should ensure that the grant intervention does not impact the comparison group. Applicants should discuss procedures to ensure the fidelity of implementation (i.e., that the features of the intervention occurred in the treatment condition as intended and did not occur in the comparison condition). Using multivariate analysis, the evaluator will review the differences between the treatment and comparison groups and describe whether there is evidence to suggest that grant programs and strategies are associated with student performance on the key outcomes.

The outcome measures to be assessed include **credits earned, program completion, time to completion, degree/credentials earned**. Proposers must describe a plan for rigorously evaluating the participant outcomes or impacts, including a description of the study methodology, data collection methods (e.g., student information system data, earnings records, surveys), data source(s), and survey sample size. Proposers must demonstrate that the selected methodology proposed is the most appropriate approach for evaluating the proposed project, given the targeted participant outcomes and impacts of interest. The proposer must also describe a plan for collecting follow-up data from participants and the comparison group.

The consortium will provide the evaluator with participant-level data for both project-impacted programs (treatment group) and comparison group programs. The data will include demographics, other student characteristics, program descriptors, credits earned, awards, etc. The analysis of individual (net) impacts or outcomes must be based on participant-level data. Candidates must indicate their ability to protect personally identifiable data such as name, Social Security Number, and date of birth for program participants and individuals in the control or comparison groups, using a secure data system.

It is anticipated that the majority of programs will begin running in fall semester 2023, and continue for the following three years of the grant. The period of performance for comparison groups will be aligned with the period of performance for their corresponding treatment group. The evaluator will review with each college the details of each grant program to assess the fidelity of implementation as planned and to identify variables that may affect the comparison study.

The evaluator will report on educational outcomes in the interim and final reports, both at the statewide and individual college level.

The evaluation team will review the community college data systems' data record layouts; each of the colleges holds comprehensive data on the respective system's enrolled students, which will allow the tracking of multiple cohorts of individual students longitudinally across the grant period. In addition to a full set of individual and college-specific characteristics, each college's files include all courses taken and grades obtained in each semester.

The evaluation team will specify the exact data items required of the colleges on a quarterly basis and ensure that their submissions do not include personally identifiable information (names, dates of birth, and social security numbers) to protect the confidentiality of all human subjects in the individual-level data analysis. The evaluation team will conduct one-day visits at each college to understand how the training programs are implemented and to ask questions about the overall initiative. Analysis plans for each college will be developed in Year 1 to ensure that the impact analyses can be successfully conducted throughout the project's period of performance.

PROPOSAL SUBMISSION REQUIREMENTS

In order to be deemed responsive, proposals must include all seven categories listed below. Proposals will be reviewed based on the weighted points assigned to each category.

1. Bunker Hill Community College Proposal Form
2. General Qualifications and Experience (30 points)
3. Technical Plan that includes development of an Evaluation Plan following award of contract, which aligns with DOLETA's [Evaluation Rubric for SCC2/SCC3 Third-Party Evaluations](#) (30 points)
4. Management and Staffing Plan, including continuous interaction with grant recipient and identification of a single point of contact (20 points)
5. Cost Proposal with narrative (20 points)
6. Assurances
7. Appendix – Supplemental Information

RFP narrative responses may not exceed 25 pages, excluding Appendix. Responses must be double-spaced, with at least one-inch margins using a font size of 11 or larger.

Upon execution of a contract, the successful proposer's evaluation plan and evaluation budget narrative will be presented to the funding agency in response to their request for a detailed evaluation plan to be delivered no later than March [], 2023.

RFP Primary Categories

Please use the following category headings in response to the RFP:

1. Bunker Hill Community College Proposal Form

Respondents who do not include this completed form in their proposals will be considered non-responsive.

2. General Qualifications and Experience

- Provide an overview of the organization's background, including contact person's name, e-mail, and phone number; website address, years of operation, size of the firm, and incorporation status.
- List the qualifications of the firm to perform the work requested.
- Describe the organizational capacity, financial stability and staffing levels to successfully implement a large-scale evaluation involving multiple institutions and partners.
- Demonstrate ability to evaluate a project of this size, scope, and budget by providing past performance information for similar projects using non-random comparison cohorts.
- Demonstrate ability to manage multiple reporting systems, including development of any data sharing agreements, and ensuring the necessary data collection adheres to the strict confidentiality requirements and is secure.
- Provide a single point of contact that has experience in leading an evaluation team with proven experience in evaluation of US DOL grants and/or other similar federally funded grants.
- Participate as a member of the project team, providing guidance and making recommendations for changes.
- Demonstrate adaptability and flexibility in a changing environment.

