



Northwestern Michigan College

Administrative Services

REQUEST FOR PROPOSAL

For

Business Continuity Plan Review and Optimization

RELEASE DATE

Friday, July 17, 2026

DUE DATE AND TIME

**Friday, August 7, 2026
5:00 PM**

PROJECT CONTACT

Don Loeffler, Purchasing Manager

NMC Business Office

2200 Dendrinis Drive

Traverse City, Michigan 49686

Phone: (231) 995-1130

Email: dloeffler@nmc.edu

NOTICE!

RIGHT TO REJECT: Northwestern Michigan College (“NMC”) reserves the right to accept or reject any and all proposals, to negotiate terms of proposal(s) with successful vendor(s), to accept a proposal that is not the lowest cost, and to accept the proposal(s) that is in the best interest of NMC.

WITHDRAWAL OF ANY PROPOSALS is prohibited for a period of ninety (90) days after the proposal due date.

LATE, INCOMPLETE AND NON-CONFORMING PROPOSALS: NMC reserves the right to reject without evaluation late, incomplete or otherwise non-conforming proposals.

COMPLETE PROPOSALS: All proposals must contain terms of purchase and delivery in writing. NMC will negotiate the actual delivery terms and timetable with the successful vendor(s), but each proposal must include the anticipated time frame during which NMC may reasonably expect materials and equipment to be delivered. NMC will not be responsible for any ancillary charges, costs, and/or fees not expressly delineated in the terms of the proposal.

QUESTIONS: Prospective bidders are solely responsible for understanding the requirements of this RFP. Questions regarding any part of this proposal should be submitted in writing to the Project Contact. All questions and answers will be made available to all prospective bidders. Prospective bidders who direct questions and inquiries about this RFP to persons at NMC other than the Project Contact invite disqualification of their proposals.

INTRODUCTION

This Request for Proposal is released by Northwestern Michigan College's Purchasing Department on behalf of the College's Administrative Services and Information Technology Departments for **Business Continuity Plan Review and Optimization Services**, as set forth herein.

SECTION 1 GENERAL INFORMATION

Northwestern Michigan College ("NMC") intends to contract with a qualified consultant for **Business Continuity Plan Review and Optimization Services** as set forth herein. The selected consultant will perform the following tasks (see section 3 for detailed scope):

- In collaboration with NMC's subject matter experts, conduct a business impact analysis ("BIA") to identify and prioritize the College's critical operating functions and assess potential disruptions including but not limited to natural disasters, cybersecurity incidents, operational failures, and loss of resources
- Review NMC's existing business continuity plans and evaluate their alignment with the BIA, best practices, and regulatory requirements;
- Perform a gap analysis; and
- Provide deliverables including prioritized recommendations and a framework for tabletop testing and training.

The requirements included in this proposal are complete. The representations made by NMC herein are accurate, true and complete to the best of our knowledge. NMC prefers to work with only one (1) contact person throughout the proposal process. Please appoint one (1) representative for your firm as your contact for NMC. This person will be responsible for all communications with NMC that relate to this Request for Proposal. Additionally, please note that all contact between your firm and NMC must be handled between your representative and the Project Contact. This requirement will be strictly enforced.

Your final proposal must be complete and presented in its entirety. All conditions, terms, costs, charges and fees must be included in the proposal. Should NMC accept your proposal, any terms, conditions, costs, charges and/ or fees excluded from your proposal at the time of submission shall remain excluded and will become the responsibility of the winning bidder.

All proposals must be submitted by email or in writing and must be signed by a representative who is duly authorized to make such representations to NMC on behalf of your firm. Your proposal will form the basis of a purchase contract with NMC and should

include all equipment and materials that, in your judgment, are necessary to meet the requirements of this proposal.

The requirements of this proposal are non-severable. In other words, they may not be separated for the purpose of bidding on a single part of the established requirements. NMC has a strong preference to purchase a single vendor solution. If, in your judgment, NMC would be better served by a multi-vendor solution, you may offer that as an alternate proposal, however, you must certify that all equipment in your proposal will meet all other specifications in this Request for Proposal. Your proposal should include a single-vendor approach.

Northwestern Michigan College is a Michigan Constitutional corporation located in Traverse City, Michigan in Grand Traverse County, and is subject to the laws of the State of Michigan. Our official address and principal place of business is 1701 E. Front Street, Traverse City, Michigan 49686.

Northwestern Michigan College is a tax exempt institution, granted such status by the authority of the State of Michigan. Likewise, NMC is exempt from Federal Excise Tax (tax-free registry number 38-6027348) and Michigan General Sales Tax, under Public Act 167 of 1933 § 4, as amended. **DO NOT INCLUDE MICHIGAN SALES TAX OR ANY FEDERAL EXCISE TAXES IN YOUR QUOTATION.**

SECTION 2 TERMS AND CONDITIONS

2.01. Your complete and entire response to this RFP must be received by NMC in writing or by email (dloeffler@nmc.edu) on or before 5:00PM on **August 7, 2026**. If submitting physical copies, please return one (1) original and two (2) copies of your proposal via US Postal mail or other suitable delivery service. Your response should include all requested and required information, as well as any supporting data needed to complete your response. Late responses will not be considered. Bidders are solely responsible for confirming that their responses were received in a timely way. NMC will not pay for, reimburse, or otherwise accept any delivery charges incurred by bidders in connection with the RFP.

2.02. Questions, uncertainties, noted discrepancies and omissions regarding this RFP shall be reported immediately in writing to the Project Contact by **Monday, July 27, 2026**. Should any reported issues require clarification, written instructions or an addendum to the RFP will be distributed to all potential bidders. NMC will not accept any responsibility for any oral interpretation of the requirements. Bidders should rely only on the written responses of NMC.

Questions submitted less than 48 hours prior to the due date for proposals cannot be responded to.

2.03. NMC reserves the right to solicit additional information from bidders to aid our determination of the bid that best meets the needs of NMC. If our request for additional information on a proposal is not met in a timely way, NMC reserves the right to reject the proposal as non-conforming.

2.04. NMC reserves the right to reject or accept any bids, in part or whole; select bidders whose proposals best meet the needs of NMC without respect to the lowest cost proposal; and negotiate terms of the proposal to ensure the best interests of NMC are met. NMC does not assume any contractual obligations or duties as the result of issuing the RFP. No employment relationship will be assumed between NMC and the successful bidder.

2.05. Bidders are not entitled to use NMC's name, service mark(s), trademarks or trade names without the express written permission of NMC.

2.06. By submitting a response to this RFP, bidders certify that no actual or potential conflicts of interest exist between the bidder and NMC under this agreement. Each bidder agrees to inform NMC immediately, should a change in conditions occur that would produce an actual conflict of interest or the appearance of a conflict of interest. Further, by submitting a response, bidder certifies that the bidder has neither provided any private inducements or consideration to any NMC trustee, officer, employee, or agent in return for favorable treatment with respect to the award of this proposal, nor accepted any private inducements or consideration from any College trustee, officer, employee or agent in connection with this RFP. Should any such unauthorized transactions be discovered, the bidder will be considered in breach of its agreement with NMC, and the agreement between the bidder and NMC is immediately void. Under these circumstances, NMC will cooperate fully with law enforcement to determine whether such a breach has violated any laws of the State of Michigan or the United States of America. This clause will survive the termination and/ or expiration of this agreement without respect to the cause or reason for a breach of this type.

2.07. NMC expressly states that the bidder is a supplier or independent contractor of NMC and is not an agent, partner, or employee of NMC. The bidder is not entitled to wages, tax withholding, Workers' Compensation, unemployment compensation, or any benefits of employment extended to regular employees of NMC. The bidder is not an agent of NMC, and may not bind NMC to any contracts or represent to anyone that the bidder has any such authority.

2.08. The laws of the State of Michigan shall govern the interpretation and performance of this agreement. Any action brought to enforce any provision of this agreement shall be brought in the appropriate court in the State of Michigan. All bidders, their successors or assigns expressly agree to bring any claims, demands, or actions asserted against the Board of Trustees of Northwestern Michigan College, its trustees, officers, employees or agents only to the Michigan Court of Claims. The bidder, its successors or assigns consent to the jurisdiction of the Grand Traverse Circuit County Court for the State of Michigan with respect to any claims arising under this agreement against Northwestern Michigan College.

2.09. The bidder must comply with all applicable State and Federal OSHA laws, standards and regulations with respect to the performance of this agreement.

2.10. NMC will evaluate each bid received using the following criteria, listed here in no particular order of importance:

- a. The bidder's ability to satisfy each term and condition fully.
- b. Compliance with the specifications stated herein.
- c. Experience with delivering the requirements of the specification.
- d. Cost (including pricing and price protection).
- e. Ability to provide service for those items in the specification to require an ongoing service contract of technical expertise, demonstrated or demonstrable with respect to the specification.
- f. References from previous customers for work of similar scope.
- g. Other factors not specifically expressed here that are relevant to determining which proposal will succeed.

