



# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Purchasing Department

February 9, 2022

### Addendum No. 1 REQUEST FOR QUALIFICATIONS No.: 21/22-08 DISTRICT WIDE-TECHNOLOGY STRATEGIC PLAN

To: All Prospective Bidders

The following questions were submitted before the deadline and the following responses are provided below. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the RFQ 21/22-08 to remain in force. It is the responsibility of all responders to conform to this addendum.

#### A. CHANGES AND/OR CLARIFICATIONS:

Questions:

1. What is the expected timing for this effort?

**Response:** *The District anticipates data gathering for the project to begin no later than March 15, 2022 through mid-May 2022. However, development of the written Technology Strategic Plan should not extend past June 30, 2022 unless otherwise agreed upon between the District and the awardee.*

2. What percentage of the project does the District envision as being on-site?

**Response:** *Due to COVID-19 restrictions, work can be done remotely.*

3. Will the District specify what proposal sections are in the 26-page count?

**Response:** *The 26-page count shall include the Qualification format as outlined in the "Qualifications Requirements Section", and a brief response to the questions outlined in Exhibit A of the "Scope of Consultant Services".*

4. Does the District desire respondents to provide a proposed schedule? If so, in what section should this be included, and is this included in the 26-page count limitation?

**Response.** *Please refer to Question #1. However, if the Bidder's proposed schedule varies from the District's requirements, an alternative schedule must*

**be described in the bidder's Qualifications Statement under Philosophy and Approach. The alternative schedule will be included in the 26-page count.**

5. Who is responsible for this initiative?

**Response: Bruce Griffin, Chief Technology Officer.**

6. Is there currently a steering committee planned?

**Response: Yes. The District's steering committee shall include: Chancellor's Senior Leadership Team (Chancellor, Chief Technology Officer, Vice Chancellors and College Presidents).**

7. Can the District please describe the structure of this planned steering Committee?) What are the existing technology and governance committees for each institution envisioned that should be included?

**Response: Please refer to Question 6. Technology Committees are established at both colleges and the District Office. Committees consists of Administrators, Faculty, Staff and Students (when present).**

8. On page 9, section "briefly describe your firm's experience in the following areas", item #4 states "provide a portfolio of recently developed IT strategic plans for other client". What is the District looking for in a response to this question—e.g., a list of previous plans, copies of previous plans (which may exceed 2- page limit), etc.

**Response: A single previous plan can be submitted and will not count against the 26-page limit.**

9. On page 9, section "briefly describe your firm's experience in the following areas.", for items #1 thru #8. In what proposal section does the District want responses to this request to appear? Would this be included in the 26-page constraint?

**Response: Response to these question should be incorporated in the firm's Qualifications Statement and does include the 26-page limit.**

10. Page 6, section 4.A states "Summary of philosophy and approach". Is this where the District desires to have vendors describe their proposed work plan?

**Response: Yes.**

11. Page 5, under qualifications format, the RFQ states "Qualifications must be...double-spaced". Our resumes are pre-formatted to be 1 page or less and using a double space format throughout would extend past the 25-page limit. Would it be acceptable to include these preformatted resumes that are widely spaced for readability (but not doubled spaced)?

**Response: Resumes are not included in the 26-page limit.**

12. Continuing with the requirement for double-spacing, will the District accept a widely spaced, but not double-spaced as an option, or alternatively extend the page length constraint?

**Response: The District requires double-spacing for ease the of readability.**

13. Will the District consider extending the proposal due date by 1 week, to 2 weeks for vendors to thoughtfully respond to the answers provided?

**Response: Due to the urgency of this project, the District will not consider extending this project, unless extenuating circumstances beyond the District's control shall apply.**

14. Would the District consider accepting electronic submissions for this procurement?

**Response: This RFQ is a formal request, therefore, all submittals must be received sealed. Electronic submittals will not be accepted.**

15. Given that shipping companies are no longer providing guarantees that parcels will arrive on time, would Chabot-Las Positas Community College District accept digital (email or otherwise) submissions from vendors?

**Response: Refer to question #14.**

16. Given COVID restrictions in many areas, would Chabot-Las Positas Community College accept vendors providing the required scope of work, virtually as opposed to being on-site?

**Response: Refer to question #2.**

17. Does Chabot-Las Positas Community College have maximum budget for this project?

Response: Budget information will not be disclosed. Therefore, please submit pricing based on the requirements of the project.

18. The draft contract appears though Chabot-Las Positas Community College refers to a single consultant (vendor) to complete the tasks within Exhibit A – Scope of Consultant Services. Would Chabot-Las Positas Community College consider larger consulting firms that have a significantly larger breadth of knowledge and experience?

**Response: The awarding Vendor may use as many sub-consultants of their choosing. However, the awardee will be the lead consultant throughout the duration of the project.**

19. Page #5 Qualifications Format. Please confirm that you want the entire response double spaced.

Question: If yes, does this includes resumes?

Question: Are the resumes and required forms to be included in the 26-page count.

