

LAKE TAHOE COMMUNITY COLLEGE DISTRICT
One College Drive, South Lake Tahoe, CA 96150



REQUEST FOR PROPOSALS
RFP #21-22-002
FORESTRY EDUCATION PROGRAM
CURRICULUM DEVELOPMENT SERVICES

Please submit proposals for the following services:

Notice is hereby given that the Lake Tahoe Community College District will receive proposals for Curriculum Development Services at the Lake Tahoe Community College District's Purchasing Office in South Lake Tahoe, California no later than **2:00 pm on Tuesday, October 19, 2021.**

Submit to: Lake Tahoe Community College District
Purchasing Office, Room A110
One College Drive, South Lake Tahoe, CA 96150
Attn: Heather Cade-Bauer
cade@ltcc.edu

INTRODUCTION

The Lake Tahoe Community College District (District) is currently soliciting Request for Proposals (RFP) to secure a consultant, or consultants, (Consultant) to provide curriculum development services for the new Forestry Education Program (Program).

The purpose of this RFP is to select a consultant to assist the District in developing four (4) courses to be included in the new Forestry Education Program being developed. The Consultant will create Course Outlines of Record for each course and build the newly developed courses into a learning management system, with a focus on the best available course design that optimizes interactive tools, such as course quick reports, content editor, instructor tutorials, and video to create engaging learning experiences that support virtual and face-to-face learning. With nearly all entry-level forestry positions requiring hands-on training, the new forestry courses should include field trips to project sites, field skills, and other hands-on and experiential learning.

The District is seeking a consultant, or team of consultants, with:

- Recent experience developing comprehensive curricula and designing full course content modules with interactive, hands-on learning.
- Knowledge and experience developing Course Outlines of Record (also known as syllabi at many universities). Familiarity with California Community College course approval processes is preferred, but not required.
- Education and professional experience in forestry, wildfire prevention, forest restoration, natural resource management, environmental science, and/or related fields.

BACKGROUND

In 2020, the District secured funding from the California Tahoe Conservancy and the California Department of Forestry and Fire Protection (CAL FIRE) as part of the California Climate Investments Program to support developing a Forestry Education Program to increase the skilled workforce needed to accelerate the pace of forest treatments and improve wildfire protection. A primary goal of the Program is to increase workforce immediately to support implementing forest treatment projects in the greater Tahoe Region, both in the wildland-urban interface and in more densely developed areas.

The Program strives to reach non-traditional and diverse students by implementing an integrated approach with multiple education and career pathways. The Program will establish a clear starting point for youth and adults interested in pursuing forestry education and/or work experience and job placement in the field of forestry. The Program will consist of stackable certificates, including an Employable Skills Certificate and a Certificate of Achievement, leading to an Associate of Science degree with transfer opportunities to four-year programs.

A large focus of the Program is for students to gain work experience while pursuing their certificates and/or degree. Most courses will be offered during the late fall/early spring to optimize outdoor training, hands-on skills development, and work-based learning. Primary local employers are working closely with the District to develop the Program to offer skills training and knowledge in areas most needed by the employers. One goal is to place students in jobs while enrolled in the Program. Job examples are entry-level federal jobs in pay grade 3 and 4 and CAL FIRE entry-level positions such as Forestry Aid. Program completers will qualify for California Department of Forestry and Fire Protection (CAL FIRE) Forestry Technician/Assistant Series, and US Forest Service positions starting at GS-level 5.

The District is working in partnership with other community colleges offering certificates and degrees in forestry to standardize curriculum and establish clear entry points and regional career pathways. The District is also coordinating with the California Board of Forestry's Professional Foresters Examining Committee to align the Program to Registered Professional Forester licensing requirements and is exploring future accreditation from the Society of American Foresters.

The District is developing the Program by building off existing courses offered in the Environmental Science, Environmental Studies, Wilderness Education and Outdoor Leadership, and Fire Science programs. Proposed courses for the Program include Ecology, Botany, Wilderness Navigation, Introduction to Geographic Information Systems (GIS), Introduction to Chemistry, Elementary Statistics, Wildland Safety and Hand Crew Operations, and Occupational Work Experience (Forestry). The District's course catalog can be reviewed at <http://www.ltcc.edu/academics/catalog.php>.

