REQUEST FOR PROPOSALS

UC Partners in Mexico
Initiative

Advertisement & RFP issued to Consultants: 12/10/2020
Last day for Submitting Written Questions: 12/18/2021
Proposals due to La Casa de la Universidad de California en Mexico, A.C.: 01/04/2021
Consultant Selection: 01/08/2021
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INTRODUCTION

La Casa de la Universidad de California en México, A.C. (Casa) in collaboration with Alianza UCMX of the University of California (UC), the instance overseeing the UC system programs related to Mexico, is initiating a formal process to identity a consultant that will create a directory of research institutions, academic programs, and identify other related higher education efforts from the United States (US) based in Mexico.

The selected consultant must exhibit a proven history of providing the required expertise and experience needed to create a comprehensive report of UC Mexico partners in Mexico.

ABOUT LA CASA DE LA UNIVERSIDAD DE CALIFORNIA EN MÉXICO, A.C.

La Casa de la Universidad de California is a place for the exchange of ideas on both sides of the border. We support this vision, through offering programs, workshops, seminars, and other events that expand contacts between academics and research programs in institutions throughout Mexico and the various University of California campuses and laboratories.

Casa aims to become an essential tool for researchers, academics and students wishing to further their education and training with a binational approach, one that can help assure the success of both societies.

The University of California (UC) has a long history of strong partnerships and innovative collaborative efforts with Mexico. The creation of Alianza UCMX in 2019 was achieved by integrating three preexisting UC system-wide programs: the UC Institute for Mexico and the United States (UC MEXUS), La Casa de la Universidad de California en México A.C. (Casa de California), and the UC-Mexico Initiative. UC Riverside serves as the host campus for Alianza UCMX.

SCOPE OF SERVICES

Casa is seeking to identify and select a consultant that has experience in researching information to create and develop directories, databases, and summarize findings in a print format.

Project Goals- Casa is seeking a consultant to develop the following:

1. Research Institution Directory
2. Academic Programs Directory
3. Higher Education Efforts from the United States (US) based in Mexico Database
4. Fact sheet summarizing the US academic, scientific and technologic offer in Mexico

Scope of Work Includes:
1. Present a work plan, which is a narrative overview of the assumptions, methods, and procedures upon which the project goals and activities will be carried out. This plan should include a description of activities to be performed, a calendar with milestones and deadlines, how the assets mapping will be done, geographic scope, timeline and products to be delivered.

1. Key activities might include, but are not limited to:
   a. Conduct desk-research to capture basic information
   b. Interview key stakeholders
   c. Develop an excel sheet or another online matrix containing a summary of key data gathered (e.g. major accomplishments, areas of expertise, collaborative description, contact information, etc.)
   d. Produce a fact sheet summarizing the US academic, scientific and technologic offer in Mexico
   e. Produce an infographic with key facts

Consultant’s Minimum Requirements
- Bilingual skills
- Experience in researching and developing assets of information
- Experience in engaging key internal and external stakeholders
- Knowledge of the Mexican system of higher education

Other Consultant Considerations:
- Due to Covid-19 and social distancing requirements, this job could be performed at any location choose by the incumbent.

Scope Process Includes
1. Meetings with Alianza’s Director
2. Meetings with key internal stakeholders
3. Design
   a. Multiple rounds of review
   b. Adequate time to share with range of key internal partners

4. Final decision on direction by the Alianza UCMX Director

5. Consult with Alianza’s Director at each stage of the process.

**CONTRACT DETAILS**

This will be a new, three-month consultancy, fixed price contract starting January 08, 2021. Casa internal partners include: Alianza UCMX staff, Casa staff, and other UC partners.

**PROPOSAL SUBMISSION INSTRUCTIONS**

**OVERVIEW**

The purpose of this Request for Proposals to obtain information as complete as possible to enable Casa to determine which consultant is best able to meet all stated requirements of this RFP. Any statements made by prospective consultants must be complete and accurate. Omission, inaccuracy, or misstatement may be sufficient cause for rejection of your proposal.

**SCHEDULE**

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Last day for Submitting Written Questions: 12/18/2021

Proposals due to La Casa de la Universidad de California en Mexico, A.C.: 01/04/2021

Consultant Selection: 01/08/2021

Work Begins: 01/11/2021

Roll out assets completed and finalized: 04/12/2021
APPLICATION REQUIREMENTS

Each Prospective Consultant shall submit a proposal to include the following attachments:

Attachment A- Capability Statement and Minimum Qualifications (includes cover letter, Curriculum Vitae, resume, bios)

a. Capability Statement -- The purpose of the Capability Statement is to illustrate the Consultant’s unique capabilities that sets them apart from all other consultants. Prospective consultants should describe their characteristics, experiences, and any other relevant information that demonstrate their skills and abilities that would contribute to their success as a consultant.

b. Minimum Qualifications -- Casa, in its sole discretion, reserves the right to determine if a Consultant meets the minimum eligibility standards, to determine whether a proposal is responsive, and to select a consultant which best serves its objectives.

Attachment B- Execution Plan (Proposal relative to scope/statement of work)

The purpose of the Execution Plan Section is to demonstrate to Casa that the successful consultant can visualize their overall approach relative to the listed scope of work. An Execution Plan should be developed around fulfilling Casa’s requirements within the known constraints of this service (i.e. cost, time, resources, quality, expectations, etc.).

Attachment C- Cost Proposal

Attachment D- Reference (2 required) contact information only

All materials must be emailed to veronica.barrosogarcia@ucr.edu

AWARD

Casa expects to award the contract to the best-valued Consultant, whose proposal is responsive, and is the most advantageous to Casa, as determined by Casa in its sole discretion.

CANCELLATION OF THE RFP

At any time during the RFP process, Casa reserves the right to reject any or all responses to this RFP, cancel the RFP, amend the RFP, and to waive non-material irregularities in any response received.