- Document ability to develop evaluation design plans, choose the appropriate type of evaluation rigor for a non-random assignment evaluation, create and implement data collection and sampling plans, conduct analyses, write reports, and disseminate results.
- Identify other areas of evaluation that may be critical to the success of the grant, e.g. adjustments to the implementation timeline, changes to program design.
- Include a description of at least three (3) federally funded grant projects, with preference to Department of Labor evaluation projects, successfully completed, including the scope of responsibility of the firm and/or each subcontractor on each described project.
- Provide the names, addresses and telephone numbers of three (3) references with direct experience with the respondent's services.

3. Technical Plan that Includes Development Specifications of an Evaluation Plan

- Provide a detailed description of the proposed evaluation strategy using the basic methodology structure outlined above. This strategy should indicate an understanding of the Tech Rise project goals, as well as those of the SCC2 program. The respondent should be able to show an integrated strategy for assessing the program relative to its goals and identify the key elements that the evaluation will explore, assess, and analyze.
- Propose cohort groups such as those accessing resources funded and developed with SCC2 funding versus non-SCC2 funded students in all areas of the programs of study included in the technical proposal. Potential cohorts may come from existing programs at the schools or specific population groups within the grant.
- Provide a detailed implementation timeline, including the development and submission of an evaluation plan to completion of the grant.
- Proposers are invited to recommend additional areas and methodology for evaluation that they consider relevant to the project design.

4. Management and Staffing Plan

- Develop a project management plan that outlines how the proposer will work in cooperation with the consortium management team as well as project staff and partners.
- Describe a communication system that provides progress updates and preliminary evaluation findings on an ongoing basis to all Consortium members.
- Identify and explain sufficient personnel that will work within the specified time constraints and maintain necessary performance levels. Please also identify any planned use of subcontractors or independent contractors.
- Identify who within the firm will have prime responsibility and final authority for the work.
- Identify individuals providing services on the project and (in the Attachments) provide resumes of the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information.

5. Budget Proposal with Narrative

Per Department of Labor guidelines outlined in FOA-ETA-22-02, the cost of the program evaluation must not exceed five percent of the total proposed budget for the grant; accordingly, \$250,000 was budgeted for evaluation in the submitted, successful technical proposal. The respondent must submit a detailed budget and budget narrative at a total amount of \$250,000, which describes the fees associated with services and requirements of the project including categories listed below at a minimum. The budget must be split by year (March 1, 2023-September 30, 2023 for Year 1; October 1, 2023-September 30, 2024 for Year 2; October 1, 2024-September 30, 2025 for year 3; October 1, 2025-September 30, 2026 for Year 4). This RFP

does not commit Bunker Hill Community College to pay any cost incurred in the preparation and submission of any response to the RFP.

At a minimum, the following categories must be identified:

- Staffing, listed by position (use of graduate assistants listed separately) and percent of full time equivalents
- Daily/hourly rates for consultants, associates or subcontractors
- Fringe benefits
- Travel
- Supplies/materials
- Indirect Costs

While Bunker Hill Community College is the lead applicant, the selected evaluator should take into consideration travel to all fifteen consortium member locations to collect data and conduct site visits.

While the evaluation component is a multi-year commitment, reimbursements will be made solely based on actual expenditures, and itemized lists of reimbursement charges must accompany all invoices. Contractual arrangements will be on an annual basis dependent upon continued funding from the USDOL. Contract may be canceled with 30 day advance notice based on funding availability and responder performance.

6. Assurances

The RFP will include assurances from the evaluator that they will follow Bunker Hill Community College policies and procedures, consortium member requirements, USDOL requirements, applicable laws, institutional review board (IRB) policies and procedures, and confidentiality requirements. Staff, if at all directly working with students, will provide proof of all required background checks and clearances.

