MC MONTGOMERY COLLEGE

ADDENDUM #1
Issued: April 15, 2021

ADDENDUM FOR THE PURPOSE OF:

▪ Provide answers to all questions received.

▪ Provide "REVISED" RFP document, which contains minor edits.

All other specifications, terms and conditions remain unchanged.

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Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE

_____   _____
Company Name   Authorized Signature

_____   _____
Date   Printed/Typed Signature

	Questions and Answers

	Question	**MC Response**
1.	What are your assessment challenges now and what are you trying to solve?	Culture Concern: 1. Faculty understanding that the assessment and evaluation work collectively to improve their programs and ultimately student success. 2. Faculty actually valuing assessment. Technology: We need an assessment tool that will allow us to connect various aspects of assessment (e.g. learning outcomes, program review, data collection) so that the focus is on the meaning of the assessment and not learning the assessment management system. For example, we want faculty to be able to copy learning outcomes from year to year and not have to reenter if the learning outcomes have not changed. We want the learning outcomes to be available in a section in which we could create a curriculum map and connect to completing an assessment plan. We would also like to be able to incorporate assessment reports as supporting evidence in program reviews, which would ideally be housed in the same system.
2.	Has your institution done any work on digital-credentials, outcomes-transcript, and Comprehensive Learner Record (CLR) with Lumina Foundation and/or AACRAO?	The college is working on digital badges.
3.	Do you have a database or a system on your campus with courses, co-curricular experiences, and learning outcomes (ILOs, PLOs, CLOs), and rubric?	The College uses Curriculog to manage the curriculum.
4.	Can you clarify if you are using Ellucian Banner or Ellucian Colleague for your SiS?	Ellucian Banner
5.	In section 5.2.4 "Project Approach and Timelines", there is a reference made to Section 3.11 for further information on the specific plans and methodology for providing the required services. However, there is no Section 3.11 in Section 3.0. Can you advise?	Please refer to Section 3.4. Section 5.2.4 has been revised and renumbered to reference the correct section

6.	In the Bid T&Cs, it is noted that the pricing provided will apply to all Maryland affiliates listed in the RFP. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. However, the Contractor Information Form only allows for a "Yes" or "No" answer. How should we effectively address this in our response?	It is required that pricing adjustments, if necessary, only apply to Maryland affiliates listed in the RFP. Should another public entity wish to utilize the resultant contract, any pricing adjustments would be negotiated between contractor and that public entity, solely.
7.	Given recent disruptions with COVID-19, can we submit our response electronically and not provide a hard copy with "wet ink", as indicated in the RFP?	No. A single hard copy proposal must be submitted.
8.	It seems Montgomery College is using TK20 assessment system. Can we know any known issues / limitations with the current systems and any reasons to replace with a new system	The current system is clunky and does not allow use to easily customize and connect various components of the reporting. For example, if we collect data in one section, we cannot connect the results to a report in another section.
9.	Are the total users are going to be 16,688 users?	16,688 is our current FTE. There will be less than 300 users in the system
10.	Does the scope include any integration with your existing systems like Ellucian, Blackboard et	We are interested in integration with Blackboard and Ellucian.
11.	Is proctoring required (e.g. Live Online Remote Proctoring, Automated Record and Review, Test Center and etc.)?	No
12.	Section 3.1.1 – reference to a cloud-based media management platform – can you please clarify what this means? Is this another term for an Assessment Management System as listed in the title of the RFP?	Section 3.1.1 has been revised to read as follows… 3.1.1 Must have a minimum of five (5) years' experience providing a cloud-based media management platform to educational institutions. Describe your company's experience, and history of providing an Assessment Management System to higher education customers.
13.	3.2.1 – what success initiatives need to be tracked? Assessment / Domain Scores/performance?	Student Learning Outcomes Assessment, Success Indicators Related to Special Programs – for example: There is an advising initiative and they want to track their goals, actions, measures, and results.
14.	3.2.6 – please detail what accreditation and what effort is expected	Middle States Accreditation. We want to be able to easily pull the reports from a system and share with reviewers.
15.	3.3 Free Trial/Sandbox Environment – How long will MC need access to a sandbox and who should receive	See revised Section 3.3 which reads as follows… 3.3 Free Trial/Sandbox Environment.

