

**TEXAS STATE TECHNICAL COLLEGE WACO**

**REQUEST FOR SEALED PROPOSAL 201313**

**“VESTA TEXAS STATE COORDINATOR”**

**CLOSING DATE: January 10, 2013 at 3:00 PM**

**Texas State Technical College Waco**

**3801 Campus Drive**

**Waco, TX 78705**

**Telephone: 254.867.4804**

**Fax: 254.867.3792**

**TEXAS STATE TECHNICAL COLLEGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**TEXAS STATE TECHNICAL COLLEGE WACO**

**REQUEST FOR PROPOSAL 201313**

**“VESTA TEXAS STATE COORDINATOR”**

1. **General:**

This solicitation is issued in accordance with the requirements for consulting services by an institution of higher education of the State of Texas as provided in Texas Government Code, Chapter 2254, Subchapter B. As provided in Chapter 2254.028(c), the college’s President has made a finding of fact that the services to be provided by the contractor selected under this RFP are necessary to assist the college with providing leadership and support to the college’s participation in the NSF Center of Excellence known as “VESTA” (Viticulture & Enology Scientific Training Alliance).

**2.0 Scope:**

It is the intent of Texas State Technical College Waco (TSTC) to contract with one firm or individual for the purpose of serving as the Texas State Coordinator for VESTA, as described in Section 4.0 below. The resulting contract will be for the period of **January 1, 2013 through June 30, 2013, with options to annually renew the contract for up to 2 years to facilitate the dissemination of information related to VESTA as well as to support collaboration with statewide training programs, vineyards and wineries and the VESTA program at large.** The selected firm or individual will work with the Associate Vice President for Institutional Advancement as well as the Department Chair of TSTC’s Golf & Landscape Management program and VESTA leadership to support the accomplishment of VESTA goals and objectives for Texas. TSTC reserves the right to reject any and all offers, accept any offer, waive technicalities and accept a proposal which best meets the needs for College.

**3.0 Background:**

**History -** Texas State Technical College Waco (TSTC Waco) is the flagship campus of the TSTC

System, which comprises four separately-accredited two-year, state-supported technical colleges. TSTC was originally established in 1965 as the James Connally Technical Institute (JCTI), a two year college in the Texas A & M University System designed to meet the state’s evolving workforce needs. In 1969, the State of Texas gained ownership of James Connally Air Force Base and renamed the college Texas State Technical Institute (TSTI), which became a separate state agency with its own Board of Regents, appointed by the governor of Texas. In 1991, the Texas Legislature changed the name again to Texas State Technical College. TSTC Waco has been continuously accredited by SACS-COC as a Level I institution since 1968. The college is an open enrollment institution with a full-time equivalent enrollment of approximately 5,000. In contrast with Texas’s regionally-focused community colleges, TSTC has a statewide role and mission with a legislative mandate to focus specifically on highly specialized, advanced, and emerging technical and vocational areas leading to certificates or associate degrees.

Following are some distinctive features that set TSTC Waco apart from other two-year colleges:

* **Workforce Education Focus**- No academic transfer degrees are offered; only AAS Degrees with 15 SCH general education classes, or workforce certificates.
* **Statewide Mission**- For the 2010-2011 year, TSTC Waco enrolled students from 175 of the state’s 254 counties in its technical programs.
* **Full-time Students**- 74% of TSTC Waco’s student population are enrolled fulltime.
* **Full-time Faculty**- 91% of TSTC Waco’s faculty are on full-time teaching contracts.
* **Technically Skilled Graduates**- TSTC Waco utilizes its state-of-the-art labs to produce the highest number of associate degree graduates in the nation for engineering technology and second highest for computer science among two-year colleges.