All proposals must include a Non-Collusion Form, a Reference Form, a Contractor Authorized Signature Verification Form and a Tax Compliance Form. These forms are included with the RFP. These forms must be completed and submitted with the proposal.

Upon evaluation, the Massachusetts Standard Contract Form with Terms and Conditions Form will be used to enter into the contract with a successful proposer.

7. Appendix – Supplemental Information

Include resumes of key staff plus optional materials that illustrate or expand on the respondent's experience, including examples of reports for similar projects, newsletters, press releases, or other related materials useful for evaluation of the response.

References

Business references will be requested only for vendor(s) selected as finalists. Reference forms and instructions will be provided once finalists have been selected.

Financial References

Proposer must include their past two (2) years of audited Financial Statements. This statement will be held as

confidential and proprietary and will not be returned.

Proposal Delivery

All proposals must be delivered electronically by uploading a completed RFP. Once the below registration form is filled out, you will receive a document upload link to your email where you can upload the completed RFP.

Registration form: <https://forms.office.com/r/OC0837QbW3>

Also found at bhcc.edu/news

Late proposal responses will not be accepted. Information submitted beyond the scope required in the RFP may hinder vendor evaluation. One proposer will be awarded.

Proposal Signature

A proposal must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, with the signature of at least one general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with an affixed corporate seal affixed.

Time for Proposal Acceptance

The contract will be awarded within 45 Days after the proposal opening. The time for award may be extended for up to 45 additional days by mutual agreement between Bunker Hill Community College and the apparent highest responsive and responsible proposer that offers the best value to the College.

A Proposal Evaluation Team, appropriate to the scope and nature of the RFP, will evaluate each proposal that appears responsive to the RFP based on the evaluation categories and maximum points designated under "Proposal Requirements."

The respondent with the apparent best-evaluated proposal must sign and return a Commonwealth of Massachusetts Standard Contract Form, W-9, and Commonwealth Terms and Conditions pursuant to this RFP.

Changes and Addenda

If any changes are made to this RFP, an addendum will be posted to the Bunker Hill website posting page. Proposers may not alter the RFP language, specifications, terms & conditions or RFP component; Proposer modifications to the RFP are prohibited; any such modifications will disqualify a proposer.

Questions about the RFP

Questions are sent written via email to ash.sadler@bhcc.edu referencing the RFP number in email's subject line, with any question. All questions and answers will be distributed to all registered proposers on record as having picked up the RFP.

Proposers are prohibited from communicating directly with any employee of the procuring committee except as

specified in this RFP, and no other individual, or representative of the College is authorized to provide any information or respond to any question or inquiry concerning this RFP. The contact for this RFP is Ash Sadler, ash.sadler@bhcc.edu.

Modification or Withdrawal of Proposals, Mistakes, and Minor Informalities

A proposer may correct, modify, or withdraw a proposal by written notice received by the Bunker Hill Community College prior to the time and date set for the deadline of proposal submission. Proposal modifications must be submitted via email clearly labeled "Modification No. ___" to Ash Sadler, ash.sadler@bhcc.edu. Each modification must be numbered in sequence, and must reference the original RFP. A proposer's alteration to this RFP will disqualify the proposer from the proposal process.

After the proposal opening, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the College or fair competition.

Right to Cancel/Reject Proposals

The College reserves the right, at its sole discretion, to request respondent clarification of a Technical Proposal or to conduct clarification discussions with any or all respondents. Any such clarification or discussion shall be limited to specific sections of the proposal identified by the College. The subject respondent shall put any resulting clarification in writing as may be required by the College. The College reserves right to reject all proposals without a cause if it is in the college's best interests to do so.

Bunker Hill Community College may cancel this RFP, or reject in whole or in part, any and all proposals, if the College determines that cancellation or rejection serves the best interests of the College. The College will not acknowledge a proposer's Terms & Conditions throughout the award. Terms & Conditions are negotiable by mutual agreement/contract; final Terms & Conditions are at the sole discretion of the College. The College makes no guarantee that any service will be purchased resulting from this RFP.

Unforeseen Office Closure

If, at the time of the scheduled proposal opening, the Business Office is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal opening will be postponed until 1:00 p.m. on the following normal business day. Proposals will be accepted until that date and time.

