Below are the questions we have received from various parties with respect to this Request for Proposal, along with our response (indicated in red font). Although we have endeavored to remove duplicate questions, we have presented the questions below in an unedited format. We hope this is helpful to you in preparing your proposal. Please remember that proposals are due by 2:00pm Mountain Time on July 25, 2014. This addendum is number 001. Please follow the submittal instructions carefully when submitting your proposal. CMC is not able to accept a late submittal as determined by the Rocky Mountain BidNet system. Remember to allow a few extra minutes for any technical difficulties and please let Steve Boyd (sboyd@coloradomtn.edu) know if you experience any.

1. Did CMC or the Board of Trustees work with a professional service provider or outside facilitator to develop or facilitate the strategic plan? If so, who?

Yes. Our strategic plan was developed with the assistance of MIG, Inc after the award of RFP 538-13 in February, 2013. The plan was adopted by our Board of Trustees earlier in 2014.

2. Does CMC require any specific specializations or certifications within the higher education sector that the professional facilitator(s) or provider must have?

No. However, experience working with postsecondary institutions is very helpful.

3. How was the strategic plan recently approved by the Board of Trustees developed? Is there background data, research, or reports, which support the approval that can be shared with us?

Our strategic plan was developed over the course of a year with the help of an external consulting firm. Input was gathered from a very wide range of constituents including staff, faculty, students, community and business leaders, and residents. Both the
Board of Trustees and College leadership were involved throughout the process. A copy of the strategic plan is available on our website with this RFP at [www.coloradomtn.edu/purchasing](http://www.coloradomtn.edu/purchasing). Click on the “Bids...” link and you will find the plan with this solicitation.

4. CMC is estimating that this project will require approximately 20 - 25 hours per month and that we may submit our base bid using that assumption, therefore is there also a corresponding budget estimate we need to base our bid on and can that be shared with us?

No. We appreciate that you want to develop your own fee strategy. We expect variability in the pricing of responses we receive based on each firm’s hourly rate or fee structure. The selection committee will award the contract to the proposal that is the best value for the college. The award may or may not be the submittal with the lowest price.

5. Is there a required or preferred format (Word, PPT, PDF, etc.) for electronic submission? Is there a limit to the number of pages or size of the document to CMC?

You are welcome to submit in the format that you wish. Word, PPT, Excel, PDF are all acceptable. Other commonly used file types are also acceptable. If a file is submitted that we are unable to open our Purchasing Manager will contact you to work it out.

There are no constraints whatsoever on your response. We ask that you submit as little as possible and as much as necessary. Please keep in mind that this committee is comprised of senior college leaders. Each member is an experienced decision maker and has a demanding schedule who will appreciate an efficient presentation of the most important content in your proposal. The stronger proposals will provide a summary of your critical points and follow it with more detailed support. Please also consider that the objective of your proposal is become a finalist and interview with the selection committee. You will have an opportunity to submit additional information to support your submittal at that point. We expect to conduct interviews with a limited number of finalists subject to the selection committee’s preferences. The names and titles of committee members will be made available to finalists prior to their presentation. Firms may interview in person in Glenwood Springs or may choose to present remotely. It will be important to have the people who will have the primary responsibility in the project in the interview if possible.

6. Of the seven selection criteria listed on page 5 - Section IV, are all equally weighted? If not, would CMC share the weighting for each?
The college does not have a specific approach to weighting the selection criteria. In reviewing proposals, the college will consider each applicant’s ability to meet the requirements of the project at a very high level, the firm’s experience in working on strategic planning processes in a postsecondary/education or closely related context, the proposal’s cost effectiveness, and the overall quality of the proposal.

7. Is the role of the facilitator/consultant to help facilitate the implementation of the 4 priorities or to facilitate the development of plans to implement the 4 priorities?

The role of the facilitator is to assist the college in designing plans to implement the four priorities. Applicants are not being asked to facilitate the actual implementation of the priorities.

8. What specifically is CMC looking for in terms of references? Actual letters of reference signed by the reference? A list of similar projects with a person and contact information included so CMC can contact them? Something else?

We would like a list of clients for whom you performed a service similar to our scope. Institutions with traits similar to CMC’s mission and structure are preferred. Our team may wish to speak with a few of the primary client representatives for previous projects. We intend to keep such calls very brief. In addition to these references you may also submit a list of clients and related projects concerning other unrelated projects, though the college will not likely contact those clients.

We hope this information is helpful to you and look forward to receiving your proposal. CMC appreciates your interest in this project and the resources you’ve committed to prepare your response. We do not expect further information to be released regarding this RFP, but if it becomes necessary it will be posted on the College website at www.coloradomtn.edu/purchasing which serves as the only official place for communication regarding this RFP.