

**REQUEST FOR PROPOSALS**  
**WEST VIRGINIA COUNCIL FOR COMMUNITY & TECHNICAL COLLEGE EDUCATION**  
**RFP#26009 CIVIL RIGHTS COMPLIANCE SERVICES**  
**ADDENDUM #1 JULY 18, 2025**

Question	RFP Section	RFP Paragraph	QUESTION	COMMISSION RESPONSE
1	SCOPE		Which two community colleges will be reviewed, and who decides which two (or if it will be more than 2) will be reviewed?	Based on our Targeting Plan—which outlines the sub-recipient universe, ranking factors, selection criteria, and the number of institutions to be visited—the two community colleges to be reviewed will be: Blue Ridge Community and Technical College and Eastern West Virginia Community and Technical College. WVDE's Targeting Plan will determine their 2 school districts to be reviewed.
2	SCOPE		Can you clarify exactly what is included in “provide additional civil rights compliance services”? Investigations? Hearings? Advisor Services? Appeals?	We seek to primarily be provided advice and guidance on other civil rights compliance issues that may arise. In other words, while we recognize that the term “additional civil rights compliance services” can include a range of supports — such as conducting investigations, representing parties in hearings, providing advisory services, or assisting with appeals — our main expectation is expert consultation and strategic guidance.
3	SCOPE		“Other reports as required by federal agencies”. Are we now responsible for your Clery and EADA reports? Or are we just noticing agencies who may need to be told about the results of our audit, or are you under some order to do so?	No—it is not our intent for you to assume responsibility for our Clery or EADA reports. That remains with us. The phrase “other reports as required by federal agencies” simply means we’re requesting your assistance in completing any additional civil-rights compliance reports—beyond the MOA report—that may be requested or become required by federal agencies. You’ll support by helping draft, review, and ensure the accuracy of any extra reports federal agencies might require—on an as-needed basis, separate from the MOA deliverable.
4	SCOPE		Would we be doing any casework? If so, we would want to discuss adjusting and/or discussing the indemnity clause?	No — it is not our intent for you to be doing any casework. You will not be directly involved in handling individual complaints, representing clients in proceedings, or managing cases. Your role is purely in an advisory and compliance capacity, providing strategic guidance, policy interpretation, and general support—not conducting investigations or litigating them.
5	SCOPE		How many staff members are involved in the current civil rights compliance process, end to end, overall?	There is one dedicated staff member at the WVCTCS and one at the WVDE who are responsible for overseeing civil rights compliance from start to finish. When it comes to onsite reviews or deeper dives into specific areas, additional support staff are brought in to conduct those activities as needed. Plus, supervisors at both agencies are consulted whenever compliance monitoring uncovers an issue that requires escalation or deeper scrutiny.
6	SCOPE		How many civil rights complaints were received in 2024, 2023 and 2022?	To date, there have been zero civil rights complaints received to WVCTCS or WVDE.
7	SCOPE		Regarding the request for interviews, how many individuals does the Council anticipate in total? Is the desire for individual interviews, group interviews, and/or a combination of both? Is in person required, or is virtual acceptable?	Based on guidance from MOA civil rights compliance reviews, WVCTCS and WVDE anticipates using a combination of both individual and group interviews to gather the most accurate information—enhancing both depth and efficiency. Virtual interviews are perfectly acceptable and generally preferred, offering flexibility. In-person interviews may be scheduled based on situational needs or specific compliance requirements tied to the MOA report—especially when context or environment benefits from an onsite presence.
8	SCOPE		Regarding review of policies, practices and procedures, will the Council estimate the total number of policies, procedure manuals, and any other documents that will be included for review and analysis to guide the level of effort proposed?	Only those policies, practices, and procedures that are required to be reviewed for MOA compliance would be included in our review. In other words, we would not request an exhaustive review of every document—only those explicitly required under the MOA framework—including things like nondiscrimination policies, grievance procedures, data-collection protocols, self-evaluation documents, and related materials that support compliance with relevant civil rights obligations. So, the total volume of documents for review should be scoped precisely to what the MOA requires—not all institutional materials.

