

REQUEST FOR PROPOSALS
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION &
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE
EDUCATION
RFP #22006 STRATEGIC PLANNING SERVICES

ADDENDUM #1 – OCTOBER 13, 2021

1. **Question:** Regarding Section 5.1, 3rd bullet, can the Commission and Council clarify what it is looking for regarding continuing professional education?

Answer: The respondent should provide any continuing professional education information its staff may have undertaken that will demonstrate their qualifications for the engagement.

2. **Question:** Regarding Section 6.2, is the 20-page limit for single-sided or double-sided (40 pages total)?

Answer: Single-sided.

3. **Question:** Regarding Section 6.2, it is our understanding that any additional material presented as exhibits will not count toward the page limit. Please confirm or clarify.

Answer: Any material presented as an Exhibit is excluded from the 20-page limit.

4. **Question:** Regarding Section 6.2, how will the additional material be evaluated and factored into the vendor selection process? Based on Section 6.4 of the RFP, it appears that it will not be included in each proposer's evaluation score. Please confirm or clarify.

Answer: Additional material will be considered if it provides pertinent information for, or clarification of, an evaluation criterion.

5. **Question:** Are Exhibits A, B, and C included or excluded from the 20-page limit?

Answer: Excluded.

6. **Question:** Are proposers required to include a completed and signed Exhibit D (Addendum to Vendor's Standard Contractual Forms) in their proposal?

Answer: No.

7. **Question:** Section 5.3 states "Provide a proposed schedule that ensures completion of the services by the timeframes as stated in Section 4." Can the Commission and Council clarify their desired timing?

Answer: The Commission wishes to complete the plan within a prudent timeframe that will produce a well-crafted plan that serves its needs. The Commission will confer with and seek guidance from the consultant to develop the schedule. Initial work would begin immediately after awarding of the contract.

8. **Question:** Will you consider an extension or remove the hard copy requirement for an all-digital submission (via email, not USB)?

Answer: We will allow for an email submission to the following email address: bid.receipt@wvhepc.edu. Information regarding electronic submission is included with this Addendum and added to the RFP as Exhibit E. All email submissions must be received on or before the submission deadline of October 20, 2021, by 3:00pm EDST. Replacement pages provided.

9. **Question:** What is the timeframe over which you expect the study to be completed?

Answer: Please see response to Question 7 above

10. **Question:** What assumptions can be made regarding their resource availability from the WV Higher Education Policy Commission and the WV Council for Community and Technical College Education for the effort?

Answer: The Commission will work with the consultant to ensure a successful engagement. Senior-level staff will be directly involved with the consultant and will ensure all agency staff will be responsive to requests for information and analysis of the plan as it evolves.

11. **Question:** Who are the key partners across the sectors mentioned in the RFP?

Answer: Respondents may view the Commission's website to acquire an understanding of its primary roles and relationships with its constituents within the state. It is anticipated that the planning process will include an analysis and identification of key partners.

Replacement Page

**REQUEST FOR PROPOSALS
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION &
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
RFP #22006 STRATEGIC PLANNING SERVICES-REVISED**

Table of Contents

Section 1 General Information and Standard Terms and Conditions.....Page 2
Section 2 Eligibility Requirements.....Page 5
Section 3 Background Information.....Page 5
Section 4 Scope of Services.....Page 6
Section 5 Vendor Information and Qualifications.....Page 8
Section 6 Bidder Responses and Evaluation Criteria.....Page 9
Section 7 Additional Information.....Page 10

Exhibits:

Exhibit A Taxpayer Identification Form W9
Exhibit B Purchasing Affidavit
Exhibit C Title Page
Exhibit D Agreement Addendum
Exhibit E Vendor Guidelines for Bid Submissions via Email

Questions will be received until by October 8, 2021 by 3:00PM EDST

Proposals will be received until October 20, 2021 at 3:00PM EDST

Replacement Page
REQUEST FOR PROPOSALS
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION &
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
RFP #22006 STRATEGIC PLANNING SERVICES

SECTION 1: GENERAL INFORMATION AND STANDARD TERMS AND CONDITIONS

1.1 Purpose: The West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) have initiated a Request for Proposal (RFP) process to identify a qualified vendor to guide and execute a strategic visioning and comprehensive planning process including a hybrid workplace plan. This process will assist the agency's senior leadership team with developing agency-wide decision-making, project management and prioritization processes and workflows.

1.2 Schedule of Events:

Release of RFP: 09/24/2021
Question Deadline: 10/08/2021
Addendum/Response to Questions: 10/13/2021
Proposal Due Date: 10/20/2021 by 3:00pm EDST
Target Award Date: 11/15/2021

1.3 Bidder's Point of Contact: The sole point of contact for questions, clarification and inquiries concerning this Request for Proposal (RFP) is:

Mary Blashford
Director of Procurement
1018 Kanawha Blvd., E Suite 700
Charleston, WV 25301
E-mail: mary.blashford@wvhepc.edu
Phone: 304-553-1813

1.4 Posting of Information: This RFP and any addenda, including answers to questions, will be posted at: <http://www.wvhepc.edu/resources/purchasing-and-finance/>

1.5 Questions and Answers: Questions concerning this RFP will be received via e-mail by the point of contact until the deadline identified in Section 1.2. When submitting questions by e-mail, please reference RFP 22006 in the subject line. Questions, if any, will be answered by addendum and posted to the webpage identified in Section 1.4 above.

