**ADDENDUM # 1 TO RFP # 0058065**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (**Virginia Tech)

**Procurement Department** (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

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| DATEWednesday, October 24, 2018 | Original DUE DATE AND HOURThursday, November 8, 2018, 3:00 PM |

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| ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kimberly Dulaney, Assistant Director & Contracts Manager E-MAIL ADDRESS: kdulane@vt.edu TELEPHONE NUMBER (540) 231-8543FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221 |

ORGANIZATIONAL CONSULTING SERVICES

1. The following questions have arisen as a result of the aforementioned RFP:

**Question 1.** Does Virginia Tech have an existing group of vendors who have qualified for similar services? How many vendors are included in the qualified group?

**Virginia Tech Answer:** We have access to a number of consulting contracts. These contracts are accessible on the VASCUPP website: <https://vascupp.org/contracts.php>.

**Question 2.** Can you provide a list of example projects that may result from this procurement vehicle?

**Virginia Tech Answer:** This will be for new services on a term contract, as-needed basis. Potential projects for which services may be desired include process redesign, assessment of organizational capacity and structure, operational efficiency.

**Question 3**. If there is an existing contract for a similar set of services, can VT provide example list of task orders that have been issued?

**Virginia Tech Answer:** This is for new services.

**Question 4.** Is there a target level of SWAM participation? Will it be acceptable to identify potential partners when a task order is issued for a specific scope of work?

**Virginia Tech Answer**: We encourage SWaM participation. If you utilize SWaM vendors during the course of any assignment, we would prefer tier 2 reporting.

**Question 5**. When does VT expect to make a decision on this procurement? Will prospective vendors be invited to make a presentation during the decision making process?

**Virginia Tech Answer**: We would like to make an award as soon as possible. Once we review the initial responses, we have the option of inviting selected vendors in for presentations if we need further clarification. Those vendors will be notified of their selection during the negotiation phase.

**Question 6.** What additional information can you provide on the stakeholder groups selected to participate in discussions for discovery, needs assessment, vision/strategy, etc.?

**Virginia Tech Answer:** Not applicable at this time; this information will be unique to the individual project and engagement.

**Question 7.** Do all the stakeholders reside within the same location or are they co-located?

**Virginia Tech Answer:** A majority of the stakeholders for each project will be located at the same location; however, there may be instances of co-location.

**Question 8.** How will the University oversee the department requests for services between the consultant and the specific department posting the statement of work?

**Virginia Tech Answer**: Departments at Virginia Tech will be able to self-engage with any of the contracted vendors and oversee their own projects.

**Question 9.** What percentage of work does Virginia Tech expect to be performed by the consultants in regards to on-site vs remote work?

**Virginia Tech Answer:** This information is not known at this time.

**Question 10.** What initiatives for this contract have been discussed as priorities for Year One?

**Virginia Tech Answer:** This information is not available at this time and will be unique to the individual project and engagement.

**Question 11**. Could more than one vendor be awarded to perform on the same services?

**Virginia Tech Answer:** Yes. The RFP allows for more than one award although that may not be the case. We will review all proposals and make awards based on the best interest of Virginia Tech.

**Question 12.** What is the estimated budget for year one of this initiative? For the Option Years?

**Virginia Tech Answer:** This is not known as it depends on the capacity in which any contract awarded is used.

**Question 13.** The RFP notes that the contract period will be for one year, or as negotiated. Is there any significance to one-year period as it relates to VT’s planning timeline? Any key milestones we should be aware of?

**Virginia Tech Answer:** This will be a term contract with an initial term of 1-year, which is typical for all term contracts. This contract is not Project Specific, but instead, will provide for services on an as-needed basis.

**Question 14.** The RFP references “requesting department.” Are all university functions and units included under this description, i.e., academic units and administrative units? Administrative functions like finance, HR, IT, procurement, facilities, real estate, etc.? Student-related functions like admissions, financial aid, advising, student -affairs? Or, is the request to look at just back-office administration functions?  This will help shape the response accurately knowing what’s in or out of scope future looking.

**Virginia Tech Answer:** It is the intent of the RFP and resulting contract(s) to allow for individual departments to use the consulting services provided for under the Additional Goods and Services clause.

**Question 15.** The RFP provides some examples of organizational and operational areas where you might be seeking assistance, but also specifically lists strategic advisory services as an area of focus. Can you provide some more information on what kind of support you would be looking for in this area? Additionally, the listed areas of need (e.g., organizational design and culture) mentions the need for a broad range of services; of the types of work you list, are there any that you anticipate being the most critical?

**Virginia Tech Answer:** The service type will vary depending on the specific project and departmental need. Determination of the most critical work need cannot be made at this time.

**Question 16.** In the cost proposal section it asks the firm to “provide an overview of the methodology of providing consulting services and identify all costs associated, broken down by activity, with providing services.”  Methodology may vary by type of project. Since no specific projects have been defined yet, is it acceptable to provide a more general, high-level approach?