**4.0 Viticulture & Enology Scientific Training Alliance (VESTA)**

The Viticulture Enology Science and Technology Alliance (VESTA) is an NSF funded partnership between the Missouri State University system, two year schools throughout America, state agriculture agencies, vineyards and wineries with a 21st Century vision for education in grape growing and winemaking. The goal of VESTA is to establish programs of study in viticulture and enology through collaborations with educational institutions, government and industry. A unique partnership of universities and community colleges across the nation provide students access to coursework that is delivered online thereby enabling learning to occur anytime, anywhere.

Additionally, the VESTA program provides opportunities for students to participate in hands-on field experiences through partnerships developed with area vineyards and wineries, thus providing students with laboratory experience in their location. VESTA serves as a pathway for individuals interested in certificated training in viticulture and enology.  In addition, students interested in progressing to an Associate’s Degree of Applied Science may utilize the high quality courses of VESTA in conjunction with general education courses taken at a local college.

VESTA Website: <http://www.vesta-usa.org>

**5.0 Note to Proposers:**

Proposals will be evaluated by a committee in accordance with requirements outlined in Section 6.0 Statement of Work.

**6.0 Statement of Work:**

Texas State Technical College Waco requests detailed proposals, including costs and cost basis, for service as the VESTA program’s Texas State Coordinator under the leadership of Texas VESTA site partner, Texas State Technical College Waco. Potential vendors may provide information on any combination of components and may recommend component solutions not included in the overview. Potential vendors are not required to bid on all components. Costs or cost basis must be broken down for each component to allow for partial selection and/or phased purchase of program components and should include a list of all deliverables with due dates for both drafts and final product.

Components of the proposal should include proposer’s plan to provide the following deliverables:

1. Representation of TSTC and the State of Texas at VESTA events and meetings
2. Dissemination of Information about VESTA
3. Coordination of VESTA events including but not limited to tastings, seminars, class offerings, etc.
4. Support to GLM faculty and staff in establishment of VESTA curriculum on-boarding of Texas students through TSTC Waco
5. Oversight of establishment of test/training vineyard at TSTC Waco
6. Support to Institutional Advancement team in grant reporting and accomplishment of VESTA subcontract deliverables

**7.0 Schedule:**

RFP Issued: 12/18/2012

Proposal Due: 1/10/2013

Contract Award: 1/15/2013

**8.0 Submission Instructions:**

This solicitation is issued by TSTC Waco Procurement Services. All questions pertaining to this solicitation should be submitted in writing to Melissa Warren, Director-Procurement Services, [melissa.warren@tstc.edu](mailto:melissa.warren@tstc.edu). Please **s**ubmit one (1) original and four (4) copies of your proposal to be considered. Offers must be received prior to 3:00 p.m. (CST) on January 10, 2013, at the following address:

**If Mailed:**

Texas State Technical College Waco

Attn: Procurement Services

3801 Campus Drive

Waco, Texas 76705

**If Delivered:**

Texas State Technical College Waco

Procurement Services

Patterson Hall, 2nd Floor

103 10th Street (on-campus address)

Waco, Texas 76705

**If Sent by FEDEX, UPS, AIRBORNE EXPRESS, etc.**

Texas State Technical College Waco

Attn: Procurement Services

3801 Campus Drive

Waco, Texas 76705

The RFP number and closing date must be indicated on the envelope/box. TSTC reserves the right to reject any and all proposals. **Electronic or facsimile submissions will not be accepted**.

**9. 0 Ethical Standards:**

It is a violation of the laws of the state of Texas to interfere with the Request for Proposal process by exerting undue influence of offering gratuities or kickbacks to influence the outcome of the process. TSTC and the employees thereof strictly comply with and enforce the General Ethical Standards as set forth in the Texas Government Code, Local Government Code and the Texas Education Agency purchasing regulations.

**General Terms and Conditions**

* 1. **Contract Award**

A response to the solicitation is an offer to contract with Texas State Technical College based on the terms and conditions contained therein. RFP’s do not become contracts and are not binding until a written contract, signed by authorized College administrator and authorized personnel of the awarded vendor pursuit to this agreement are formed.

