MINNESOTA STATE COLLEGES AND UNIVERSITIES

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

REQUEST FOR PROPOSAL ADDENDUM #1
FOR
OPERATIONAL SUPPORT, BOARD DEVELOPMENT
and STRATEGIC PLAN IMPLEMENTATION
SUPPORTING ST. CLOUD TECHNICAL & COMMUNITY COLLEGE FOUNDATION
Responses to RFP Questions:

1. The RFP states the duration of the work will be up to six months. Is it likely that our work will last significantly less than six months? This information is helpful for timeline and budgeting purposes.

   SCTCC is currently engaged in a search process to hire a permanent SCTCC Foundation Director. The length of the contract will vary depending upon the outcome of the search and experience of the permanent hire. At this time, based on the best possible outcome of the search process, the contract would be in place for a minimum of two months (July 1 through August 31).

2. Is there a specific budget SCTCC is looking to invest during this time?

   The monthly budget estimate is approximately $12,000.

3. Because we are an agency with multiple employees, are you open to having several individuals service your account, or are you seeking one person to do all of the work?

   We are seeking one individual for consistency purposes.

4. Is it your expectation that the consultants work at SCTCC or is remote work possible?

   Remote work is possible.

5. What kind of staff and volunteer resources does the foundation have? We see an administrative assistant role on the website, can you describe that role and responsibilities? Also, what is normally contributed by the board?

   SCTCC has employed one full-time Administrative Assistant who provides support to the Foundation. Duties include general office management, managing the scholarship distribution process, managing department financial correspondence, providing customer service and support, and assisting with special events. There are currently fourteen board members. Board members and campus faculty and staff volunteer to provide assistance for various fundraisers. Board members also chair various committees and have been involved in reaching out to donors and potential donors.

6. In reviewing the deliverables, this appears to be interim work prior to sourcing and selecting a new Foundation Director. Our question is related to the stated deliverable “Donor stewardship, assuring acknowledgement process". Would you please be able to elaborate on your expectations and depth of involvement with this process? Did you want the vendor to speak with the donors at any length and how many do you have?
Expectations include involvement and coordination to reach out to donors that have contributed to the Foundation with the appropriate recognition of their gifts. In addition, the vendor would be expected to ensure that those interactions lead to creating and cultivating relationships that provide opportunities for future collaborations and investments. The vendor would also work with the Foundation Board to identify past and potential donors, ensuring that connections are made with those individuals to establish a positive and collaborative relationship.

7. The annual fundraiser – looks like in the past you have conducted the annual Brewlash event with silent auction. Assuming this will be live vs on-line. Can you share the number of participants in the past and what the fundraising goal might be this year? This might assist us in estimating the amount of time required to lead this effort.

It is intended that the fundraiser will be live and back on campus. The event is scheduled for Thursday, October 28 and approximately 350 guests are expected. Last year the event raised in excess of $45,000 (after expenses) and we expect that we will exceed $50,000 net this year.

The proposal due date of June 2, 2021 will not change as a result of this addendum.

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 #1