



Addendum #1

October 4, 2022

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Strategic Planning Consultant
JJC PROJECT NO.: R23004

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions Received:

1. What is the budget?
The college does not share budgetary information during the solicitation process.
2. Is subcontracting allowed?
Please be sure to clearly list all subcontractors and their responsibilities under this contract.
3. My financials are not audited. does this disqualify my company?
An unaudited report is acceptable for the solicitation process. However, if chosen as a finalist, we will require some evidence of historical financial sustainability.
4. Is compensation insurance needed as a service consultant? will work have to be done on campus or can it be done remote? If remote, is insurance not needed?
As stated in the RFP: Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work. The vendor awarded will be required to maintain workers' compensation as Illinois law requires. The vendor should consult their legal counsel or Insurance provider to determine requirements. Please note that some work may be done on the campus in terms of preparation, working meetings, and presentations. There will not be permanent or resident work done on the campus.
5. What is the preferred timeline for the project? Start and end dates.
Start: November 2022 – May 2023

6. Do you expect meetings with the Strategic Planning Committee to take place in person? Virtually? or, a combination?
A combination would be acceptable.
7. What is the source of funding for the project?
Joliet Junior College is funding the project.
8. Can the college assist with access to external partners for engagement sessions?
Yes.
9. Will enrollment management be part of the scope of work: planning, deliverables?
Yes. Enrollment management will be a critical part of the strategic plan.
10. Will a committee already be in place or are you looking for the selected vendor to put together a committee?
The committee will be in place.
11. Section VI outlines the role of a Strategic Planning Committee. Does this committee already exist or would the selected vendor play a part in putting this committee together?
The committee doesn't exist currently but will be established in Nov. 2022.
12. Many strategic planning initiatives in higher education set aside a period of time before the submission of the final version where the draft is open to stakeholders for their comments. Would this be possible at JJC too? How much time is set aside between the draft plan and final approval?
It's important to set aside a period of time for a review of the draft before a final is submitted to the Board of Trustees. The review time will be in April, followed by a final draft in May.
13. What stakeholders have the ultimate authority and responsibility for approval of the strategic plan? (Administration/board/etc...)
College Administration, followed by the Board of Trustees.
14. What will the selected vendor's level of access be with respect to the JJC community? Will we be able to communicate directly with stakeholders or will there be a local intermediary?
The vendor will be able to communicate directly with JJC stakeholders after a formal introduction to the college community has been established.
15. Is there any already extant data on specific causes for student stop-outs or non-completion? (Funding/transportation/family & work responsibilities)
Yes. Data show that students leave JJC due to funding and work responsibilities. However, during the strategic plan process, we will explore why students leave from a post-pandemic standpoint.
16. Is there an expectation that the vendor will complete original quantitative research with the JJC student population on issues around enrollment, retention, student success, and completion in order to inform the strategic plan? (This by itself would take a couple of months from initiation to final reporting, potentially longer depending on any internal layers of approval for the questionnaire and methodology.)
It is an expectation for the vendor to work in partnership with JJC to explore current data related to student success.

17. Our financial are private and generally not shared with any company. If we do not share our financial, will we be disqualified? Is there an alternative statement/affidavit we can provide from the auditor.

It is preferred that respondents include financial statements with the initial proposal; however, if chosen as a finalist, we will require some evidence of historical financial sustainability.

18. How soon can the project start? What is the due date for the final deliverable?

a. November 15, 2022 - project start

b. May 1, 2023 – Final deliverable

19. What is the budget? Did you have external consultants do a prior strategic plan for you? If so what was the budget for that?

Please see the response to question #3.

20. Is there a preferred vendor? Are there consultants that have done other projects in the past for Joliet that are preferred?

No, the college's RFP process strictly follows the Illinois Public Community College Act and all Illinois Community College Board requirements to ensure a fair evaluation of the proposals submitted.

21. In prior 2 cases, you have used TPM as the vendor. Are they the preferred vendor? What was the size of the prior 2 awards?

Please see the response to question #20.

22. Is this a full-time or part-time position? Will a desk and office equipment such as telephone, computer, and printer be provided?

The college is looking to work with an external consultant. A shared workspace can be reserved if on-campus work is required; however, the awarded vendor is responsible to supply the resources needed to complete the scope of work.

23. Does the College have a general expected contract size or a not to exceed?

Please see the response to question #1.

