


ADDENDUM NUMBER (No.) 1

 <p>Community Colleges of Spokane</p> <p>Purchasing Department</p> <p>Address:</p> <p>501 N. Riverpoint Blvd, Suite 226 Spokane, WA 99202</p>	<p>Request for Proposals (RFP)</p> <p>Competitive Solicitation - Not an Order</p> <p>Project No.: 2019-RFP-PS-0020</p> <p>Title: Strategic Plan Facilitation</p> <p>RFP Issue Date: 01/06/2020</p> <p>PR No.: TBD</p>
<p>For Questions, reference the Project No. above and contact:</p> <p>Bela Kovacs, CPPO, C.P.M., CMRP Purchasing Manager</p> <p>Phone: (509) 434-5325 Email: bela.kovacs@ccs.spokane.edu</p>	<p>RESPONSE DEADLINE¹</p> <p>NOTE: To be considered, responses to this competitive solicitation must be delivered to the address listed above by <u>no later</u> than the appointed date and time listed below:</p> <p>DATE DUE (on, or before): 01/31/2020¹</p> <p>TIME DUE (on, or before): 32:00:00¹ (noon), PST</p>

Date of this Addendum No 1: January 2, 2020

The additions, omissions, clarifications and corrections contained herein shall be made to applicable specifications and shall be included by respondents in responses submitted. References made below to specifications shall be used as a general guide only. Respondents shall determine what is affected by the Addendum items listed herein and must acknowledge receipt of this addendum in the Addenda Acknowledgement Section of the RFP document.

Addendum Item 1:

QUESTION: *“Regarding RFP NO. 2019-RFP-PS-0020, the RFP lists the “Funding” item under section 1.4 in the table of contents, but does not include that heading or any information about it in the actual RFP body of text. So there is no target budget amount or cap information in the RFP. The WEBS announcement of this RFP lists IDIQ under estimated value. Is there a target or cap amount for the work under this RFP?”*

CCS RESPONSE: As a public entity, CCS has set a budget for this project. However, because the anticipated contract for the services resulting from this RFP will be through a competitive negotiation, the threshold will not be made public until after a contract has been successfully negotiated. The evaluation of proposals received will consider price as one of several criteria when selecting a firm and awarding a contract. Consultants interested in responding to this RFP are encouraged to submit their offers and proposals with their best pricing in order enhance their prospects for a successful outcome.

¹ Responses delivered after the Response Deadline listed above, may be rejected by CCS as non-responsive. CCS, its agents, employees and officers assume no responsibility whatsoever for any delay in U.S. Mail, CCS internal Mail Services, or any other mail service or carrier, resulting in a response being delivered after the Response Deadline. It is the responsibility of the respondent to ensure that their response is delivered to the CCS Purchasing Department by the Response Deadline.

Addendum Item 2: Section 2.5 of the RFP is hereby revised as follows (strike-through text denotes deletions; bolded-underlined text denoted additional language added to the RFP):

2.5 REVISIONS TO THE RFP

~~In the event it becomes necessary to revise any part of this RFP, addenda will be provided via email to all individuals, who have made the RFP Coordinator aware of their interest by providing the RFP Coordinator with their name, address, email address, and telephone number in writing to the email address or mailing address specified in Section 2.1. Consultants are responsible for the method of delivery chosen. This RFP and any addenda will also be published on the Washington’s Electronic Business Solution (WEBS) website at <https://fortress.wa.gov/ga/webs/> and the CCS website at <https://ccs.spokane.edu/About-Us/Leadership/Vision>. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the WEBS website and the CCS website.~~

CCS also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

All addenda issued shall be incorporated into this RFP and any resulting contract. It shall be the responsibility of any interested consultants to monitor and check the postings at the above-referenced websites for this RFP as frequently as necessary to maintain awareness and knowledge of the requirements (including all addenda) of the competitive solicitation and to acknowledge any addenda by completing the "Addenda Acknowledgment" form as a part of their response to this RFP.

ADDENDA ACKNOWLEDGMENT: To be considered as responsive, all respondents are required to acknowledge in the table below any and all addenda issued by CCS in connection with this RFP. Complete the following table by listing any and all addenda and then sign at bottom of page and include this page with your response submittal.

