

RFP# CU2201 Q&A

Concord University extends its thanks to the vendors who have shown interest in our Market Analysis project and submitted questions. Below is a list of answers to the questions we received. Duplicate questions have been eliminated.

- 1. With any implementation plan, we recognize that there are lot assessments to be made, from both internal and external perspectives. With that context, regarding the 5-year implementation expected as part of this research, would it be possible to elaborate on the specific questions you expect the *external* vendor to be responsible for?**

Based on reliable data in the areas of student demand, job markets, and competitive intensity, what academic programs should Concord University consider adding? What changes (if any) should be made to our current academic portfolio?

- 2. How many programs do you hope to evaluate with this research partnership?**

We are open to recommendations from the consultant.

- 3. Can you provide more insight into your expected timeline including a) overall expected completion time and b) any internal milestones that will be need to be hit along the way?**

- a) We expect the project to be completed within 6-12 months.
- b) Phase I – Research: 2-4 months
Phase II – Workshops: 2-4 months
Phase III – Final report: 2-4 months

- 4. Is there a budget identified for this research partner?**

There are Title III grant funds designated for this project, but institutional funds may be utilized as well. Bids should include tiered pricing for different levels of services offered.

- 5. What is the anticipated number of competitors in the competitor comparison?**

We are interested in comparing competitors in West Virginia, southwestern Virginia, eastern Kentucky, and southeastern Ohio.

- 6. Given the resurgence of COVID-19, does Concord envision the workshop referenced in Section 4.2.2 to be delivered on-site? Or would a virtual workshop be considered equivalent/preferred?**

A virtual workshop will be considered equivalent.

- 7. Exhibits marked B, C, and D on the procurement site are labeled as A, B, and C, respectively, at the top of each document. For example, the W-9 is referred to as Exhibit A in RFP section 2.4 and says Exhibit A on the top of the form; however, the link on the procurement site is labeled as Exhibit B W9 and the link labeled Exhibit A is the Vendor Registration and Disclosure Statement. Please clarify the Exhibit lettering for forms that bidders should complete.**

This error has been corrected. The correctly lettered exhibits are now on the RFP website.

- 8. The RFP specifies hard copy shipment; however, FedEx does not typically deliver to a PO Box. Does the university have a separate address bidders should use for shipping via FedEx?**

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- 9. Who is the key sponsor of this initiative?**

The primary source of funding for this initiative is Title III grant funding from the US Department of Education.

- 10. Is Concord open to incorporating interviews and focus groups of stakeholders to gather a more comprehensive perspective of demand?**

Yes.

- 11. Different people have different meanings for the word "implementation plan" - could you please describe what would be included in this "implementation plan" as well as what would not be excluded?**

The implementation plan should advise university leadership on a course of action for implementing new programs and modifying existing programs. This plan should support the overall goal of increasing enrollment and profitability for the institution.

- 12. Regarding form WV-72, we believe this WV code appears to be tied to "public improvement contracts" and are curious if this RFP falls into this category. More specifically, is this form WV-72 a required document for our proposal given our classification as research/consulting services?**

The WV-72 is not required for this RFP.