



**PURCHASING DEPARTMENT
6600 34TH AVENUE
MOLINE, IL 61265**

DATE: December 17, 2021

**TO BE OPENED ON
January 10, 2022
RFP 06-22 ADDENDUM 1**

*****IMPORTANT***
SHOW "RFP 06-22
Addendum 1"
ON OUTSIDE OF
MAILING ENVELOPE**

**REQUEST FOR PROPOSAL (RFP)
STUDENT RECRUITMENT AND RETENTION CONSULTING SERVICES
RFP 06-22 ADDENDUM 1**

Pursuant to the provisions of Section 3-27.1 of the Illinois Public Community College Act and rules and regulations adopted thereunder, sealed proposals subject to the conditions and requirements made a part hereof **will be received until 2:00 p.m. local time, on Monday, January 10, 2022, in the Finance Office at Black Hawk College Quad Cities Campus, located at 6600 34th Avenue in Building One, Second Floor, Room 244A, then opened publicly, read aloud and recorded immediately thereafter when possible, in the Black Hawk Room, (Room 255),** for furnishing the goods or services described below, to be delivered or performed at the location(s) stated. Whether or not a proposal is timely shall be determined by reference to the clock located in the Purchasing Office of the College, and the determination of whether or not a proposal is timely in accordance with that clock shall be at the sole discretion of the Black Hawk College Purchasing Office and Board of Trustees, whose decision on that issue shall be final.

**REFER INQUIRIES TO: MIKE MELEG
BLACK HAWK COLLEGE
6600 34th AVENUE
MOLINE IL 61265**

**TELEPHONE: (309) 796-5002
FAX: (309) 796-5429
EMAIL ADDRESS: melegm@bhc.edu**

VENDOR INFORMATION:	
Contact:	
Company:	
Address:	
City/State/Zip:	
Telephone:	
Fax Number:	
Email Address:	

GENERAL

Proposals are subject to the attached Standard Terms and Conditions.

ADDENDUM 1

Answers all questions submitted by 5:00 PM on Wednesday, December 15, 2021.

Q1: When do you require the work for the project to commence and when are you requiring the completed deliverable?

A1: Intended start of project February and would like completed by September.

Q2: What is your number of full time and part time employees as present in the impacted departments/areas? Please provide numbers broken out by Area and ft/pt.

A2: We regret this information is not immediately available, but will advise as soon as we can.

Q3: Please clarify list of systems currently in use for recruitment and retention (student success) areas such as CRM, SIS, LMS, Advising, Scheduling...etc.

A3: SARS, Banner Recruit, Degree Audit, Banner ERP (Just implementing Banner 9 student self-service module).

Q4: Is there a specific timeline Black Hawk College would like this project to start and be completed by?

A4: Intended start of project February and would like completed by September.

Q5: The RFP outlines a desire for the comprehensive design of an enrollment management organization. Would BHC be interested in embarking on this project in smaller milestones as opposed to one comprehensive engagement?

A5: We would be interested in hearing the thoughts and ideas of what it might look like in smaller milestones.

Q6: Is the organization and roles within Financial Aid to be considered along with the recruitment and enrollment structure, or is Financial Aid outside the scope of the current RFP?

A6: Not outside of the scope of the RFP.

Q7: Who is managing this project? Who will the team report to?

A7: At this point in time it would be the Vice President for Instruction.

Q8: How many FT employees at BHC?

A8: 285

Q9: What is the current recruitment and retention software the college is using?

A9: SARS, Banner Recruit, Degree Audit, Banner ERP (Just implementing Banner 9 Student Self-Service module).

Q10: Can we have a copy of the last strategic plan from BHC?

A10: Please see attached.

Q11: What is the maximum cap for the budget for this project?

A11: Not determined at this time.

Q12: Do firms need to certify the Drug Free Workplace Act in their proposals or is this only for the selected vendor?

A12: Only the awarded vendor would be required to certify.

Q13: Please provide a copy of Black Hawk College's strategic enrollment management plan?

A13: Please see attached.

Q14: Please provide an organization chart with position titles for the offices of Recruitment, Marketing and Public Relations, Admissions, Advising and Enrollment Services.

A14: We do not currently have a formal organizational chart for these areas. Working to pull together a general structure.

Q15: What is the membership of the strategic enrollment management committee?

A15: Found in the attached Strategic Enrollment Plan.

Q16: Please clarify the bullet point on page 3 of the RFP which states: "Evaluate existing organizational structure, job descriptions and competencies of those employed." Is this limited to just the offices of Recruitment, Marketing and Public Relations, Admissions, Advising and Enrollment Services?

A16: Yes.

Q17: Please provide a list of the existing systems being used at the College for recruitment and retention.

A17: SARS, Banner Recruit, Degree Audit, Banner ERP (Just implementing Banner 9 student self-service module).

Q18: If new systems are needed for this project, will an RFP be required? If so, is the selected vendor expected to provide assistance in development and issuance of the RFP?

A18: RFP may be required based on cost of recommendation. It is the hope that if the new system is recommended, there would be enough basic information to provide the start of the RFP development.

Please be reminded:

10. ACKNOWLEDGEMENTS OF ADDENDA

Signature of company official on original document shall be construed as acknowledgment of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.