

Elizabeth City State University 1704 Weeksville Road Elizabeth City, North Carolina 27909	ADDENDUM # 1	
	Request for Proposal 57-617	
	University Strategic Planning Development	
	Q&A Addendum	
	Commodity: 801715 - Situation, stakeholder analysis & communications planning	
	Using Agency Name: Elizabeth City state University	
	Date: March 27, 2024	
The following are answers for the written questions that were submitted on or before the deadline of 4:00 pm on March 22, 2024.		

A signed copy of this addendum must be returned with your bid package. Failure to submit a signed copy of this addendum will result in rejection of your bid.

Company

Signature

Date

1.	Q.	<p>Section 4.10 reads: “Has the vendor completed a project of similar scope for an institution of higher education...” This is in conflict with section 4.5 where the experience required were similar; whereas section 4.10 defines explicit direct experience and not similar.</p> <ul style="list-style-type: none"> Is section 4.5 the vendor experience requirement?
	A.	<p><i>Yes, section 4.5 Vendor Experience details the minimum requirement.</i></p>
2.	Q.	<p>Section 5.2 reads: “Capacity to finalize all requirement by January 2024”.</p> <ul style="list-style-type: none"> Is this in error and should read “...2025”?
	A.	<p><i>Yes, this is an error. The statement should read Capacity to finalize all requirement by January 2025.</i></p>
3.	Q.	<p>Section 5.3 reads: “Additionally, using the same methods to create strategic subplans for the Aviation Department and academic Growth”.</p> <ul style="list-style-type: none"> Is the scope of this effort the development of the overall University’s strategic plan, and then, separately, develop the plans for the Aviation Department and for “academic growth”, thus in totality the net work products are 3 distinct strategic plans?
	A.	<p><i>ECSU is looking for a vendor to develop and lead the overall strategic planning process, its current strategic plan is publicly listed on the ECSU website. Additionally, ECSU is expecting a similar plan but with two additional subplans providing additional focus on academic and aviation growth.</i></p>
4.	Q.	<p>Section 5.3 reads: “Conduct stakeholder forums to receive feedback”.</p> <ul style="list-style-type: none"> Will the stakeholder or stakeholder groups be already identified and priority access give to the vendor? How will this effort be supported by the University’s senior leadership, specifically Chancellor Dixon, the Cabinet, and the trustees? Will there be a period to seek faculty, student, and community member input?

	A.	<ul style="list-style-type: none"> The primary stakeholders will be the University Vice Chancellors, who will designate additional members to work with throughout the process. ECSU will work with the vendor to build a schedule that provides access. The Chancellor, trustees, and cabinet fully support developing the next strategic plan as it is a high priority. There will be opportunities to seek faculty, staff, and student input, and community input if requested, ECSU will work to help provide that access.
5.	Q.	<p>Section 5.3 reads: “Provide, interpret, and analyze data to assist in the strategic positioning of the institution in all critical areas”. This statement is very broad in terms of subject matter and depth. Using the current list of ESU’s 5 core values, each of these core values, if they should continue in the new strategic plan would require an in-depth competitive analysis, internal strength assessment, and threat assessment. This will require extensive research, studies, and assessments.</p> <ul style="list-style-type: none"> Would ECSU more precisely define the data and analysis required so that cost estimates can more accurately reflect the requirements?
	A.	<p>ECSU is looking for a vendor with experience developing strategic plans, and its current strategic plan is publicly listed on the ECSU website. ECSU is expecting a similar plan but with two additional subplans providing additional focus on academic and aviation growth.</p> <p>The vendor should detail its abilities as listed within Section 5.0 of the RFP, including but not limited to; its capacity to travel to campus or surrounding areas as needed, capacity to finalize all requirements by January 2025, and process to conclude in 8 months or less.</p>
6.	Q.	<p>RFP Section 5.0; Page 13</p> <ul style="list-style-type: none"> Is there a desired budget range to help bidders scope the engagement (i.e. number of work sessions, number of interviews, etc.)?
	A.	<p>The budget for this project is estimated at \$140k; however, negotiations may be permitted after receipt of the offer.</p> <p>ECSU is looking for a vendor with experience developing strategic plans, and its current strategic plan is publicly listed on the ECSU website. ECSU is expecting a similar plan but with two additional subplans providing additional focus on academic and aviation growth. The vendors proposal should detail its abilities listed as listed within Section 5.0 of the RFP, including but not limited to; its capacity to travel to campus or surrounding areas as needed, the capacity to finalize all requirement by January 2025, and process to conclude in 8 months or less.</p>
7.	Q.	<p>RFP Section 5.0; Page 13</p> <ul style="list-style-type: none"> Please provide more explanation to the requirement: “Additionally, using the same methods to create strategic subplans for the Aviation Department and academic growth.” •How many “subplans” will be included? •What is the desired scope and level of engagement for the development of each “subplan”?
	A.	<p>ECSU is looking for 2 subplans: Aviation growth and academic growth that integrate into the overall strategic plan. These subplans should include analyzing and working with the stakeholders to provide additional detail on growing these two areas.</p> <p>The engagement will be with the similar but is expected to take additional resources and effort vice just completing an overall strategic plan.</p> <p>The development of each subplan should include analyzing and working with the stakeholders to provide additional detail on growing these two areas, additional details will be provided upon contract award.</p>

