

**REQUEST FOR PROPOSAL**

**PROJECT NO. RFP 19-63**

**Tuition and Fees Consultant Services**

**QUESTIONS AND ANSWERS No. 001**

Date: August 13, 2019

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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Q1. What is driving the need for this initiative(s) at this time?

**Response:** HCC's tuition and fee structure has not been reviewed in some time. Administration think it is important to compare HCC's structure to that of other institutions and consider simplifying it for our students to understand. Changes to the tuition and fee structure may also aid in recruitment efforts.

Q2. Is there an incumbent currently providing any of the services outlined in the scope of work?

**Response:** No.

Q3. Has similar Planning initiative(s) been undertaken by HCC the past?

**Response:** No.

Q4. Is there a page limit for the response?

**Response:** No.

Q5. Will there be an assigned project team/coordinator from HCC? If yes, can you please describe the team?

**Response:** Yes, a team of senior staff members will be assigned as coordinators for this project and provide support to the selected vendor.

Q6. Can you please provide the anticipated timeline for the project(s) (e.g. project launch, and conclude the project)?

**Response:** A more detailed schedule will be developed but, generally we need to meet the following milestones:

- October 2019 – Approval of the selected vendor by administration or the Board of Trustees
- October 2019 – Contract execution and work begins
- January 2020 – Present recommendations to administration and Board of Trustees
- February 2020 – Board of Trustees approves new tuition and fee structure as applicable

- March and April 2020 - Administration begins system changes for Fall 2020 term
- Last week of April 2020 – Registration begins for Fall 2020 term.

Q7. Is there a specific event toward which this project(s) is targeted?

**Response:** Fall 2020 term registration.

Q8. Is there a preferred delivery time frame?

**Response:** Preliminary results of the analysis and recommendations are tentatively due December 15, 2019.

Q9. Is there a preferred methodology the HCC team wants to follow for this project?

**Response:** No.

Q10. Will the selected vendor have complete access to existing materials for reference?

**Response:** Yes.

Q11. Is the price proposal to be in a separate, sealed envelope, or included with the technical proposal?

**Response:** Price proposal should be in a separate sealed envelope and in the electronic file should be separated as well.

Q12. Please confirm the Small Business Participation Goal is 5%.

**Response:** The Small Business Participation Goal is 5%.