



**DATE:** May 12, 2014

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Bidders  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Third Party Grant Evaluator  
**JJC PROJECT NO.:** R14005

Acknowledge receipt of this addendum as instructed on the final page. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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**Additional Bidding Requirements:**

1. The revised due date for the submission of proposals is: **Thursday, May 22, 2014 at 12:00 pm.**

**Questions submitted:**

1. Could you please provide more detail on the requested scope for the cost analysis?

***See answer for question 2.***

2. Does the consortium seek a cost-benefit analysis, cost-effectiveness analysis, simple analysis of cost and budgetary data, or some other variation?

***The Consortium does not expect that a costly and comprehensive cost-benefit analysis will be conducted as part of the evaluation. At a minimum, the Consortium expects that the third party evaluator will evaluate implementation of the budget against stated activities and deliverables to provide feedback on progress of the consortium and identify any areas of concern where corrective action can be taken. In addition, as part of the summative evaluation, the Consortium would like an analysis of how costs associated with direct cost categories may have impacted outcomes and addressed gaps in educational programming. For instance, did the purchase of a particular piece of equipment assist a college with helping more participants complete programs, gain credentials and/or enter employment?***

3. Do you have your proposal or a description of the project you are planning to propose?

***The best summary is the introductory paragraph under the "Scope of Work" heading.***

4. How many colleges are in the consortium and where are they located with respect to JJC?

***There are 11 colleges total in the consortium. 9 of the colleges are in Illinois along with Ivy Tech, Northwest in Indiana and Gateway Technical College in Wisconsin. As a multi-state application, Joliet has assured that it meets the requirements of regional labor markets as outlined in the SGA from USDOL.***

5. In the Format for Response Section, number 6 says Responses to Addendum. I do not see an addendum to the RFP. Can you please clarify what we would need to include in this section?

***This document is the addendum which addresses all questions submitted by vendors. Response instructions can be found at the end of the document.***

6. Also in Format for Response, number 7, can you clarify what are you expecting in terms of a pricing response given that the details of your project are likely not finalized? (Please disregard this question if you do have a proposal or project description.)

***We recognize that we are still developing a firm budget for the consortium. As a result we do not expect bidders to meet a firm budget price. We anticipate requesting the maximum funding allowed for a consortium this size, or \$15 million. This allows the cost of the third party evaluation to be up to \$1.5 million. However, we do not anticipate budgeting the full \$1.5 million for this evaluation.***

***In addition to an affirmative statement that your bid can meet the 10 percent threshold, we are also interested in understanding your costs to conduct evaluations of a similar size and nature. Given the tasks listed in the Scope of Work, we want to be able to assess experience against costs. While we recognize that many firms' rates for staff are proprietary, any information that can be provided on a unit cost analysis basis will help us assess costs against tasks in the Scope of Work statement.***

**Please acknowledge receipt of this addendum by fax at the number listed below or by emailing back a signed copy of this page to: [purchasing@jjc.edu](mailto:purchasing@jjc.edu) Include your name, title, and company name in your acknowledgement email. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reedus  
Director of Business & Auxiliary Services  
Joliet Junior College

Phone: 815.280.6678

Fax: 815.280.6631

I acknowledge receipt of Addendum 1

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Signature

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Company Name