



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM

SOLICITAION NO.: RFP-0351
ADDENDUM NO.: 1
RFP ISSUE DATE: May 27, 2026
ADDENDUM DATE: June 1, 2026
OPENING DATE: June 8, 2026 @ 4:00PM EST

The following information is being provided in response to written questions submitted for this RFP:

- 1) Is a company required to be registered in the state of Kentucky to be eligible to bid for the contract or can they become registered, if awarded?
a) Only the awarded Offeror will be required to register with the Kentucky Secretary of State. This registration is not required to submit a proposal.
- 2) How many individual leaders will participate in one-on-one coaching under Service A? How many under Service B (Team Leader Engagement)?
a) At this time, for this particular engagement with Southeast Community & Technical College (SECTC), the number of identified individual leaders for on-one-one (A) engagement is ten (10) to eleven (11). For the Team Leader engagement (B), only one (1) leader out of the group has been identified to receive the additional services listed in section B.
- 3) What is the anticipated cohort size for the Monthly Co-Development Calls (Service C)?
a) The anticipated size of the cohort for the monthly co-development calls is ten (10) to eleven (11) since this is a team call where all leaders learn and problem-solve together.
- 4) Is the Offeror required to be a licensed/certified PERILL practitioner, or is demonstrated experience with the PERILL framework sufficient? Will KCTCS accept documentation of equivalent assessment-based experience?
a) The Offeror is not required to be licensed in PERILL assessments, but it is preferred as the college would like the Offeror to be extremely knowledgeable to conduct, accurately interpret, explain, and facilitate the application of the PERILL results with participants. If certification is required by the diagnostic's creator to access advanced analytics, then that is highly recommended as the college desires proper feedback.

For this solicitation, the college desires PERILL assessments and not an alternative-based assessment.

- 5) Section 31 assigns all intellectual and commercial property to KCTCS. Does this include pre-existing proprietary coaching frameworks, curriculum, facilitation guides, or tools that the Offeror brings to the engagement? Or does it apply only to work product created specifically and exclusively for KCTCS under the resulting contract?
a) This would only apply to work created specifically under the resulting contract.
- 6) The evaluation awards 200 points for "Overview and Experience." Can KCTCS clarify what specific evidence or documentation most heavily weights this category—e.g., case studies, client outcomes, years of experience, certifications, or combinations thereof?
a) See section 15 for proposal instructions and consider the scope of work in the proposal submitted.
- 7) What specific outcomes or success metrics is KCTCS/Southeast Community & Technical College hoping to achieve through this engagement? Are there existing pain points, prior initiatives, or organizational assessments that have informed this solicitation?
a) The college has indicated that leadership training is the main objective. This initiative results from a combination of turnover and leadership succession along with a strong desire from the college for collaborative team building.

- 8) When completing the financial cost worksheet, item 1 is requesting a fixed price per participant in One-on-One coaching. Is that okay if there are more than one participant identified for this service?
- a) Yes, the cost spreadsheet is set up to allow the cost per participant to be entered. The resulting contract may have more participants as answered in question 2 of this addendum.
- 9) What specific organizational challenges or gaps prompted this RFP (e.g., turnover, engagement, leadership pipeline)?
- a) The college has indicated that leadership training is the main objective. This initiative results from a combination of turnover and leadership succession along with a strong desire from the college for collaborative team building.
- 10) How many teams will participate in PERILL team assessments and group reviews?
- a) In this engagement with Southeast Community & Technical College, there will be one (1) team of 11 people involved.
- 11) What is the anticipated average cohort size for monthly sessions?
- a) The anticipated size of the cohort for the monthly co-development calls is eleven (11) since this is a team call where all leaders learn and problem-solve together.
- 12) Will KCTCS provide access/licenses to the PERILL assessment tool, or is the vendor responsible?
- a) The Offeror should provide the assessment tool. This should be reflected in the cost of the services.
- 13) Should the vendor be certified in PERILL administration or partner with a certified provider?
- a) The Offeror is not required to be licensed in PERILL assessments, but it is preferred as KCTCS would like the Offeror to be extremely knowledgeable to conduct, accurately interpret, explain, and facilitate the application of the PERILL results with participants. If certification is required by the diagnostic's creator to access advanced analytics, that is highly recommended by KCTCS as the college desires proper feedback.
- 14) Are in-person sessions centralized or spread across multiple campus locations?
- a) In-person sessions are to be held at the address listed within the scope of work in the RFP.
- 15) What travel expectations should vendors assume for the four in-person PERILL sessions?
- a) Vendors should determine if the sessions would require multi-day meetings or one-day meetings. This should be reflected in both the written proposal and the cost based on the estimated number of participants identified with SECTC.
- 16) Can you clarify whether independent or contract-based trainers (e.g., 1099 facilitators not on payroll) are permitted under this RFP, and if they are considered subcontractors requiring prior approval or disclosure?
- a) Per section 40 of the RFP, No part of the operation may be subcontracted without prior approval of KCTCS unless approved prior to the award of the contract. If the Offeror plans to subcontract the work out to another independent trainer, this should be disclosed in the written proposal as part of the evaluation process. KCTCS will not directly pay subcontractors for a contract award to the Offeror under this solicitation. All payments will be paid to the Offeror, and the Offeror will be responsible for the conduct and results of any subcontractors employed to perform the contracted services.
- 17) Does KCTCS have a budget range or not-to-exceed amount for this engagement?
- a) This information is not available. KCTCS encourages Offerors to provide their best pricing in response to this solicitation.
- 18) Should pricing be quoted as a flat annual fee or per-session rate?
- a) Per the scope of work the engagement period is expected to be one (1) year. The rates provided should be for the engagement of the Southeast Community & Technical College at this time.
- 19) Should travel and lodging for in-person PERILL sessions be included in the quoted price or billed separately as reimbursable expenses?
- a) Per the details contained in the financial cost worksheet, all travel-related expenses to and from the college must be included in the price. The in-person engagements will most likely be conducted at the SECTC Middlesboro Campus @ 100 College Road, Middlesboro, KY. Please refer to the financial cost worksheet for additional information.
- 20) The Scope of Work lists the use of PERILL assessments. Does KCTCS and/or SECTC have an existing partner for facilitating the PERILL diagnostic assessments that will continue through the duration of the new engagement?
- a) KCTCS/SECTC does not partner with any suppliers to conduct PERILL assessments. This is an expected service to be provided by the successful Offeror awarded from this solicitation.

- 21) Under Team Leader Engagement, one of the bullets lists: "Facilitation to connect individual leadership development to the broader team mission and objectives." Will the selected consultant be tasked to assist teams with developing their mission and objectives, or, does this refer to the overall college mission and objectives?
- a) The successful Offeror is expected to assist the team with developing their mission and objectives as a leadership team which will connect to the overall mission and objectives of the college.

Bidders must acknowledge receipt of this and any addenda either with solicitation or by separate letter or email prior to award of contract. If by separate letter, the following information should be placed in the lower left-hand corner of the envelope:

RFP No.: RFP-0351

Title: Leadership & Team Development Services

Name of Firm: _____

Authorized Signature: _____