The District's objectives for the Program, in alignment with grant funding requirements, are:

- Local workforce development offering milestones along a clear career pathway utilizing multiple certificates and an associate degree, offering a balance of field training, traditional classroom, and virtual learning.
- Attracting diversity to the profession and the District by recruiting students of color, first-generation college students, disadvantaged students, and other nontraditional students.
- Generating qualified workforce with project planning, project management, and field operations skills to support increasing the number of acres treated for fuels reduction, prescribed fires, and other treatment methods.
- Reducing wildfire risk and improving the overall forest health, thereby reducing greenhouse gas (GHG) emissions from catastrophic wildfires.

Please note this RFP is for curriculum development for four (4) Course Outlines of Record and related instructional design only, and does not include other identified components of overall Forestry Education Program design.

The District has made significant progress on the overall design of the Program, including:

- Research of other two- and four-year Forestry programs to determine which courses are best fit for the Program while utilizing existing courses at the District and courses identified in this RFP for development.
- Establishment of a Forestry Pre-Advisory Committee to receive and review feedback on Program design and alignment with industry needs.
- Intake sessions with industry partners, academics, and other vested agencies and individuals to ensure Program design is in-line with industry needs and existing two- and four-year programs.

SCOPE OF WORK

The selected Consultant(s) will meet the identified project objectives by developing four (4) courses and tools with:

- Structural continuity with the District learning management system (Canvas)
- Equitable & accessible course content
- Strategies and techniques for inspiring virtual and in-person learning
- Support to establish a consistent roadmap for student success by aligning with other required course platforms and structures
- Articulation to four-year programs in the CSU and UC systems, such as Humboldt State University, and out of state programs such as University of Nevada, Reno, University of Idaho, and Oregon State University.

The deliverables of the contract will support qualified adjunct faculty members, with professional experience in the field, to teach courses with minimal time dedicated to preparation. Faculty will have the relevant academic background and work experience, while also remaining up to date with trends and changes to keep students' education aligned with labor market trends. The District will offer the day-to-day course teaching tools to attract leaders in the profession by providing full support in the classroom, field, and virtual environments.

The Consultant(s) will develop the following instructional materials:

- Course Outline of Record and syllabus creation
- Engaging assignments
- Identification of relevant textbooks and other reading materials
- Multimedia materials and activities supporting individual and group learning
- Interactive activities for classroom and field lessons
- Quizzes and tests, both written and skills demonstration

To meet the District's deadlines and the deadlines of the California Community College Chancellor's Office, a phased approach will be used. Phases 1-3 can be bid in their entirety with a total budget not to exceed \$100,000. Phase 4 is optional with a total budget not to exceed \$15,000. The phases are as follows:

PHASE 1

Course Outlines of Record for four (4) courses within 60 – 75 days of contract award. The Consultant(s) will be provided with general course topics, student learning objectives, and suggested field training for each course, with the understanding that the Consultant(s) will bring their expertise. Basic course topics could include history of forests/forestry, regulations and policy, dendrology, soil science, insects and diseases, measurements, inventory, post-fire restoration, forest management, fire ecology, relevant traditional ecological knowledge, advanced technology use in project planning and management, and 21st-century skills and career exploration. The courses to be developed are listed below. The names of the courses are tentative, and it is expected that the Consultant(s) brings their expertise to appropriately name and group subjects.

- Introduction to Forestry
- Forestry Field Methods
- Forest Management
- Seminar in Forestry

The District operates on an academic quarter schedule. The four (4) named courses will be offered for 4.5 units each, equivalent to 3.0 units on a semester schedule.

PHASE 2

Course design and content creation completed and uploaded to the District's learning management system (Canvas) no later than February 28, 2022:

- Introduction to Forestry

PHASE 3

Course design and content creation completed and uploaded to the District's learning management system (Canvas) by May 31, 2022:

- Forestry Field Methods
- Forest Management
- Seminar in Forestry

The Consultant(s) will follow these guidelines by developing courses and tools with:

- Structural continuity with the District learning management system (Canvas)
- Equitable and accessible access
- Strategies and techniques for inspiring virtual learning
- Support to establish a consistent roadmap for student success by aligning with other required course platforms and structures

PHASE 4 (Optional)

Evaluation of two (2) or three (3) existing courses at the District that are planned to be used in the Program. Review those existing Course Outlines of Record and all course materials to ensure courses are relevant and include appropriate content related to forestry to meet the standards for degree completion and the program objectives. Consultant(s) may need to work directly with course instructors to gather adequate knowledge to complete the evaluation. Consultant(s) will outline and report course evaluation findings to the District. and Consultant(s) will develop a scope of work and budget for developing curriculum to fill identified gaps.

All project deliverables will become the property of the District.

