

Addendum No.1
Request for Proposals (RFP) No. P24/10073L
ORGANIZATIONAL EFFECTIVENESS & DEVELOPMENT CONSULTING, TRAINING, AND
COACHING SERVICES

Issue Date: May 23, 2024

ADDENDUM 1:

This page will be posted to the Pima Community College webpage by May 23, 2024, by 5:00 PM (AZ Time)

Questions/Inquiries with responses:

1. Could you provide more details on the specific objectives and outcomes you expect from each of the four service categories (career development and success coaching, organizational leadership training, board development, retreats, and keynote speakers)? Reference: Page 3, Section 3: Scope of Services.
 - a. *There are no specific objectives and outcomes other than what is listed in the four service categories.*
2. Are there any specific issues or challenges the College is currently facing that these services should address? Reference: Page 3, Section 2: Background Information.
 - a. *One of the challenges is that the College is going through a change in higher level leadership. The College is currently searching for a new chancellor that we hope to have in place by August 2024.*
3. Is there a preferred method or tool for assessing the needs and progress of the participants? Reference: Page 5, Section 3: Scope of Services - Deliverables.
 - a. *No, we do not have a preferred tool.*
4. Are there existing materials or frameworks the College prefers to be used or referenced during the training? Reference: Page 5, Section 3: Scope of Services - Deliverables.
 - a. *The College is currently working on our Strategic Plan which will be ready for Fall 2024. Under that plan, we have a goal of creating a Culture of Care.*
5. Has there been any training within any of these service levels previously? Reference: Page 4, Section 3: Scope of Services - Service Levels 1-4.
 - a. *Yes, in the past the executive leadership team has worked with a consultant group locally to provide training, retreats, and coaching.*
6. Can you provide details on the expected format, duration, and location of the retreats? Reference: Page 4, Section 3: Scope of Services - Service Levels 4.

- a. *The retreats will vary depending on the needs of the group. Typically at the Executive leadership Level retreat might be 1 day or broken up into multiple smaller sessions over a period of time. Location would be one of the campuses of Pima Community College.*
7. Will the College provide any materials or resources, or is the contractor expected to supply everything needed for the retreats? Reference: Page 4, Section 3: Scope of Services - Service Levels 4.
 - a. *Pima Community College can help with any handouts or office supplies needed for retreats. If food is needed, the College would also purchase that.*
8. Are there any specific compliance requirements or certifications the contractor needs to adhere to? Reference: Page 22, Section 9: Required Submittal Forms - Mandatory Certifications Form.
 - a. *There are no specific training certifications that are required.*
9. Page 11, Tab 3: Proposal Forms, #2 Financial Proposal → "The College expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the College for any reason." **How will travel be included for onsite services?**
 - a. *Travel to and From Pima Community College should be at the vendor's expense.*
10. Agreement for Services on page 32 of 45 → 7.2.
Can 7.2 be modified or removed from the agreement based on advice from our attorney?
 - a. *You can request this section be modified or removed on the Exceptions Requested Form/Vendor Order Form, page 20 of the RFP.*
11. Current assessment tools – what specific assessment tools are currently used for succession planning, leadership development or evaluation and/or Board evaluation? i.e., employee/leaders – DiSc; Myers-Briggs, etc.; Board – AGB self-assessment; governance checklists
 - a. *Currently the College has a contract with Predictive Index. The College uses DiSc as a profile tool for leadership training.*
12. Who will determine the need for training and work as the selected contractors' partner and project champion? Will this be driven centrally? By the campuses? Or in collaboration – both?
 - a. *All training requests will be vetted through the College's HR department.*
13. Which if any specific topics of interest are a priority for the College? (e.g., transformative change management, continuous improvement methods, financial acumen)
 - a. *We are going through a change in leadership, we are searching for a Chancellor right now. We will be looking for support in that transition.*
14. What balance of in-person vs remote services are expected?

- a. *Depends on the group. Right now, the College employees are Hybrid, so we use the format that works best for the group.*

15. The following questions pertain to Section 3: Scope of Services (p. 3-6)

- a. How many potential firms are you looking to onboard? It mentions “multiple”
 1. *There is not a specific number of firms that will be awarded; a sufficient number of firms to meet the needs of the College.*
- b. What is the budget for each service you are seeking? PCC expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the College for “any reason”
 1. *Each College department has their own budget for this type of service as needed.*
- c. Can we submit a proposal for some of the requested offerings where we specialize (i.e. career development, individual and group coaching, strategic planning sessions) or do you require the firm can deliver all?
 1. *You may submit a proposal based on your firm’s area of expertise. The RFP does not require you submit to all categories.*
- d. Locations for delivery when on-site: because there are different campuses, would this all be in AZ?
 1. *Yes*
- e. Does PCC currently work with a vendor? If so, what is working well and what are the gaps? What prompted the RFP?
 1. *Yes, we have worked with a vendor in the past. We are looking to have more flexibility to meet the changing needs of leadership with a multi-vendor approach.*
- f. Are there certain background requirements/ certifications needed for the staff facilitators to be considered?
 1. *There are no specific training certifications that are required. Although, please include any professional certification that pertains to this service.*
- g. What are the current programs that the university runs?
 1. *The College has a Leadership program for staff run by the college’s training department.*
- h. How has PCC measured success of programs in the past and what’s the criteria of success moving forward?
 1. *We measure success by reaching the goals set out in our strategic plan.*



All other Request for Proposals (RFP) No. P24/10073L information/terms and conditions not modified herein remain the same.

Please be sure to acknowledge receipt of any addenda in your response on page 11-12, Vendor Proposal Form, in the specified area.

END OF ADDENDUM ONE – RFP P24/10073L Organizational Effectiveness & Development Consulting, Training, And Coaching Services

Thank you for your interest in Pima Community College.

Issued by:
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