

**San Diego Community College District
Consulting Service – Strategic Plan Development**

Request for Proposal (RFP) #22-03



**ADDENDUM NO. 1
October 15, 2021**

CERTIFICATION OF RECEIPT OF ADDENDUM

I certify that I have received this addendum on behalf of the company listed below.

Signed: _____ **Dated:** _____

Name and Title: _____

Company: _____

**ADDENDUM NO. 1
TO RFP #22-03**

1.0 This addendum is considered to be part of the Request for Proposal (RFP). All other terms of the RFP remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced RFP. Any information contained herein will be considered part of the RFP and as such will be used in the evaluation of the responses.

2.0 To verify that all suppliers have received a copy of this addendum, please sign the cover page of this addendum and return it with your proposal to:

San Diego Community College District
Purchasing & Contract Services
Attn: Peter Hester, RFP #22-03
9315 Hillery Drive
San Diego, CA 92126

3.0 The information in this addendum is primarily the result of Question and Answer period that closed on 08, 2021.

4.00 Do the colleges share a common set of Guided Pathways, or are each of the colleges distinct from each other?

Each of the colleges are distinct from each other.

4.01 How much of the project is expected to be conducted face-to-face vs. virtual?

Currently, the project is planned to be virtual.

4.02 Who will be the lead executive from the District-wide Strategic Planning Committee to serve as the Liaison to the consultant team chair, and which executive at each of the colleges/CE will serve as the lead for the shared governance working group (i.e. President? Vice President of Instruction? etc.)

The Vice Chancellor of Educational Services will be the lead executive and will serve as the Liaison to the consultant team chair. The Strategic Planning Committee composition includes shared governance representative from each of the colleges.

4.03 What is the budget for this project, and what was the total cost of the last master/strategic planning process?

An estimated cost of \$250,000 has been budgeted for this project, and will be adjusted accordingly upon award of the contract.

4.04 The RFP mentions a physical copy submittal but no telephone or fax - are pdf submittals by email acceptable?

The submittal must follow the directions provided in the RFP document. Submittals via email will not be accepted.

4.05 Is it fair to assume that the 2016-2021 strategic plan for San Diego Continuing Education is the model you wish applied to the new strategic plan for the San Diego Community College District rather than your 2017 -2021 SDCCD strategic plan? The scope outlined in the RFP seems to mirror the structure and content of the Continuing Education strategic plan more than it does the current SDCCD strategic plan.

Consultants should develop a proposal based on the scope of work provided in the RFP.

4.06 Are tabbed dividers required for the one original and seven bound copies?

Yes.

4.07 Should the original copy be bound or unbound?

The original copy should be bound.

4.08 Does the 25-page limit pertain to 25 single pages or 25 double-sided pages?

The page limit is 25 single pages.

4.09 May we include a front cover and table of contents? May those be excluded from the page limit?

Yes, a front cover and table of contents may be included. Both may be excluded from the 25 page limit. The Mandatory Forms may also be excluded from the 25 page limit.

4.10 Can you please clarify the order of the proposal response contents? Should we order our response per the list provided on page 12, page 20, or per the checklist provided in Exhibit B on page 24 of the RFP.

Order the response per the checklist in Exhibit B. Be certain to include the content from the other sections within your proposal.

4.11 If we are to order our response per page 20 of the RFP, should the Statement of Exceptions Form be included under Section E, General Terms and Conditions? Should the References Form be included under Section F, References?

Order the response per the checklist in Exhibit B. The Statement of Exceptions and References Forms are included in the Mandatory Forms section of Exhibit B.