

**REQUEST FOR QUALIFICATIONS AND PROPOSALS – RFQ&P 2065 COSMETOLOGY AND  
COSMETICIAN INSTRUCTION SERVICES: SADDLEBACK COLLEGE**

South Orange County Community College District (DISTRICT) is inviting submittals from qualified CONTRACTORS, partnerships, corporations, associations, or professional organizations (CONTRACTOR) to provide Cosmetology and Cosmetician Instruction Services for Saddleback College. Selection will result in an Agreement expected to provide comprehensive professional services to DISTRICT beginning July 1, 2017.

If you would like to submit a response to this Request for Qualifications and Proposals, please send seven (7) hard copies and one (1) electronic copy of requested materials to:

**South Orange County Community College District**

**Purchasing Department**

**Health Sciences Building**

**28000 Marguerite Parkway**

**Mission Viejo, CA 92692**

**Attn: Jon A. Aasted**

Questions regarding this RFQ & P may be directed to Jon A. Aasted, Executive Director of Business Services via email at [jaasted@socccd.edu](mailto:jaasted@socccd.edu).

The DISTRICT may modify the RFQ & P prior to the deadline for submittals by issuance of an electronic addendum on the District bid website at [www.socccd.edu](http://www.socccd.edu). It will be the contractor's responsibility to monitor our website to ensure they obtain the actual bid documents. CONTRACTOR may express an interest in providing a submittal by emailing.

**All responses must be received by mail, recognized carrier or hand delivered by**

**May 12, 2017, 2:00 P.M.**

## INTRODUCTION

Saddleback College seeks to procure off-campus instruction for the Saddleback College's Cosmetology and Cosmetician Program. The successful bidder(s) will receive a two year contract starting July 1, 2017, and ending June 30, 2017. The agreement will have an option to renew for three additional one-year terms.

The successful bidder will be required to execute a formal agreement with the DISTRICT to provide the above described instructional services. Copies of the agreements for cosmetology and cosmetician are included. Please read carefully these documents and all enclosures as all conditions must be met prior to consideration for award.

At a minimum, CONTRACTOR must have been in a private post-secondary Cosmetology accredited school for a minimum of two years.

It is the intent of this Request for Qualifications and Proposals (RFQ & P) to establish the specifications, terms and conditions governing the selection process.

## BACKGROUND:

The DISTRICT consists of two colleges and a developing campus: Saddleback College, Irvine Valley College and the Advanced Technology and Education Park (ATEP).

Saddleback College is approximately 175 acres and serves over 42,000 students each year.

California Education Code and Title 5 of the Administrative Code provide that the Board of Trustees may contract with a private post-secondary school to deliver vocational education instruction. The current contracts are set to expire and the college wishes to continue providing this certificate program for students in our community.

## SUBMITTAL INFORMATION AND SUBMITTAL SCHEDULE

All submittals shall be in the form and formatted as specified in this RFQ & P. Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed "non-responsive" by the evaluation committee and eliminated from further consideration.

Time is of the essence. Submitting CONTRACTORS will be expected to adhere to the required dates and times.

Submittal questions must be in writing and be directed to Jon A. Aasted via email at [jaasted@socccd.edu](mailto:jaasted@socccd.edu) with the subject line indicating "Question(s) for Cosmetology and Cosmetician Instruction Services RFQ & P". If questions are submitted after the deadline, they will not be answered and CONTRACTORS must provide a submittal using the information in the RFQ & P and any addenda provided.

Request for Qualification & Proposals Submittal Schedule

|                                           |                       |
|-------------------------------------------|-----------------------|
| RFQ & P - 1 <sup>st</sup> Advertisement   | April 12, 2017        |
| RFQ & P - 2 <sup>nd</sup> Advertisement   | April 19, 2017        |
| Deadline email confirmation of interest   | April 20, 2017        |
| Deadline for written questions            | May 8, 2017           |
| Last addendum                             | May 9, 2017           |
| <b>Deadline for RFQ &amp; P Submittal</b> | <b>May 12, 2017</b>   |
| Interviews                                | May 22 – May 26, 2017 |
| Contract Negotiation                      | May 29 – June 1, 2017 |
| Board Meeting Date                        | June 26, 2017         |
| Contract Execution                        | July 1, 2017          |

During the review of the submittals, DISTRICT will not report apparent errors or request submittal clarification. Submittals will be interpreted as presented. CONTRACTORS are responsible to proof documents to avoid errors.