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9	SCOPE		Will the Council provide a list of the two institutions selected for MOA compliance reviews in advance, or is the consultant expected to assist in selecting them?	Based on our established process, WVCTCS will provide the two institutions and WVDE will determine their 2 school schools selected for MOA compliance reviews, consistent with the Targeting Plans. Those plans outline the sub-recipient universe, ranking factors, selection criteria, and the total number of institutions to be visited. The consultant's role is to conduct the review—not to select the colleges.
10	SCOPE		Are there specific formats the Council expects the consultant to follow when preparing compliance reports? Are previous year's reports available for review?	Yes — there is a template that the consultant is expected to follow when preparing the MOA compliance report. And yes, previous years' reports are available for review, allowing the consultant to see past formatting, content, and structure for guidance.
11	SCOPE		Will the Council clarify the expected depth and format of the "Implementation Toolkit"? Are digital, interactive formats acceptable?	Yes — digital and interactive formats are completely acceptable for the Implementation Toolkit. In summary, the Toolkit will be designed to guide the Council, WVDE, institutions, and schools through the coordinated compliance framework and may be delivered via user-friendly digital formats—online guides, fillable forms, interactive checklists, presentations, or e-training modules. Printed or static documents can also be provided if preferred, but the ability to interact digitally is not only acceptable—it's encouraged.
12	SCOPE		Will the Council and WVDE assign liaisons or points of contact to facilitate coordination and access to institutional data?	Yes — both WVCTCS and WVDE have personnel assigned as points of contact to facilitate coordination and oversight of civil rights compliance efforts. The consultant will work directly with these staff to ensure smooth communication and access to any necessary institutional information throughout the engagement.
13	SCOPE		Are there existing data-sharing agreements or platforms between the Council and WVDE that the consultant will be expected to use?	Yes — WVCTCS and WVDE do have formal data-sharing agreements in place, ensuring secure coordination across agencies. Consultants will not be expected to access or use these internal data platforms or systems. Instead, WVCTCS and WVDE will provide any necessary data directly, carefully removing or redacting any personally identifiable information (PII) before sharing.
14	EVALUATION		Does the 10-page limit include resumes, references, and the proposed schedule, or are those considered appendices?	No — the 10-page proposal limit does not include appendices such as resumes, references, or the proposed schedule. Those items may be provided separately and will not count against the main page limit.
15	EVALUATION		Should the pricing file include both fixed and hourly rate options, or is one preferred over the other?	Proposers are encouraged to structure pricing based on their proposed scope and the model they believe offers the best value to the Council. Fixed, hourly, or hybrid pricing models are all acceptable, provided they are clearly explained and aligned with the proposed approach and level of effort.
16	EVALUATION		Will the Council provide an estimated or not-to-exceed budget range to guide the level of effort proposed?	At this time, the Council will not be providing an estimated or not-to-exceed budget range. We encourage proposers to develop a detailed scope of work and pricing based on their understanding of the requirements outlined in the RFP. Proposals should be cost-effective, scalable, and demonstrate clear value.
17	EVALUATION		Will the evaluation committee provide feedback or scoring summaries to bidders post-award?	Yes — the evaluation committee will provide feedback and scoring summaries to bidders after the award is announced. This ensures transparency and helps responders understand how their proposals were assessed, facilitating learning and improvement for future procurements.
18	TIMELINE/SCHEDULING		What are the specific federal deadlines for completing the MOA compliance reviews and submitting the associated reports?	MOA compliance reports are required biennially. In West Virginia, these reports are submitted in odd-numbered years, with the typical due date being December 31. The 2025 report is already complete, and we will now begin working on the next cycle for the 2027 reporting year.

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19	TIMELINE/SCHEDULING		Is there a target start date for the project following contract award, or will this be determined during contract negotiations?	The definite start date for the project will be established once the contract is awarded. That said, our goal is to begin work shortly after contract execution, so we're planning for a late summer/early fall kickoff, but the exact date will be confirmed in the final agreement.
20	TIMELINE/SCHEDULING		Are there any interim milestones or progress reporting requirements expected between project initiation and final deliverables?	The consultant will maintain regular check-ins with designated liaisons from both WVCTCS and WVDE. This approach ensures alignment, smooth coordination, and timely access to information throughout the project. Any interim milestones or progress updates will be defined collaboratively and overseen through those liaison relationships.
21	TIMELINE/SCHEDULING		Will Council and WVDE staff be available on a set schedule for interviews, workshops, or review sessions, or should the consultant propose a timeline for engagement?	Yes — both WVCTCS and WVDE have designated liaisons who will be available to support the consultant's efforts.
22	TIMELINE/SCHEDULING		For ad hoc services, is there a standard or expected response time (e.g., within 48 hours) for addressing urgent compliance issues?	There is no strict, predefined response time for ad hoc compliance requests. Instead, the expectation is that the consultant will respond in a professional and timely manner—aligned with the urgency of the issue and standard best practices. While we don't require a fixed response time like "48 hours," we do expect responsiveness that reflects the seriousness of compliance needs—and we trust your judgment to handle urgent issues promptly and appropriately.
23	ADMINISTRATIVE		If the contract is renewed, will the scope of work remain the same, or is it expected to evolve based on year-one outcomes?	Our intent is that if the contract is renewed, the scope of work will remain the same. We do review performance during the renewal phase—consistent with standard practice. Entities often use this opportunity to assess whether adjustments are needed, but any evolution in scope would require joint agreement and documented amendments or supplements to the contract.
24	ADMINISTRATIVE		Are there preferred platforms or tools (e.g., SharePoint, Google Workspace) that the Council and WVDE use for collaboration?	Yes — both WVCTCS and WVDE primarily utilize Microsoft's collaboration ecosystem, including Office 365, SharePoint, OneDrive, and Teams, as their standard platforms for file sharing, document management, and communication. These tools enable streamlined scheduling, real-time collaboration, and centralized access to resources. If a project task requires a different platform, we're flexible.