1. Is the consultant expected to use the internal and external data to create an initial listing of possible strategic issues to be digested and discussed with an internal planning team?

Answer: Yes.

2. How much data will be provided? A listing of what to expect may help with the costing of this part of the work.

Answer: Pima Community College posts many reports to its website. Visit the Planning and Institutional Research (PIR) webpage at http://pima.edu/administrative-services/planning-institutional-research/index.html.

3. Is the consultant expected to help PCC determine the adequacy of the data provided for the above analysis?

Answer: Yes.

4. Would it assist in selection if final cost proposal were segmented into the key components of strategic planning?

Answer: Yes, although it is not required.

5. Will expertise of staff re: educational institutions be a major evaluation factor?

Answer: Experience with and, especially, knowledge of, educational institutions would be a valuable asset.

6. Would familiarity with Tucson assist the proposer in winning the bid?

Answer: Knowing what educational choices are available to students is relevant to enrollment management and market penetration. This information/knowledge can easily be learned by the proposer.

7. What training and implementation assistance has Pima Community College (PCC) already received from SCT Banner? What is the training commitment from SCT Banner in the future for the implementation and training on Banner recruitment modules?

Answer: Pima Community College is not currently utilizing the Banner Recruitment module, nor have we received any training or implementation assistance from SCT Banner. As we have not yet purchased, or committed to purchasing, the Recruitment Module, there is no training or commitment from SCT Banner.
8. Where may providers find additional information on the reasons the Higher Learning Commission’s (HLC’s) probationary status?  
RE: Page 4, Section 2, #2

Answer: All documents concerning accreditation and probation have been posted to the PCC website, at http://pima.edu/about-pima/probation/index.html.

9. How does this project help PCC address any HLC concerns?  
RE: Page 4, Section 2, #2

Answer: Please see Core Component 4.C at the HLC’s website, which is http://www.ncahlc.org/Information-for-Institutions/criteria-and-core-components.html.

10. Is there any budgetary guidance available for the total cost of the project?  
RE: Page 8, Section 3, #8

Answer: No.

11. What is the time line for awarding the bid, so that we may estimate a start date for proposed work (this impacts schedule and price)?  
RE: Page 5, Section 2, #3

Answer: TBD

Is it acceptable in the Cost Proposal for the offeror to quote proposed professional fees separate from anticipated travel and other project-related expenses? If so, may the expense amount be estimated as a percentage, or percentage range, of the professional fees?  

Answer: Yes to question (1); no to question (2).

13. P.8: Section 3, Paragraph 9. Appendix  
Section 3, Paragraph 9.a of the RFP (page 8) refers to “the required documents specified in the Appendix of this RFP.” However, the RFP ends with Section 7 providing the language of the Agreement that Pima County Community College District will enter into with the successful offeror, including Attachments A through D. With respect to Section 3, Paragraph 9.a, can you confirm that there is no Appendix to the RFP containing additional required documents?

Answer: Required Form – Page 12 – Section 6: Proposal Form. No cost sheet provided.

14. P.11: Section 5, Checklist  
On p. 11, in Section 5, “Response to Scope of Work” is separated out in the checklist. What is the difference between this item on the Checklist and items e through g under Section 3, Paragraph 4: Qualifications? Does the College expect a separate narrative after the Qualifications items that will summarize the consultant’s response to the Scope of Work?
Answer: Checklist is just a reminder to include; not requirement for separate response.

15. P.4: Section 1
Please define the term “delivery” in the third line. Is this delivery of communications, teaching, or something else entirely?

Answer: How courses are delivered: online, face-to-face, hybrid, etc.

16. P.4: Section 1
How many years of student data does Pima have with regards to admissions and student enrollment patterns?

Answer: Going back to 1999, when the College started using Banner.

17. P.4: Section 1
Does Pima have an installed CRM system now? If so, which functions share access to this system? What vendor is used?

Answer: We do not have a Customer Relationship Management (CRM) solution. We do have an enterprise resource planning (ERP) and/or student information system (SIS) in Banner. The vendor is Ellucian (formerly SunGardHE).

18. P.4: Section 1
Is Pima asking for, primarily, a well-defined strategy and plan of action that covers all of these areas, or should we assume that management of implementation of specific parts of the plan might also be included, even as an optional add-on?

Answer: A well-defined strategy and plan of action, rather than implementation.

19. P.4: Section 1
With regards to Pima’s current space utilization and classroom management software, is there ample data available regarding courses, classrooms, and capacity utilization? We are assuming that the enrollment management plan should contain a plan for how classes and classrooms should be coordinated, but not provide a software/system for managing these? Is this assumption correct?

Answer: Our last full utilization report was done in 2009; this was not a true cost analysis. We do have an internal report available to the campuses called “Facilities Room and Building Utilization Extract”, which assists them in keeping track of when rooms are being used. Several campuses have created their own methods for tracking room utilization at their location. And, yes, it is correct that the vendor is not to provide or recommend software outside of a Banner module.