

**Request for Proposal Q01165**  
**Consultant RFP - Evaluation & Recommendations for College Resource Center**  
**Addendum #1**  
**September 13, 2024**

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

**This addendum consists of the following questions received:**

1. Does Harper College currently collect data on student utilization rates and student demographics at Hawks Care Resource Center and the Women's Program? If so, will the vendor have access to this information?  
**Response: Harper does collect data on student utilization rates and student demographics of its Hawks Care Resource Center and the Women's Program. Aggregate data will be available to the vendor. Harper's Office of Institutional Research can also provide specific data as necessary.**
2. Does Harper College currently assess student satisfaction with support services and resources? If so, will the vendor have access to this information?  
**Response: Yes, Harper utilizes surveys to assess student satisfaction. The vendor would have access to this information as needed.**
3. Page 16-17, deliverables-can you clarify the distinction between the 3 reports (needs assessment, SWOT and Comprehensive Final Report)? For instance, is Harper looking for a formative summary of the needs assessment and SWOT analysis, which would then be summarized in final report?  
**Response: The initial assessment evaluates the current state of Harper's support services offered at the campus. It would be completed earlier in the project period. The SWOT analysis will delve deeper into examining areas of weakness, opportunities for the College, and other related aspects. The final report will include the work performed by the consultant throughout this project, summarizing their findings and the recommendations for the strategic plan.**
4. Certification of Compliance on page 21—it states the form has to be executed by the Chief Executive Officer, but is it acceptable for another authorized signatory to execute it?  
**Response: Yes, another authorized signatory may execute it.**
5. PHMC is a minority-led, minority-serving nonprofit organization. Could we become a BEP certified vendor?  
**Response: Please visit the State of Illinois Commission on Equity & Inclusion website at <https://cei.illinois.gov/> for information on how to apply for BEP certification.**
6. Is there a preference for organizations located in Illinois?  
**Response: We do not have a preference for organizations to be from the State of Illinois.**

7. Are there any budget restrictions such as a cap on indirect costs?  
**Response: Indirect costs are not allowed per the Department of Education. Administrative costs are allowed and can be detailed in the budget.**
8. Can meetings with College officials occur virtually?  
**Response: Meetings can occur virtually, but the College would prefer some face-to-face meetings. A minimum of two meetings should occur at Harper's campus; a meeting early in the project to meet and interview key stakeholders and the final presentation. Travel costs can be included in the vendor's budget for this expense.**
9. Are we allowed to provide incentives (e.g., gift cards) to students who participate in data collection? If so, are there limits on the amount or type of incentive allowed?  
**Response: Harper's grant budget does include gift cards to incentivize students to participate in data collection methods. There are no grant requirements to limit the amount or type of incentive. Please include any incentive programs you are proposing in your proposal for our review and evaluation.**
10. Is virtual data collection (e.g., virtual focus group with students) acceptable?  
**Response: Virtual data collections may be accepted in a limited capacity, but in-person is preferred for some methods, such as focus groups. Harper's Office of Institutional Effectiveness Outcomes Assessment will work with the consultant to conduct the focus groups and can provide in-person support too.**
11. Are there any formatting requirements for the proposal such as page limit, font size, font, page margins, etc.?  
**Response: There are no specific formatting requirements around page numbers, fonts and page margins but you should refer to the requirements under Section C. Proposals – Form and Content.**
12. Can we see questions and answers from other proposing organizations?  
**Response: All the questions received to date are compiled and answered in this Addendum.**

Sincerely,

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