Contract Term Length and Renewal Options

The contract period will run for a 42 month period from April 2023 through October 2026.

Performance Bond

The successful Contractor must furnish with the executed contract a Performance Bond for the sum of One Hundred Thousand Dollars (\$100,000) renewable each year of the Contract Term. The Performance Bond shall be with a surety company qualified to do business in the Commonwealth of Massachusetts. The Contractor shall pay all premiums for the Performance Bond.

RULE OF AWARD

The Procurement Team will Award this contract to the Highest Responsible and Responsive Proposer that offers the Best Value to the College. The COLLEGE reserves the right to request best and final offers from firms that are determined to be susceptible for contract award.

COLLEGE CONDITIONS

Bunker Hill Community College will not be liable for any costs incurred by respondents in the preparation and production of a proposal or the costs of any services performed prior to receiving approval of the agreement. All proposals and materials submitted in conjunction with the proposals shall become the property of Bunker Hill Community College for use as deemed appropriate, respecting all copyrights. Upon award of the contract, a standard commonwealth terms and conditions must be incorporated. That form is attached with the RFP. Please sign and include the condition form included in Exhibit C with your response.

BASIC COLLEGE DATA

BHCC, located in Boston, Massachusetts, is the largest community college in Massachusetts, with more than 8,000 students enrolled per semester. BHCC, founded in 1973, is fully accredited by the New England Association of Schools and Colleges (NEASC). Bunker Hill Community College's Charlestown Campus is situated on approximately 42 acres in the historic Charlestown neighborhood of Boston.

With two main campuses in Charlestown and Chelsea, in addition to three satellite campuses and several instructional centers throughout the Greater Boston Area, BHCC offers a wide range of learning options to suit the diverse needs of our student body. Students can choose from day, afternoon, evening, late-evening, weekend, web-based and distance-learning courses to fit their busy schedules.

BHCC is the most affordable community college in Massachusetts. The College offers more than 100 academic programs, including associate degree programs, certificate programs and programs designed to allow students to complete their first two years of a bachelor's degree before transferring to a four-year university. Our dedicated, caring faculty and counselors are here to help students achieve their personal, academic and career goals.

The College is diverse in its student population and employs approximately 480 full-time employees. The College allows agencies and businesses to rent BHCC facilities for off-site meetings and functions during its fiscal year.

Exhibit C

College Condition Form

Bunker Hill Community College will not be liable for any costs incurred by respondents in the preparation and production of a Proposal, or the costs of any services performed prior to receiving approval of the agreement. All Proposals and materials submitted in conjunction with the Proposals shall become the property of Bunker Hill Community College for use as deemed appropriate, respecting all copyrights.

1. Bunker Hill Community College reserves the right to modify the requirements of this proposal after its release. All Proposers will be notified of any modifications to the requirements of this proposal. Wherever the College is referred to herein, such reference will be to the President or his/her designee, as stated periodically in writing during the term of the contract.
2. Proposers who submit a response may be required to give an oral presentation to Bunker Hill Community College. This shall provide an opportunity for a Proposer to clarify or elaborate on the Proposal but shall in no way change the original Proposal. The College shall schedule the time and location, if needed.
3. By submitting a Proposal, the Proposer agrees that it will not make any claims or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of any misinformation or lack of information.
4. The successful Proposer will be notified in writing by letter.
5. Omissions, inaccuracy or misstatements is sufficient cause for rejection of the Proposal.
6. The Agreement, if awarded, shall be governed and construed in accordance with the laws of Massachusetts.
7. The College reserves the right to conduct regular inspections and examinations of all Service Areas for the purpose of checking equipment and verifying compliance with all the appropriate sanitation and health codes.
8. The Contractor agrees that the College's invoice payment can be made by use of Accounts Payable Credit Card.