**Virginia Tech Answer:** A high-level approach is preferred as we may use this contract in different areas for different assignments. An hourly rate for job titles and a description of what additional fees will be charged will be acceptable.

**Question 17.** Has Virginia Tech started to define the organizational approach or is there a preferred methodology?

**Virginia Tech Answer:** No

**Question 18.** What type of contextual information and existing documentation can be provided to the awarded vendor from previous initiatives the university has pursued, if any?

**Virginia Tech Answer:** Since this will be a new contract, there are no previous services related to the scope outlined in the RFP.

**Question 19.** Who is (are) the key stakeholder(s) driving the strategic organizational development initiative?

**Virginia Tech Answer:** The stakeholders will vary depending on each department that chooses to engage a project.

**Question 20.** Who are the stakeholder groups (working groups) that will participate in the projects?

**Virginia Tech Answer:** The stakeholder groups will vary based on departmental need and each unique project.

**Question 21.** Is it possible that students could be available to the consultant to provide insight on defined projects, if needed?

**Virginia Tech Answer:** The vendor should disclose any use of student consultants in their proposals.

**Question 22.** Can you please share the impetus for this solicitation?

**Virginia Tech Answer:** The University, through its Beyond Boundaries vision, is in the midst of a bold transformation. This transformation, intended to be sustainable, is critical to the support the growth in enrollment, infrastructure, and research that is projected over the next five years. Organizational and operational excellence are paramount to long-term success. To support the bold transformation and operational excellence initiatives, the university seeks experienced firm(s) to provide a broad range of strategic consulting services.

**Question 23.** Does Virginia Tech have established milestones that it continues to monitor or a preferred completion date for the Beyond Boundaries project? What other projects are planned for using consulting services?

**Virginia Tech Answer**: Beyond Boundaries offers a foundation for a continually evolving strategic plan. The university is in the midst of a large strategic planning initiative. For specific information about these, please see[**https://strategicaffairs.vt.edu/**](https://strategicaffairs.vt.edu/)**.**

**Question 24.** Does Virginia Tech expect to have a primary sponsor or steering committee to which the successful firm will report?

**Virginia Tech Answer**: No. Departments at Virginia Tech will be able to self-engage with any of the contracted vendors and oversee their own projects.

**Question 25.** In describing our services and capabilities, is it acceptable to use our own service structure/definitions, or should we follow the categories listed under VII.STATEMENT OF NEEDS, part A, or is there another set of categories you would suggest?

**Virginia Tech Answer:** Vendors may use their own service structure and definitions in their proposals.

**Question 26.** Will there be a central Beyond Boundaries sponsor or program team that will coordinate different Requestor engagements under this contract, or will consultants work directly with requestors - or both?

**Virginia Tech Answer:** Consultants will work with requestors. Departments at Virginia Tech will be able to self-engage with any of the contracted vendors and oversee their own projects.

**Question 27.** Could you share any examples of specific initiatives or projects (current or planned) under the Beyond Boundaries transformational effort?

**Virginia Tech Answer: Not at this time.** Beyond Boundaries offers a foundation for a continually evolving strategic plan. The university is in the midst of a large strategic planning initiative. For specific information aboutthese, please see[**https://strategicaffairs.vt.edu/**](https://strategicaffairs.vt.edu/)**.** One specific initiative is the HR Transformation, moving the human resources function from a transactional-focused unit to a strategic HR division.

**Question 28.**  What are the university’s specific goals and/or outcomes of this project? If increased enrollment is a goal, please provide specific desired growth numbers/rates.

**Virginia Tech Answer:** This information is not available at this time and will be unique to the individual project and engagement.

**Question 29.** Because the specific scope of work for individual projects is yet to be determined, can bidders submit proposals even if they are only able to provide some of the requested services?

**Virginia Tech Answer:** Yes, please submit proposals on services you can provide.

**Question 30.** Has the university secured funding for this project?

**Virginia Tech Answer:** Any contract awarded as a result of this solicitation will not be project specific but will be used throughout the term for different projects. The winning contractor(s) will submit project pricing based on rates submitted in response to this solicitation for any project going forward, upon which a purchase order will be issued against the contract for a particular project.

**Question 31.** Will bidders be scored for each service area they can provide or will bidders be scored based on whether or not they can provide all services (i.e., a reduction in score if unable to provide specific services)?

**Virginia Tech Answer:** Each proposal will be scored based on the scoring criteria outlined in the RFP using a holistic approach.

1. No other questions will be accepted for this RFP.
2. All other terms, conditions and descriptions remain the same.
3. The due date and hour remains Thursday, November 8, 2018, 3:00 pm.

I acknowledge that I have read and understand this addendum in its entirety.

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Signature Date

Revised 01/01/2018