



# MONROE COUNTY COMMUNITY COLLEGE

enriching lives



1555 South Raisinville Road  
Monroe, MI 48161-9746

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## **Request for Qualifications**

**Project #Q01-06.25**

## **EV & Mobility Program Development**

## **Background**

Monroe County Community College (“MCCC” or the “College”) is a two-year continuing education community college located in the southeast corner of Michigan. The College provides credit classes for approximately 2,500 students per semester, offering programs for students planning to transfer to a four-year university, occupational education for direct employment goals, adult education, work force and workplace development services, and support services to help students succeed. The College is committed to providing high quality, need-based educational and training opportunities to the residents of Monroe County and beyond. The campus is located at 1555 S. Raisinville Rd., Monroe, Michigan. Also, part of this College is the Whitman Center, located at 7777 Lewis Ave., Temperance, Michigan, providing an additional location to serve our students.

## **Request for Consultant Services: EV & Mobility Program Development Monroe County Community College**

Monroe County Community College (MCCC) is seeking proposals from qualified consultants to support the development and launch of a new **Electric Vehicle (EV) & Mobility Training Program**. The selected consultant will bring subject matter expertise, industry insight, and strategic guidance to help establish a comprehensive, forward-looking program that prepares students for careers in the growing EV and sustainable mobility sectors.

## **Scope of Work**

The consultant will collaborate with college leadership and faculty to:

- **Develop/Revise existing Curriculum working with MCCC faculty**  
Design/Review a complete EV training curriculum covering:
  - Introduction to EV technologies and industry trends
  - EV powertrains, battery systems, and charging infrastructure
  - High-voltage safety and maintenance procedures
  - Diagnostics, troubleshooting, and repair
  - Sustainability, transportation policy, and emerging mobility concepts
- **Build Industry Partnerships**  
Engage local dealerships, manufacturers, and fleet operators to create hands-on training opportunities and job pipelines for students.
- **Design Hands-On Learning Facilities**  
Assist in planning and outfitting a dedicated EV lab equipped with modern diagnostic tools, EV platforms, and software.
- **Ensure Certification Alignment**  
Align curriculum with recognized industry standards, including ASE L3 (Light Duty Hybrid/Electric Vehicle Specialist).

- **Support Grant and Funding Strategy**  
Identify funding opportunities and assist in the development of competitive grant proposals to support program start-up, lab infrastructure, and student scholarships.
- **Promote Community and Student Engagement**  
Support marketing, outreach, and partnership development to raise program awareness and strengthen community ties.

### **Compensation**

- **Rate:** \$75 per hour (negotiable based on experience)
- **Time Commitment:** Up to 20 hours per week with remote/hybrid option.

### **Qualifications**

Ideal candidates will have:

- Demonstrated expertise in EV systems, charging infrastructure, and sustainable mobility
- Experience in curriculum design and workforce training program development
- Strong industry connections and a track record of successful collaboration with public or educational institutions
- Familiarity with certification standards and compliance in EV technologies
- Grant writing or funding acquisition experience (preferred)

### **Submission Requirements**

Interested consultants should submit the following:

1. A cover letter summarizing qualifications and interest
2. A proposed work plan and timeline
3. Relevant experience and references
4. Fee proposal or hourly rate

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### **Term of Contract**

Any contract which results from the RFQ shall be for a period determined by the College based on the required contractual outcomes being fulfilled. Compensation rates will be fixed for the term of the contract.

## **Requested Qualifications Submission Schedule**

**Publication of Request for Qualifications: 6/2/2025**

**Request for Qualifications Due Date: 6/30/2025 at 2:00pm EST**

Proposals should fully address all components of the Qualifications section to satisfy the requirements of this request. Emphasis should be placed on completeness.

The College reserves the right to remove any individual service contained in the RFQ if, based on analysis, the fees for providing such service are excessive or if the service proposed can be performed in an alternative manner.

## **Instructions for RFQ Submission**

Bids must be made in accordance with the instructions contained herein. Any questions concerning this bid may be directed to the following contacts:

For program specifications contact: Parmeshwar (Peter) Coomar, [pcoomar@monroeccc.edu](mailto:pcoomar@monroeccc.edu)

For bid questions contact: Kelly Heinzerling, [kheinzerling@monroeccc.edu](mailto:kheinzerling@monroeccc.edu)

Vendors may submit responses by **6/30/2025 at 2:00pm EST** in any of the following ways:

One (1) electronic (flash drive/memory stick) mailed to the above address

One (1) original copy of the proposal mailed to the above address

Electronic submission to [mcccrfpbid@monroeccc.edu](mailto:mcccrfpbid@monroeccc.edu)

Submissions will be accepted by:

Monroe County Community College

1555 S. Raisinville Rd.

Monroe, MI 48161

Attn: Kelly Heinzerling – “EV & Mobility Program Development”

Submissions will be received and publicly read aloud in Room S-153 of the Student Services Center Building S, Monroe County Community College, 1555 S. Raisinville Rd., Monroe, MI 48161, on **6/30/2025 at 2:00pm EST**

Submissions received after **6/30/2025 at 2:00pm EST** will not be accepted and will be returned unopened.

