

Addendum 2

Q&A:

1. Section 2, item a. on page 13 asks for “list of proposed equipment/goods, etc. including operating parameters, illustrations, etc.” Are you asking for a list of project deliverables? Can you provide an example of what you mean by “equipment, goods, operating parameters, and illustrations?”

We are requesting a listing of project deliverables to include: Goods like monthly, quarterly, year-end reports; operating parameters like project timelines; and illustrations example of reports, timelines, campaigns, and project management plans. For this project there no expectations for equipment needs to implement the project.

Section 3.2 on page 6 stipulates three phases for the program demand analyses. If we were able to consolidate the phases, would this be acceptable, or are there specific considerations that require the analyses to be conducted as separate projects?

We are open to consolidating the phases.

2. Could you elaborate on what you are looking for with the phrase “learner profile” on stated on page 6? What would this deliverable look like for you?

Learner profile refers to the unique characteristics which would make the ideal student learner for the specific program.

3. Section E., item c. on page 12 states that “Contractor must provide proof of insurance via a Certificate of Liability Insurance (COI) to the EVMS Materials Management Contract Specialist upon award of contract.” Attachment E on page 33, Contractor’s License & Insurance Information, states that “Copies of all licenses and certificates must be provided.” Are we to complete and provide Attachment E and our COI with our proposal submission or upon award of contract?

- Attachment E on page 33 applies to Contractors for construction services
- COI submission required only upon award of contract

4. Can you share your traditional funnel metrics by program for the programs listed on page 6?

Below is the standard traditional funnel across all programs. We need to capture and track inquiries, prospects and convert applicants to completed applicants. In addition, we have established early assurance (acceptance) articulation agreements with several institutions that need to be cultivated. Please see attached weekly report spreadsheet that captures 3 years snap of applications, offer, and accepted students.

