



CITY COLLEGE OF SAN FRANCISCO

Addendum No. 01  
RFP 2025-005 – Adult Education Program Needs Assessment  
Proposals Due Date: August 16, 2024 at 11:00 AM PST

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DATE: July 30, 2024  
TO: Prospective Proposers  
FROM: Maritza Rodriguez-Vivas, Purchaser  
SUBJECT: Addendum No. 01 to RFP 2025-005 – Adult Education Program Needs Assessment

This Addendum modifies and forms a part of the Request for Proposal (RFP) issued July 15, 2024 for the above-referenced project. Proposers shall acknowledge receipt of this Addendum in the Attachment E. Failure to do so may subject the Proposer to disqualification.

This Addendum No. 1 consists of receiving questions and District responses.

1. Can you share more about the college's participatory governance process?

*The college's participatory governance is an inclusive internal constituency group engagement to include Student, Staff, Faculty, and Administrator groups. For a more detailed look at our process, please go here: <https://www.ccsf.edu/about-ccsf/participatory-governance>*

2. Do you have examples of other recent research or engagement efforts that have worked well or that we could learn from?

*A few examples have been given in 4.2.2 of the Scope of Work Section.*

3. Does CCSF have bilingual staff that would be available to review draft surveys, interview questions, etc. in language?

*We do have staff who are bilingual and can assist with certain languages. We also have a Language Access Line that can be used for greater reach.*

4. The RFP asks the consultant to "Review and analyze (with support from CCSF's Office of Research and Planning) historical demographic and enrollment data for adult education programs and services." Does CCSF have this data? What are the data gaps?

*CCSF has historical data on our past students, which we will share with the consultant. We will be relying on the consultant's expertise to help identify data gaps. This will largely, but not exclusively, be in the domain of the community we are not currently serving.*

5. How large would you like the focus groups to be?

*That will depend on the relevant targets identified. It should be a statistically significant sample, while balanced for rich feedback discussions. But again, this is where we will rely on the stakeholder engagement and data collection expertise of the consultant.*

6. Is there an expectation that the focus groups will be in-person or virtual (or a mix)?

*A mix of both, in person – for the richness of discussion and feedback, and virtual – for flexibility, is desired for these groups. For example, the initial session may be in person to start the flow of rich discussion, and follow-up meetings may be done virtually. However, the exact format will be discussed with the designated college team.*

7. Is there a desire to provide stipends to students for participating in research?

*The funding that will be used for this project is California Adult Education Program (CAEP) funds, which does not allow for stipends to be given to students. More information on allowable expenses can be found here: <https://caladulthood.org/DownloadFile/14>*

END OF ADDENDUM No. 01