



Ventura County Community College District

PURCHASING DEPARTMENT

DATE: September 29, 2026
TO: All Proposers
FROM: Ilene Mehrez, Director of Procurement and Contract Services
SUBJECT: Addendum 1 – RFP #737 Workforce Impact Analysis Consultant

This addendum is hereby made part of the Contract Documents to the same extent as though it was originally included therein and takes precedence over the original documents. The outdated pages must be replaced with any updated and/or changed pages when submitting your proposal. Acknowledge receipt of all addenda.

Questions Received via email:

Project Delivery & Stakeholder Engagement

1. Does VCCCD anticipate that stakeholder meetings, interviews, workshops, and presentations will be conducted primarily virtually, in person, or through a hybrid approach?

Response: VCCCD anticipates utilizing a flexible combination of virtual, in-person, and hybrid formats to meet the needs of participants.

2. Is there an anticipated number of stakeholder meetings, interviews, focus groups, or workshops that proposers should incorporate into their proposed level of effort and pricing?

Response: The scope is intentionally flexible to allow contractors to demonstrate their expertise and propose the approach they believe will best accomplish the work. Proposals should reflect the contractors understanding of the project and how they would execute the work to achieve the District's desired outcomes.

Data & Workforce Analysis

3. What workforce, employee, occupational, demographic, operational, and related data will VCCCD and/or the Port of Hueneme make available to the selected consultant?

Response: The District will provide any relevant data to which it has access and that can appropriately be shared. The District utilizes and may have access to various data sources in coordination with the County, which will be provided as appropriate to support the work.

4. Is the selected consultant expected to purchase or provide proprietary labor-market data, or may the analysis primarily rely on publicly available federal, state, regional, Port, and workforce-development data sources?



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Response: The analysis will primarily rely on publicly available federal, state, regional, Port, and workforce-development data sources.

5. Does VCCCD have preferred labor-market data sources, geographic boundaries, occupational classification systems, or comparison regions that should be used in conducting the Workforce Impact Analysis?

Response: Please refer to the scope.

Port, Logistics & Zero-Emission Experience

6. Is direct prior experience conducting workforce impact studies specifically for ports, zero-emission transportation, or clean-energy operations required or preferred, or will VCCCD consider comparable workforce-analysis experience involving transportation, logistics, infrastructure, public-sector, or other technology-driven workforce environments?

Response: VCCCD will consider comparable workforce-analysis experience involving transportation, logistics, infrastructure, public-sector, or other technology-driven workforce environments.

Education, Training & Curriculum

7. Regarding curriculum alignment, does VCCCD expect the consultant to develop new curricula or course content, or is the scope limited to assessing existing education and workforce programs and recommending curriculum, training, and workforce-development alignment?

Response: The scope is limited to assessing existing education and workforce programs and recommending curriculum, training, and workforce-development alignment.

Budget & Level of Effort

8. Has VCCCD established an anticipated budget, funding range, or not-to-exceed amount for the 12-month engagement?

Response: Not to exceed \$150K.

9. Does VCCCD have an anticipated level of effort or approximate number of consulting hours that proposers should use when developing the estimated total cost for ?



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Response: Refer to Response in Question 8.

Project Schedule

10. Is the 12-month period referenced in the pricing section the anticipated project duration? If so, what is the anticipated contract start date and desired completion date for the final Workforce Impact Analysis?

Response: November 1, 2026 (pending Board approval) – ending November 30, 2027

Please provide acknowledgment of all Addendums SEE ITEM 15. ACKNOWLEDGEMENT OF BID ADDENDA FORM in RFP packet/document.

End of Section