

Chabot-Las Positas Community College District  
**BID QUESTION FORM**

**BID NO.: 19/20-03, Chabot & Las Positas Colleges' Educational Master Plan**

Email to Bill Pagano, Buyer

[bpagano@clpced.org](mailto:bpagano@clpced.org)

District Office, 7600 Dublin Blvd, Dublin, CA 94568

Company Name: Signature Solutions Corporate Results	
Date: November 5, 2019	Ref. Sheet No.: 00-20-03
<b>Bid Questions:</b> <ol style="list-style-type: none"><li>1. Will the college have notetakers for key shared governance meetings, and if so, can these notes be shared with the consultant team?</li><li>2. Will the process e.g. committees we work with and review/approvals be similar at the two colleges or will each college have unique set of committees and review process?</li><li>3. How much time does the District anticipate is needed in terms of thought partnering/coaching?</li><li>4. What is the level of administrative support needed? Will the colleges have a point person who coordinates all of the meetings, drafts/sends agendas and reminders, etc.? Or, will the consultant be expected to provide that level of administrative support. What about at the District</li><li>5. Does the district have existing technology, finance, and human resource plans? If not, is there an expectation that the consultant be responsible for coordinating and facilitating the development of these plans?</li><li>6. What data systems are being used at the Colleges/District?</li><li>7. In the proposal, should we put RFP No. 00-20-03 or RFP No. 19-20-03? (Note: No. 19-20-03 is used on the front cover of the RFP and on the top of the Bid Question Form; RFP No. 00-20-03 is used in the body and footer of the RFP.)</li><li>8. Please provide a comprehensive application check list so that we are sure to complete and submit what constitutes a full proposal.</li><li>9. We understand there are currently interim leadership positions. What is the timeline for hiring for those positions? Will these positions be filled in time for the new leaders to participate in the review and final editing process in the Fall?.</li><li>10. Use of a video to amplify the colleges, district, especially the voices of students, faculty, classified staff and administrators.</li><li>11. Do you have a budget range?</li></ol>	
<b>Response:</b> <ol style="list-style-type: none"><li>1. If there is a history of posted meeting notes, the practice will continue. The District and Colleges will do everything in our ability to provide as much data and information as possible to accelerate the work.</li></ol>	

2. Each College will approach the creation, documentation, and approval process according to its own design.
3. CLPCCD is seeking a Consultant team who can partner with the District and Colleges to discuss strategic choice points, alignment of efforts, and provide thoughtful insights which help guide the District into the future.
4. It is reasonable to expect the Consultant team will coordinate meetings, draft agendas and communications, and publicly post meeting and forum schedules. There will be an administrative lead at each of the three sites (Chabot College, Las Positas College, and the District) to coordinate and ensure logistics and communications run smoothly.
5. All District plans can be found at the District website. Moreover, the selected Consultant team will be provided access to any additional Plans in progress.
6. District Data Systems Includes:
  - Enterprise Resource Planning (ERP) – Ellucian Banner HR, Finance, Student, Financial Aid
  - Degree Planning – Ellucian DegreeWorks
  - Student Engagement, Recruiting – Ellucian CRM Recruit
  - Student Engagement, Advising – Ellucian CRM Advise
  - Employee Student Portal – Ellucian Luminis + Banner Self-Service
  - Faculty/Staff Email – Microsoft Exchange (hosted on premises)
  - Student Email – Google Apps For Education (hosted off premises)
  - Learning Management System – Canvas via CCC
  - Plagiarism – Turnitin
  - Website Content Management – Omni-Update (except Chabot)
  - Website Hosting – Microsoft Azure (except Chabot)
  - Enterprise Reporting Platform - Argos is the
  - Brio query, and Tableau including excel and SPSS – Institutional Research Query/Reporting Platforms
7. Proposal number is 19-20-03
8. Checklist: A) 2 copies of vendor proposal including: B) Filled out form Exhibit “D” Non-Collusion, C) Exhibit “E” Drug Free Certification, D) Exhibit “F” Workers Compensation Insurance, E) Proposal Form Section 8
9. The District currently employs an Interim Chancellor and an Interim President at Las Positas College, both these positions are expected to be filled by permanent appointments prior to Fall 2020
10. Does not appear to be a question.
11. We have allocated \$200,000 for this process, the total amount of fiscal resources to support College participation (workload needs yet to be determined) and Consultant fees. We expect this process to be highly collaborative, as demonstrated at the Proposer’s Conference.

