

LONGWOOD
UNIVERSITY

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December 18, 2015

ADDENDUM 3 TO ALL OFFERORS:

Reference Request for Proposals (RFP):	LU214-16-009
Commodity:	Assessment, Planning, Budgeting and Accreditation Management System
Dated:	December 2, 2015
For Delivery To:	Longwood University Materiel Management Farmville, Virginia 23909
Proposal Due:	<u>January 13, 2016 at 2:00 p.m. Local Time</u>
Pre-Proposal Conference (PPC):	December 11, 2015 at 9:00 a.m. Local Time

This Addendum 3 to the RFP is being issued to extend the due date for receipt of proposals as noted above; provide answers to questions submitted by prospective offerors; and to publish the PPC conference registry.

1. Reference Page 1, 5th Paragraph, Sealed Proposals Will Be Received Until: Several requests to extend the due date for receipt of proposals were submitted.

RESPONSE: The University has extended the due date for receipt of proposals as noted above.

2. Reference Section B., Page 5, Statement 1.: What is the thought behind not letting the assessment data come from different technology providers? Very few, if any firms, are going to have the expertise in Collecting Data and the development of Surveys. What if we could provide a seamless solution using the best of breed technologies? Is this acceptable?

RESPONSE: Faculty/staff are currently using a number of different programs to collect data (SurveyMonkey subscriptions, Google Drive, shared Excel spreadsheets, Canvas, etc.) and then have to go into another system (WEAVEonline) to enter the data and respond to plans for improvement. Faculty/staff time can be reduced with a system that enables association of annual goals/outcomes to data collection systems. Multiple systems also require faculty/staff understanding how to work within different interfaces and remembering different logins. Training/support for multiple systems is then needed. Integration with Canvas, our LMS, is especially important, so that goal/outcome associations to identified course assignments can be made and thus scoring data is reported not only in the LMS, but also in the assessment management system.

3. Reference Purpose, Page 4, Paragraph 1. Topic Vendor Hosted Solution: Is Longwood University open to AWS, Azure, etc. for the hosted solution? Would you be interested in having this application in the cloud? Are you looking for this to be a VPC solution or Public?

RESPONSE: The University is willing to entertain requests for use of AWS, Azure, etc. and public cloud services. Final decisions will be based on security standards.

4. Reference Section V, Page 12, RFP Response: Is Pricing Considered Proprietary or should it be included with the Technical Response?

RESPONSE: Pricing should be included as a separate section in accordance with RFP sections V.B.5 (page 15) and XII (page 37).



5. Reference Section VII, Page 15, Contract Administration: Is the University looking for a Fixed Price Bid or an Open Time and Materials Bid or a blend of both?

RESPONSE: The referenced section refers to the relationship between the vendor and Longwood – a contract administrator will be assigned and will be the main point of contact for the vendor. This solicitation is not an Invitation for Bids, rather a Request for Proposals, thus a “bid” is not what we are requesting, rather the vendors best proposal of a product that will meet our needs.

6. Reference Section IV, Page 4, Statement of Needs: How many total users and how many concurrent users will hit this system?

RESPONSE: Just with the assessment and accreditation management component, there would be over 200 faculty/staff/administration users with different levels of utilization; i.e., read-only, report-writers. With inclusion of the eportfolio, students from freshmen to senior levels could be using, so around 5,000 student users.

7. General Question: When would you be making a final decision on the vendor of choice?

RESPONSE: The University’s plan is to have the vendor selected in 2016 by March/April, administration training in May/June with several academic program pilots and faculty training rollout beginning in August; starting with academics due to next accreditation report requirements and gradually adding nonacademic.

8. General Question: Will a link to the recording of the WebEx be made available?

RESPONSE: It appears the recording of the WebEx session was compromised when it was necessary to restart it, so a link to the recording is not available.

All other general terms, conditions, and specifications shall remain the same.

Note: A signed acknowledgment of this addendum must be submitted with your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO
Director of Financial Operations & Materiel Management

Name of Firm

Signature/Title

Date

**PRE-PROPOSAL CONFERENCE
ON-SITE REGISTRY**

Page 1 of 1

PROJECT: RFP#LU214-16-009	TITLE: Assessment, Planning, Budgeting and Accreditation Management System	BUYER: Debby Cooper
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DATE: 12/11/15	TIME: 9:00 a.m.
REPRESENTATIVE'S PRINTED NAME: Kathy Brady	
REPRESENTATIVE'S SIGNATURE: Attendance via WebEx link.	
NAME OF FIRM: CORE Higher Education Group	
ADDRESS OF FIRM: 1300 Division Road, Suite 303, West Warwick, RI 02893	
	EMAIL: Kathy.brady@corehighered.com
TELEPHONE NUMBER: 844-681-2673 ext. 20	FACSIMILE NUMBER: 401-223-6796
OTHER:	

DATE: 12/11/15	TIME: 9:00 a.m.
REPRESENTATIVE'S PRINTED NAME: Dusty Codd	
REPRESENTATIVE'S SIGNATURE: Attendance via WebEx link.	
NAME OF FIRM: Evolver, Inc.	
ADDRESS OF FIRM: 1943 Isaac Newton Square, Suite 260, Reston, VA 20190	
	EMAIL: dcodd@evolverinc.com
TELEPHONE NUMBER: 703-889-9356	FACSIMILE NUMBER:
OTHER:	

DATE: 12/11/15	TIME: 9:00 a.m.
REPRESENTATIVE'S PRINTED NAME: Joshua Pyzynski and Michael Porter	
REPRESENTATIVE'S SIGNATURE: Attendance via WebEx link.	
NAME OF FIRM: Strategic Planning Online, LLC	
ADDRESS OF FIRM: 5411 N. University Drive, Suite 203, Coral Springs, FL 33067	
	EMAIL: jpyzynski@spol.com mporter@spol.com
TELEPHONE NUMBER: Toll Free 1-866-878-4465	FACSIMILE NUMBER: 954-345-7846
OTHER:	

DATE: 12/11/15	TIME: 9:00 a.m.
REPRESENTATIVE'S PRINTED NAME: David Erickson	
REPRESENTATIVE'S SIGNATURE: Attendance via WebEx link.	
NAME OF FIRM: Ellucian	
ADDRESS OF FIRM: 4375 Fair Lakes Court, Fairfax, VA 22033	
	EMAIL: david.erickson@ellucian.com
TELEPHONE NUMBER: Toll Free 1-800-223-7036	FACSIMILE NUMBER:
OTHER:	

DATE: 12/11/15	TIME: 9:00 a.m.
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE:	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE NUMBER:
OTHER:	