RFP Number: 2017-P4SC
Title: Pioneers for Sustainable Communities (P4SC) Project
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Proposal Delivery

Location: California State University East Bay
Procurement Services
25800 Carlos Bee Boulevard
Hayward, CA 94542

NOTE: Updates, changes, or addendums to the RFP will be posted at:
http://www.csueastbay.edu/oaa/sustainable/comittments/sc.html

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SECTION 1 – SUMMARY and OVERVIEW

1.1 SUMMARY

Cal State East Bay is requesting proposals from local governments to serve as the Community Partner (CP) for our Pioneers for Sustainable Communities (P4SC) project for academic year 2017-2018. The project pairs CP staff with university faculty, who guide students in existing courses in work that facilitates the CP’s sustainability, social justice, and quality of life goals. In this way the expertise of a broad range of faculty, and the time, enthusiasm, and commitment of hundreds of students, is leveraged to help achieve the goals of the community. This highly efficient model thereby provides the CP with thousands of hours of student research and fresh ideas, greatly expanding research capacity and innovation potential at low cost, while benefitting students by engaging them in projects that improve their own communities and better prepare them for as future professionals and citizens. The program enables the CP to explore new ideas, gather much-needed data for establishing baselines and tracking progress, facilitate engagement with the local community, and conduct the analyses needed for budget prioritization and funds acquisition. With a critical mass off courses devoted to the program, participation can greatly enhance the capacity of CP’s to achieve goals. The CP supports the partnership financially (approximately $15k per full-time equivalent course) and with modest input of staff time, developing and guiding projects, while the university provides subject area expertise, thousands of hours of faculty and student time. The deadline for proposals is March 21, 2017.

1.2 OVERVIEW OF PIONEERS FOR SUSTAINABLE COMMUNITIES (P4SC)

In the 2016-17 academic year, Cal State East Bay launched its Pioneers for Sustainable Communities (P4SC) program, joining the Educational Partnership for Innovations in Communities Network (EPIC-N), which currently includes over 25 universities nationwide. Under P4SC, Cal State East Bay engages in a year-long partnership with a local governmental entity—referred to herein as the community partner (CP)—to help promote sustainability, social justice, and quality of life in communities in the San Francisco East Bay region. Qualifying CPs include cities, counties, tribes, regional partnerships or other local governmental entities.

P4SC pairs CP staff with university faculty to identify and pursue a range of sustainability-related projects on the CP’s agenda. Faculty then lead students in existing courses to address project objectives, in collaboration with the CP’s staff. P4SC thereby leverages the expertise of faculty and the enthusiasm, time, and innovative ideas of students, providing thousands of hours of research time for priority projects. P4SC courses acquire and analyze data, survey community stakeholders, map resources, establish environmental baselines and track
progress, and facilitate planning and communications. These projects may provide the preliminary results needed to lay the foundations for major grant proposals, acquire the community input needed to establish priorities, investigate outcomes to demonstrate impact, and alternative approaches to identify efficiencies, or execute pilot projects needed to vet new ideas.

Depending on the nature of the project(s), a wide range of disciplines may apply. In P4SC’s inaugural year with the City of Hayward as a partner, faculty instructors from the following fields participated: communications, geography and environmental studies, recreation, philosophy, engineering, human development, and the library. Other disciplines may be included depending on the needs of the CP and the availability and interest of faculty. The University’s wide range of disciplinary expertise can be inferred from the University’s degree programs, which span a broad range of the environmental, social, physical, and biological sciences, criminal justice, communications, education, business, engineering, and the arts. In addition, projects may involve collaboration across multiple courses and disciplines, allowing for more extensive and multi-faceted investigations.

1.3 AWARD OF AGREEMENT
The University reserves the right to reject any and all proposals. Award, if any, will be to the proposer whose proposal best complies with all of the requirements of the RFP documents and any addenda. A "Notice of Intent to Award" will be publicly posted for five (5) consecutive working days prior to the award. Written notification will be made to unsuccessful proposers. Evaluation methodology and bases for award are described in Section 3 – Partner Evaluation and Selection Criteria.

1.4 RFP RULES AND INSTRUCTIONS
All proposals shall be reviewed to verify the Proposer has met the RFP submission requirements as described in Section 7- Instructions, Content, and Format. Proposals that have not followed the rules, do not meet minimum content or requirements and quality standards or are non-responsive to the required responses in this RFP will be eliminated from further consideration.

