

**REQUEST FOR PROPOSAL**

**PROJECT NO. RFP 19-59**

**ORGANIZATIONAL DESIGN CONSULTANT SERVICES**

**QUESTIONS AND ANSWERS No. 001**

Date: July 19, 2019

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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Q1. Do you have a standard process internally for selecting interns and does that come with learning objectives or expected outcomes already prepared? Is this something that would be completely up to the project team?

**Response: The successful contractor will work with HCC's representative, Mr. James Maple on all aspects of the Student Intern Program. The project team has the flexibility to design the internship program in coordination with HCC's representative.**

Q2. To the extent that there is duplication between requirements within different tabs on the RFP, is it permissible to cross-reference or would HCC prefer bidders repeat the content, where appropriate?

**Response: Repeat the content where appropriate.**

Q3. What weighting will be given to the inclusion of student interns in the work?

**Response: There is not weight, please reference Section 4, Instructions to Proposers, Tab 8, number 3, this section explains the Student Internship program.**

Q4. The RFP requests that bidders submit the proposal in both hard copy and one electronic copy including a separate file containing your price proposal. Does HCC request bidders to package the price proposal (Tab 2) in a separate envelope for the printed copy as well?

**Response: The preference is to have each respondent provide hard copy pricing in a separate envelope and a separate softcopy file in the electronic version. Reference Section 3, c, Documents Format and Content.**

Q5. Where can the full scope of services for this solicitation be found? Since pages 3 and 4 of 36 in the "RFP\_19-59\_Organizational\_Design\_Consultant.pdf" file include only eight (8) very general requirements, it does not seem reasonable or possible to develop a complete proposal with pricing based on a limited set of requirements.

**Response: The scope is as stated in the RFP, Section 1 – Project Overview and Scope of Services, #2-Scope of Services, Page 3-4.**

Q6. Is this a year-long contract with an option year per the language of Section 1.3 Contract Term in "RFP\_19-59\_Organizational\_Design\_Consultant.pdf" or a 72-day contract as described in Section 2 Scope of Services?

**Response: The initial phase of the contract is anticipated to begin September 2, 2019 with expected completion date of December 13, 2019. However, as stated in Section 1, (1.3) Contract Term, the contract life is for one year with an option for one additional year.**

Q7. Where can we learn more about the transformation and strategic plan?

**Response: Follow the links below:**

<https://www.hccs.edu/about-hcc/institutional-research/hcc-fact-book/>

<https://www.hccs.edu/departments/planning--institutional-effectiveness/strategic-plan/strategic-planning-resources/>