Signature of individual submitting proposal

Name of business

Exhibit A

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting proposal

Name of business

Exhibit B

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

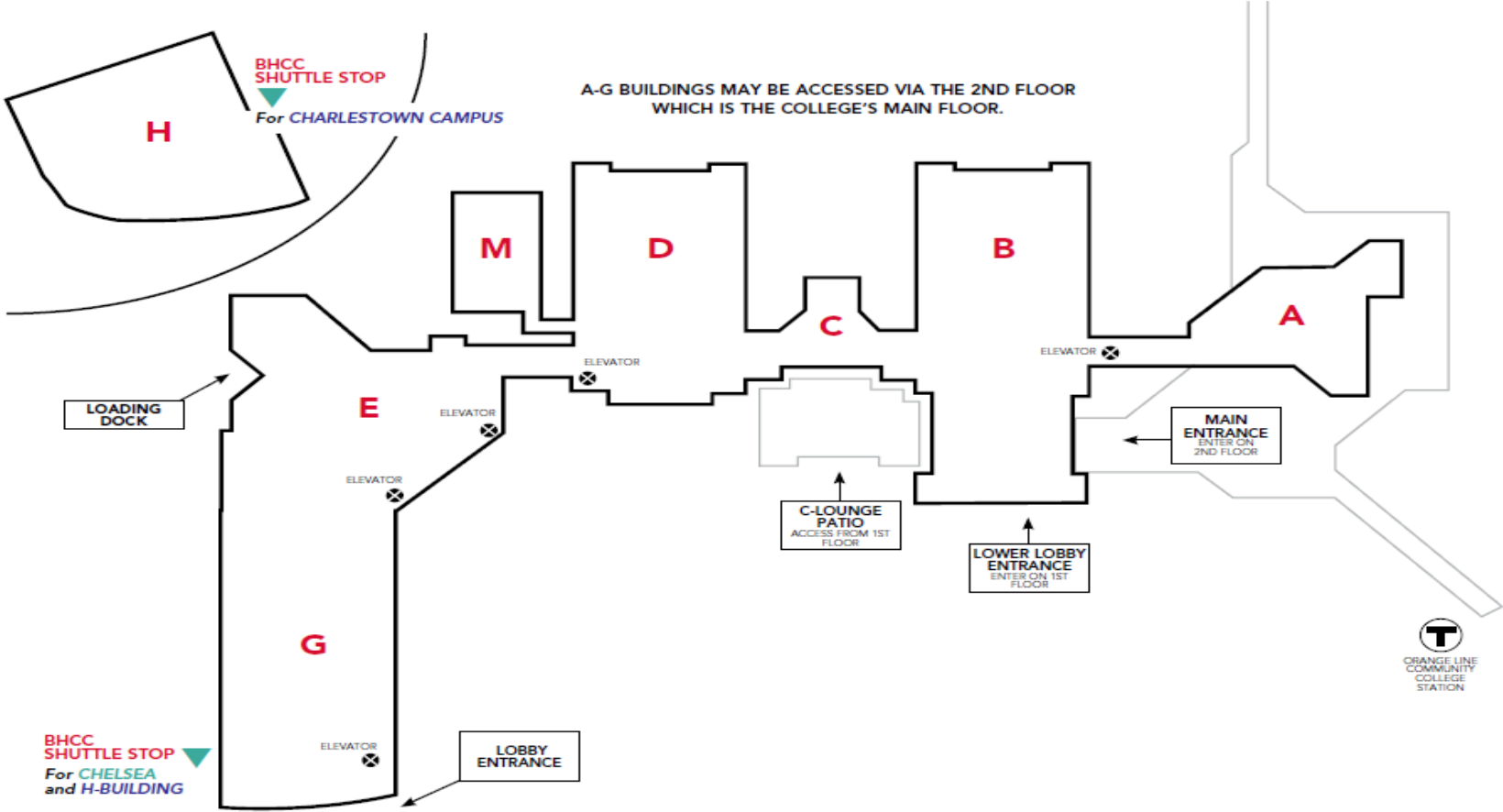
Signature of person submitting proposal

Name of business

PROCUREMENT CALENDER

EVENT	DATE
Solicitation: Announcement of Intent to Procure (Local Newspaper & Goods/Services Bulletin)	February 13, 2023
Solicitation: Release Date	March 2nd, 2023
Solicitation: Close Date / Submission Deadline	April 5, 2023
Proposal Award: Notification in writing	April 27th, 2023
“Wet Ink” Signatures are to be on file by:	May 4th, 2023
Contract: Estimated Contract Start Date	April 4th, 2023

Charlestown Campus Directory



END