

SHARED GOVERNANCE CONSULTING SERVICE RFQ #49919

ADDENDUM #1

QUESTIONS AND ANSWERS

1. Question: Does the University have a limit on how many firms it will pre-approve for these services?

Answer: No limit. All qualified bidders will be invited to submit a proposal.

2. Question: Is the University ideally seeking one firm for this contract?

Answer: University will qualify all firms submitting qualifications that are satisfactory to the committee and will be invited to submit a proposal.

3. Question: Does the University currently contract with one or more companies to provide these services?

Answer: NO.

4. Question: What are the University's key drivers for seeking external assistance with these services?

Answer: CSU Campuses have been exploring ways to enhance its Shared Governance structure for its stakeholders. This is the CSUSB initiative to collect and disseminate information on Shared Governance to the campus stakeholders.

5. Question: Are there any specific projects already planned by the University that may involve external consultants? If yes, please describe.

Answer: Yes, but nothing to work on Shared Governance. This will be the only contract the university will be engaging consultants for Shared Governance related matters.

6. Question: Section I of the RFQ (on page 2) states "*CSUSB will request that the selected consultant will be available to begin work in October 2018 and ideally, conclude work by the end of December 2018.*" Is the University only seeking potential services during this three-month period? Please confirm or clarify.

Answer: Yes. This is envisioned as a one-time initiative by the university. The time-line suggested in the RFQ is ideal, but the university is open to have some flexibility with the duration as well as the inception of the service.

7. Question: We understand that interviews will be conducted with consultants prior to consideration and approval—is there a timeline for those interviews?

Answer: While no date has been selected, it is anticipated that interviews will take place during May 2018.

8. Question: For required compliance documents as specified in Appendix A: General Provisions for Service Acquisitions, are the proof of insurance (provision #18) and conflict of interest form 700 (provision #29) due with the RFQ submission, or upon selection and signing of an agreement?

Answer: No; the proof of insurance and conflict of interest forms will be required for the firm selected prior to issuance of a contract. However, the firms submitting Qualification must attest to the ability to provide adequate insurance and disclose any potential conflict at the time of initial response to the RFQ to remain on the qualified list of firms.

9. Question: Section V.5 of the RFQ (on page 5) asks bidders to *“Provide a brief statement of the proposed approach to be used for this project.”* Since we are not responding to a defined scope of work, please provide more guidance on what the University is seeking in terms of a proposed approach.

Answer: The university intent is to request proposals from all qualified firms that present a compelling qualification through this screening process. As such, the university is interested in receiving a narrative from the interested firm on their ideas and approach to a successful endeavor of shared governance consulting service, should the firm be offered a contract.

10. Question: Section V.9 of the RFQ (on page 6) asks bidders to *“...submit all REQUIRED COMPLIANCE DOCUMENTS specified in the General Conditions and Compliance Documents (Appendix A).”* What are the Compliance Documents? We do not see anything in Appendix A that needs to be completed and returned as part of our proposal response. Please advise.

Answer: There is nothing due with the RFQ submission. These are the California State University general terms and conditions for contractors and service providers. The firm(s) selected for a contract award must agree to these terms and to abide by the provisions before a contract can be issued.

11. Question: It is our understanding that we can submit our proposal by email. Please confirm or clarify.

Answer: Electronic submission in a single pdf file with page headers and page numbers is the preferred method of submission. Paper submission may be accommodated with prior accommodation. For accommodation needs, please contact the RFQ administrator on the cover of the published RFQ.