



Addendum No. 2
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DATE: August 27, 2014

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 2
PROJECT NAME: Strategic Planning Consultant
JJC PROJECT NO.: R14009

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 instructed on page 4.*** FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions Submitted:

1. What is driving the need for this project?

Our last strategic plan for years 2012-2015 closes at the end of this fiscal year (June 2015).

2. What challenges have prevented JJC from doing this in the past?

There have not been any challenges, per se. As part of the new strategic planning process, JJC would like to systemize the entire overall process to encompass quantitative measurement tools, alignment with operational planning, and increased awareness /communication of the plan's components.

We have used a strategic planning facilitator for the last 2 strategic planning cycles, 2008-2011 and 2012-2015.

3. How will JJC define success with this project?

Development of a comprehensive 2016-2019 strategic plan. See scope of work in RFP for more details.

4. To what extent are you looking for the chosen vendor to facilitate the process (i.e., teach the activities in the scope) versus execute the process?

The JJC staff and constituents will own the strategic planning process, plan, and execution.

5. What events or stakeholder groups are driving the initiative's targeted deadlines?

The current strategic plan will expire at the end of this fiscal year on June 30, 2015. The key stakeholder groups are the Board of Trustees, Senior Leadership Team, Administrative Council, and Strategic Planning Committee.

6. Aside from putting the strategic plan into action, are there noteworthy pain points (from a technology and process point of view) that have led to the development of this RFP?

Due to transition amongst the college leadership and other key administrative positions the strategic plan and associated planning processes haven't been given the appropriate attention. Previously there was a college VP who was responsible for leading and directing strategic planning processes and that position was eliminated approximately 3 years ago. In addition, the college has not developed the appropriate mechanisms to connect the strategic and operational plans.

7. Will the responses to questions submitted by vendors be part of the addendum to the RFP?

Yes

8. What is the intended start date for this work to begin after the award is announced?

The 2016-2019 strategic plan goes in to effect on July 1, 2015. The work should begin on or around November 1, 2014.

9. When does JJC expect to implement the strategic planning process designed out of this award? (e.g., next fiscal year or calendar year, as soon as possible?)

Implementation is scheduled for July 1, 2015.

10. What type of decision making authority does the initiative champion have?

The Strategic Planning committee will make recommendations to the Senior Leadership Team and the Board of Trustees.

11. Who serves on the strategic planning committee?

Representative Administrators, staff, and faculty from various departments within the college community.

12. What, if any, strategic priorities or objectives have been identified?

Enrollment. Retention. Student Success. Completion. However, we expect that this process will identify other new opportunities and strategic priorities.

13. To what level is the campus community already involved in the strategic planning process? Who participates and how?

We've utilized focus groups at all levels of the organization. We've communicated 2012-2015 strategic plan accomplishments. In addition the college community has been made aware that we will be utilizing a facilitator for the 2016-2019 strategic plan.

14. Are both of the below items required for this assignment?

- a. The insurance coverage indicated does not appear warranted for this particular assignment. For a small business to obtain this level of insurance for the assignment as written is prohibitive and appears unnecessary.

Any time a third-party vendor performs services on-site, we require commercial general liability, automobile, and workers compensation coverage.

- b. As a small business, I do not have independently audited financial statements. I have been doing this work for decades, have a significant list of references, have a history of continued performance, but obtaining an independently audited financial statement would cost more than the profits accruing from this assignment.

This documentation is required.

End of Addendum #2



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Please acknowledge receipt of this addendum 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:

Janice Reodus
Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1

Company Name

Printed Name

Title

Signature