	the main credentials (Name and Email Address) for accessing?	The top 3 ranked vendors who are invited to provide a zoom presentation and product demonstration should also create a "sandbox" environment or provide a free trial so that Montgomery College RFP review committee can directly experience the system during the RFP scoring process.
16.	3.5 – what is the preferred method of training? Virtual or In-Person?	Combination
17.	Does MC have existing assessment content that will need to be imported into the Assessment Management System by the chosen vendor or will MC handle?	Although importing would be ideal, it is not a requirement.
18.	If vendor is required to conduct the migration, please describe the format of the existing content, how many items/questions and how many assessments will need to be imported. A sample file of the import would also be helpful if possible.	Migration is not required
19.	3.8 – Does MC require exclusive US Data Residency? As an example, MC's cloud-based assessment management platform cannot be accessed by anyone outside of the continental U.S. (e.g. technical support)?	No. US Data Residency is not required.
20.	Integration requirements – Besides Blackboard are there any other integration requirements (ERP and SIS)? If yes, please describe the type of integration needed.	Definitely Blackboard and potentially Ellucian Banner
21.	Where should responses to Section 3 of the RFP be provided? Under Statement of Qualification section as listed in the RFP submission outline or within the Transmittal Letter?	Under Statement of Qualification section as listed in the RFP submission
22.	How many assessments will each student be expected to take per year?	This is not about implementing tests. We are interested in being able to setup a system in which faculty can do juried assessment, but we are not talking about ongoing testing. In this case, the word assessment could be replaced with evaluation.
23.	How many faculty/admins will be accessing the platform -	There will be approximately two administrators of the system and maybe 100 or more faculty accessing the system.
24.	Please describe how assessments are currently managed (centralized or decentralized)? For example, are faculty responsible for authoring their own assessments or are these shared amongst faculty?	This system is not about test assessment. We are interested in a system that will allow us to do program level or organizational assessment.

25.	Questions: Section 3.3 Free Trial Sandbox Environment: The RFP Requires a Free Trial Sandbox Environment, we have the following questions regarding the Sandbox: • How many users are expected to need access to the Sandbox Environment? • For how long will Users need access to the Sandbox Environment? • What specific processes are they looking to have set up in the Sandbox environment? (e.g. program outcomes assessment, course learning outcomes assessment, program review, strategic planning, etc) • Will we have an opportunity to do any training/overview sessions with Sandbox environment users? • When will Users need the Sandbox access? Will it be after the vendor provides "live" demo?	See revised Section 3.3 which reads as follows… 3.3 Free Trial/Sandbox Environment. The top 3 ranked vendors who are invited to provide a zoom presentation and product demonstration should also create a "sandbox" environment or provide a free trial so that Montgomery College RFP review committee can directly experience the system during the RFP scoring process.
26.	Question: Section 3.1.1: Section 3.1.1 requires a history of providing a cloud-based media management platform. Can you clarify what is meant by media management platform and how it relates to the Assessment Management System? Must have a minimum of five (5) years' experience providing a cloud-based media	Section 3.1.1 has been revised to read as follows… 3.1.1 Must have a minimum of five (5) years' experience providing a cloud-based media management platform to educational institutions. Describe your company's experience, and history of providing an Assessment Management System to higher education customers.
27.	Can the past performances, experience or references be considered from the subcontractor we propose as well?"	Yes
28.	Question: Section 3.10 Has Montgomery published anything on "how" and "what" would be expected to demo for WCAG? • VPAT Requirement: Prior to contract award, the highest ranked bidder will be instructed to submit a completed Voluntary Product Accessibility Template (VPAT) or a demonstration of its product accessibility within thirty (30) days. The College reserves the right to disqualify any bidding firm that fails to provide	No

	completed VPAT or a product accessibility demonstration.	
29.	Questions: Section 5.3: Electronic Proposal Submission Instructions The RFP appears to require both an Electronic submission and one original hard copy proposal is also required. "Hard copy proposal shall be delivered to the address listed below and must be received prior to contract award. Vendor proposal will not be rejected, if hardcopy is not received by the proposal submittal deadline; however, it must be received prior to contract award or sooner." • Can you clarify the due date of the hardcopy proposal?	Hard copy must be delivered prior contract award date, which is anticipated to be no later the third week of May 2021.
30.	The RFP also requires: "Proposals shall be certified, wet signed, and dated by a bona-fide agent of the Offeror, and include minority classification, if applicable. Failure to include all required submittals may render the Proposal nonresponsive. The College will reject any offer without an authorized signature." • Are the "wet signed" documents due on 4/20 or at a later time? If due at a later time, will an electronic signature suffice for the electronic submission on 4/20?	See above answer for hard copy proposal submittal deadline. An electronic signature for proposal submitted by 4/20, is acceptable.

******************   END OF QUESTIONS AND ANSWERS   ******************