The delivery package must be clearly marked with the RFQ & P title, CONTRACTOR's name and address, contact name, email and phone number.

**Submittals may be withdrawn at any time before the deadline by written request of person signing the Certification.**

**Late submittals will be returned to the CONTRACTOR without evaluation and CONTRACTOR will not qualify for consideration.** It is the CONTRACTOR's responsibility to ensure submittals are received on or before the deadline and at the identified location. A postmark will not be accepted as meeting the delivery requirement. Third party carriers are routed through the warehouse and may experience delay from carriers stated delivery time-frame. Hand delivery should include time allowances for limited parking, the possibility of elevator failure (third floor delivery) or other potential obstacles to reaching the delivery location in a timely manner.

## SCOPE OF WORK

**Services:** The Cosmetology and Cosmetician Instruction services will include:

**1. Regulatory Compliance**

- 1.1 Compliance with all provisions of Article 5 (commencing at Section 8090) of Division 1, Part 6, Education Code, State of California, applicable to said CONTRACTOR'S school to which the DISTRICT'S students are to be assigned, including, but not limited to, the holding by CONTRACTOR of this valid certificate of course approval and a license as a private, post-secondary vocational school for instruction and training in cosmetology;

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- 1.2 Accreditation by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with non-accredited organizations.
- 1.3 Compliance with applicable provisions of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1964, Title 9 of the Higher Education Act of 1972, Presidential Executive Order 11246 and subsequent amendments, and all applicable State and Federal Health and Safety regulations.
- 1.4 Compliance with the California State Plan for Vocational Education and all related special provisions.
- 1.5 Compliance with the Administrative Code, Title V, Section 55630(e), ensuring that all instructors employed by the private agency shall enter into an "Agreement for Teaching Services".
- 1.6 CONTRACTOR is to have been in a private post-secondary Cosmetology accredited school for a minimum of two years, (California Education Code).
- 1.7 CONTRACTOR must adhere to roles, responsibilities, and DISTRICT protocols related to due process, student discipline, and Title IX. CONTRACTOR will be required to sign a professional services or other agreement acknowledging adherence and understanding of DISTRICT's policies in these areas. DISTRICT may provide training and/or an orientation to CONTRACTOR highlighting rules and protocols.
- 1.8 A Memorandum of Understanding with another community college district will need to be obtained prior to commencement of a contract, should CONTRACTOR be located outside the boundaries of the DISTRICT.
- 2. Accommodations**
- 2.1 Staff, facilities, non-personal equipment, supervision and related services required for instruction and training.
- 2.2 Approved equipment and instructional materials for the courses offered, and the number of students in attendance.
- 2.3 CONTRACTOR will accept all current students enrolled and accept new students during each enrollment period established by the DISTRICT. This program is an "open entry-open exit" type of enrollment. Number of students enrolled is dependent upon amount of budgetary monies appropriated to the program by the DISTRICT.
- 2.4 CONTRACTOR is required to meet all conditions related to the curriculum as outlined in college catalog.
- 2.5 Cosmetology students will receive a total of sixteen hundred (1,600) hours of approved instruction per DISTRICT student with accredited transfer, if needed. Cosmetician students to receive a total of six hundred (600) hours of approved instruction per DISTRICT student with accredited transfer, if needed.

- 2.6 Such instruction, training, and preparation as may be necessary to meet no less than the minimum instruction and training hours required for certification to take the examination for a certificate of registration and/or license.
  - 2.7 Provision for 50 hours of additional instruction and training at no cost to the DISTRICT or the student in the event of failure to pass the California State Board examination for licensure.
  - 2.8 Provide all necessary instructional materials and supplies as ordinarily supplied by the DISTRICT without cost to students.
  - 2.9 Each student shall furnish his/her personal textbook(s) and personal tools, supplies, and/or equipment and items supplied by students shall be obtainable on the open market from two or more commercial outlets within the boundaries of the DISTRICT. The CONTRACTOR may make these items available for voluntary purchase or rental.
- 3. Review, Validation and Termination**
- 3.1 The DISTRICT may conduct program reviews of CONTRACTOR'S curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, recordkeeping process and practices, and governance.
  - 3.2 CONTRACTOR shall complete a self-appraisal 30 days prior to a site visitation by DISTRICT representatives.
  - 3.3 Contract may be canceled at any time with thirty days written notice by the DISTRICT.
- 4. Distribution of Students**
- 4.1 If more than one contract is awarded, enrolling students can choose preferred beauty school of attendance.

#### INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS AND PROPOSALS

CONTRACTORS shall submit seven hard copies and one electronic copy. Hard copies shall be formatted on standard 8 ½ x 11 white paper with each page clearly numbered on the bottom. Each section, 1 – 11 listed below, shall be tabbed. The original copy shall be marked “Original” and must be wet signed by person authorized to bind the CONTRACTOR.

All submittals shall be in the form and formatted as specified in this RFQ. **Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.**

Statement of Qualifications and Proposals should minimally include the following information:

- 1 Cover Letter.** A maximum one-page, dated **Introductory Letter** must be submitted including the date, legal name of the respondent, address, telephone and fax numbers, and

the name, title, and signature of the person(s) authorized to submit the proposal on behalf of the CONTRACTOR.

**2. Table of Contents.** A **Table of Contents** of the material contained in the proposal should follow the Cover Letter.

**3. The Qualification Matrix.** The Qualification Matrix attached as Exhibit C should be completed and placed in this section 3. This form will be used as part of the review process.

**4. Experience.** Provide any professional registration, certifications and affiliations for the CONTRACTOR. Describe your experience with Cosmetology and Cosmetician Instruction services and more particularly community college projects. Include the scope of work performed within the last five years.

Evidence that the CONTRACTOR is legally certified to conduct business in the State of California for the services offered and experience with college and university educational facilities and other institutional services.

**5. Financial Standing** - Provide the most current annual financial statements prepared in accordance with generally accepted accounting principles, and the amounts and carriers of both general and professional liability insurance.

**6. Personnel.** This section of the proposal should establish the ability of the CONTRACTOR to satisfactorily perform the required services as demonstrated by its representation of staff availability. Information shall further specifically include:

- a. Number of qualified staff
- b. All personnel assigned to provide DISTRICT services must:
  - i. Possess the minimum qualification to perform the services provided
  - ii. Have a minimum of two years of directly related experience
  - iii. Have not entered into a subcontract with any CONTRACTORs who are ineligible to perform work on a public works project pursuant to Labor Code 17777.1 or 17777.7
- c. Include list of proposed personnel. Provide name and professional qualifications of proposed personnel. Specifically define the role of each person and outline his or her individual experience. Identify any certifications or licenses held (No more than one page per person).
- d. CONTRACTORs must provide a statement that all proposed participants will meet or exceed the minimum qualifications specified herein

**7. Scope of Work.** The Scope of Work provided describes the expected effort of the consultant; however, the consultant may recommend refinements, suggestions or brief restatements of the scope of work in this section. (Two pages maximum)

**8. Services.** In the matrix that has been provided in Exhibit C:

List maximum number of students that CONTRACTOR can legally accommodate under the Saddleback College program at one time.

b. List the number of students that the CONTRACTOR can enroll in day and evening classes.

**9. Additional Data.** Provide additional information about the CONTRACTOR as it may relate to this RFQ & P. Indicate ongoing professional education of staff and total number of permanent employees. DVBE, Small business, small disadvantaged business, minority-owned CONTRACTORS, and small women-owned business participation level. Consortia of small businesses, minority-owned CONTRACTORS, and women's business enterprises are encouraged, and subcontracts with small businesses, minority-owned CONTRACTORS, and women's business enterprises are also encouraged (Include as an appendix if desired).

**10. Professional Fees.**

a Provide with your proposal one copy of fees in a sealed envelope.

- i. **Cosmetology Proposal.** List amount to be paid by the school unit (Saddleback College) to the CONTRACTOR for each hour of approved attendance.
- ii. **Cosmetician Proposal.** List amount to be paid by the school unit (Saddleback College) to the CONTRACTOR for each hour of approved attendance.

The selection committee will make their recommendation based on qualifications and will then enter contract negotiations including fee based discussions.

Fees provided in this submittal will be used as the basis for contract negotiations. The final rates shall be negotiated after the selection process. Any increases must be approved in writing by the DISTRICT prior to the performance of service.