8.	Q.	RFP Section 2.8 <ul style="list-style-type: none"> Should all items and attachments be combined into a single PDF document for submission? Or do you prefer attachments be submitted as separate PDF documents?
	A.	<i>One single PDF is preferred.</i>
9.	Q.	RFP Section General <ul style="list-style-type: none"> May we have access to the college budget specific to this RFP/engagement? Or do we need to submit a FOIA request to have access to the college budget?
	A.	<i>The budget for this project is estimated at \$140k; however, negotiations may be permitted after receipt of the offer, a FOIA is not required.</i>
10.	Q.	RFP Section 2.8 <ul style="list-style-type: none"> The RFP mentions "scope," yet it lacks a clear definition of what that entails. This omission makes it challenging to accurately estimate a proposal. Clients often request "your best price," but without specifying what exactly they require the best price for. Simply listing deliverables doesn't establish scope; it's about determining the level of commitment the client wants to dedicate to the project. Consequently, would you prefer a Strategic Planning retreat to address the deliverables, or a comprehensive 12-month process involving numerous stakeholders? Or perhaps something intermediate?
	A.	<p><i>ECSU is looking for a vendor with experience developing strategic plans, and its current strategic plan is publicly listed on the ECSU website. ECSU is expecting a similar plan but with two additional subplans providing additional focus on academic and aviation growth.</i></p> <p><i>ECSU is looking for recommendations from industry expertise on the best way to address the deliverables, any of the options listed could be utilized if the vendor recommends them as an efficient and effective way to complete the plan.</i></p>
11.	Q.	RFP Section 1.0 Page 5 <ul style="list-style-type: none"> Who will be the primary partners at ECSU or elsewhere who will work with the vendor/consulting team during strategic planning process? I expect that ECSU leadership and other key stakeholders will be heavily involved, but who will serve as the primary point of contact and partner with the vendor/consultants during the strategic planning process?
	A.	<p><i>The Vice Chancellors and the Deputy Chief of Staff will be the main partners and they will determine the members within their divisions who are best to work with.</i></p> <p><i>Deputy Chief of Staff Chip Lewin will be the primary point of contact and partner.</i></p>
12.	Q.	RFP Section 1.0 Page 5 <ul style="list-style-type: none"> In addition to ECSU's leadership, are there additional leadership entities who should be included in the proposed strategic planning process?

