

OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: WORKFORCE/STAFFING PLAN CONSULTING SERVICES
RFP NUMBER: 520-016
RFP CLOSING DATE: NOVEMBER 5, 2019 AT 3:00 PM



ADDENDUM #1

Issued: October 30, 2019

ADDENDUM FOR THE PURPOSE OF:

- To provide the attached questions & answers

All other specifications, terms and conditions remain unchanged.

A handwritten signature in blue ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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QUESTIONS AND ANSWERS

Question 1:

We have received the number of employees by employee type, but could you please provide us with the number of divisions and departments/units for which we will need to develop individualized staffing plans?

MC Response:

Approximately the following:

- **5 Divisions**
 - **Office of the President**
 - 6 Department/Units
 - **Academic Affairs**
 - Senior Vice President
 - 4 VP and Provosts
 - 14 Deans
 - 8 department/units
 - **Student Affairs**
 - Senior Vice President
 - 6 Deans and Associate Deans
 - 6 Departments/Units
 - **Advancement & Community Engagement**
 - Senior Vice President
 - 6 Departments/Units
 - **Administrative & Fiscal Services**
 - Senior Vice President
 - IT with 3 department/units
 - Facilities and Public Safety
 - 3 campuses
 - 7 department/units
 - HR with 7 departments/units
 - Finance with 5 departments/units

Question 2:

Does the scope of the engagement include faculty as well as staff?

MC Response:

Yes

Question 3:

The RFP states that the prices must include all charges and costs including travel. Our firm typically provides a fixed fee price for the work and requests reimbursement for actual travel costs in addition to the fixed fee. Does MC accept a structure such as this (we can submit estimated travel costs if needed)?

MC Response: Yes. Travel cost can be added in the optional pricing section of the price proposal.

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Question 4:

We see that there are three collective bargaining agreements in place. Could you please provide the current terms (i.e., start date and end date) of the collective bargaining agreements?

MC Response:

American Association of University Professors (AAUP) Full-Time Faculty: 08/24/15-09/01/25 (8yrs)
American Federation of State, County and Municipal Employees (AFSCME) Staff: 07/01/19-06/30/22 (3yrs)
Service Employees International Union (SEIU) Part Time Faculty: 07/01/17-06/30/20 (3yrs)

Question 5:

Is the College contemplating any institution-wide changes in technology that could impact human resources, i.e., related to Banner, Workday, or other?

MC Response:

Automated BOTS, Artificial Intelligence for HR Helpdesk

Question 6:

What institutions does the College consider to be among its peers?

MC Response:

- American River College (Sacramento, CA)
- Central New Mexico Community College (Albuquerque, NM)
- City College of San Francisco (San Francisco, CA)
- Community College of Baltimore County (Baltimore, MD)
- Cuyahoga Community College (Cleveland, OH)
- De Anza College (Cupertino, CA)
- Fullerton College (Fullerton, CA)
- Georgia State University-Perimeter College (Atlanta, GA)
- Hillsborough Community College (Tampa, FL)
- Macomb Community College (Warren, MI)
- Mesa Community College (Mesa, AZ)
- Oakland Community College (Bloomfield Hills, MI)
- Orange Coastal College (Costa Mesa, CA)
- Palomar College (San Marcos, CA)
- Pima Community College (Tucson, AZ)
- San Jacinto Community College (Pasadena, TX)
- Santa Ana College (Santa Ana, CA)

***** End of Questions & Answers *****