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**BID NO.: 19/20-03, Chabot & Las Positas College's Educational Master Plan**

Email to Bill Pagano, Buyer

bpagano@clpccd.org

District Office, 7600 Dublin Blvd, Dublin, CA 94568

Company Name: Collaborative Brain Trust

Date: 11/7/2019

Ref Sheet No.: 19-20-03

## Bid Question:

- What is the project timeline? The project encompasses a District Strategic Plan and two college EMPS and commences January 22, 2019. Considering the loss of time during summer months (in order to maintain collegial and participative processes), and understanding the breadth and scope of the project (analysis down to the program level, external partners, Foundation review, etc.) the project will likely not complete until May 2021. Is this timeline acceptable?
- What is the available budget or budget range for the three-plan project?
- Is there a single executive who will serve as the lead CLPCCD liaison on this project, or will there be three - one for each of the three plans? Who is/are the individual(s), by position title?
- Will there be a single steering committee / work group / task force for the project, or will there be three (one for each college and one for the district)?
- Under the District Strategic Plan, "Engaging community stakeholder groups - neighboring community college districts", what interaction and outcome is expected in connection with neighboring community college districts in this section?

## Response:

- We would like to see two drafted College Master Plans by June 2020. The District Strategic Plan should be in draft form by August 2020. Final reviews, vetting, and revisions with constituency groups should happen in September and October in order to arrive at well-vetted, acceptable semifinal Plans by October 31. The December 2020 Board meeting is slated as final approval. Prior to December, the three Plans will need to be presented in semifinal form to the CLPCCD Board of Trustees, most likely on the October or November agenda.
- We have allocated \$200,000 for this process, the total amount of fiscal resources to support College participation and Consultant fees. We expect this process to be highly collaborative, as demonstrated at the Proposer's Conference. Therefore, the office of Educational Services and Student Success as well as the College Presidents offices or their designees will support

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coordination, regular discussion, and guidance. It is highly likely the Colleges will have most of the needed data ready to provide.

- The overall lead for the effort is the Vice Chancellor for Educational Services and Student Success (VC-ESSS). The District project team will be led by the VC-ESSS with regular participation by the Chancellor and College Presidents. The College Presidents will serve as the executive level leader for the College Plans.

VC-ESSS: Dr. Theresa Fleischer Rowland

Interim Chancellor: Mr. Ronald P. Gerhard

President, CC: Dr. Susan Sperling

Interim President, LPC: Ms. Roanna Bennie

- The District Plan integrates and articulates a vision that aligns with the Board Priorities and College Plans; the College Plans are independent of each other. At the outset of the work, a steering committee representing the District and both Colleges will meet and guide the year of work with an agreed upon framework, timeline, and other factors that support as much parallelism as possible, while still providing each College the ability to develop and create a vision that reflects their community, aspirations, and unique strengths. Each College will name a steering committee to lead the College planning process, the consultant team will support, contribute, and implement in accordance with the College steering committee design.
- The CLPCCD is interested in a reconnaissance and summary of neighboring community college district progress and plans related to our Board Priority areas.

Respondent:

Response cc: All Bidders via fax

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**Email to Bill Pagano, Buyer**

**bpagano@clpccd.org**

**District Office, 7600 Dublin Blvd, Dublin, CA 94568**

Company Name: Berkeley research Group, LLC

Date: 11/7/2019

Ref Sheet No.: 19-20-03

Bid Question:

What's driving the need for this initiative at this time?

Can you please provide guidance on which exhibits that are a part of the Professional Services Agreement are to be completed (notarized, if applicable) and returned with the proposal?

Response:

The Educational Master Plan and the Strategic Plan will provide the framework for the future direction of the District and two Colleges for the next decade. The current plans expire in 2020.

Checklist: A) 2 copies of vendor proposal including B) Filled out form Exhibit "D" Non-Collusion, C) Exhibit "E" Drug Free Certification, D) Exhibit "F" Workers Compensation Insurance, E) Proposal Form Section 8

Respondent:

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Date: 11/7/2019

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## Bid Question:

Is there an incumbent currently providing any of the services outlined in the scope of work?

- If yes, can you please identify?

## Response:

The consultant will work with the District and College leadership, key divisions and departments of each college, participatory governance groups, College and District stakeholders to develop the Colleges' Educational Master Plans and the District Strategic Plan. Key leadership at each College will set the expectations for consultants to support the process.

The development of the Colleges' Educational Master Plans will require the consultant selected to form distinct efforts to engage and participate in a variety of tasks and activities with each Colleges' leadership, to include shared governance leaders, administrators, faculty, classified professionals, and students. At each College, the leadership will lead the Educational Master Plans efforts, directing the efforts of the consultant team, resulting in plans that are a product of each College community and shared governance structure.

The District Strategic Plan will integrate the College's articulated efforts and the Board Priorities in order to provide a future vision that supports the district efforts across the County as a holistic effort.

As mentioned above, current employees of the College and District will plan and direct efforts, asking the Consultants to meet specific needs.