1.6 Proposal Submission: **Proposals may be emailed to: bid.receipt@wvhepc.edu** or delivered with an original proposal and one (1) copy on or before the date required in Section 1.2. If mailing or delivering the bid, the outside of the envelope should be clearly marked with the RFP number, the bid opening date/time, and the Director of Procurement's name. **Email submission requirements can be found in Exhibit E.**

VENDOR GUIDELINES FOR BID SUBMISSIONS VIA EMAIL

NOTE: This document is specific to the competitive solicitation processes, where bid submissions must arrive at the closing location on time.

1. Purpose of These Guidelines

The Commission/Council may post opportunities that allow vendors to submit their bids / proposals / responses (known as submissions) electronically via email. This document is intended to assist vendors in understanding:

- the risks associated with submitting an emailed submission; and
- the pitfalls that should be avoided if emailing a submission.

NOTE: Vendors who deliver submissions via email do so at their own risk; the Commission/Council does not take any responsibility for any emailed submission that:

- does not arrive on time;
- is rejected; or
- contains corrupted electronic files.

2. Risks

Although emails are sent every day without incident, there are a number of risks that could occur and delay the receipt of an email. An email submission is deemed to have been received once it arrives in the Commission/Council's Electronic Mail System. Emailed submissions that arrive late will not be considered, regardless of the reason, and vendors will not have the option to resubmit after the closing date and time.

Following are some of the reasons that may delay an email, or cause an email to be rejected by the Commission/Council's email system:

- i. Delays can occur as an email moves from server to server between the sender and the recipient, meaning that the time when an email is received can be later – and sometimes considerably later – than the time when it was sent. The Commission/Council will consider the time that an email was received by the Commission/Council's email system as the official time for any emailed submission.
- ii. The Commission/Council's email system has technical and security limitations on the size and type of files that will be accepted. Emails containing attachments that exceed 30 MB cannot be accepted.
- iii. The Commission/Council's email system has protocols whereby an email may be investigated as potential spam or containing a virus / malware. Such protocols may result in an email being sent to the recipient's inbox late.

- iv. The Commission/Council's email system has protocols whereby an email may be investigated as having Personally Identifiable Information (PII). An email determined by the system to contain PII or data of a similar appearance of PII will not be delivered.
- v. The Commission/Council's email system is designed to reject any email that is considered spam or that contains a virus or malware. On occasion, an email may be falsely flagged and rejected. Copies of rejected emails are not kept in the email system, and therefore no possibility exists to retrieve an emailed submission that has been rejected.
- vi. In addition, it is possible that one or more attachments to an email to become corrupted and therefore inaccessible to the Commission/Council's email system. Vendor will not have the option to resubmit after closing if the attachments cannot be opened. Further, the Commission/Council cannot open any submission prior to closing to confirm whether or not the files have been corrupted.

3. Vendor Guidance for Emailed Submissions

1. Never assume that a solicitation allows for emailed submissions. Emails should only be used as a delivery mechanism when the opportunity expressly allows for it.
2. Never assume which email address is being used for submissions, when emailed submissions are permitted. Carefully read the instructions and ask questions well in advance of closing if the email address for submissions is not clear. Submissions that are emailed to any address other than the one expressly stated for the purpose may be rejected as missing a mandatory requirement of the solicitation.
3. Avoid using generic subject lines in the emailed submissions that do not clearly identify the solicitation name and / or number as well as the vendor organization name. The subject line of the email should be: BID FOR xxxxxxxx DUE WEDNESDAY xxxxxxxx AT 3:00PM. A sample email subject line for an open bid might be: BID FOR 21001 DUE WEDNESDAY, APRIL 7, 2021 AT 3:00PM.
4. Avoid multiple emails from the same vendor for the same opportunity wherever possible. If multiple emails cannot be avoided (e.g., the collective size of the emails exceeds the maximum size allowed), identify how many emails constitute the full submission and provide clear instructions on how to assemble the submission. Multiple submissions from the same vendor for the same opportunity may result in rejection if these instructions are unclear.
5. Vendors may update, change, or withdraw their submission at any time prior to the closing date and time. If emailing updates or changes, do not submit only the changes that then require collation with the previous submission. Instead, a complete revised package with clear instructions that it replaces the earlier submission should be sent. This will help to avoid any confusion as to what constitutes the complete submission.

6. Avoid emailing submissions in the last 60 minutes that the solicitation is open. Sufficient time should be left prior to closing to ensure that the email was received, and to resubmit before closing if a problem occurs.
7. Do not assume that the email has been received. If a confirmation email is not received shortly after sending the email, contact the named Contact on the solicitation to confirm whether or not their submission was received. In addition, send the emailed submission with a delivery receipt request. If unsure how to send an email with a delivery receipt request, contact the vendor's own system support personnel or search online for instructions specific to the vendor's email system (e.g., Outlook, Gmail, etc.)
8. If the confirmation email is not received, do not resubmit without first contacting the named Contact. Resending a submission should only occur once confirmation is received that the original email was not received, and enough time is left for receipt of the submission prior to the closing date and time.
9. Do not ignore any message from the Commission/Council regarding rejection of an emailed submission. If such a message is received prior to closing, contact the named Contact on the opportunity immediately.
10. If time permits prior to closing, possible remedies for a rejected or missing emailed submission include:
 - i. If the collective size of the emailed attachments exceeds 30 MB, resubmit it over multiple emails, clearly identify how many emails constitute the full submission and how to collate the files.
 - ii. If the emailed submission included zipped or executable files, unzip or remove the executable the files and resubmit over one or more emails (see previous bullet if the files collectively exceed 30 MB).
 - iii. Resend the submission from a different email account.
 - iv. If permitted in the opportunity, use an alternative method to deliver the submission (e.g., mailed or hand delivered).

Note: None of these remedies are applicable after the closing date and time.