

REQUEST FOR QUOTATION

Naugatuck Valley Community College is seeking quotes for planning and consultation services as outlined below.

Please provide the following information upon submission of your quote:

- **Consulting Hourly Rate**
- **Travel expenses, if applicable**
- **Consultant Capabilities/Relevant Experience**
- **References**

PROJECT TIMELINE: The services shall be utilized as needed for a period of 5 years, with a start date of July 1, 2015.

Please submit your response to Lisa Anderson via email: landerson@nvcc.commnet.edu no later than June 15, 2015.

PROJECT PURPOSE:

Contract with Naugatuck Valley Community College to work with NVCC's President and select members of her Cabinet on the following projects:

- Preparation of final report for the college's current strategic plan, by working with the Cabinet and select faculty and staff, including institutional research staff, to document progress toward achieving the goals, initiatives, and outcomes.
- Assist in the writing of a new strategic plan document.
- Conduct Cabinet Retreats to discuss and set President and Cabinet-level priorities for academic years.
- Follow up on community engagement/partnership ideas
- Help plan for and attend strategic plan-related community engagement events.

CONSULTING ACTIVITIES:

Expected activities shall include:

1. Facilitate in person meetings and conference calls with President, Cabinet, and select faculty and staff on campus to develop ongoing Strategic Plans.
2. Clarify narrative and data that demonstrates progress toward achieving goals and initiatives (includes meeting prep, facilitation, and follow-up activities)
3. Support for the President's cabinet retreat and the annual community events.
4. Write reports for Strategic Plans.

5. Facilitate and serve as the lead writer for the preparation of a Department of Education Title V proposal, to include the following:
 - Coordinate with NVCC staff and potentially a technical grant writing consultant responsible for e-proposal input and submission:
 - Help ensure proper submission according to guidelines
 - Facilitate conversations with the President and key NVCC faculty/staff leadership to determine the scope of its Title V proposed program
 - Work with NVCC Institutional Research staff to conduct data analysis as needed to support the rationale for the program and the development of the evaluation plan
 - Review comparable projects and programs, potentially via site visits and literature reviews to identify promising practices
 - Draft the narrative copy and help develop the budget.

The Consultant must be able to show experience in providing organizational and program management consulting services to philanthropic organizations, nonprofits, and academic institutions across the country.