

ADDENDUM 3

October 3, 2023

Pages: One (1) page

PROJECT NUMBER: 08-23-003

PROJECT: Strategic Planning and Continuous Improvement Consulting Services RFP

DUE: ~~Monday, October 9, 2023~~ WEDNESDAY, OCTOBER 11, 2023, 1:00 PM CENTRAL

This addendum does change the bid due date or time.

Respondent must acknowledge receipt of this addendum with their submittal.

QUESTIONS

1. How many internal processes are estimated as needing to be reviewed as part of the Continuous Process Improvement work? An estimate would assist in providing accurate costing for the proposal.
 - a. **We'd like to identify 20-30 key institutional processes to review, and have teams trained in a methodology that they can use going forward to address internal process review and improvement.**
2. Will the College consider expanding the limit of the 30 pages for the response? The RFP is seeking five different services, which include resumes, a work plan and specific questions for each service. Can some of these requests of the RFP be titled as an exhibit, and we reference the exhibit to the specific question?
 - a. **Yes, you may use more than 30 pages.**
 - b. **Yes, you may use exhibits and cross reference the exhibits and questions.**
3. Will the College consider extending the submittal day to ensure adequate time to respond and have the hard copy successfully delivered?
 - a. **Yes, the college has extended the due date for responses to the RFP to **OCTOBER 11, 2023, AT 1:00 PM CENTRAL.****
4. The five initiatives requested on pg 6-7 will likely comprise a significant time and resource investment for WCC and its preferred vendor. Has WCC identified a budget for these initiatives either 1) together or 2) individually?
 - a. **No, a budget has not been identified for either at this time. We are looking for an assessment based on the vendor's expertise and experience.**
5. Will WCC accept submissions from vendors on individual components (e.g., only on the Strategic Plan or Strategic Enrollment Management Plan or is it looking for a single entity to propose upon all five of the workstreams?

- a. **You can submit on individual components or work with others on a joint proposal.**
6. The question deadline on October 2 together with the in-person delivery of the proposal on October 9 creates a very short turnaround for potential vendors. Is there a possibility for WCC to extend the response deadline for vendors to ensure accurate and complete integration of the insights from the Q&A session?
 - a. **Yes, see above.**
7. As there is yet no specified number of internal processes needing review, how should we submit "not-to-exceed" pricing for length of engagement? Will Waubonsee accept an assumption of hours for both a sample review process, and the full engagement?
 - a. **We'd like to identify 20-30 key institutional processes to review, and have teams trained in a methodology that they can use going forward to address internal process review and improvement. Yes, we will accept an assumption of hours for the sample review process and the full engagement.**
8. Does Waubonsee desire travel for this engagement or is there preference for a remote engagement?
 - a. **Travel is not required, but we would be open to negotiate for certain milestones, such as executive level presentations.**