



June 5, 2025

TO: ALL BIDDERS

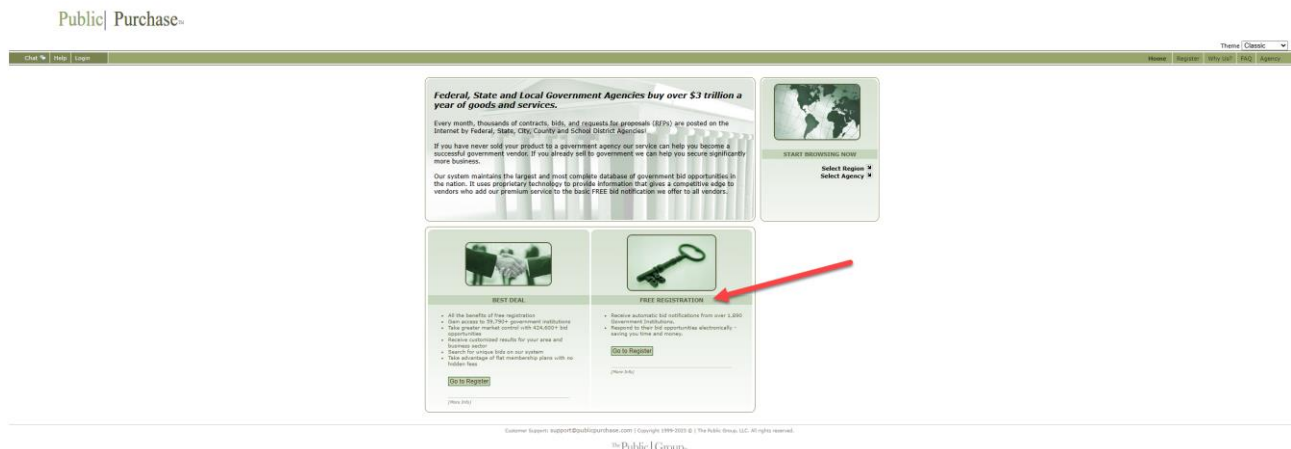
RE: JOB DESCRIPTION REVIEW CONSULTANT FOR CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTERS 246, 336 & 617 AND THE KERN COMMUNITY COLLEGE DISTRICT RFQu #DO250630

Addendum #3 is hereby expressly incorporated and made part of the Job Description Review Consultant for California School Employees Association Chapters 246, 336 & 617 and the Kern Community College District RFQu #DO250630, qualifications submission deadline no later than 2:00 p.m. PST, Monday, June 30, 2025.

ADDENDUM 3

Clarifications and Modifications to the RFQu:

1. A copy of the **RFQu-Request for Qualifications** and related documents have been uploaded to the Public Purchase website at www.publicpurchase.com and the Kern Community College District website at <https://www.kccd.edu/business-services/rfps-bids.html>.
2. Deadline for Proposer Questions closed June 5, 2025 at 12:00 p.m.
3. Submit qualifications electronically through the Public Purchase website at www.publicpurchase.com. Public Purchase is our bid platform, which is free registration for bidders to view, access, and response to the RFQu.





Answers to bidder questions:

- Q1.** In lieu of individual interviews with employees, will the vendor be able to have employees complete a written Job Analysis document? Or will individual interviews be required with each employee?

Answer: The consultant may utilize surveys and interviews, including video conferencing, as they deem appropriate. There is no requirement to interview all employees individually. The primary purpose of this project is to review the work completed by the Job Description Review Committee, which included a districtwide survey and supervisor/employee interviews. Additional surveying or interviews by the consultant are discretionary.

- Q2.** Can any required employee interviews be conducted virtually, or will in-person interviews be required?

Answer: Virtual interviews are fully acceptable. As noted, the aim is to review the work already established by the Job Description Review Committee, including both a districtwide survey and supervisor/employee interviews. Any additional surveys or interviews conducted by the consultant are at their discretion.

- Q3.** Will there be a KCCD representative at each location (Cerro Coso, Porterville, Bakersfield, District Office) to assist with scheduling employee interviews?

Answer: Yes, a Human Resources Director will be available at each campus and at the District Office to provide administrative support throughout the Job Description Review process.

- Q4.** With regards to the "detailed" Fee Schedule requested, are you asking for a breakdown by each phase of the project, a breakdown for each contractor/person involved, or some other form of detailed itemization?

Answer: The District requests a total project fee for professional services and associated travel, as well as an itemized list of material costs. Please include sufficient detail to clearly outline fees in response to the RFQu.

- Q5.** With regards to the three references to be provided, are we to include the name and contact information, or actual letters of recommendation from each reference?

Answer: Please provide only the name and contact information for each reference. Letters of recommendation are not required.

All other specifications remain unchanged.

BY: Purchasing & Contracts
Kern Community College District
Phone: 661-336-5100
Email: purchasing@kccd.edu



ACCEPTANCE OF ADDENDUM #3 TO RFQu #DO250630

I _____, officer for _____
Name & Title *Company*
hereby accept and agree to Addendum #3 to the Job Description Review Consultant for California School Employees Association Chapters 246, 336 & 617 and the Kern Community College District RFQu #DO250630 and agree to provide the additional requested information in the Addendum.

Signature of Bidder _____ Date _____

Upon signing, the aforementioned addendum is immediately incorporated into the RFQu and service providers response to RFQu.

Submit one (1) signed copy of this Addendum acceptance to:

Kern Community College District
Purchasing & Contracts Department
2100 Chester Avenue
Bakersfield, CA 93301

Email: purchasing@kccd.edu

Mark subject line/envelope: RFQu Addendum #3 Acceptance

If the addendum as presented is unacceptable, please advise KCCD of your rejection of the addendum in writing with reasons, to the address above or by email to purchasing@kccd.edu