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Respondent:

Response cc: All Bidders via fax

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Company Name: Berkeley research Group, LLC

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**Bid Question:**

Has similar Planning initiative(s) been undertaken by the District in the past?

- If yes, can you please provide details?
- If an external consultant has been engaged to support planning initiative(s) for the District in the past, can you please identify?

**Response:**

You can refer to this webpage to answer the question.

<http://www.clpccd.org/education/EducationalMasterPlans.php>

See above response.

See above response.

**Respondent:**

Response cc: All Bidders via fax



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Company Name: Berkeley research Group, LLC

Date: 11/7/2019

Ref Sheet No.: 19-20-03

Bid Question:

Is there a page limit for the response?

Response:

No page limit has been set. The selection committee would appreciate thorough and succinct proposals.

Respondent:

Response cc: All Bidders via fax

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Company Name: Berkeley research Group, LLC

Date: 11/7/2019

Ref Sheet No.: 19-20-03

Bid Question:

Which group and/or department is the project sponsor for the initiative?

Response:

The work is led out of office for the Vice Chancellor for Educational Services and Student Success.

Respondent:

Response cc: All Bidders via fax

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Company Name: Berkeley research Group, LLC

Date: 11/7/2019

Ref Sheet No.: 19-20-03

Bid Question:

Will there be an assigned project team from the District?  
If yes, can you please describe the team?

Response:

The District project team will be led by the Vice Chancellor for Educational Services and Student Success with regular participation by the Chancellor and College Presidents.

See above response.

Respondent:

Response cc: All Bidders via fax

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**District Office, 7600 Dublin Blvd, Dublin, CA 94568**

Company Name: Berkeley research Group, LLC

Date: 11/7/2019

Ref Sheet No.: 19-20-03

Bid Question:

Will the District administrative services assist with scheduling meetings as part of this project or will the vendor need to coordinate all scheduling ourselves?

Response:

There will be considerable scheduling involved by the selected consultant group. Scheduling must be coordinated with the leads at each of the three sites (Chabot College, Las Positas College, and the District).

Respondent:

Response cc: All Bidders via fax

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Date: 11/7/2019

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**Bid Question:**

Will the District administrative services assist with scheduling meetings as part of this project or will the vendor need to coordinate all scheduling ourselves?

**Response:**

This question was answered above.

**Respondent:**

**Response cc:** All Bidders via fax

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Date: 11/7/2019

Ref Sheet No.: 19-20-03

Bid Question:

Is there a specific event toward which this project is targeted?

Response:

Yes, the December 2020 Board meeting is slated as final approval. Prior to December, the three Plans will need to be presented in semifinal form to the CLPCCD Board of Trustees, most likely on the October or November agenda.

Respondent:

Response cc: All Bidders via fax

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Company Name: Berkeley research Group, LLC

Date: 11/7/2019

Ref Sheet No.: 19-20-03

Bid Question:

Is there a preferred delivery time frame?

Response:

We would like to see two drafted College Master Plans by June 2020. The District Strategic Plan should be in draft form by August 2020. Final reviews, vetting, and revisions with constituency groups should happen in September and October in order to arrive at well-vetted, acceptable semifinal Plans by October 31.

Respondent:

Response cc: All Bidders via fax

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## Bid Question:

Is there a preferred methodology the District wants to follow for this project?

- If yes, can you please elaborate and is the District open to an alternative methodology and approach for the project?

## Response:

We prefer methodologies that include a transparent site that includes meeting/forum schedules, documented meeting notes, communication blasts, progress updates. Draft plans should be uploaded as sharable documents between the Consultants, College and District leadership.

Yes, we are open to any suggested methodology as long as process and outcomes are transparent and accessible as necessary to the public.

## Respondent:

Response cc: All Bidders via fax



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District Office, 7600 Dublin Blvd, Dublin, CA 94568

Company Name: Berkeley research Group, LLC

Date: 11/7/2019

Ref Sheet No.: 19-20-03

Bid Question:

Does the District have a budget allocated towards this project?  
If yes, can you please share the estimated budget

Response:

We have allocated \$200,000 for this process, the total amount of fiscal resources to support College participation (workload needs yet to be determined) and Consultant fees. We expect this process to be highly collaborative, as demonstrated at the Proposer's Conference.

See above response.

Respondent:

Response cc: All Bidders via fax

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Date: 11/7/2019

Ref Sheet No.: 19-20-03

**Bid Question:**

Is there a preferred pricing matrix and/or format we should follow when defining the project costs? What is the proposal pricing preference? Fixed Fee? Hourly, etc.

**Response:**

Please use the format provided.

No preference. Please use the format provided in RFP 19-20-03 item 9.

**Respondent:**

Response cc: All Bidders via fax