Proposals determined to have met the RFP requirements will be reviewed and evaluated by a University Evaluation Team. As a part of this review, the University may require proposers to clarify the information submitted. This clarification process may be conducted through written or electronic correspondence or through an interview with the University Evaluation Team.

Responsive Proposers may be required to give oral presentations to the University as part of the evaluation process. The purpose of the presentation is to give bidders an opportunity to demonstrate their ability to perform the requirements defined in this RFP and clarify outstanding issues. It is in the proposer’s best interests to submit a thorough and complete proposal and not depend on the presentation process to provide additional information.

**PROPOSALS NOT RECEIVED BY THE DATE AND TIME SPECIFIED WILL BE REJECTED.**
1.5 TERM
The term of the Agreements awarded will be from April 1, 2017 through June 30, 2018.

1.6 PROJECT CONTACT:
For more information about the P4SC Project please email P4SC@csueastbay.edu.

1.7 RFP CONTACT:
Chris Lam-Vazquez
510.885.7606
chris.lam-vazquez@csueastbay.edu
California State University East Bay
Procurement Services
25800 Carlos Bee Blvd
SA Building 2750
Hayward, CA 94542

SECTION 2 – BENEFITS FOR THE COMMUNITY PARTNER
Upon completion of each project, or milestone of a given project, P4SC instructors and/or
students may present their findings, analyses, solutions, and recommendations to the CP.
P4SC then consolidates the work into a professional report that the CP can use for decision-
making, planning, and prioritizing. In addition P4SC provides coordination and communication
support for projects; site visits to the CP by P4SC staff, faculty, and students; development,
printing, and distribution of compiled reports; end-of-year symposium and other events;
coordination with media and public relations for publicity and networking for the partnership.

Benefits to the Community Partner (CP) include:
1. The engagement of faculty instructors who are experts in their fields
2. The participation of engaged students with in-depth knowledge of the partner’s
community, who may serve as prospective interns or future staff
3. Thousands of hours of students time
4. The ability to explore a wider range of solutions than is typically possible for CP staff or
traditional consultants
5. Novel perspectives from students, who can take broader risks in exploring new ideas
6. Robust proposals that can open community and staff discussions, increase the breadth
of conversations around projects, as well as help to get project “unstuck”
7. Results that can help identify and clarify sustainability, social justice, and livability
goals, approaches, and solutions
8. Enhanced ability to communicate with community stakeholders: residential,
commercial, governmental, and non-governmental
9. Positive press and an improved reputation as a forward-thinking, sustainable
organization
SECTION 3 – PARTNER EVALUATION AND SELECTION CRITERIA

Proposals will be reviewed, evaluated, and scored in accordance with the WEIGHT schedule for all evaluation criteria noted below.

1. Completeness of Information Requested
2. Goodness of fit of the proposed project to Cal State East Bay’s capabilities
3. Capacity to support the commitment

I. COMPLETENESS OF INFORMATION REQUESTED WEIGHT 10%

Proposals should provide all of the following general and project specific information:

A. GENERAL INFORMATION:
   1. CP name
   2. CP manager’s name (e.g. City Manager)
   3. Proposed CP Program Coordinator for the P4SC program
      a. Name
      b. Title
      c. Contact information
      d. Description of position within the organization
      e. Resume
   4. CP’s elected governing body
   5. Evidence of the CP’s sustainability commitment (web-links preferred). For example sustainability plan, climate action plan, strategic plan, city council resolutions, environmental services or sustainability website
   6. Description of overall program benefits to community partner

B. PROJECT SPECIFIC INFORMATION

   1. Summary of Potential Projects (15 - 20). Provide a “Summary of Potential Projects” document that includes the following information for each project:
      o Project title
      o Name, position, and contact information (phone, email, and mailing address) of staff who would act as project leads
      o Project goals
      o Issues, problems, or concerns that students may be able to address in faculty-guided research
      o Indicate how the project will contribute to the CPs sustainability goals
      o Proposed partner organizations (if relevant) and funding sources identified or sought

   NOTES on crafting of projects:
   _Prospective CPs are encouraged to collaborate with other local entities (e.g. cities, counties, watershed councils, transit districts, school districts, nonprofit
organizations, business or professional organizations, private funders, or research or educational institutions) to formulate projects and share costs. Prospective CPs are also encouraged to consider the major programs offered at Cal State East Bay when proposing projects to facilitate goodness of fit to the university’s capabilities. (See the University’s online catalog.)