* 1. **Contract Term**

The initial contract performance period shall be for a period of six (6) months (January 15, 2013 through June 30, 2013, unless otherwise extended or terminated by TSTC in accordance with the terms and conditions of this contract. The Contract will be the deciding factor of execution and expiration. The Owner shall have the exclusive option to renew this contract for up to two years provided funds have been appropriated for the continuation of services. The Contractor must be agreeable to renewal under the conditions of this document. All contract renewals or extensions may be subject to approval by authorized personnel of TSTC. Contract renewals or extensions may be made ONLY by written agreement between the College and the Proposer and are subject to approval by authorized personnel of TSTC.

* 1. **Submitted Responsive Documents**

The RFP and submitted responsive documents, or portions of each, and at the College’s sole discretion, may become incorporated by reference and a part of this written contract and will be binding on both the College and the Proposer after execution of the contract by both parties.

* 1. **Interpretation, Jurisdiction and Venue**

This contract will be governed and be interpreted by the laws of the State of Texas without regard to its choice of law provisions. Exclusive venue for any claim or dispute involving the resulting contract or the services provided there under, shall lie in a court of competent jurisdiction in McLennan County, Texas.

* 1. **Compliance with Laws**

The services provided and all representations in the RFP response must be such that they are or would be in conformity with all federal, state, county and local laws, regulations, rules, and orders. Upon request, the Proposer shall furnish to TSTC certificates of compliance with all such laws.

* 1. **Taxes**

TSTC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code.

* 1. **Termination for Convenience**

TSTC, may, at its option and discretion, terminate the resulting contract for convenience and, at its option and discretion, may reduce the statement of work or other requirements of the contract at any time, without any default on the part of TSTC or the contractor, by giving thirty (30) calendar days’ notice thereof to the selected contractor.

* 1. **Termination for Default**

In the event that the services to be performed under this contract must be completed by a certain date, the Proposer is required to provide immediate notice at such time it has knowledge that it will be unable to perform the services within the time required.

* 1. **Assignment**

The Proposer may not assign, transfer, convey, or subcontract this contract, any services to be performed as outlined in the RFP, or any of its obligations under this contract, in whole or in part, without the prior written approval from the College, which the College may withhold in its sole discretion.

* 1. **Audit of Records**

TSTC reserves the right to audit the records and performance of the Proposer during the term of this contract at any time during the contract period.

* 1. **Notices**

All notices, amendments, modifications, or alterations hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

|  |  |
| --- | --- |
| Texas State Technical College Waco |  |
| Procurement Services |  |
| Attn: Melissa Warren |  |
| 3801 Campus Dr. |  |
| Waco, TX 76705 |  |
| (254) 867-4804 |  |

* 1. **Entire Agreement**

The contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials provided and supersede all prior agreements, oral or written and all other communications between the parties relating to the subject matter. This agreement may not be amended or modified, except by mutual written agreement between the parties.

* 1. **Ethics Conduct**

Any direct, or indirect, actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in TSTC orders and contracts.

* 1. **Drug Policy**

TSTC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors, while on TSTC premises, is strictly prohibited.

* 1. **Dispute Resolution**

The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used by TSTC and the Proposer to attempt to resolve any claim for breach of contract made by the Proposer.

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**PRICING SCHEDULE**

***DESCRIPTION HOURLY RATE # HOURS EXTENDED COST***

Accomplishment of Deliverables $\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE**: # HOURS is the bidder’s proposed time to complete activities described.

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**CERTIFICATION**

The undersigned affirms that they are duly authorized to execute this contract, and that this proposal has not been prepared in collusion with any other Offeror, and that the contents of this proposal have not been communicated to any other Offeror or any employee of TSTC prior to the official review of this proposal.

NAME AND ADDRESS OF OFFEROR:

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Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SUSPENSION OR DEBARMENT CERTIFICATE**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants’ responsibilities.

By signing this certificate, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

Vendor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Company Official’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed)

Signature of Company Official:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_