NORTH HENNEPIN COMMUNITY COLLEGE

REQUEST FOR PROPOSAL (RFP)
FOR RESEARCH AND DATA ANALYSIS SERVICES

ADDENDUM NO. [1]

The Proposal due date of Wednesday, September 8, 2021 will not change as a result of this Addendum.

CLARIFICATIONS/QUESTIONS:

Q1: Can you provide some examples of the types of projects you're expecting the vendor to work on?
A1: Historically the types of projects have included: In-Depth Interviews with Non-Matriculating Adult Students, Survey of Students who Stopped Out/Dropped Out, Best Practices in Weekend Colleges, Models for Student Success, Data Analysis on English Curriculum Change, Labor Market Analysis, Study of Alternative Health Occupations to Nursing, Enrollment Projection Analysis, Benchmarking Centers for Teaching and Learning

Q2: Our office does not have adequate strength in all areas of needed expertise but is very strong in some specific areas. Would you accept proposals for portions of the work being sought?
A2: Ideally NHCC is seeking a vendor with a broad capacity to meet our research needs. Proposals will be scored based on the ability to meet these needs.

Q3: What outside firm(s) has/have done this kind of work for you in the past five years?
A3: The incumbents we’ve used are immaterial to this RFP, as it is written to our current needs.
Q4: Why are you seeking this arrangement now (why this RFP now)?
A4: Minnesota State Policy/Procedure requirement.

Q5: What topics/types of research projects are you anticipating?
A5: See response to question 1 above for a list of recent topics/types of research projects.

Q6: “Packages” of research can be of any scope and cost, including in our work with community colleges. Is there any more scope guidance you can provide that would help us shape a plan that will be most helpful for NHCC? (i.e., do you have specific research/data analysis needs in mind for Year One or ideas of what the research queue may include?)
A6: See response to question 1 above for a list of recent topics/types of research projects that NHCC has requested.

Q7: Do you have a Year One budget approved/requested for starting this three-year period?
A7: Currently a Year One budget has been requested based on historical expense. That amount is subject to change, based on the RFP results.

Q8: For the quantitative work: How many studies per quarter, what size of sample, what are the sample source for the studies, how long are the reports, and in what form are they needed? Will it be the vendor’s responsibility to contribute to planning study types and identifying associated project specs?
A8: Current vendor has a queued system where NHCC is granted one project at a time. Projects vary in method depending on the interests of the college. The number of projects per quarter differs based on the projects selected by the college. At times college “interests” are broken into multiple/smaller components, but always conducted one after the other.

Q9: For the secondary studies: Please share study examples to help us better understand the nature of this aspect of the relationship.

Q10: For the qualitative work: How much qualitative work is planned (e.g., in-depth interviews, focus groups, bulletin boards, online communities, etc.)? For points 1-4, please provide an overview of your calendar. Is it incumbent on the partner/vendor to help define various aspects of these efforts?
A10: The amount of qualitative work has depended on the research interests of college leadership. Currently our vendor does not come on campus so developing focus groups guides are as far as the vendor implements that particular method.
Q11: Please name the regular occurring studies that need to be done, including sample sizes, method, and planned dates.
A11: There are no regular studies. Over the past five years we have only repeated a study once. That particular study evaluated a major curriculum change.

Q12: Is there a main contact to whom the analyst reports or coordinates requests from internal NHCC employees? Is there a direct liaison with the Director of Institutional Research and Effectiveness, or will be a dedicated conduit with specific college missions?
A12: Currently the Director of Institutional Research and Effectiveness serves as a liaison between the college and the vendor.

Q13: The RFP references “data analysis techniques” and “predictions.” Please provide some specific examples on any advanced analytic techniques and predictive modeling that will be expected so we can more appropriately address capabilities, methodologies, and technologies that will be leveraged.
A13: Past projects have included enrollment forecasting and comparative analysis. Comparative analysis has been of binary, categorical, and continuous data using parametric and non-parametric tests of statistically similar groups. Enrollment forecasting used both linear and logistic regression, along with ARIMA methods.

Q14: We interpret the Technical Requirements to be focused on analysis and contextualization of existing institutional data and those collected during the engagement. Please indicate if programming/data query services will be provided by NHCC, or if the vendor will need to fulfill extraction from NHCC databases (mining NHCC’s Hobsons CRM data, SIS, etc.).
A14: Historically NHCC Institutional Research and Effectiveness staff has provided data to the vendor for analysis.

Q15: What tools, platforms, etc. will the analyst be given access to integrate and communicate with internal team members at NHCC? Might this include an NHCC email account, access to the survey platform, etc.?
A15: The college liaison will be the primary connection to the college.

Q16: Are there expectations to oversee or execute day-to-day institutional research functions such as external reporting (e.g., IPEDS, Compliance Reporting, Enrollment Data steward, etc.).
A16: No.

Q17: How many visits to campus are needed and for how long of a duration?
A17: Campus visits are not a requirement.
Q18: What is the budget for this engagement?
A18: We are looking for proposals that meet our needs and not a proposal that is written to a specific budget. Please respond accordingly.

Q19: We are impressed with NHCC’s thorough presentation of DEI issues and initiatives. To what extent will research initiatives explore these topics, as we identify the various personnel and backgrounds that will be best suited to interact with certain constituent groups and topics of varying sensitivity?
A19: Research projects stem from the interests of college leadership and their strategic priorities. DEI is an important strategic direction for the college.

Q20: Regarding presentation of data, we acknowledge the fulfillment of formal presentations and report production (static). Please describe additional reporting responsibilities expected from the vendor such as interactive reports, dashboard building/hosting, etc. If dashboarding is a desired output, please describe the nature, e.g., build and manage internal/external dashboards for institutional leadership/staff and/or public-facing purposes.
A20: Present/debrief with stakeholders and written reports required from projects. Interactive reports or dashboards not required/expected.

The above ADDENDUM shall be attached to and become part of the bid. Receipt of this Addendum shall be acknowledged by including it with the bid. Failure to do so may subject BIDDER to disqualification.

END OF ADDENDUM NO. [1]