Identify any constraints or assumptions that affect the proposed fee. Services that are not specifically included in RFQ exhibits may be provided as supplementary information. **Be thorough and specific as this will form the basis of any contract negotiations for services.**

**11. Client References.** This section of the proposal permits CONTRACTORS to demonstrate their ability and competence to satisfactorily perform the required services by including letters of recommendation or testimonials. If these are included provide

- a Client contact name
- b. Telephone number
- c. Email address

**12. Agreement Review.** Review and comment on any proposed modifications to the attached draft Agreement(s). Recommend additional work scope if appropriate to allow for improved outcome for the DISTRICT. Agreement will be sent via an addendum by April 24<sup>th</sup>.

**13. Certification.** Complete, provide authorized signature, and date the CERTIFICATION - REQUEST FOR QUALIFICATION & PROPOSALS enclosed with this RFQ & P

Responses to the RFQ & P should be complete and be prepared to provide an insightful, straightforward, and **concise** overview of the capabilities of your company. **Deviation from the defined content, order and format prescribed in this RFQ & P may result a non-responsive evaluation. Submittals received after the due date and time will not be considered or reviewed. The emphasis of your submittal should be on completeness and clarity of content.**

The DISTRICT reserves the right to waive any immaterial deviation in a submittal. The decisions to provide a waiver shall in no way modify or compromise the overall purpose of the submittal, nor excuse the CONTRACTOR from full compliance with all requirements if awarded an Agreement.

The sample standard agreement (Exhibit B) is not to be included with the CONTRACTOR's submittal.

#### BASIS OF AWARD

The selection of the Cosmetology and Cosmetician Instruction Services will be a two-stage process.

1. The first stage will be based on proposal analysis principally focusing on specific experience and qualifications. **Proposing CONTRACTORS may be contacted via telephone to clarify information submitted.**
2. The second stage is successful contract negotiations.

Cosmetology and Cosmetician Instruction Services will be selected on the basis of criteria regarding qualifications, experience, demonstrated competence as well as the best interests of the DISTRICT as determined by the committee, including consideration of fair and reasonable pricing.

Prior to presenting a recommendation to the Board of Trustees, staff will engage in contract negotiations with selected CONTRACTOR. If negotiations with the first team(s) selected are unsuccessful, negotiations will commence with the second team and so on until an agreement has been successfully negotiated or DISTRICT rejects all proposals.

**Note: By virtue of submission, the proposing CONTRACTOR declares that all information provided in the Statement of Qualifications is true and correct.**



## MISCELLANEOUS

1. General information about DISTRICT may be found at [www.socccd.edu](http://www.socccd.edu). Recent projects are listed at the "Bids" tab.
2. All submittals shall remain active and valid for ninety days following closing date for receipt. The DISTRICT reserves the right to negotiate the scope and cost of any submittal.
3. Selection may be made solely on the basis of the submittal review or the selection committee may deem it necessary to interview applicants as part of the selection process.
4. The proceedings of the selection committee are confidential. Members are not to be contacted by the proposers. All communication between proposers and the DISTRICT shall be through the contact information provided above for submitting RFQ & P materials.
5. All materials submitted in response to this RFQ & P shall become the property of DISTRICT and shall be considered a part of Public Record. The DISTRICT reserves the option to retain or dispose of all submittals whether selected or rejected.
6. Only written changes to the RFQ & P will be valid. Verbal representations will not be binding on either party. Proposers are responsible to monitor the DISTRICT bid page for addenda information.
7. DISTRICT reserves the right to reject any or all responses to this RFQ & P. Any and all costs incurred in preparing and submitting a response to this RFQ & P is the sole responsibility of the proposer. This request does not constitute an offer of employment or a contract for services.

### Specific Inclusions

1. **Exhibit A: Certification – Request for Qualifications**
2. **Exhibit B: Sample Agreement for Cosmetology and Cosmetician Instruction Services.**
3. **Exhibit C: Cosmetology and Cosmetician Instruction Services – Qualification Matrix**

***Proposals shall be received up to but not later than 2:00 p.m., on the date listed in the schedule.***

**RFQ & P - Exhibit A**

**CERTIFICATION – REQUEST FOR QUALIFICATIONS & PROPOSALS**

**CERTIFICATION - REQUEST FOR QUALIFICATIONS**

The undersigned hereby proposes and agrees to furnish any and all required labor, equipment, material, transportation, insurance, and incidentals necessary to provide quality services pertaining to this solicitation in accordance with the terms and conditions of the RFQ & P; declares that the only persons or parties interested in this submittal as principals are those named herein; that this submittal is made without collusion with any other person, CONTRACTOR or corporation; that the undersigned will contract with DISTRICT to provide these services to the DISTRICT in the manner prescribed herein.

