



**RFP 3498-9 ADDENDUM #1**

Description: Executive Development Coaching and Training Services

RFP #: 3498-9 Addendum #1

Date: June 21, 2022

The following clarifications, changes, additions or deletions for this project shall be made to the above mentioned RFP; all other conditions shall remain unchanged. The Addendum supersedes current conditions shown in the RFP document. This Addendum forms a part of the Contract Documents and modifies them as follows:

**SUBMITTAL INFORMATION**

The deadline for submittal of RFP proposals has been changed to:

**Tuesday, July 5, 2022 at 3:00 pm (Arizona Time)**

**QUESTIONS AND ANSWERS**

***No further questions will be answered.***

*Below are responses to the questions that were received regarding this RFP. If your question(s) was not specifically answered it may be because it was not pertinent to your ability to respond to the RFP; did not address what was requested in the RFP; was similar to a question previously asked; was information that only the successful proposer will need and will be provided when they start working on the project; and/or the answer is already contained in the RFP package or available on our website.*

*Please note the questions are in black, with the response following in blue. When possible wording for each question was kept in the same format as received but may have been edited to provide clarity. Questions may be placed in a different order and renumbered. Responses to questions received are as follows:*

Q1. Will the consultants be provided with a specific office, department, or point-person who will aid them in communicating effectively with all the campuses during the service period?

A1. **Consultants will receive a primary contact at each college and the District Office.**

- Q2. Does Maricopa Community College have a preferred consulting team size?  
A2. No.
- Q3. How many senior and executive level leaders comprise the population to be served?  
A3. There are between 240-290 executive leaders across the Maricopa Community College District.
- Q4. 1.1 Introduction section sets intent to engage the services of a firm to provide executive and senior leadership development consultation district wide; 2.1 Purpose of RFP breakdown of positions of the 10 colleges: What is the total number of executives and senior leadership that is likely to engage during this service agreement?  
A4. There are between 240-290 executive leaders across the Maricopa Community College District. This would represent Associate VPs, District Directors, Deans, VPs, and up. Engagement in these services will be on an as-needed basis.
- Q5. Is there an expected or anticipated number of leadership, coaching, and training programs, per college, to be delivered in a year?  
A5. We don't have an anticipated number. Services are on an as-needed basis.
- Q6. Is there an incumbent?  
A6. There is not a current contract in place for these services.
- Q7. Is MCCCCD considering leadership development, coaching and training programs as a combined experience or separate services over the course of the year?  
A7. Both.
- Q8. Does the system have a preference for coaching delivery – in-person, virtual, telephonic, or combination?  
A8. MCCCCD has a preference for a combination of in-person and virtual.
- Q9. What is the preferred platform for delivery of webinar/virtual courses?  
A9. Zoom, Google Meet, or WebEx.
- Q10. How will leaders contact consultants to schedule one-on-one coaching sessions?  
A10. Leaders will contact consultants directly or through assistants.

Q11. Through what delivery system are participant status reports to be delivered (email, secured document sharing platform, etc.)?

A11. Reports may be delivered via email.

Q12. Will consultants have access to prior professional review information on senior and executive leaders when preparing to engage in one-on-one performance coaching work?

A12. Vendors may provide a pre-approved intake form.

Q13. Is MCCCCD seeking multiple firms to fulfill this RFP?

A13. Yes, this contract will be a multi-award to fulfil the varying needs of our colleges.

Q14. Are you looking for coaching firms that also do or offer training solutions, or are you looking at building a collaborative team of contractors (pool) to provide the full array of services requested?

A14. MCCCCD is building a pool of contractors for the services listed in the RFP.

Q15. Would we be considered non-responsive if we do not include training or course offerings and only executive coaching?

A15. Proposals may offer only executive coaching.

Q16. If a company only wants to offer a Value-Added Offering and not bid on the entire SOW, is that acceptable? And, should that be through the same process?

A16. Yes, that is acceptable.