Solicitation: RFP #16-01
“CONSULTANT FOR INSTITUTIONAL REALIGNMENT”

Addendum No. 1
Issued: July 21, 2015

Addendum Number 1 is hereby issued by PGCC Web posting and eMaryland Marketplace. Except as modified below, the Request for Proposal (“RFP”) remains unchanged.

Listed below are the questions received pertaining to this RFP, and the responding answers.

Questions and Answers

1. Has a steering committee been formed for this project? If so, what are the titles of members of the steering committee?

**ANSWER:** A committee has been formed. The names of the committee will not be made available at this time.

2. Are there scheduled meetings of senior administration and/or the Board of Trustees that we should factor into our project schedule? If so, when are they?

**ANSWER:** As mentioned in Section C of the Statement of Work, the awarded consultant will communicate with senior administration and the College community, as requested, and provide reports of meetings and findings. Therefore, the schedule of meetings will be determined by the awarded consultant, in collaboration with senior administration and the Board of Trustees.

3. What is the not-to-exceed budget for the project?

**ANSWER:** This information is not made available.

4. The RFP indicates a MBE goal of 25% participation for this project. Would a proposal without a MBE firm identified as part of a proposed team be accepted by PGCC?

**ANSWER:** Yes, proposals without a MBE firm will be accepted. However, it is highly recommended for bidders to work with an MBE firm(s) towards meeting the mandatory minimum 25% of the work performed for this project.

5. Does PGCC maintain a list of MBE certified consultants? If possible, where can this be accessed?
ANSWER: Yes, PGCC has a list of various MBE certified consultants. However, this list is only made available to PGCC employees.

6. Does a completed copy of the MBE Participation Schedule need to be included with the proposal or is this only completed during the contracting process?

ANSWER: Yes, a completed MBE Participation Schedule must be included for a complete proposal package.

7. What type of information is required from a MBE firm to indicate that they are ‘certified’? Do they need to have designation in a specific state (i.e. Maryland) or will MBE certification from other states be accepted?

ANSWER: Most firms who are certified by a county or state would have received some sort of letter indicating certification. Yes, firms with MBE certifications from other states are acceptable. However, the college would prefer to work with minority firms who are certified as a local business in Prince George’s County or certified within the state of Maryland.

8. Is there a page limit for proposals?

ANSWER: No, there is no page limit for the proposals.

9. Has PGCC utilized a consultant in the past for strategic planning, leadership development, and/or institutional realignment? If so, what firm(s) and/or consultant(s)? What were the contract amounts?

ANSWER: No, PGCC has not utilized a consultant in the past for these services. Each time these services were needed, the College fulfilled these tasks with College staff.

The Bidder must acknowledge the respective Addendum on the Bid Form.

-End of Addendum No. 1-