**Response: Refer to questions #11 and #12**

20. Page #17 Instructions for Submittals Section I, the terms and conditions of the Professional Services Agreement (PSA) and refers to Exhibit B. Exhibit B is call and Agreement for Consultant Services. Is the Agreement for Consultant Services document the same as the Professional Services Agreement document? If not, where can we find the Professional Services Agreement document?

**Response: The District provides the Professional Services Agreement and Agreement for Consultant Services are interchangeable. Therefore, the draft Agreement as referenced in the RFQ and once in its final stages will be the binding contract for this project.**

21. There appears to be a conflict regarding fees and expenses

- a. Page #6. Section #5 – Fees, Insurance and Indemnification indicates an hourly rate and a monthly rate with list of other expenses.
- b. Page #15 Instructions for submittals. Section C, indicates a maximum fee but also implies an hourly rate type of agreement.
- c. Page #21 Project Fees requests hourly rates and other billable costs
- d. Page #24 Exhibit B, Section 2.1 indicates the agreement will be for a fixed fee including

Question: Is a fixed cost including fees and expense acceptable rather the hourly rate and month rate approach?

**Response: The District provides a fixed cost including fees and expenses are acceptable. However, the District shall require a breakdown to determine how the proposer arrived at it's cost.**

22. Section 8: Qualifications Form, Subsection 4 – the last sentence states....and shall be completed by the Contractor in the time specified in Article 10 of the Agreement of said contract documents.

- a. We cannot find anywhere in the RFP an Article 10, nor can we find a time that CLPCCD expects the work to be completed. We are required to sign the Qualifications Form and if awarded be required in Subsection 3...to deliver all WITHIN THE DELIVERY TIME STATED.

Question: What document contains Article 10?

Question: What is the time frame CLPCCD expects the work to be completed.

**Response: Disregard Article 10. All terms and conditions are applicable as referenced in the (Draft) Agreement for Consultant Services document. As for as expected time frame for the completion of this project, refer to Question #1 of tis addendum.**

23. Page 8 Indemnification is different than the language on Page 27, in Section 3.14.1 Consultant Indemnity of the District. Which prevails?

**Response: Page 27, Section 3.14.1**

24. Page 13 Attachment B – Non-Collusion Affidavit, does this needs to be notarized?

**Response: No.**

25. Where in their response should proposers include item 1-8 requested at the bottom of Exhibit A on p. 9 of the RFQ?

**Response: Refer to Question #9.**

26. Where in their response should proposers include the required forms?

**Response: Required forms should have a separate section and tab which reads “Required Forms”.**

27. Do the required forms count toward the 26-page limit?

**Response: No. required forms are not included in the 26-page limit.**

28. Can the entire strategic planning project be conducted virtually? If there is an onsite expectation, does each location need to be visited?

**Response: Refer to Question #2.**

29. What information technology (IT) leadership, services, and support are centralized at the district level? At the campus level?

**Response:**

- **District Level – Ellucian Banner, Degree Works, Advise and Recruit; District-wide network services; email; District desktop and user support phone systems; District-wide Help Desk.**
- **College Level – College desktop and user support: Instructional Technology (LMS as well as classroom hardware); Phone systems**

30. Did the District work with a vendor in the development of the previous IT Strategic Plan? If so, who was the vendor, and are they able to bid on this RFP.

**Response: The prior plan was developed prior to the current administration. All updates have been done in-house. The Public Contract Code requires the District to seek competition in its formal bidding practices. Any qualified vendor whether past or present may submit a proposal for this project. However, prior experience with this District does not constitute an award.**

31. What is the current IT Governance structure In place?

**Response: Refer to Question #7.**

32. What is the current state of the District and campus employee workforces as it relates to on-campus, remote, or hybrid?

**Response: The District is currently hybrid. Classes are being held virtually and in person. Staff are currently 60% on site and 40% remote through June 2022.**

33. Is there a desire to have external stakeholders (i.e., community members) participate in environmental scans and feedback sessions?

**Response: No.**

34. What budgetary constraints exist for this project?

**Response: Refer to Question #17.**

35. What are the expected start date and completion date for this project?

**Response. Refer to Question #1.**

36. Section R on page 18 of the RFQ requires us to name the client as an additional insured on all policies except Worker's Compensation; however, Section 3.8 on page 26 of the RFQ states that the client must only name the client as additional insured on general liability and automobile policies. As is industry standard, we cannot name a client as an additional insured on our Professional Liability or Worker's Compensation but may list them as a certificate holder. Please confirm the District is only seeking to be name additional insured on the general auto policies.

**Response. In reference to Section 3.8, pg. 26, of the Consultant Agreement document. Listing the District as an additional insured shall prevail.**

37. Section AA on page 19 of the RFQ related to termination does not provide an opportunity for the Contractor to cure any defect. Section 4.2 of the sample contract, however provides seven days to cure any default prior to termination as in Section 4.2 of the contract?

***Response: The District allows 7 days to cure.***

***All other terms and conditions remain unchanged.***

Marie Hampton, Purchasing and Warehouse Services  
Chabot-Las Positas Community College District

|