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Santa Ana College • Santiago Canyon College

July 7, 2021

RE: Request for Proposal #2122-305
FUSION Consulting Services

To Whom it May Concern:

The Rancho Santiago Community College District (“District”) is seeking a proposal from your firm (“Consultant”) for **FUSION Consulting Services**.

Background

FUSION is a web-based suite of tools to support the integrated management and reporting on community college facilities throughout the state. The FUSION system is used by all 72 California community college districts. The District is looking for a consultant with expertise in FUSION to provide specialized consulting services with regards to all aspects of the FUSION system. The District is interested in competitive pricing for a maximum five-year agreement. The District will have the option to renew the contract on an annual basis.

Scope of Work and Deliverables:

- a. The Consultant will assist the District in the creation of the annual Space Inventory as requested by the District.
- b. Consultant will assist the District in the creation of the Five Year Scheduled Maintenance Plan, Scheduled Maintenance Project Funding Proposals (PFP’s) and Hazardous Substance PFP’s as requested.
- c. Consultant will conduct training for District personnel and attend District planning meetings as requested by the District.
- d. Consultant will prepare the District's annual Five Year Capital Outlay Plan and make recommendations for IPPs and FPPs. Consultant will create or update up to four IPP’s as requested by the District.
- e. Consultant will assist with the creation and updating of any FPPs.
- f. Consultant will assist with the creation, updating and analysis of any condition assessments.
- g. Consultant will also assist District with any and all other construction compliance requirements of the California State Chancellors Office as directed and requested by the District.

RFP Schedule

Event / Occurrence	Deadline
District Issues RFP	July 7, 2021
Deadline for Consultants to submit questions regarding this RFP	July 16, 2021 by 4:00pm

BOARD OF TRUSTEES:

Tina Arias Miller, Ed.D. • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence “Larry” R. Labrado • Sal Tinajero • Phillip C. Yarbrough

CHANCELLOR:

Marvin Martinez

Deadline for Consultants to submit Proposal	July 27, 2021 by 4:00 pm
District to interview Consultant(s) (Optional)	August 2 - 6, 2021
District to finalize recommendation for District Board of Trustees (<i>if required</i>)	August 25, 2021
District Board of Trustees approves successful Consultant (<i>if required</i>)	September 13, 2021

Questions

All questions must be submitted in writing to FacilitiesRFP@rsccd.edu. The question deadline is indicated in the RFP Schedule above. After this deadline, the District will not answer, address, and/or review any questions interested Consultants might submit. Responses to all questions received prior to the deadline will be provided to all Consultants via addendum.

Proposal Submission

Please submit an electronic copy of your proposal (in 1 combined PDF file) via email to FacilitiesRFP@rsccd.edu, in accordance with the RFP schedule above. Your proposal shall include:

- Resume including experience;
- List of existing clients;
- Proposed annual fixed fee .

Sincerely,

Facilities Planning, District Construction & Support Services

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