RFP TIMELINE OF CRITICAL DATES

Request for Proposals Advertisement	Fridays, September 24 & October 1, 2021
Deadline for Questions Regarding RFP	Wednesday, October 13, 2021 by 12:00 p.m.
District Response to Submitted Questions	Friday, October 15, 2021 by 12:00 p.m.
Proposals DUE	Tuesday, October 19, 2021 by 2:00 p.m.
Committee Review	October 20 – October 22, 2021
Tentative Interviews (if necessary)	Tuesday, October 26, 2021
Board Approval	Tuesday, November 9, 2021

**Dates may change with or without notice*

SUBMITTAL REQUIREMENTS

Questions regarding this RFP must be submitted to the District on or before **12:00 p.m. on Wednesday, October 13, 2021**. Only questions received by this date/time will receive a response.

Submit questions directly to Heather Cade-Bauer at cade@ltcc.edu.

Responses to ALL questions submitted by the deadline will be available on the District website at www.ltcc.edu/purchasing by 12:00 p.m. on Friday, October 15, 2021.

Proposals must be received on or before 2:00 p.m. on Tuesday, October 19, 2021.

Proposals received after this date and time may not be accepted by the District.

Please submit one (1) hard copy and one (1) electronic pdf file (CD or flash drive) of the Proposal in a sealed envelope identified as “RFP #21-22-002 – Forestry Education Program Curriculum Development” with the Consultant’s name and address to: Lake Tahoe Community College District, Purchasing Office, Attn: Heather Cade-Bauer, One College Drive, South Lake Tahoe, CA 96150.

All proposals must include the following information and be organized as described below.

I. COVER LETTER/LETTER OF INTEREST (0-15 points)

The individual who is authorized to bind the Consultant’s business contractually, must sign the cover letter. The letter must indicate the signer is so authorized and must indicate the title or position that the signer holds in the Consultant’s firm. **An unsigned cover letter shall cause the Proposal to be rejected.** The cover letter must contain a statement that the Consultant acknowledges that all documents submitted pursuant to this RFP process will become a matter of public record and all materials submitted in response to this RFP will not be returned to the Consultant. The letter must also contain the following:

1. The Consultant’s name, address, email, and telephone number.
2. The name, title or position, and telephone number of the individual signing the cover letter.
3. A statement indicating the signer is authorized to bind the Consultant contractually.
4. The name, title or position, and telephone number of the primary contact, if different from the individual signing the cover letter.
5. A statement to the effect that the Proposal is a firm and irrevocable offer, good for six (6) months.
6. A statement expressing the Consultant’s willingness to perform the services as described in this RFP.
7. A statement indicating that all forms, certificates, and compliance requirements

included in this RFP are completed and duly submitted in the Proposal.

8. A statement expressing the Consultant's availability of staff, office locations, hours and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFP.

II. SERVICE TYPES (0-20 points)

Indicate the approach that will be used to complete each of the specific tasks and which team members will work on these tasks, including sub-consultants (if relevant). Communicate your knowledge of forestry and the rapid advances in the field. Provide enough detail to show innovative and creative approaches and optimal use of technology.

III. QUALIFICATIONS (0-40 points)

State qualifications, including those of any named subcontractors. Describe relevant projects and clients and the experience and professional certifications/credentials of key personnel. Describe any experience working on curriculum development projects and with learning management systems, such as Canvas. Describe experience and knowledge about forest management, wildfire prevention, forestry field methods, and related course subjects. Describe familiarity with forestry policy and Tahoe Region knowledge that can support designing a seminar course. Although prior work experience with California Community Colleges is not required, applicants should describe prior work experience with colleges and their familiarity with the California Chancellor Office's course approval process.

IV. PROJECT MANAGEMENT (0-15 points)

Describe the consulting team structure and the approach that will be used to manage communications among the team and with the District. Please note similar project management experience of consulting team members and subcontractors, if applicable.

V. RATE/FEE SCHEDULE (0-10 points)

Include a schedule of billing rates for key management, technical subcontractors, and support staff and a cost schedule for any anticipated direct expenses (e.g., travel, etc.). If applicable, please provide separate staff billing rates for travel time. Phase 4 rate/fee schedule should be included separately.

VI. CERTIFICATE OF NON-DISCRIMINATION (Exhibit A)

The Consultant shall submit a Certification of Non-Discrimination assuring that it will not discriminate in its hiring or employment practices on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, sexual orientation, gender, gender identity, gender expression, medical condition or physical or mental disability, or any other basis protected by law, in performing the work and services.

VII. NON-COLLUSION AFFIDAVIT (Exhibit B)

Consultants shall submit the Non-Collusion Declaration with its Proposal. Proposals submitted without the Non-Collusion Declaration shall be deemed non-responsive and will not be considered.

