

# **H. Lavity Stoutt Community College (HLSCC)**

## **Request for Proposals (RFP): External Instructional Review Consultancy**

### **Introduction and Project Overview:**

The H. Lavity Stoutt Community College (HLSCC), a two-year tertiary institution in the British Virgin Islands, invites proposals from qualified consultants to conduct an external review of its associate degree programmes. This review aims to assess the performance, relevance, market alignment, and academic quality of the College's programmes in support of its Strategic Plan (2023-2027). The consultant team will produce a Report documenting its findings and recommending improvements to enhance programme performance, quality, relevance, sustainability, and marketability.

### **HLSCC Declaration:**

Nothing in this RFP shall be construed to create any legal obligation on the part of HLSCC or any respondents. HLSCC reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall HLSCC be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from HLSCC for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the sole property of HLSCC. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

### **Submission Information:**

All proposals must be received by **4:30 pm on March 31, 2025**, at the following email address, [AcademicAffairs@hlsc.edu.vg](mailto:AcademicAffairs@hlsc.edu.vg) with a copy to [nimaduro@hlsc.edu.vg](mailto:nimaduro@hlsc.edu.vg)

### **Mandatory Regulations:**

The selected consultants will be required to comply with all applicable BVI laws. All respondents will be required to certify that they are not on any list of debarred contractors of any Government of any state and are not in default on any obligations due to the Government of the British Virgin Islands including, but not limited to, payment of taxes, fines, penalties, or other monies due.

**Project Deliverables:**

HLSCC has identified the following deliverables for the selected consultants:

1. Submission of an official **Quotation** which includes the total cost for the consultancy.
2. Submission of a detailed **Scheme of Works** at least 2 weeks before the site visit to the College.
3. Conduct a **site visit** to the College to meet with and interview key internal and external stakeholders, view the learning environment at HLSCC and examine primary source documents.
4. Preparation of a **Draft Report** based on a set of criteria and format agreed to between the consulting team and the College.
5. Preparation of a **Final Report**, based on feedback on the Draft Report from the College.

**Proposal Requirements:**

Proposals must include the following sections:

- A. Introduction – A brief overview of the consulting team and its relevant experience.
- B. Methodology – A detailed description of the approach to be used for reviewing the programmes.
- C. Work Plan – A timeline and breakdown of activities.
- D. Team Qualifications – Profiles of key team members and their expertise.
- E. Budget – A cost breakdown for services provided.

**Evaluation Criteria:**

The following evaluation criteria will be used to analyze submitted RFPs:

1. Responsiveness – The duration of time from the consulting group, Quotation, Proposals, answering questions etc.
2. Price – Total price will be considered and matched against standard market/ industry rates. Additional costs including miscellaneous fees will also be assessed.
3. Methodology – The methodology will be considered as this directly impacts on overall cost, credibility and relevance of External Review in achieving the desired results.
4. Qualifications and Experience – The external review team should consist of at least three (3) experts with considerable experience working in higher education, prior experience conducting reviews of academic offerings at similar institutions in the Caribbean and international context, and a track record of delivering intensive short-term projects.

5. Availability – Please identify your nearest or estimated deadline for conducting the site visit and completing the external review. Preferred completion time is on or before September 30th, 2025.

**This RFP will be governed by the following schedule:**

Proposals Due Date: *March 31, 2025*  
Notification of Award: *April 25, 2025*  
Execution of Contract: *May 5, 2025*  
Completion of Work: *September 30, 2025*

HLSCC reserves the right to negotiate with the selected consulting team on technical details, topics, deliverables, methodology, scheduling, and budget issues. HLSCC shall not be obligated to accept the lowest priced proposal but shall make an award in the best interest of the project.

Incomplete proposals and proposals received after the deadline ***March 31, 2025***, will not be considered.