2.11. Proposals may not be withdrawn for ninety (90) days from the time of issue. After ninety (90) days, proposals may be withdrawn by way of a written request directed to the Project Contact. Successor proposals may not be substituted for a withdrawn proposal. Withdrawal of a proposal constitutes disqualification from the bid process, should NMC not render a decision within ninety (90) days of the response due date.

2.12. Once the successful proposal has been determined and awarded, either party may withdraw from this agreement by giving the other party at least thirty (30) days' prior written notice of the termination date. Termination or cancellation of this agreement does not affect the collection, enforcement or validity of any accrued obligations between the bidder and NMC.

2.13. Once the successful proposal has been determined and awarded, modifications deemed necessary to correct errors found to be the sole fault of the bidder and to satisfy performance of the agreement shall be made expediently and at no additional cost to NMC. This clause will survive the termination and/ or expiration of this agreement without respect to the cause or reason for the error.

2.14. No information, report, etc. developed in connection with this RFP may be reproduced without NMC's prior written consent. No portion of this RFP may be reproduced without NMC's prior written consent.

2.15. The successful bidder must perform all work unless NMC specifically approves subcontracting in writing prior to the commencement of any work related to this RFP.

2.16. The successful bidder is an independent contractor, licensed and bonded as necessary, and is solely responsible for employment, acts, omissions, insurance, control and direction of its employees. The bidder agrees to indemnify and hold harmless Northwestern Michigan College, its trustees, officers, employees and agents from any and all damages, injury, loss, claims, demands, or causes of action in the event that the bidder fails or neglects to provide appropriate insurance coverage for its employees while working in performance of this contract at Northwestern Michigan College, including but not limited to payment of any claims.

2.17. Any personal injury to the bidder, its successors, assigns, employees, agents, subcontractors or third parties or any property damage incurred in the performance of this agreement shall be the responsibility of the bidder. The bidder agrees to restore or make whole any loss of or damage to the property of Northwestern Michigan College incurred during the performance of this agreement.

2.19. Bidder agrees to accept NMC's standard payment terms, which are Net 30. All items on the bidder's response will be itemized, and all charges and discounts shall be clearly shown.

2.20. All responses to this RFP become the sole property of NMC and are subject to Freedom of Information Act requests.

2.21. Company agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$2 million per occurrence and \$3 million aggregate; professional liability (i.e., blanket crime, employee dishonesty, errors and omissions, etc...) insurance with minimum limits of \$1 million per occurrence and \$2 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of Michigan. Company agrees to have the Board of Trustees of Northwestern Michigan College added as an additional insured with respect to comprehensive general liability and provide the College with 30 days written notice of any material changes in the above insurance. Company shall provide the College with a certificate of the above insurance coverage and amounts if awarded the contract.

SECTION 3 SCOPE OF WORK

3.00. Background

Northwestern Michigan College (NMC) is seeking competitive proposals from qualified and experienced consulting firms to conduct a comprehensive business continuity plan assessment including a business impact analysis (BIA), review of existing business continuity plans, gap analysis, and optimization of our college-wide Business Continuity Plan (BCP).

NMC is a publicly funded community college based in Traverse City, Michigan. Founded in 1951, NMC services approximately 3,500 to 4,000 credit-seeking students and employs hundreds of faculty and staff members across several specialized campus locations. The project scope encompasses all College programs and operations and the following operating sites:

- **Front St. Campus (main campus):** The central hub housing the majority of academic buildings, residence halls, campus apartments, administrative offices, and the Dennon Museum Center.
- **Great Lakes Campus:** Located on West Grand Traverse Bay, this campus hosts the Great Lakes Maritime Academy ("GLMA") including its training ship *T/S State of Michigan* and tug *Robinson Bay*, the Great Lakes Water Studies Institute ("GLWSI"), the Great Lakes Culinary Institute ("GLCI"), and the Hagerty Conference Center.
- **Aero Park Campus:** Located in a business park adjacent to Cherry Capital Airport, this campus houses NMC's trade programs including but not limited to welding, construction tech, manufacturing tech, engineering tech, aviation flight school, and automotive service technology programs.

- **Rogers Observatory:** Situated in Garfield Township, roughly 6 miles south of Front St. campus, this property houses telescopes used for astronomy courses and public viewings.

Alongside our traditional academic offerings, NMC operates several specialized workforce programs and services with unique operations and assets. Examples include our Aviation flight program (aircraft and fleet operations), the Great Lakes Maritime Academy (vessel operations), The Dennon Museum (collections), and campus housing. The College, therefore, must maintain operational resilience against a diverse profile of potential disruptions.

