

Northern New Mexico College
RFP#2020-001
Higher Education Cost Analysis, Program Demand Assessment,
and Related Evaluation Services

Response to Written Questions
Posted – July 5, 2019

1. *Question: We are interested in understanding the criteria for continuation of the work beyond the 11-month period described in the RFP, including the scope of work for additional years of support, and whether Northern New Mexico College (NNMC) has secured funding for additional work beyond the initial 11-month term?*

Funding for this project has been secured from State, Federal, and private foundation sources for multiple years not to exceed four (4) years. Proposed multi-year contracts will need to be well defined and justified in the Offeror's Project Plan. It is important to note that not all objectives listed in the Scope of Work would require multiple contract periods in order to be completed and that 'phased' plans may be appropriate.

Per the New Mexico Procurement Code 13-1-150-B for multi-term professional service contracts over \$25,000, the term limit, including all extensions and renewals, is four (4) years. Because of this restriction in the Code, after four (4) years NNMC will be required to go back out to RFP to continue professional services requested in this RFP.

2. *Question: Could you please provide quantities of NNMC's prospective students in its inquiry pool for entering classes 2020-2022? Could you also please provide the current student size for all class years including a breakdown of credited vs. non-credited students?*

Student enrollment in Fall of 2018 was 864 Full Time Equivalent (FTE) and in Spring 2019 it was 754 FTE. Enrollment is predicted to grow 5% every academic year. Current average class size is 11 students for face-to-face courses and 15 students for online courses. All courses are for credit.

3. *Question: As it relates to the "environmental scan with comparison data from comparable markets to determine current and long-term demand for undergraduate degree programs and certificates in NNMC's service area", could NNMC define its services area?*

As stated in the RFP, the college primarily serves rural communities within a 40-mile radius of its main campus in Espanola, New Mexico. It also has branch locations in El Rito, NM (about 30 north of its main campus) and recently signed an MOA to provide select degree programs at the Santa Fe Higher Education Center in Santa Fe, NM (about 26 miles to the south of its main campus). To clarify, in addition to the rural communities of Northern New Mexico, NNMC also serves students from Taos, Santa Fe, and Los Alamos.

4. *Question: Do vendors need to include Appendix C – Mandatory Requirements Checklist or is this a reference document.*

Appendix C is a reference document for Offerors and does not need to be included in the proposals.

5. *Question: Should vendors add to the Letter of Transmittal Form acknowledgement of any addenda?*

Offerors may reference any additional requested terms and conditions that they have included in their proposal as an addendum to the Letter of Transmittal Form. Please note, that per the RFP, additional terms and conditions requested by the Offeror to be included in a negotiated contract with Northern New Mexico College must be included in Binder Two of the Offeror's proposal. The acceptance of such terms is at the discretion of NNMC, in accordance with applicable New Mexico Statutes.

6. *Question: Could you please confirm that business reference questionnaires are due on July 17th (clarifying since this is one day after the RFP is due)?*

This is correct. The Procurement Manager must receive the Past Performance Questionnaires from the company reference contacts, by close of business on July 17, 2019 for consideration by the evaluation committee on July 18, 2019. The questionnaires may be submitted with the proposal, as long as all contact information for the references is provided for verification by the Procurement Manager.

7. *Question: What is the intended output of the predictive analysis: overall enrollment, program-specific enrollment, or another metric? What is the intended timeframe for the prediction, e.g., 1 year, 5 years, or 10 years?*

The intended output will be program-specific enrollment for 1, 3, and 5 years at a minimum.

8. *Question: Would you like assistance developing your institutional strategic plan, or training and best practices in strategic planning? How would you like the strategic plan to be linked to the research on program markets and economics?*

NNMC is not currently seeking assistance with its institutional strategic plan, though the results of this project may inform future revisions of the plan. The college's current strategic plan has four areas of effort, including enrollment growth and student success. NNMC will use the results of this project to assist in identifying degree programs that will help the college to increase its enrollment, while preparing its graduates for high-demand careers.

9. *Question: Could you provide more details or specificity concerning "motivational factors of current and prospective students"? Are you seeking primary research findings, or secondary research on demand trends?*

Research on student/consumer demand trends will be the primary target. The college would like to use the research findings to guide its recruitment efforts.

10. *Question: Will the College have an internal "Steering Committee" for the project? If so, what is its composition?*

NNMC will have a steering committee for the project composed of the Office of the Provost, the Office of Business and Administration, the Office of Institutional Research, in addition to assigned deans, chairs, and program directors.

11. *Question: Are Oral presentations anticipated to be conducted?*

Due to the quick turnaround time requested in the RFP, the evaluation committee will be not be conducting oral presentations. Instead, evaluations will be based solely on the quality and content of the submitted written proposals. NNMC will have additional interaction with the finalists during the Best and Final offer negotiations.

12. *Question: Who will serve as the NNMC "Contract Administrator"?*

The designated contract administrator will be the NNMC Provost, Dr. Ivan Lopez.

13. *Question: What level of research staffing is available to support the project?*

There will not be a special, 100% staff position assigned to the project. However, the Provost will assign, as required, the Office of Institutional Research and various deans, chairs, project directors, and/or other faculty/staff to assist as required. The Vice President for Finance and Administration will also assign the budget analyst and comptroller to assist the project as required.

14. *Question: Do you have a budget range for this project?*

NNMC's budget for the project will be determined based on the outcome of the RFP process.

15. *Question: You state the project would start August 1, 2019 or as soon as possible thereafter. Is mid-September too late for a start date?*

NNMC anticipates that a contract(s) will be executed by early to mid-August and that services will commence shortly after. The Offeror should clearly address their proposed start of services in their project plan and milestone chart.