



State of Rhode Island
Department of Administration / Division of Purchases
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ADDENDUM # 1

RFP # 7550753

TITLE: Institutional Strategic Planning and Facilitation for CCRI

SUBMISSION DEADLINE: July 22, 2016 at 11:00 AM ET

Addendum Description: Responses to Questions Received

Responses to Questions Received

1. **Question:** The first page of the RPF says that applicants must register on-line at the State Purchasing Website, is this a requirement to submit our proposal or can we do so if we are awarded the project?

Answer: Registration is a two-step process. To submit a bid, at minimum a vendor is **required** to register in our RIVIP system and download the RIVIP generated 'Vendor Certification Cover Sheet' (3 pages), complete and submit as part of a Vendor Proposal Submission. Registering with our RIVIP system which should only take a few moments at <http://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>. If any technical assistance is needed, please contact our Help Desk at 401-574-8100.

The second registration, the RIFANS supplier package can be submitted at a later date and will be required of the awarded vendor. More information on the RIFANS registration can be found at <http://controller.admin.ri.gov/iSupplier/isup/index.php>.

2. **Question:** Has CCRI completed any recent constituent (faculty, staff, student, partner) surveys (or other forms of data collection)? If so, when were they completed? Will the selected consultant have access to the findings?

Answer: No, the college has not conducted any surveys.

3. **Question:** Did CCRI work with a consultant to complete the 2013-2016 strategic plan? If so, which consultant?
Answer: No.
4. **Question:** What is the not-to-exceed budget for the project?
Answer: The College will not be setting a figure for dissemination.
5. **Question:** Do the technical proposal and cost proposal need to be sealed in separate envelopes?
Answer: Yes. Also the electronic versions of the technical and cost proposals also must be on separate CD-Rs.
6. **Question:** Has a steering committee been formed for the strategic planning process? If so, who is represented on it?
Answer: Will not be set until the fall.
7. **Question:** Are there senior leadership team meetings, board meetings and/or key stakeholder meetings that have been scheduled and should be factored into the proposed approach to and timeline for the planning process?
Answer: Should be a consideration in the approach and timeline proposed by each respondent based on best practices.
8. **Question:** Based on the RFP, we understand that the work must be completed within 6 months of the contract start date. Aside from that, is there an anticipated/preferred date when all work needs to be completed? If so, when is it?
Answer: 6 month time frame is an adequate response.
9. **Question:** Are there target date(s) envisioned for the Phase B – Interview? If so, what are they?
Answer: No.

NO FURTHER QUESTIONS WILL BE ENTERTAINED AS OF THIS ADDENDUM.

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