

San Diego Community College District

Request for Proposal (RFP) No. 20-06

Executive Recruitment



ADDENDUM NO. 1

March 20, 2020

CERTIFICATION OF RECEIPT OF ADDENDUM

I certify that I have received this addendum on behalf of the company listed below.

Signed: _____ **Dated:** _____

Name and Title: _____

Company: _____

**Request for Proposal (RFP) No. 20-06
Addendum No. 1**

This addendum is considered to be part of the Request for Proposal (RFP). All other terms of the RFP remain unchanged. This addendum is intended to provide additional information and/or to change requirements in the above referenced RFP.

To verify that all Proposers have received a copy of this addendum, please sign the cover page of this addendum and return it with your proposal to:

San Diego Community College District
Purchasing & Contract Services
Attn: Rochelle Lowe, RFP #20-06
3375 Camino del Rio South, Suite 270
San Diego, CA 92108

The information in this addendum is primarily the result of Question and Answer period that closed on March 20, 2020. Note that the timelines are subject to change and Proposers will be notified via an addendum that will be posted on the SDCCD Purchasing and Contract Services webpage.

RFP 20-06 SCHEDULE -- revisions

April 14, 2020	Proposals Due (email) by 4:00 p.m. PST 3375 Camino del Rio South, Suite 270 San Diego, CA 92108
April TBD, 2020	Interviews of Semi-finalists (if required) Individual interview appointments for each Proposer
May TBD, 2020	Anticipated Governing Board Approval

RFP 20-06 Questions and Answers:

QUESTION1: Due to the current national coronavirus situation, is there any flexibility to only submit the proposal via email (rather than physical copies and a USB)?

ANSWER1: Given the current national coronavirus situation, proposals may be submitted via e-mail. The subject line of the email is to read: RFP 20-06 Proposal Submission.

QUESTION2: In addition: could electronic signatures be substituted for original signatures on the documents for the same reason?

ANSWER2: Yes, electronic signatures can be substituted for original signatures

QUESTION3: Finally, with regard to the oral presentations: is the District still planning to hold these in-person, or will they be held virtually?

ANSWER3: Given the current national coronavirus situation, if presentations are requested, the delivery may be requested via an alternate format. A notification will be sent to the Proposers selected for the presentation.

QUESTION4: Will this RFP process be delayed by the COVID-19 crisis?

ANSWER4: The RFP due date has been changed to April 14, 2020 at 4:00pm PST.

QUESTION5: Will the search process be delayed by the COVID-19 crisis?

ANSWER5: Given the current national coronavirus situation, there is a possibility of delay. However the intention is still to have a candidate selected before the current executive leaves.

QUESTION6: Will the oral presentations on April 9th be in-person or virtual?

ANSWER6: Given the current national coronavirus situation, if presentations are requested, the delivery may be requested via an alternate format. A notification will be sent to the Proposers selected for the presentation. The April 9th date was tentative and will be revised.

QUESTION7: Is there a desired budget for this project?

ANSWER7: The budget will be determined when the proposals are received and a review has been completed by the Board sub-committee.

QUESTION 8: Under Special Terms and Conditions it states "The contract awarded for this work will be Fixed Price. Payment terms are Net 30." Would you mind elaborating upon what "Payment terms are Net 30" means?

ANSWER8: Net 30 – within 30 days of receipt of a complete and accurate invoice, payment will be processed by SDCCD for services performed within the scope of work as approved by the SDCCD program manager.

QUESTION9: Regarding original signatures: Will SDCCD accept an electronic from our authorized representative as valid and responsive?

ANSWER9: Yes, electronic signatures can be substituted for original signatures

QUESTION10: What would be the designation of the manpower to be recruited?

ANSWER10: This Executive Recruitment RFP is for a Chancellor for the San Diego Community College District.

QUESTION11: Does the SDCCD have any policy on recruiting only local candidates?

ANSWER11: No. There's no restriction on where the Candidate is hired from.

QUESTION12: Is there a compensation level per hierarchy (eg Director, Sr. Director, etc) ; for us to propose a competitive rate?

ANSWER12: See attached PDF salary schedule or follow this hyperlink <https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20Chancellor's%20Salary%20Schedule%20effective%20January%201%202020%20with%20COLA%202.5.pdf>

QUESTION13: Due to COVID19, are there any provisions for us to submit RFP online?

ANSWER13: Given the current national coronavirus situation, proposals may be submitted via e-mail. The subject line of the email is to read: RFP 20-06 Proposal Submission.

**San Diego Community College District
Chancellor Salary Schedule**

Effective January 1st, 2020

Step	A	B	C	D	E
Monthly Rate	\$25,511.62	\$26,574.59	\$27,681.87	\$28,789.14	\$29,940.71

The Chancellor's salary schedule is to be reviewed by Human Resources on an annual basis or anytime there is a change to the Executive Management salary schedule as a result of an application of RAF funds or other changes resulting in an increase or decrease to the Executive Management salary schedule in effect as of January 1, 2020. The intent of the annual review is to formalize the proportionality between the Executive Management salary schedule and the Chancellor's salary schedule and ensure that the highest step of the Chancellor's salary remains in a range that is at least 25% higher than the highest step of the Executive Management salary schedule. Should there be a departure from the established proportionality, Human Resources may bring forth a recommendation to the Board of Trustees to adjust the Chancellor's salary schedule in order to maintain the proportional relationship between the two salary schedules.

Initial placement on the Chancellor Salary Schedule between January 1 and June 30th shall result in a step increase on the following January 1. Initial placement on the Chancellor Salary Schedule between July 1 and December 31 shall result in a step increase beginning January 1 after completing one (1) full year of service.

A step increase of one increment shall be granted on January 1 of each year after the Initial placement and shall continue until the maximum step of the Chancellor Salary Schedule is reached.

Notes: Effective January 1, 2020 2.5% COLA Across the Schedule