The timeline for proposed projects should be 9 months or less, and should take into consideration Cal State East Bay’s academic terms: Fall quarter (September-December), Winter Quarter (January-March), and Spring Quarter (April-June). Single projects may run over multiple terms and can include multiple courses and instructors.

II. GOODNESS OF FIT

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Proposals will be evaluated for goodness of fit to Cal State East Bay’s instructional capacity and faculty interest, as determined from the Summary of Potential Projects.

• CP candidates may confer with P4SC staff and Directors to facilitate the finding of match areas
• Proposed projects may be adapted to best meet the needs of the CP and the capacity of faculty.

IV. CAPACITY TO SUPPORT COMMITMENT

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A. The proposal will be evaluated with respect to the capacity of the CP to support the commitment financially and with staff time.

• Financial capacity can be demonstrated through a letter from the CP manager, controller’s office, etc. The financial commitment includes the capacity to commit $150,000 overall to the project (for the support of 10-full-time equivalent courses), with $15,000 due 45 days from the execution of contract (MOU) as a good-faith commitment.
• Qualifications and time commitment of CP project leads, as determined from the Summary of Potential Projects.
• Dedication of appropriate staff to coordinate the P4SC partnership on the City’s end.

B. The proposal will be evaluated in part with respect to its prospective benefits to students and the community. Questions addressed include:

• Approximate number of students to be involved
• The breadth and depth of course offerings to be involved
• The benefits of the program to the CP and the local community

SECTION 5 - TIMELINE FOR PARTNER SELECTION AND PROJECT DEVELOPMENT

Feb 21 – Mar 20: Project staff and directors will be available to answer questions and discuss possible projects. It is strongly suggested that potential partners contact P4SC@csueastbay.edu early to discuss potential project ideas.
March 21, 2017: Proposals must be submitted to the individual specified under Section 7.2.1 below and be officially received no later than 5:00pm PST. No exceptions.

March 21 – April 18: PSC Review Board will review, select, and notify its top choice for the 2017-18 partnership.

April 19 – May 30: Final draft of project list is completed. P4SC and CP will match the proposed projects with the Cal State East Bay faculty and courses—facilitated by a group meeting between candidate staff and faculty.

June 15: Contract (MOU) with the CP will be prepared negotiated and finalized by Cal State East Bay.

SECTION 6 - ANTICIPATED CP COSTS AND RESOURCES

Our P4SC CP should have the staff and funding resources to support 10 full-time equivalent courses working on CP projects, distributed throughout the academic year. The entire project commitment will be $150,000 (assuming 10 full-time equivalent courses at $15,000 per course), with an initial good-faith payment of $15,000 to be deducted from end-of-year invoices. Additional full-time equivalent courses will cost $15,000 per course. The project may be funded through the CP’s general fund, state and federal grants, local agencies, and/or through partnerships with other organizations, such as school districts, utilities, non-profit organizations, and private businesses. P4SC courses may be added throughout the contract year, as needed and negotiated by both partners.

The P4SC partnership only works if there is a high level of engagement between the program and the CP. The P4SC Directors are responsible for coordinating the faculty and students and serve as the liaison for the CP. Partnerships are most successful if the community partner can also appoint one lead person at .25 to .5 FTE to serve as the coordinator on the CP side and to liaise with P4SC Directors. This lead must be knowledgeable about each project and the CP staff and Cal State East Bay faculty member(s) involved. The time commitment is dependent upon the number of projects and the number of classes connected to that project and the liaison’s level of involvement.

In addition, we connect individual faculty members to their specific CP contact so as to maximize project success. This requires the identified CP staff to dedicate an average of a few hours each week towards the project during the particular semester. During the summer prior to the start of the partnership, PSC and the CP will develop Scopes of Work for each project and participating courses, which will detail the specific project and associated goals, activities, deliverables, and estimated costs. Also during that time, the CP partner staff will need to provide Cal State East Bay with background information and documents relevant to the projects, such as GIS maps, photographs, concept plans, and relevant data.
SECTION 7 - INSTRUCTIONS, CONTENT AND FORMAT

7.1 INSTRUCTIONS

7.1.1 QUESTIONS REGARDING RFP AND POINT OF CONTACT

Any questions, interpretations, or clarifications, either administrative or technical, about this RFP must be requested in writing by e-mail no later than the date indicated in Section 2, Schedule of Events. All written questions, not considered proprietary, will be answered in writing and conveyed to all Bidders. Oral statements concerning the meaning or intent of the contents of this RFP by any person are not considered binding. Questions regarding any aspect of this RFP should be directed to:

