REQUEST FOR PROPOSAL – Orange County Bridge to Engineering Summer Program

1. Background
   Saddleback College is serving as a subrecipient to the Santa Ana Workforce Investment Board to provide academic and student support services under a grant funded by the U.S. Department of Labor entitled Orange County Bridges to Engineering. The college seeks to enter into contract for services to provide a summer technical institute during Summer 2014.

2. Project Requirements and Objectives:
   - provide a proposal to deliver a five-week Core Bridge to Engineering Summer Curriculum program. Specifications for the program must include the following:
     - Up to 20 student participants
     - 12 hours of instruction per week
     - 60 hours of total instructional/guided lab time

   The training objectives should encompass interactive learning, application of math and engineering skills, and feature advanced manufacturing technologies.

3. Project Budget
   The budget for the summer program is $20,000. Provide detailed cost structure to reflect complete program design and implementation including any student supplies, parking, etc.

4. Milestones and Deadlines
   Program to be conducted within the Saddleback College summer session time frame. For the Summer of 2014, this is between June 24, 2014 to August 16, 2014.

   Proposal Deadline is June 10, 2014 at 2:00 p.m. Proposals shall include any adjustments to the proposed contract (see attached). Contract will be awarded and finalized by June 13, 2014.

5. SUBMIT Proposals to:
   Attention: Roxanne Metz, College Grants and Contracts Manager
   Saddleback College, 28000 Marguerite Parkway, AGB-120
   Mission Viejo, CA 92692

   For more information contact Roxanne Metz by email at rmetz@saddleback.edu or by phone at (949) 582-4824.

6. Criteria for Selection:
   Mandatory: Accredited institution of higher education within 30 miles of the South Orange County Community College District offering bachelors and graduate degrees. Contract cost is within the budgeted amount.

   Selection will be based upon the quality of contractor lab facilities (score from 0-5), the caliber of the faculty or instructors leading the program (score from 0-10), and the quality of the program design (score from 0-10).
INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this ____ day of ________, _____ between: Requisition No. __________

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

Contractor Name
Contractor Address

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from June 24, 2014 to July 24, 2014 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:

Deliver a five-week Core Bridge to Engineering Summer Curriculum program. The program must include: Up to 20 student participants, 12 hours of instruction per week, 60 hours of total instructional/guided lab time. It should also encompass interactive learning, application of math and engineering skills, and feature manufacturing technologies. Services will include the entire cost of implementation including any student supplies, parking, etc.

2. The DISTRICT shall pay the CONTRACTOR for services rendered and for expenses incurred to deliver the program per submitted invoices, and not to exceed $20,000. The total contract amount is $20,000 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by SOCCCD Vice Chancellor, Business Services, payment will be made.

3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.

4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.

5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor South Orange County Community College District

Signature: Signature:

By: By: Dr. Debra L. Fitzsimons

Title: Title: Vice Chancellor, Business Services

Date: Date:

Contact Person: College Contact Person:

Contract Form Approved by Schools Legal Service, Orange County Department of Education (02/02/2002)