I certify that I have read the attached **Request for Qualifications – Cosmetology and Cosmetician Instruction Services** and the instructions for submitting an RFQ & P. I further certify that I am authorized to bind the CONTRACTOR noted in this submittal contractually, know that I must provide seven hard copies and one electronic copy of the CONTRACTOR's submittal in response to this request and that I am authorized to commit the CONTRACTOR to the submittal.

**I acknowledge the following addenda(s)** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Typed or Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Email**

**Provide Seal here, if Corporation**



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**RFQ & P - Exhibit B**

Agreement Template will be sent via an addendum by April 24, 2017

**RFQ & P - Exhibit C**

**COSMETOLOGY AND COSMETICIAN INSTRUCTION SERVICES – QUALIFICATION MATRIX**

**Cosmetology and Cosmetician Instruction Services RFQ & P - Qualification Matrix**

|                                                                                                                            |                                                                                                      |                                                   |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>FIRM</b>                                                                                                                |                                                                                                      | Proposing firm to complete highlighted cells only |
| Location (City/State)                                                                                                      |                                                                                                      |                                                   |
| NOTE: Firm to validate quantities listed on this sheet with supporting documentation in appropriate proposal tab sections. |                                                                                                      |                                                   |
| <b>TA</b>                                                                                                                  | <b>Description</b>                                                                                   |                                                   |
| <b>B</b>                                                                                                                   |                                                                                                      |                                                   |
| <b>1</b>                                                                                                                   | <b>Cover Letter</b> - Professional/Format/Signed                                                     |                                                   |
| <b>2</b>                                                                                                                   | <b>Table of Contents</b> - Correct & Professional                                                    |                                                   |
| <b>3</b>                                                                                                                   | <b>Executive Summary</b> - professional - coherent - relevant - concise                              |                                                   |
| <b>4</b>                                                                                                                   | <b>Experience</b>                                                                                    |                                                   |
|                                                                                                                            | Years in business (min 3)                                                                            |                                                   |
|                                                                                                                            | # Contract terminations in last 5 years                                                              |                                                   |
|                                                                                                                            | <b>References &amp; Recommendations</b>                                                              |                                                   |
|                                                                                                                            | Number of Written Recommendations from past clients                                                  |                                                   |
| <b>5</b>                                                                                                                   | <b>Personnel</b>                                                                                     |                                                   |
|                                                                                                                            | Number of in-house staff > 3+ years of experience                                                    |                                                   |
| <b>6</b>                                                                                                                   | <b>Scope of Work</b>                                                                                 |                                                   |
|                                                                                                                            | Meets or exceeds criteria                                                                            |                                                   |
| <b>7</b>                                                                                                                   | <b>Services</b>                                                                                      |                                                   |
|                                                                                                                            | <b>Cosmetology:</b>                                                                                  |                                                   |
|                                                                                                                            | a. List maximum number of students CONTRACTOR can legally accommodate in college program on one time |                                                   |
|                                                                                                                            | b. List number of students CONTRACTOR can enroll in day classes                                      |                                                   |
|                                                                                                                            | c. List number of students CONTRACTOR can enroll in evening classes                                  |                                                   |
|                                                                                                                            | <b>Cosmetician:</b>                                                                                  |                                                   |
|                                                                                                                            | d. List maximum number of students CONTRACTOR can legally accommodate in college program on one time |                                                   |
|                                                                                                                            | e. List number of students CONTRACTOR can enroll in day classes                                      |                                                   |
|                                                                                                                            | f. List number of students CONTRACTOR can enroll in evening classes                                  |                                                   |
| <b>8</b>                                                                                                                   | <b>Additional Data re: Company</b>                                                                   |                                                   |
|                                                                                                                            | Other                                                                                                |                                                   |
|                                                                                                                            | DVBE                                                                                                 |                                                   |
| <b>9</b>                                                                                                                   | <b>Fee Proposals – Rates Sealed Envelope</b>                                                         |                                                   |
| <b>10</b>                                                                                                                  | <b>Client References</b>                                                                             |                                                   |
| <b>11</b>                                                                                                                  | <b>Agreement Review</b>                                                                              |                                                   |

|    |                                                           |  |
|----|-----------------------------------------------------------|--|
| 12 | Review and comments attached                              |  |
|    | <b>Certification signed w/ correct # of addenda noted</b> |  |