Notice of award will be communicated via email.

The College reserves the right to reject any or all submissions and to make selections which are in the best interest of the College.

No negotiations, decisions, or actions shall be executed by any Vendor as the result of any oral discussions with any MCCC employee.

### **Addendum**

In the event it becomes necessary to add to or revise any part of this RFQ prior to the scheduled submittal date, Monroe County Community College will email addenda and post any changes to its website <https://www.monroecccc.edu/rfp>.

### **Proprietary Information**

Vendor should be aware that the contents of all submitted proposals are subject to the Freedom of Information Act.

### **Signature on Submissions**

The College requires the signature on documents to be that of an authorized representative of said company. Each Vendor, by making her/his submissions, represents that she/he has read and understands the documents and that these instructions are a part of the RFQ specifications.

### **Award Criteria**

Award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:

1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the Vendor
4. Conformity with specifications herein
5. Delivery schedule
6. Location and availability of service and repair facilities and personnel
7. Suitability for intended use

### **Proposal Validity**

Proposals should be considered valid for at least 180 days from the proposal submission deadline or as mutually agreed between the parties.

## **Familial Disclosure**

All Vendors must provide disclosure in compliance with MCL 380.1267 and attach this information to the bid.

## **Confidentiality**

The contractor shall keep the information related to all contracts and subcontracts in strict confidence. Other than the reports submitted to the College, the contractor shall not publish, reproduce or otherwise divulge such information in whole, or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, to those employees on staff who must have the information on a "need- to-know" basis, and the contractor agrees to immediately notify the College, in writing, in the event it is determined, or there is reason to suspect, a breach of confidence has occurred. Execution of a confidentiality agreement will be required of the successful contractor.

## **Iran Economic Sanctions Act Compliance**

All Vendors must provide a sworn and notarized statement in compliance with Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012.

## **Insurance**

Monroe County Community College, as a governmental agency, is without authority to defend/indemnify a private party. Statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, actions, causes of action, costs, expenses and losses (including attorneys' fees) resulting from or caused by the actions or omissions of the parties or their employees pursuant to this Agreement.

Insurance must be provided by the operator in the following specified amounts:

Workmen's Compensation and Employer's Liability Insurance affording protection under the Workmen's Compensation Law of the States in which the work is performed; and

1. Employer's Liability protection subject to a minimum limit of \$100,000.
2. Comprehensive General Liability Insurance in amounts not less than:
  - Personal Injury: \$1,000,000 per person (including bodily injury) \$1,000,000 per occurrence
  - Property Damage: \$1,000,000 per occurrence
3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
  - Bodily Injury \$1,000,000 per person \$1,000,000 per occurrence
  - Property Damage \$1,000,000 per occurrence

**The College shall not be responsible for any cost incurred by the Vendor in the preparation of this proposal. Any Vendor who expends time or money prior to award, does so at its**

**own risk and expense. The Vendor understands that, if selected, MCCC reserves the right to provide its opinion publicly and privately regarding the Vendor's performance.**

**The College reserves the right to accept, reject, modify, or negotiate any and all proposals received in conjunction with the request for proposal. It reserves the right waive any defect or informality in the proposals on the basis of what it considers to be in its best interests. Any proposal which the College determines to be incomplete, conditional, obscure, or has irregularities may be rejected.**

**This request for qualifications (RFQ) in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed until confirmed by a written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement or purchase order.**

**This request for qualifications (RFQ) creates no obligation on the part of the College to award a contract. Monroe County Community College reserves the right to reject any or all proposals or to cancel this Request for Proposal in whole or part at any time.**

**VENDOR ACKNOWLEDGEMENT:**

I/We have read, understand, and acknowledge all requirements included in the EV & Mobility Program Development consultant request for qualifications for Monroe County Community College.

Date: \_\_\_\_\_

Representative Name (please print): \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address \_\_\_\_\_



**CERTIFICATION OF COMPLIANCE**  
**IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Monroe County Community College’s Request For Qualifications (the “RFQ”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Monroe County Community College as a result of the aforementioned RFQ, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Monroe County Community College’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company: \_\_\_\_\_

Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Familial Relationship Disclosure Statement

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Monroe County Community College System or any member of the Monroe County Community College System Board of Trustees. Monroe County Community College shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of \_\_\_\_\_  
(the "Bidder"), pursuant to the familial disclosure requirements, hereby represent and warrant, except as provided below, that no familial relationship exist between the owner(s) or any employee of the company and any member of the Monroe County Community College System or any member of the Monroe County Community College System Board of Trustees. If such a relationship exists, please explain:

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Attach additional pages if necessary

By: \_\_\_\_\_ (Bidder Signature)

Title: \_\_\_\_\_ (type or print)

Date: \_\_\_\_\_

Subscribed and Sworn to Before Me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D., in and for the

County of \_\_\_\_\_, Michigan.

My Commission expires \_\_\_\_\_.

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Signature of Notary