



A D D E N D U M # 1

TO: ALL PROSPECTIVE RESPONDERS

FROM: Mark Anderson, Director, Purchasing Department

DATE: December 13, 2023

RE: Government Relations Services Proposal – RFP24/25-01

The following information is added to the proposal documents for the subject Government Relations Services Proposal.

Question: Can you provide more details about Union College's history and its role in the community?

Response: Union College of Union County, NJ (formally Union County College) is a public community college in Union County, New Jersey. It was founded in 1933 as the first of New Jersey's public community colleges. The College has four campuses: Cranford, Elizabeth, Plainfield and Scotch Plains. It is accredited by the Middle States Commission on Higher Education. For more information, please see our website at www.ucc.edu and the RFP.

Question: How has Union College been recognized by the Aspen Institute College Excellence Program?

Response: The Aspen Prize spotlights exemplary community colleges in order to drive attention to colleges achieving post-graduate success for all students, and is a central way Aspen researches highly effective student success strategies that are shared with the field. The 150 eligible colleges named have been invited to submit student outcomes as the next step in an intensive review process that culminates in the naming of the Aspen Prize winner in Spring 2025. The eligible colleges represent the diversity and depth of the community college sector. Located in urban, rural and suburban areas across 30 states, these colleges serve as few as 169 students and as many as 49,619.

Union has been recognized as a top 25 semifinalist in 2022. In October 2023, the Aspen Institute named the college as one of the top 150 institutions eligible to compete for the Aspen Prize.

Question: Could you elaborate on the specific areas where Union College has a physical presence that requires intergovernmental support?

Response: The College has four (4) campuses- Cranford (Main Campus), Elizabeth, Plainfield and Scotch Plains in Union County, New Jersey.

Question: What are some examples of recent legislative issues that the College has faced or anticipates facing?

Response: Please review the Scope of Services within the RFP, page 21.

Question: How does Union College currently engage with local municipalities and the State of New Jersey, and what gaps do you see in these interactions?

Response: We engage with local municipalities and the State of New Jersey through different modalities. There are no gaps with interactions with Local and State agencies. The RFP is the opportunity for you to highlight your approaches and skill set.

Question: Can you provide more insight into what aspects the College considers when evaluating the reputation and experience of a firm providing similar services?

Response: Please refer to Evaluation Criteria in the RFP. (page 22 of 43)

Question: How does the College prioritize the schedule of fees when selecting a firm for governmental relations services?

Response: The fee schedule is only one part of the evaluation process. Please refer to page 22 of 43 for Evaluation Criteria.

Question: Are there any particular technological support requirements or expectations for the firms being considered?

Response: Please refer to page 22 of 43 for Evaluation criteria. The proposal is your opportunity to tell us about your technological capabilities.

Question: Can you share more about the ideal size and financial stability of a firm from the College's perspective?

Response: Please refer to Evaluation Criteria in the RFP. (Page 22 of 43)

Question: What is the typical format for the interview or presentation process for potential firms?

Response: If the College finds the need to schedule interviews, you will be given the format and presentation process in advance to prepare.

Question: Are there specific areas of focus during interviews, such as conflicts of interest, fees, or technology support?

Response: If the College finds the need to schedule interviews, vendors should be ready to discuss your plan of action and the above topics.

Question: How does the College handle conflicts of interest with other clients, and what are the expectations from the firms regarding this?

Response: Please refer to Conflict of Interest in the RFP. (Page 6 of 43)

Please complete below. A signed copy of this addendum, SIGNED BY AN OFFICER OF THE PROPOSER AUTHORIZED TO DO SO, must be included with your bid submission.

Submitted by _____

Signature: _____

Title: _____

Company or Corporation: _____

Phone #: _____ Email: _____

Date: _____