Chris Lam-Vasquez
Procurement Services
California State University East Bay, SA 2750
25800 Carlos Bee Boulevard
Hayward, CA 94542
chris.lam-vazquez@csueastbay.edu

7.1.2 ERRORS AND OMISSIONS

If prior to the date fixed for submission of Proposal a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits and/or appendices, Bidder shall immediately notify the University of such error in writing and request modification or clarification of the document. Modifications may be made by addenda prior to the RFP response deadline. Clarifications will be given by written notice and posted to the RFP website to all active Bidders, without divulging the source of the request for it.

7.1.3 ADDENDA

The University may modify this RFP, any of its key action dates, or any of its attachments, prior to the date fixed for submission by issuance of a written addendum posted to the RFP website. Addenda will be numbered consecutively as a suffix to the RFP Reference Number.

7.1.4 CANCELLATION OF SOLICITATION

This solicitation does not obligate the University to enter into an agreement. The University retains the right to cancel this RFP at any time for any reason. The University also retains the right to obtain the services specified in this RFP in any other way. No obligation, either expressed or implied, exists on the part of the University to make an award or to pay any cost incurred in the preparation or submission of response to the RFP.

7.1.5 COMPLETION OF PROPOSAL

Responses to the RFP shall be complete in all respects as required by this solicitation. A submission may be rejected if conditional or incomplete, or if it contains any alterations or other irregularities of any kind, and will be rejected if any such defect or irregularity could have materially affected the quality of the submission. Documents which contain false or misleading
statements, or which provide references that do not support an attribute or condition claimed by the Bidder, may be rejected. Statements made by a Bidder shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding. Costs for developing Proposals are entirely the responsibility of the Bidders and shall not be chargeable to the University.

7.1.6 DELIVERY OF PROPOSAL
The Proposal must be received in the Procurement Services Office no later than the time indicated on the date and specified in Section 2, Schedule of Events. The Bidder is responsible for the means of delivering the Proposal to the appropriate office on time. Delays due to the instrumentalities used to transmit the Proposal, including delay occasioned by the internal mailing system in the University], will be the responsibility of the Bidder. Likewise, delays due to inaccurate directions given, even if by [University] staff, shall be the responsibility of the Bidder. The Proposal must be completed and delivered by the specified time in order to avoid disqualification for lateness due to difficulties in delivery. **LATE, FAXED, OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED.**

7.1.7 WITHDRAWAL OF PROPOSAL
A Proposal may be withdrawn after it is received by the University by written request signed by the Bidder or authorized representative, prior to the time and date specified for Proposal submission. Proposal may be withdrawn and resubmitted in the same manner if done so prior to the appropriate deadline. Withdrawal or modification offered in any other manner will not be considered.

7.1.8 PROPOSALS BECOME THE PROPERTY OF CSU EAST BAY
Proposals become the property of University and information contained therein shall become public documents subject to disclosure laws after Notice of Intent to Award. The University reserves the right to make use of any information or ideas contained in the Proposal. Proposals may be returned only at the University's option and at the Bidder's expense. One copy shall be retained for official files. Responses to this RFP and any other information that is currently or may become available as an outcome of the RFP process may be used by the University to structure an RFP or other solicitation. If the Proposer fails to notify the University of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Proposer shall assume the risk. If awarded the contract, the Proposer(s) shall not be entitled to additional compensation or time by reason of error or its late correction.

7.1.9 CONFIDENTIAL MATERIAL
Bidder must notify University in advance of any proprietary or confidential materials contained in the Proposal and provide justification for not making such material public. University shall have sole discretion to disclose or not disclose such material subject to any protective order that Bidder may obtain.

Final bids are public upon award of contract; however the contents of all proposals, correspondence, agenda, memoranda, working papers, or any other medium which discloses
any aspect of a bidder’s proposal shall be held in the strictest confidence until Notice of Intent to Award is issued.

The content of all working papers and discussions relating to the bidder’s proposal shall be held confidential indefinitely unless the public interest is best served by an item’s disclosure because of its direct pertinence to a decision, agreement or an evaluation of the bid.

Please refer to the California Public Records Act (GOVT. CODE §§ 6250 - 6276.48) for further information.

7.1.10 BIDDER’S COST
Costs for developing proposals are entirely the responsibility of the Bidder and shall not be chargeable to the University.