<u>Addendum No.</u>	<u>Date</u>

<u>Addendum No.</u>	<u>Date</u>

Printed Name of Company (Bidder): _____

Signature: _____ **Date** _____

Printed Name _____ **Title** _____

Addendum Item 3: The following questions under five (5) general headings were asked by one interested respondent with the responses as follows:

MISCELLANEOUS:

- 3.1 **QUESTION:** *What's driving the need for this initiative at this time?*
CCS RESPONSE: Current strategic plan expires (December 31, 2020)
- 3.2 **QUESTION:** *Is there an incumbent currently providing any of the services outlined in the scope of work?*
CCS RESPONSE: No
- a. **QUESTION:** *If yes, can you identify?*
CCS RESPONSE: N/A
- 3.3 **QUESTION:** *Has similar Planning initiative(s) been undertaken by CCS in the past?*
CCS RESPONSE: Yes, in 2010 and 2002
- a. **QUESTION:** *If yes, can you please provide details?*
CCS RESPONSE: The 2009 plan resulted in the current strategic plan which is available at the following weblink: <https://ccs.spokane.edu/About-Us/Leadership/Vision>
- b. **QUESTION:** *If an external consultant has been engaged to support planning initiative(s) for CCS in the past, can you please identify and provide details?*
CCS RESPONSE: Information about the current CCS strategic plan from the past to the present is posted on the CCS website at the following URL:

<https://ccs.spokane.edu/About-Us/Leadership/Vision>
- 3.4 **QUESTION:** *Will CCS provide administrative service support for scheduling meetings as part of this project or will selected vendor need to coordinate all scheduling ourselves?*
CCS RESPONSE:–Yes; further details will be provided after a proposal and offeror has been selected but prior to contract negotiations.
- 3.5 **QUESTION:** *Is there a page limit for the response?*
CCS RESPONSE: Unless specifically requested in the RFP, lengthy narratives and other extraneous presentation materials are neither necessary nor desired. CCS has deemed that RFP responses should be no longer than the 25 to 30 pages with personnel resumes no longer than both sides of one page. Bulk must be kept to an absolute minimum.
- 3.6 **QUESTION:** *What will be the most important factor(s) in considering all submitted proposed plans?*
CCS RESPONSE: Interested offerors are referred to Section 4 of the RFP.

CCS STAKEHOLDERS

- 3.7 **QUESTION:** *Who is the project sponsor for the initiative?*
CCS RESPONSE: CCS Board of Trustees
- 3.8 **QUESTION:** *Will there be an assigned project team from CCS?*
CCS RESPONSE: further details will be provided after a proposal and offeror has been selected but prior to contract negotiations.

3.9 **QUESTION:** *If yes, can you please describe the team?*

CCS RESPONSE: Further details will be provided once a proposal and offeror has been selected.

PROJECT TIMELINE/SCHEDULE

3.10 **QUESTION:** *Is there a specific event toward which this project conclusion (July 31, 2020) is targeted?*

CCS RESPONSE: Interested offerors are referred to Section 1.2 of the RFP.

PROJECT METHODOLOGY

3.11 **QUESTION:** *Is there a preferred methodology the CCS team wants to follow for this project?*

CCS RESPONSE: No, CCS is open to methodology.

a. **QUESTION:** *If yes, can you please elaborate and is CCS open to an alternative methodology and approach for the project?*

CCS RESPONSE: N/A

BUDGET & PRICING

3.12 **QUESTION:** *Does CCS already has a budget allocated towards this project?*

CCS RESPONSE: See Addendum Item 1 in this Addendum No. 1.

a. **QUESTION:** *If yes, can you please share the estimated budget?*

CCS RESPONSE: See Addendum Item 1 in this Addendum No. 1.

3.13 **QUESTION:** *Is there a preferred pricing matrix and/or format we should follow when defining the project cost?*

CCS RESPONSE: CCS intends to execute a fixed fee contract for Key deliverables are section 1.2 along with a limitation on travel expenses and reimbursables according to the rates and limitations set by Washington State Office of Financial Management policies and procedures.

3.14 **QUESTION:** *What is the proposal pricing preference? Fixed Fee? Hourly, etc.*

CCS RESPONSE: CCS intends to execute a fixed fee contract for Key deliverables are section 1.2 along with a limitation on travel expenses and reimbursables according to the rates and limitations set by Washington State Office of Financial Management policies and procedures.

