

REQUEST FOR QUALIFICATIONS NO. 04242024

Contract Interim College President

Gila County Provisional College District



GCPCCD Governing Board President

Dr. Jan Brocker



**GILA COUNTY PROVISIONAL
COMMUNITY COLLEGE
DISTRICT
REQUEST FOR
QUALIFICATIONS
RFQ NUMBER
04242024**

PO Box 359
Payson, Arizona
85541

DUE DATE: May 29, 2024

TIME: 5:00 PM Local Arizona Time

DESCRIPTION: Interim College President

PRE-BID CONFERENCE "Not Applicable"

RFQ Submittal Location: Gila County Provisional Community College District
Submittal Email: mary.springer@gilacc.org

In accordance with A.R.S. §41-2533, Request for Qualifications No. 04242024 for the services specified will be received by the Gila County Provisional Community College District (GCPCCD) at the above specified location until the time and date cited.

Request for submittals after the specified date and time to the GCPCCD shall not be considered. Request for Qualifications documents can be downloaded at the GCPCCD website: <https://www.gilacc.org/index.php>.

The Gila County Provisional Community College Governing Board reserves the right to reject any or all bids, or to accept any bid, or to waive any informality in any bid, or to withhold the award if deemed in the best interest of GCPCCD. All procurement activities conducted by GCPCCD are in conformance with the rules and regulations of the Arizona Revised Statutes.

Advertisement Dates: 4/30/24 – 5/7/24, Payson Roundup; 5/1/24 – 5/8/24, Arizona Silver Belt.

**THOSE SUBMITTING QUALIFICATION DOCUMENTS ARE STRONGLY ENCOURAGED
TO CAREFULLY READ THE ENTIRE SOLICITATION.**

REQUEST FOR QUALIFICATIONS

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Section A. REQUEST FOR QUALIFICATIONS

RFQ NO. 04242024

Gila County Provisional Community College District is requesting Statement of Qualifications from qualified individuals for:

Interim College President

Statement of Qualifications are to be received in the Office of:

Gila County Provisional Community College District
Email: mary.springer@gilacc.org

Until: 5:00 p.m. on May 29, 2024, at which time a representative of GCPCCD shall record the names of those individuals submitting Responses. Public disclosure shall be made after the contract has been awarded.

All inquiries regarding this Request shall be directed to:

Name: Mary Springer
GCPCCD Procurement

Email: mary.springer@gilacc.org

Section B. PURPOSE OF THE RFQ

1. It is the intent of Gila County Provisional Community College District to contract for the services of an Interim College President. Individuals interested in being selected for the proposed contract position shall submit their proposal to Mary Springer, GCPCCD Procurement, on or before May 29, 2024, at 5:00 P.M.
2. Any questions regarding the solicitation will be due no later than May 20, 2024, at 5:00 P.M. in writing. Please submit all questions via email to Mary Springer. All questions will be answered in writing no later than May 25, 2024, by 5:00 P.M.
3. Proposals will be evaluated as follows:
 - Qualifications and Experience 25 points
 - Demonstrated management abilities 25 points.
 - Project understanding 25 points.
 - Reference information 25 points

Section C. INSTRUCTIONS TO RESPONDENTS

Statement of Qualifications shall be addressed and emailed to:

Name: Mary Springer
Email Address: mary.springer@gilaccc.org

1. Responding individuals may be requested to meet with the GCPCCD Governing Board to discuss their Statement of Qualifications. The schedule of these discussions shall be accomplished by the GCPCCD administrative assistant.
2. Proposal Format
 - A. At a minimum, the Respondent shall submit the following information:
 - i. Cover letter.
 - ii. Resume
 - iii. Additional information to support qualifications and experience (not to exceed 5 pages)

Section D. QUALIFICATIONS

1. Proposals will be evaluated and ranked on the following qualifications and experience.
 - A. Doctoral Degree in Education, Organizational Leadership, or related field.
 - B. Minimum 10 years of experience in community college leadership position(s).
 - C. Experience with regional accreditation and specialized accreditation processes.
 - D. Experience with admissions and student services including recruiting/marketing, advising, and student education records.
 - E. Experience with academic and technical training programs and related curriculum development.
 - F. Experience with information technology systems, human resources, financial systems, and other business aspects of a community college.
 - G. Experience complying with Federal and State regulations and requirements related to public community college and postsecondary education environments.
 - H. Teaching experience at the college level desirable but not required.

