



DATE: June 28, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Guided Pathways Professional Development Consultant
JJC PROJECT NO.: R17007

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 Submitted:

1. It says to submit 7 copies in binders. Does this need to be a 3-ring binder or would a folder with fasteners also work? I'm assuming a box will then be needed rather than a sealed envelope, correct?

A 3-ring binder or any type of folder with fasteners will be acceptable. The proposals must be in a sealed medium – box or envelope.

2. It also says that the forms must be used but I only see one form (certification of contractor/bidder) in addition to sections/information that must be included.

There is only one form – Certification of Contractor/Bidder form that must be returned with the RFP response.

3. The evaluation section (VI) lists 10 criteria (plus cost as criteria 11) that will be used. The Profile of the Vendor section that follows lists 10 requirements. Should vendors respond to each of the criteria and requirements for the consultant(s) who will provide these services? If so, what format is preferred?

The selection committee will evaluate the responses based on the criteria outlined as well as the profile of the vendor. Each respondent should present a proposal in a narrative format that best describes how their firm can meet or exceeds the requirements for the scope of the project.

4. The Scope of Work lists topics for the vendor to be capable of addressing. Separately, the RFP requests that these topics be addressed via a specific sequence of on campus presentations, webinars, and summer institute. The proposed pricing section further outlines the specific amount of time allotted to each of the campus presentations, webinars, and a one-day summer institute. Are the specific topics for the presentations, webinars, and one-day summer institute already decided? And, if so, what topics should be covered in each?

The topics have not yet been decided. JJC has a general, theoretical understanding of the guided pathways model, but we lack the in-depth expertise to develop a desired curriculum. We are relying on vendors to suggest an appropriate sequence of presentations, webinars, and a summer institute.

5. Proposed Pricing Section
Should the vendor provide pricing for each of the separate items in the pricing section? If so, should the final two items (materials to be posted online and meeting attendance) be bundled in with the individual deliverables (campus presentation, webinar, summer institute)?

Pricing for online materials should be bundled in with the deliverables. Meetings can be bundled as part of the process of preparing for a presentation, webinar, or summer institute. However, vendors can also choose to provide separate pricing for attending meetings.

6. Section V. item 8.b. requests that vendors include documentation identifying all of the vendor's fees. Please clarify exactly what JJC would like vendors to include with this documentation.

See the Proposed Pricing section on page 10 of the RFP.

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:

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