VIII. REFERENCES FORM (Exhibit C)

Provide the name and contact information for at least three individuals or organizations that can provide feedback on past project performance.

IV. ADDITIONAL MATERIALS

1. Consultants may include other materials that they feel may improve the quality of their Proposal submissions and/or are pertinent to this RFP.
2. Consultants are encouraged to include letters of reference and/or testimonials in their Proposal.

SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Consultant's submission. It is only intended as a guide.

- COVER LETTER/LETTER OF INTEREST**
- SERVICE TYPES**
- QUALIFICATIONS**
- PROJECT MANAGEMENT**
- RATE/FEE SCHEDULE**
- EXHIBIT A – Certification of Non-Discrimination**
- EXHIBIT B – Non-Collusion Affidavit**
- EXHIBIT C - References**
- ADDITIONAL MATERIALS (OPTIONAL)**

SELECTION PROCESS

The Lake Tahoe Community College District will review all proposals received by the specified deadline for completeness, content, experience, and qualifications. For those Consultants deemed most qualified, further evaluation and interviews may be conducted as part of the final selection process.

The Lake Tahoe Community College District reserves the right to select the Consultant, or Consultants, whose proposal and experience, in the District's sole judgment, best meet the needs of the District. Multiple Consultants may be awarded to specific courses or phases of the project.

SELECTION CRITERIA

Recommendations for selection will be based on the following weighted criteria of (100) possible points.

Criteria	Points
I. Cover Letter/Letter of Interest	15
II. Service Types	20
III. Qualifications	40
IV. Project Management	15
V. Rate/Fee Schedule	10

GENERAL PROVISIONS

1. RESERVATION OF RIGHTS

Lake Tahoe Community College District reserves the right to reject any or all proposals, waive any proposal informalities, irregularities, or minor omissions or cancel this RFP and reissue a new proposal if it is deemed in the best interest of the District.

2. CONFIDENTIALITY

All information provided through this RFP and ensuing process will be held in confidence and will not be revealed nor discussed with any competitor until final execution of the contract(s). At that time, all documents related to this process become public records, subject to production pursuant to the California Public Information Act, except for those portions of the documents clearly marked by the Consultant as being propriety information or trade secrets and which concerns are reasonable. Pricing information shall not be considered proprietary under any circumstances, notwithstanding such an assertion by the Consultant in its submittals. Furthermore, all materials submitted shall become the property of the District.

3. EQUAL EMPLOYMENT OPPORTUNITY

The District is an Equal Employment Opportunity Employer and as such requires the following: The Consultants, in submitting proposals and/or filling a purchase order, agree not to discriminate against any employee or applicant for employment with respect to hiring and tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, gender, age, sexual orientation, national origin, disability, or identity as a disabled veteran or veteran of the Vietnam era to the extent required by law. The Consultants must further agree that every subcontract or order given for the supplying of this order will contain a provision requiring non-discrimination in employment, as herein specified.

4. ENCLOSED MATERIALS

From the date of issuance of this RFP until the District takes final agency action, the Consultant shall not discuss the proposals or any part thereof with any employee, agent, or representative of the District except as expressly requested by the District in writing. Violation of this restriction will result in rejection of the Consultant's proposal.

EXHIBIT A- CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY CONSULTANT AND SUBMITTED WITH PROPOSAL

Consultant hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Consultant shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, _____.

CONSULTANT _____

(Type or print complete legal name of Consultant)

BY _____

(Authorized Signature)

NAME _____

(Type or Print)

TITLE _____

EXHIBIT B - NON-COLLUSION AFFIDAVIT

TO BE EXECUTED BY CONSULTANT AND SUBMITTED WITH PROPOSAL

_____, being first duly sworn, deposes and says that he or she is _____ of the party making the foregoing Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Consultant has not directly or indirectly induced or solicited any other Consultant to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Consultant or anyone else to put in a sham Proposal, or that anyone shall refrain from submitting a proposal; that the Consultant has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Consultant or any other Consultant, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Consultant, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Consultant has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

VENDOR _____
(Type or print complete legal name of Consultant)

BY _____
(Authorized Signature)

NAME _____
(Type or Print)

TITLE _____

EXHIBIT C - REFERENCES

Consultant shall provide a minimum of three (3) References with three (3) or more years' experience with the Consultant.

REFERENCE #1

NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

REFERENCE #2

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

REFERENCE #3

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

(ATTACH ADDITIONAL SHEETS IF REQUIRED OR DESIRED)