

Date: October 4, 2023
To: All Bidders
From: West Kern Community College District-Taft College
Subject: **Addendum #2** - RFP WKCCD Re-Bid No. 2324-111 Educational Master Plan

NOTICE TO PROPOSERS

You are hereby notified of the following questions and answers (Q&A) for the Request for Proposal (RFP).

2.1 Question:

Can we assume the lead senior executive who will be accountable for this project and with whom the consultant will work is the Vice President, Information and Institutional Effectiveness?

2.1 Answer:

The President will be the lead of the project, and the Vice President, Information and Institutional Effectiveness, is the point person the consultant will work with.

2.2 Question:

Has an Educational Master Plan Task Force/Committee/Workgroup been established and members appointed, or will that be part of the project?

2.2 Answer:

The EMP Task Force/Committee/Workgroup has not been established and members have not been appointed. The Task Force will be established, and members will be appointed before the project starts.

2.3 Question:

Will the RFP Selection Committee also serve as the role above?

2.3 Answer:

No, but some of the members of the RFP Selection Committee can possibly serve as members of the EMP Task Force/Committee/Workgroup.

2.4 Question:

The RFP states, "*The Educational Master Plan shall include a comprehensive review of existing and potential programs... in 3.1.1*". Can we assume that the consultant will not duplicate program review, but rather will use the College's existing internal program review process findings along with data gathered in the project to support future direction?

2.4 Answer:

Yes

2.5 Question:

What is the College's budget for this project?

2.5 Answer:

We anticipate a budget between \$50,000 and \$150,000.

2.6 Question:

The timeline for Board approval and completion of the contract is mid-November. With holidays and finals week, etc., in order to have a very inclusive, engaged process, and participatory governance review of the Draft plans, most of the work will not be able to begin until late January. Is the college open to the project timeline extending into the first half of the Fall semester?

2.6 Answer:

The November 8, 2023 date is the proposed date for the Board to award the Contract to the successful bidder. The anticipated timeline for the work is on page 26 of the RFP listing a first draft submission around April of 2024.

End of addendum