

REQUEST FOR PROPOSAL

Parkland College Consultant Services for the Institute of Aviation

Parkland College is seeking proposals for consultant services for the Institute of Aviation.

Located in Champaign, Illinois, Parkland College serves Community College District 505. Parkland College enrolls approximately 5,000+ students annually. The Institute of Aviation at Parkland College has offered flight training combined with rigorous college coursework continuously since 1946. The Institute currently offers Private Pilot, Instrument Rating, Commercial Pilot, Multiengine, and Flight Instructor training, serving 100 students with a fleet of 20 aircraft. The institute employs 20 full- and part-time flight instructors and operates with an annual budget of close to \$2M.

Parkland College is accepting proposals to secure a consultant to assist with the development of a strategic plan for the Institute which will incorporate elements related to fleet management and refurbishment, cost and revenue structure, optimum enrollment levels, benchmarking industry standard pay scale for personnel, and recruitment strategies.

Proposal Submission

Proposals are due by 5:00 P.M. Central Time on **Friday, June 9, 2023**.

An electronic copy should be submitted to the email address below.

Lauren Craig
Purchasing Agent
purchasing@parkland.edu

Email subject line must be "Response to RFP 2023-016."

Proposals delayed or lost by email system filtering or failures may be considered at Parkland's sole discretion. It is the responsibility of the proposer to ensure the proposals arrive by the closing date and time. Any proposal received after the date and time listed above will not be considered.

Questions pertaining to this request for proposals (RFP) should be communicated via email by 5 p.m. on May 26 to the email address below and should include the specific agency's name and contact information. Agencies should allow 48 hours for a response.

Derrick Baker
Dean, Career and Technical Education
dbaker@parkland.edu

Proposal Timeline

Activity	Date
RFP issued	May 5, 2023

Last day to submit questions for a response	May 26, 2023
Proposal submission deadline	June 9, 2023
Clarifying correspondence and interviews as needed	June 12-22, 2023
Selection of consultant	Jun 26-29, 2023
Recommendation submitted to Parkland College Board of Trustees (if required)	July 5, 2023
Approval by Parkland College Board of Trustees (if required)	July 19, 2023

Please provide the following information in any proposal:

Vendor Information

- A. Agency’s name, address, telephone number, legal status of entity (ownership), and the year the entity was established.

- B. Name of Agency’s contact person, telephone, and email address.

Qualifications Information

Please include information in your proposal that supports the below qualifying requirements:

- 1. Describe the proposed services that will be provided specific to this project.
- 2. Describe the proposer’s experience, competencies, and overall capabilities including a description of consulting, strategic planning, and aviation experience of the candidate. This should include:
 - A. A demonstration of the proposer’s knowledge of FAA regulations and standards and best practices related to aviation instruction, part 141 programs, and technical requirements for fleet maintenance and operation.
 - B. A demonstration of proposer’s experience consulting with or managing aviation instructional programs.
 - C. A demonstration of proposer’s experience with strategic planning for academic programs.
- 3. Provide a biographical sketch of any individuals that may participate in the consultation project. Include education, certification, and/or licensures and past evaluation experience. Must provide at least two (2) biographical sketches but no more than four (4).
- 4. Provide two (2) independent references from two (2) different consulting projects. Include **at least** one (1) reference from either an aviation program or a community college. Each of the references must include:
 - A. Entity Name
 - B. Project/center description
 - C. Address, City, Province/State/Country
 - D. Contact Name, Title, Phone Number, and Email address of PI
 - E. Year(s) the service(s) were provided
 - F. Scope of the project

Scope of Work

This project is anticipated to require one or more site visits to Parkland College and the Institute of Aviation. There will be regular communication, including periodic virtual meetings, with Institute and College leadership team throughout the project.

Deliverables

The deliverable requested is an actionable strategic plan that is accepted by the College. The consultant will be expected to continue services until the plan has been accepted by the College. This may require iterative drafts and discussions with College and Institute leadership.

Schedule of Expected Activities

The selected consultant will be expected to begin with a project kick-off meeting sometime between August 1, 2023 and August 31, 2023. The proposed project timeline should include demonstrable progress toward key benchmarks at least monthly.

Evaluation and Selection Criteria

Responses to this solicitation will be ranked according to the following measures:

1. Respondent qualifications and relevant experiences
2. Quality and relevance of proposed consultation plan and timelines
3. Description of services provided
4. Knowledge (and/or experience) of administrative and planning aspects of aviation instruction programs, specifically part 151 schools
5. Ability to meet milestones as provided

Vendors may be asked to provide written clarification if proposal is unclear.

Proposal Budget

Proposals must be submitted to include everything necessary for the prosecution and completion of the agreement. Parkland College will evaluate the total price for the basic requirements with any option(s) exercised at the time of awards. Evaluation of options will not obligate the College to exercise the option(s). Any unspecified costs shall be borne by the Vendor. Proposal should include all relevant milestones at which payment will be made.

Your agency will be responsible for reserving travel logistics for each campus visit.

Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued

economic development of minority-owned businesses, female-owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified minority-owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority-owned, female-owned, or person with a disability-owned business?

Yes ____ No ____