3.01. Detailed Scope of Work

The selected consultant will evaluate the College's existing plans and operational readiness, perform a business impact analysis, identify cross-departmental dependencies and overall gaps, and provide actionable recommendations to align NMC's business continuity planning framework with higher education industry best practices and compliance standards (as applicable).

Specifically, the selected consultant will partner with Administrative Services, Campus Safety, Information Technology, and executive leadership to execute the following phases:

Phase I: Document Review & Business Impact Analysis (BIA)

- Conduct a high-level review of NMC's existing business continuity plans including the College's Emergency Management Plan, IT Incident Response Plan, and any other program-specific business continuity plans (currently exist for Aviation, GLMA, and The Dennon).
- Conduct a Business Impact Analysis, interviewing key personnel to identify critical operating systems and functions, predict consequences of various disruptions, and describe the necessary actions to recover these functions in event of an incident.

Phase II: Gap Analysis & Risk Assessment

- Identify key vulnerabilities, single points of failure, and operational bottlenecks across campuses.
- Evaluate existing Recovery Planning against modern crisis scenarios (e.g., severe winter weather, prolonged infrastructure or power failures, cyber threats)
- Assess the adequacy of the college's insurance coverage and reserves with regard to disaster recovery.

- Evaluate proper adherence to all applicable laws and regulations.

3.02. Required Deliverables

The final project contract requires the delivery of the following:

- 1. Executive Briefing & Presentation:** A high-level presentation and delivery of findings and recommendations tailored for the President's Office, Executive Leadership, and the Board of Trustees.
- 2. Findings and Gap Analysis Report:** Technical findings from the documentation review, interviews, and assessment of vulnerabilities.
- 3. Actionable Recommendations:** Prioritized recommendations to improve campus-wide and program-specific continuity plans.
- 4. Tabletop Testing Framework:** Provide a minimum of five table top testing scenarios, evaluation templates, and other training resources for NMC's use for future internal training.

The deliverables may be consolidated into one report, however it is NMC's expectation that a final presentation be provided in-person for key stakeholders.

SECTION 4 VENDOR QUALIFICATION CRITERIA

4.01. Firm Overview

- Provide an organizational chart or narrative of your firm's structure and ownership. Include the number of years the company has operated.
- List, by professional discipline, the total number of full-time employees. Include a brief job resume of employees involved in the project.
- Describe the current financial position of your company as it pertains to the requirements of successfully completing the requirements of this RFP.

4.02. Experience

- List 3-6 similar projects completed within the last five years, highlighting any higher education or public-sector clients served.
- Provide a percentage breakout of your client portfolio based on industries served (higher education, government, healthcare, manufacturing, etc.).
- Provide 3 references; include the company name, address, a contact, and their phone number.

4.03. Methodology and Timeline

- a. Describe your proposed methodology for conducting the assessment, including a clear description of your approach to data gathering, stakeholder engagement, and project management.
- b. Provide a timeline for your assessment process.

SECTION 5 FORM OF PROPOSAL

All responses to this RFP shall contain the signature page as a cover sheet, the complete and entire proposal, and any necessary documentation to support your proposal.

If value-added or alternative services are proposed that are not within scope of services requested by NMC in SECTION 3, please list related fees on the “alternative fee” line on the signature page.

Return your complete proposal to NMC by the due date and time listed on Page 1.

SECTION 6 RFP TIMELINE

<u>RFP Issued</u>	<u>July 17, 2026</u>
<u>Deadline for Vendor Questions</u>	<u>July 27, 2026</u>
<u>Proposals due to NMC</u>	<u>August 7, 2026</u>
<u>NMC reviews proposals, conducts interviews (as applicable)</u>	<u>August 10-14, 2026</u>
<u>Contract award*</u>	<u>August 14, 2026</u>
<u>Board approval, if necessary*</u>	<u>August 17, 2026</u>
<u>Project kick-off*</u>	<u>August 18, 2026</u>

*Contracts equal to or in excess of \$50,000 require board approval; such approval would be requested at our August 17, 2026 or September 28, 2026 board meeting, if necessary. If board approval doesn’t occur until September, project kick-off would delay until September 29.

SIGNATURE PAGE

THIS SIGNATURE PAGE MUST BE RETURNED TO ENSURE A VALID PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS SIGNATURE PAGE CAN BE RENDERED INVALID. NORTHWESTERN MICHIGAN COLLEGE'S STANDARD TERMS AND CONDITIONS SHALL APPLY.

TERMS: NET 30 E.I.N. _____

COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

PHONE #: _____

TOTAL PROPOSED BASE FEES: \$ _____

TOTAL ALTERNATE FEES (IF APPLICABLE): \$ _____