Addendum Item 4: The following 4 questions were asked by one interested respondent with the responses as follows:

4.1 **QUESTION:** *What are the expectations regarding on-site vs. remote work during the contract period?*

CCS RESPONSE: Facilitation duties will require on-site work, as will some of the stakeholder survey work. Generation of reports/decisions can be done remotely.

4.2 **QUESTION:** *How will the hired consultant work with the senior leadership team (Chancellor, CC Presidents, etc.) in addition to providing documentation and updates to Greg Stevens, Chief Strategy Officer?*

CCS RESPONSE: Senior leadership will be part of the strategic planning team that this consultant facilitates.

- 4.3 **QUESTION:** *Is the leadership team hoping to include work around Diversity, Equity, and Inclusion in the strategic planning process?*
CCS RESPONSE: That topic, as with any other topic will emerge or not emerge from the planning process as a priority.
- 4.4 **QUESTION:** *Is there a maximum budget amount the team is hoping not to exceed?*
CCS RESPONSE: Please reference the response given above in Addendum Item 1 of this Addendum No.1.

Addendum Item 5: The following 6 questions were asked by one interested respondent with the responses as follows:

- 5.1 **QUESTION:** *Can we assume that the Strategic Plan will serve as an umbrella for both colleges of CCS? And if so, shall we plan for stakeholder meetings, discussions, and focus groups on both CCS campuses?*
CCS RESPONSE: Correct, this is the district's (which includes both college's) plan. Both colleges are unique stakeholders (different service focuses, program mixes, etc.).
- 5.2 **QUESTION:** *What is the desired involvement of external stakeholders in the project? (Educational, community, and business and industry partners)?*
CCS RESPONSE: There will be external stakeholders – those are being identified now but will likely include region K-12 partners, region universities and region business/industry).
- 5.3 **QUESTION:** *What is the name and position title of the administrative liaison with whom the Strategic Planning consultant will work?*
CCS RESPONSE: This is adequately addressed in the RFP in the introductory paragraph of section 1.2. Respondents are reminded that *the RFP Coordinator is the sole point of contact for this RFP during the solicitation process.* Consequently, during the competitive solicitation process, until an award is made, *any respondent that contacts any CCS personnel contact other than the CCS designated RFP Coordinator, may at the sole discretion of CCS, be disqualified and their response rejected as non-responsive.*
- 5.4 **QUESTION:** *Has the Planning Team been established? What is the make-up (or planned make-up) of that team, by position and site/institution?*
CCS RESPONSE: In progress. Planned make up includes reps from our board of trustees, college leadership, administration, mid-management (exempt), classified staff, faculty and students. Respondents are reminded that *the RFP Coordinator is the sole point of contact for this RFP during the solicitation process.* Consequently, during the competitive solicitation process, until an award is made, *any respondent that contacts any CCS personnel contact other than the CCS designated RFP Coordinator, may at the sole discretion of CCS, be disqualified and their response rejected as non-responsive.* After award of a contract and commencement of services, the contract administrator and primary point of contact shall be the CCS Chief Strategy Officer; the CCS Purchasing Manager (or designee) will be the point of contact for the ministerial work associated with the contract (e.g., changes to the agreement made at the direction of the CCS Chief Strategy Officer, etc.).

5.5 **QUESTION:** *The Objectives and Scope of Work (RFP Section 1.2.) outline a comprehensive, participatory, quality process for CCS (inclusive of two colleges) which is commendable. In order to accomplish this, the recommended time frame is 8 months. If the contract begins in March 2020, then it is recommended that the planning process be continued into the Fall with completion in November, 2020. Is this timeline acceptable?*

CCS RESPONSE: Not currently. Per Section 1.2, the facilitated work with stakeholders and the planning team is planned for completion June 30th. Formalizing reports, recommendations, documentation, file transfer, etc. would occur in July. That will end this contract (July 31). Implementation work thereafter has been assigned to the Chief Strategy Officer. Only unforeseen events would extend the timeframe outlined in the closing paragraphs of section 1.2.

5.6 **QUESTION:** *Is there a budget range for the project?*

CCS RESPONSE: Please reference the response given above in Addendum Item 1 of this Addendum No.1.

There are no additional Addendum Items in this Addendum No. 1.