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West Virginia Higher Education Policy Commission

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## **WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

### **REQUEST FOR PROPOSALS (RFP) FOR INDEPENDENT REVIEW SERVICES**

**RFP NO. 15030**

**ADDENDUM NO. 1 – SEPTEMBER 2, 2014**

#### **VENDOR QUESTIONS AND ANSWERS TO QUESTIONS**

Question 1: Is there a timeframe regarding when the consultation should begin and conclude? (Perhaps a preferred time when the review might start, and a time when the work should conclude? Are there factors behind these dates that would be helpful to know?)

Answer: We wish to establish a contract that will address institutional needs as they arise. The initial contract term will be one year with an option for up to 5 one year renewals. Individual engagements will be scheduled as needed and depend upon institutional circumstances and the availability of consultant staff.

Question 2: In the scope and price of work, to what extent should proposals address or recognize differing types of institutions or institutional complexity?

Answer: The characteristics of individual institutions should be addressed to the extent that they change the cost structure for any engagements involving those institutions. Vendor should refer to the Carnegie Classifications to assist in cost differentiation.

Question 3: The RFP mentions that the board and the president of the selected institution should be involved in the evaluation. Does HEPC contemplate that others should be included as well? For example, alumni, community stakeholders, other institutional leaders?

Answer: Discussions would not necessarily be limited to the board and the presidents. Others may be included as determined by agreement between the HEPC and the winner of the award.