2. References

Consultant shall include three (3) references able to provide information on consultant's capabilities as they relate to the solicitation. Include the name, title, phone number and email of the person able to discuss past performance and qualifications in detail.

Section E. SCOPE OF WORK

In cooperation with the GCPCCD ("College") Board, Contractor will provide the following services:

- Develop infrastructure pathway for the College, including day-to-day business activities such as human resources management, accounting, procurement, project management, risk management and compliance, facilities and property maintenance, and supply chain operations.
- Oversee processes to secure software solutions that address student, academic, and business platforms that will best support the functions listed above.
- Investigate potential student record systems for future purchase by the College.
- Oversee eligibility application process required to pursue regional accreditation from the appropriate institutional accrediting agency.
- Lead transition activities as the current contract for accredited academic/educational services terminates.
- Serve as liaison with the Community College District providing academic/educational services for the College to provide joint supervision of college personnel and program offerings.

- Work with College Board President and College Counsel to negotiate necessary contracts with the accredited institution providing academic/educational services.
- Continue to expand and maintain College program offerings as appropriate.
- Work with College counsel in regard to all legal matters that pertain to college functions and operations.
- Work with College lobbyist firm to influence legislation that will benefit GCPCCD students and constituents.
- Work with and provide data as required by the Arizona Auditor General's office to ensure best practices in all facets of college operations.
- Ensure monthly College Board meeting public notifications, agendas, and supportive documents are prepared and distributed as required.
- Generate College marketing and public relations opportunities as appropriate.
- Complete other duties as assigned by the College Board President.

Section F. RESPONSE CERTIFICATION

The undersigned certifies that to the best of his or her knowledge: (check one)

- There is no officer or employee of Gila County Provisional Community College District who has, or whose relative has, a substantial interest in any Contract award subsequent to this Response.
- The names of any and all public officers or employees of Gila County Provisional Community College District who have, or whose relative has, a substantial interest in any Contract award subsequent to this Response are identified by name as part of the submittal.

The undersigned further certifies that they (check one) **ARE** or **ARE NOT** currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify the County of any change in this status, shall one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Qualifications No. 04242024 Contract Interim College President, and after carefully reviewing all the terms and conditions imposed therein, the undersigned agrees to furnish such services in accordance with the specifications/scope of work according to the Proposal submitted or as mutually agreed upon by subsequent negotiation.

(signed)

(date)

(printed name)

(Email address)

(address)

(phone number)

Section G. Selection Process

The successful consultant will be selected through a qualifications-based selection process of the SOQs submitted in response to this SOQ. GCPCCD's Governing Board will evaluate each SOQ according to the criteria set forth. The consultant will be ranked from lowest to highest. The consultant receiving the highest evaluation from the selection panel may be selected for the position. The Governing Board reserves the right to interview candidates for the contract if deemed necessary.

If the Governing Board determines it is in the best interest of the college to conduct interviews, consultants being interviewed will be notified in writing. The weighted selection criteria to be utilized to determine their final award standing/priority will be included in the notification. GCPCCD will select the persons and the order for the final list through the combined results of both the interview process and the evaluation of statements of qualifications and performance data submitted in response to the SOQ. The Governing Board will then interview the rank-ordered shortlist of the best-qualified consultants.

There will be a single final list of no more than (4) consultants. In accordance with A.R.S. §41-2581, Gila County Provisional Community College District Governing Board will enter into negotiations with the top ranked consultant and execute contracts upon completion of negotiation of fees and contract terms. If the Governing Board is unsuccessful in negotiating a contract with a top ranked consultant in the final list, the Governing Board may then negotiate with the next consultant(s) in successive order.