	A.	<i>ECSU reports to the Board of Trustees and the Board of Governors for certain decisions.</i>
13.	Q.	<p>RFP Section 5.2 Page 13</p> <ul style="list-style-type: none"> It's listed under attributes: "capacity to finalize all requirements by January 2024". Since January, 2024, what is the expected completion date
		<i>Yes, this is an error. The statement should read Capacity to finalize all requirement by January 2025.</i>
14.	Q.	<p>RFP Section 5.3 Page 13</p> <ul style="list-style-type: none"> The RFP also asks for a strategic subplan for the Aviation Department and academic growth. Can you describe the need for a additional strategic plan in these two sub areas?
		<i>ECSU is looking to develop a Strategic plan that includes two subplans to focus on Academic growth and aviation growth as goals. Those subplans should relate to the overall strategic plan but was envisioned to highlight the focus on growing in those areas. Additional details will be provided upon contract award.</i>
15.	Q.	<p>Section 4.4 HUB Participation, page 12</p> <ul style="list-style-type: none"> Can the client confirm that in order to meet the 10% Historically Underutilized Business goal, potential subcontractors will need to be certified as a Historically Underutilized Business Zone (HUBZone) by the federal Small Business Association (SBA)? Or would they need a NC HUB certification?
	A.	<i>Attachment D (HUB Supplemental Vendor Information), addresses subcontractors for service procurements.</i>
16.	Q.	<p>Section 1.1 Contract Term, page 5</p> <ul style="list-style-type: none"> Though the RFP notes an initial term of 1 year, can the client please share the anticipated period of performance?
	A.	<i>The period of performance is anticipated from the contract award date until January 2025.</i>
17.	Q.	<p>Section 5.2 Specifications, page 13</p> <ul style="list-style-type: none"> The last bullet noted to finalize all requirements by January 2024. Can the client please confirm the anticipated end date?
	A.	<i>January 2025 is the anticipated end date of strategic plan development</i>
18.	Q.	<p>Section 4.10, Questions to Vendors, page 13</p> <ul style="list-style-type: none"> If a vendor has completed projects of a similar or larger scope and complexity but not for institutions of higher education, would a "No" response with further experience detailed in the technical narrative be sufficient or would any vendors without specific IHE strategic planning support be disqualified?

	A.	<i>Yes, a “No” response with further experience detailed will be sufficient and vendors without specific IHE strategic planning support will not be disqualified. Per section 3.4 Evaluation Criteria all qualified proposals will be evaluated based on Company Experience (References from prior similar projects – specifically Higher Education Institutions)</i>
19.	Q.	Section 2.8, Page 8 <ul style="list-style-type: none"> There is a requirement to include within the contents the completed and signed all EXECUTION pages. What is that? What that be all 18 pages of the RFP pdf file that I have?
	A.	<i>The execution page is located on page 1 and 2. A “responsive” offer is an offer that meets all of the requirements of bid submission, such as bid execution, submittal of all required information and completed attachments, and receipt by the bid submission deadline.</i>
20.	Q.	General <ul style="list-style-type: none"> I recall seeing that the RFP and attachments needed to be submitted electronically. How? Is this submitted through email, or a portal?
	A.	<i>RFP section 2.7 proposal submittal. Electronic responses will be accepted for this solicitation through the electronic Vendor Portal until 5 p.m. on April 12, 2024.</i>
21.	Q.	Section 2.6, Page 6 <ul style="list-style-type: none"> Is it permissible to visit the site during the proposal process? Is it fine to connect with Sarah about that visit while creating my proposal?
	A.	<i>It is not permissible to visit the site during the proposal process unless invited by the Purchasing Department. All inquiries regarding this RFP can be directed to Sarah Smith and will be answered within the restraints of the RFP.</i> <i>ECSU is looking for a vendor with experience developing strategic plans, and its current strategic plan is publicly listed on the ECSU website. ECSU is expecting a similar plan but with two additional subplans providing additional focus on academic and aviation growth.</i> <i>The vendor should detail its abilities as listed within Section 5.0 of the RFP, including but not limited to; its capacity to travel to campus or surrounding areas as needed, capacity to finalize all requirements by January 2025, and process to conclude in 8 months or less.</i>