



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM

SOLICITAION NO.: RFP-0349
ADDENDUM NO.: 1
RFP ISSUE DATE: July 17, 2026
ADDENDUM DATE: July 23, 2026
OPENING DATE: August 5, 2026 @ 4:00PM EST

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

- 1) Does Maysville Community and Technical College subscribe to an online platform that will be utilized to construct each of the reports included in the RFP? If so, which platform and will access be granted to the awardee?
 - a. Maysville Community & Technical College (MCTC) subscribes to Watermark Planning and Self-Study that the college will use for reaffirmation reports. No decision has been made regarding providing access for the awardee.
- 2) Typically the date of the on-site visit is set at or shortly after the December orientation. Please confirm that the date has not yet been set or supply the dates of the visit from the on-site reaffirmation team to inform project timelines.
 - a. MCTC will attend the 2026 December Orientation. No visit date has been set at this time.
- 3) Typically the date of the advisory visit is set at or shortly after the December orientation. Please confirm that the date has not yet been set or supply the date of the advisory visit to inform project timelines.
 - a. MCTC does not yet have a date for the advisory visit.
- 4) Considerable time can be consumed in documenting various ongoing standards. To get a sense of these processes, I request you provide three representative examples of completed reports documenting student attainment of program learning outcomes to support compliance with 8.2.a and three representative examples of completed unit-level planning and evaluation reports to support compliance with 7.3/8.2.c. If that is not feasible, can you provide a blank template for these reports?
 - a. Attached is the template used (see attachment A).
- 5) Please clarify the anticipated SACSCOC reaffirmation timeline for Maysville Community & Technical College, including target dates for Compliance Certification submission, Off-Site Committee review, Focus Report submission, On-Site Committee visit, and final reaffirmation actions.
 - a. Anticipated dates are as follows:
March 1, 2028 – Compliance Certification submission
May 2028 – Off-site review
Focus Review – due 6 weeks before on-site
On-site – to be determined; Fall 2028
- 6) Please confirm whether KCTCS expects the successful Offeror to support only Maysville Community & Technical College or whether services may also be requested by other KCTCS institutions during the contract term.
 - a. MCTC doesn't have a preference if Offeror works with other KCTCS institutions during the contract term.
- 7) Please specify whether KCTCS has established internal accreditation working groups, steering committees, or assigned standard owners for the Compliance Certification process.
 - a. MCTC has assigned working groups, steering committees, and owners for the process.
- 8) Please clarify the current status of accreditation preparation activities, including whether narrative development, evidence collection, or gap assessments have already begun.
 - a. Initial preparation activities have begun, and gap analysis will occur this Fall.

- 9) Please confirm whether KCTCS anticipates primarily virtual service delivery, primarily onsite delivery, or a hybrid approach for training sessions, interviews, and consultation activities.
- a. MCTC anticipates hybrid delivery. There will be some onsite training sessions; however, much of the consulting and review could be done virtually.
- 10) Please specify whether any prior SACSCOC recommendations, findings, monitoring reports, or identified compliance concerns will be available to the successful Offeror following award
- a. Yes, historical information will be available to the awardee.
- 11) Please confirm whether KCTCS intends for the successful Offeror to facilitate development of new policies and procedures where gaps are identified, or only to provide recommendations and review.
- a. MCTC does not intend for the awardee to facilitate development of new policies and procedures.
- 12) Please clarify whether there are preferred formats, templates, or reporting expectations for project status updates throughout the engagement.
- a. MCTC uses Watermark for reporting. Monthly progress reports are expected for project status updates throughout the engagement.
- 13) Please confirm that KCTCS will submit all documents to SACS or whether there is an expectation that the vendor handles submission?
- a. MCTC will handle the submission of documents.

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-0349
Title: Accreditation Consulting Services

Name of Firm: _____

Signature: _____

Technical Program Learning Outcomes/Competencies Assessment Results

All pages of this form are to be completed and submitted via email to: **Division chair and Dana Calland**

Program assessment results for each graduating cohort are **due by 5/31**

Note: Cohorts graduating in the fall and spring will complete an end-of-program assessment for each term.

Program: **Campus:** **Academic Year:**

Click the link to access the full list of program competencies for your discipline: Program Management

Program Learning Outcomes/Competencies

Upon completion of this program, the student can:

Each program learning outcome/competency is assessed on a regular basis, with assessment occurring by the end of the program.

Annual Technical Assessment of Program Competencies (PC)

Identify and Describe:

- **End of Program Assessment Type:**

- **Core Course(s)** included in assessment
- **Number** of participating students -
- **Goal/Target** for the assessment
- **Results** from the assessment including whether the goal was met (Yes/No)
- **Improvements made** to the program/courses based on the results to improve student learning