7.1.11 INSPECTION OF SOLICITATION DOCUMENTS
Bidder shall carefully review all documents referenced and made a part of this solicitation to ensure that all information required to properly respond to the solicitation has been received or made available and all requirements are priced in the proposal. Failure to examine any document, drawing, specification, or instruction will be at the Bidder’s sole risk. It is the Bidder’s responsibility to provide the University with current contact information and to update the [University] immediately of any changes.

7.2. CONTENT AND FORMAT
To be considered responsive to this RFP, Bidder must submit proposals in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. The University reserves the right to request additional information that in the University’s opinion is necessary to assure that the Bidder’s competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract requirements.

7.2.1 DELIVERY OF PROPOSALS.
ADDRESS OR DELIVER PROPOSALS TO:
Chris Lam-Vasquez
Procurement Services
California State University East Bay, SA 2750
25800 Carlos Bee Boulevard
Hayward, CA 94542

7.2.2 LATE PROPOSALS
Sealed proposals must be received in the Contract Services and Procurement Office no later than as required by the Schedule of Events. LATE PROPOSALS WILL NOT BE ACCEPTED. The Bidder is responsible for the means of delivering the proposal to the appropriate office on time. Delays due to the instrumentalities used to transmit the Proposal including delay occasioned by the internal mailing system in the University will be the responsibility of the
Bidder. Likewise, delays due to inaccurate directions given, even if by University staff, shall be the responsibility of the Bidder.

7.2.3 MODIFICATIONS
A proposal may be modified after its submission by withdrawal and resubmission prior to the time and date specified for proposal submission. Modification offered in any other manner, oral or written, will not be considered.

7.2.4 COPIES REQUIRED
The Bidder must provide two (2) hard copies in separate three-ring binders with tabbed indexes and one (1) on a Flash Drive. A BIDDER MAY BE DISQUALIFIED IF ANY COPY OF THEIR PROPOSAL IS FOUND TO HAVE MATERIAL DIFFERENCES FROM THE ORIGINAL COPY.

Proposals should be prepared in such a way as to provide straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Proposals should emphasize the Bidder’s demonstrated capability to perform work of this type. Expensive bindings, colored displays, promotional materials, graphics etc., are not necessary or desired. However, literature describing the proposed services and extent of support included in the proposal should be forwarded as part of the proposal.

Do not include additional graphics in the electronic copy that are not otherwise in the original hard copy of the proposal. Do not include animation of any kind in the proposals. Emphasis should be concentrated on conformance to RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

7.2.5 DISPUTES/PROTESTS
University encourages potential Bidders to resolve issues regarding the requirements or the procurement process through written correspondence and discussions. The University wishes to foster cooperative relationships and to reach a fair agreement in a timely manner.

Bidder’s filing a notification to protest must do so within five (5) business days after a Notice of Intent to Award has been publicly posted. The protesting Bidder shall submit a full and complete written statement detailing the facts in support of the protest within 10 calendar days after expressing notification to protest. Protest must be sent by certified or registered mail or delivered in person to the individual identified in 7.2.1 above. Within a reasonable time after receipt of the written statement of protest, the University will provide a decision on the matter. The decision will be in writing and sent by certified or registered mail or delivered in person to the protesting Bidder. The decision of University is final.

7.2.6 AWARD OF CONTRACT
The University reserves the right to reject any and all proposals and to award one or more project agreements. Award, if any, will be to the Bidder, whose proposal best complies with all of the requirements of the RFP documents and any addenda. A "Notice of Intent to Award" will be posted publicly for five (5) consecutive working days prior to the award. Written notification will be made to unsuccessful vendors.
7.2.7  FAILURE TO EXECUTE THE AGREEMENT

Failure to execute the Agreement within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the Agreement. If the successful Bidder refuses or fails to execute the Agreement, the University may award the Agreement to the next qualified Bidder.

7.2.8  CONFLICT OF INTEREST

Potential Contractors are advised that Contractor's officers and employees shall comply with the disclosure, disqualification, and other provisions of California's Political Reform Act of 1974 (Government Code Section 81000 et seq.) if their responsibilities include the making or participation in the making of a University decision.

7.2.9  ACCOMMODATIONS FOR THE DISABLED

It is the policy of the University to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with a disability needing a reasonable modification to participate in the procurement process, or persons having questions regarding reasonable modifications for the procurement process may contact the buyer listed elsewhere in this solicitation.