24. The RFP states that the consultant shall "Conduct an environmental scan of internal and external issues facing the college with input from staff, student, community and Board of Trustees." Does the College have a target or expected range for the total number of stakeholder sessions involved with this work? Additionally, can you give us an idea of the "external issues" extent you wish us to evaluate?

For this project, we will anticipate all faculty and staff to partake in the engagement sessions, followed by external stakeholders ranging from 500-1,000.

25. What limitations (if any) were present in your last strategic planning effort, and is the College seeking a new approach?

There are no limitations from the prior strategic plan and no new approaches. We are hoping to coordinate a campus conversation day with faculty and staff to engage in a campus-wide discussion about the future of JJC.

26. Has the strategic planning committee been identified? If so, what is its size and membership? Who will chair (or co-chair) the committee?
No, but the committee will consist of internal stakeholders, with Dr. Farmer, Executive Vice President, serving as the chair. This will be a 15-person committee.
27. Has the 2020-2023 strategic plan been successful in meeting objectives?
Yes, I can share a synopsis of the plan outcomes. We have met several key performance indicators.
28. Is there any external market research taking place currently or recently (such as the brand study mentioned in the 2020-2023 Strategic Plan) that is available to help inform the environmental scan?
The external market research will take place in December and January, alongside the formation of the strategic plan.
29. Has the College evaluated the effectiveness of its last strategic planning process, as well as the implementation effort? If so, what improvements are you hoping to make during the upcoming planning cycle?
We are not at the stage of evaluating the effectiveness of the last strategic plan. For improvements, we are seeking more key performance indicators aligned with two goals: academic excellence and student success.
30. Is the College looking for peer benchmarking related to growth areas? If yes, how many peers are you interested in benchmarking against?
No.
31. Did the College have a consultant help with the last strategic plan? If yes, which firm did the College work with?
The previous RFP was awarded to Thomas P. Miller & Associates, LLC, Indianapolis, IN
32. Do you expect all of the work to be conducted virtually, or is there an expectation that some portion of the work would be conducted on-site? If there is an expectation of on-site work, please describe when and where that work is requested.
The internal and external engagements must take place onsite. The onsite engagements must occur during the months of Dec., Jan., and Feb. The other engagements can take place virtually, such as draft review meetings and meetings with the committee and administration.
33. Could the College provide an estimate of how many individual stakeholders and stakeholder groups it would want to participate? For example, is there a list of internal and external groups and individuals expected to be involved?
We can provide a list, but as mentioned in question 24, the vendor can anticipate all faculty and staff and 500-1000 external stakeholders.
34. What is the College's desired timeframe for this project? Do you have specific start and end dates in mind? If yes, please provide details.
Please see the response to question 18.
35. Are there any specific milestones that need to be considered? If yes, please provide details.

- **Successful engagement sessions – internal and external sessions**
- **Draft the strategic plan by April 2023**
- **Final strategic plan presented to the Board of Trustees by May 1, 2023**

36. Section IV., Subsection D “Profile of the Vendor” requires audited financial statements: “Submit independently audited financial statements (one copy only).” Many privately held companies or partnerships do not release detailed financial statements, however, release other forms of financial information to evidence financial stability. This has previously been deemed responsive to other agencies’ procurement requirements. Considering the uniqueness of the financial structure of such entities, will the College accept these alternative forms of financial disclosure in lieu of detailed financial statements so as to ensure the broadest and most competitive pool of responses to the College’s RFP?

Please see the response to question #2.

37. What is the due date for the Strategic Plan to be completed? We understand it goes into effect July 1, 2023.

May 1, 2023

38. What is the approval process for the final version of the Strategic Plan?

Draft for the Administration, April 2023

Final review for the Board of Trustees, May 1, 2023

39. Is there a pre-determined meeting schedule for the JJC Strategic Planning Committee? If yes, is there flexibility in the dates?

No, but it will be established in partnership with the vendor.

40. Has there been any pre-work done, including but not limited to the identification of the members of the JJC Strategic Planning Committee?

Yes, the current strategic plan committee meets monthly, and the chair will review its membership once a vendor has been identified.

41. During this strategic planning process, are there any plans for the Master Plan of JJC to be updated? Has it been updated since 2018? If there is a plan to update it, how do you see it impacting the strategic planning process for JJC?

No, the Master Plan will not be updated via this vendor. However, we will review the Master plan as a resource for the strategic plan goals and objectives.

End of Addendum #1



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Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.

Issued by:

Matt Stephenson
Senior Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature