

LONG BEACH COMMUNITY COLLEGE DISTRICT
AND
THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
4901 EAST CARSON STREET
LONG BEACH, CA 90808
(562) 938-4541

**RFP 19-D9001 Electronic Curriculum Management, Catalog, and Planning Solutions
Addendum No. 1
December 21, 2018**

This Addendum forms a part of Request for Proposal No. 19-D9001 documents and modifies the original documents.

Note: It is the responsibility of all bidders to notify all subcontractors from whom they request bids and from whom they accept bids of all changes contained in this addendum.

ADDENDUM NO. 1 CONTENTS:

I. Questions and Answers

- a. **Question: Convert existing files into e-catalog and potentially into scheduling systems. – What Scheduling systems?**

Answer: LBCC currently uses 25Live and PeopleSoft.

- b. **Question: Obtain calendar layout and information. – Please provide more detailed information.**

Answer: This item is under “Project Initiation.” We are looking for a projected timeline and layout of the stages of the project.

- c. **Question: Create written text into tables where applicable. – Please provide more detailed information.**

Answer: This is a conversion request, can your system take text and place it into tables or does the end user need to do this function?

- d. **Question: Review of template sample files and website templates for catalog, curriculum. Please provide more details explaining the type of sample templates. We will provide sample deliverables for review and approve during the implementation process, but want to confirm expectations.**

Answer: We would like to know what the information looks like when it is uploaded into your system. We assume that your system has standard and customizable templates into which data is uploaded.

- e. **Question: What is the total number of faculty who can submit a curriculum request?**

Answer: Contingent on department approval, any faculty member may submit a request. Prefer to add names into system as needed vs. uploading all faculty names.

- f. **Question: What is the layout or workflow for each type of curriculum request; course, program or GenEd?**

Answer:

Very complex question - see links, not all inclusive. Courses.	http://archive.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm
Various docs used	http://archive.lbcc.edu/OAS/documents/General%20Course%20Submission%20Timeline.pdf
New Course	http://archive.lbcc.edu/OAS/documents/NewCourseFlowchart_6-07.pdf
Routine Review	http://archive.lbcc.edu/OAS/documents/RRFlowChart.pdf
Programs	College uses Canvas for program development/ review. Multiple users interact with approval. See attached schematic for overview of approval process.
GE	GE requires external approval from CSU and UC. Technical review committee uses Canvas.

- g. Question: What is the number of faculty, administration or committee members who will approve proposals?**

Answer: Depending on the purpose for approval, potentially 10-15. [Fac author/reviewer, DH, area dean, Articulation Officer, SLO Coordinator, Library DH, subcommittee chair, committee chair, academic affairs deans(2), curriculum specialist (2), SLO Facilitator, etc.]

- h. What authentication do you use for single sign on?**

Answer: PortalGuard 6.5 and can support most SSO authentication methods such as SAML and ADFS.

- i. Question: What is your SIS?**

Answer: Oracle PeopleSoft Campus Solutions 9.0, Bundle 51; currently upgrading to Campus Solutions 9.2 with expected launch August 2019.

- j. Question: In section III.A LBCC specifies that “the proposer shall submit two original proposals...”. By “original proposals” do you mean printed hard copy versions?**

Answer: Yes

- k. Question: Exhibit A includes a FCCC agreement which mentions in paragraph one of section I. RECITALS which refers to “...a Facilities Fixtures & Furnishings Applications RFP...as described in RFP #18-001...”. This seems not to be applicable to the content of the RFP and does not match the RFP # as assigned by LBCC. Will this section be modified and reissued accordingly?**

Answer: This is a sample agreement for information purposes only. Any mention to other RFP's or commodities should be ignored.

- i. **Question:** With respects to the FCCC agreement, if a proposer already has an extant agreement with the FCCC is it acceptable to simply reference that agreement in lieu of Exhibit A?

Answer: No, Please complete Exhibit A.

- m. **Question:** How is the LBCC agreement going to be considered against the Foundation agreement for pricing? Does the pricing structure for the Foundation and all 72 CC Districts apply to LBCC or does an individual price structure offered to LBCC apply to all 72 Districts?

Answer: The contract signed with the District will be separate from the Foundation. It is up to firm submitting the proposal to decide their pricing strategy. If however, the District's pricing is higher than that could be factored into the final points awarded to the firm issuing the proposal response.

- n. **Question:** Please clarify Section V.16 in Exhibit A, is LBCC considered a party to the Foundation agreement? Is each California CC bound by the foundation's agreement and terms?

Answer: The Foundation is a separate entity from each of the Community Colleges. The value to having the Foundation participate in this RFP is that they have the ability to establish a systemwide agreement on behalf of the community colleges who decide to participate. Each college who chooses to use the Foundation's contract will adopt it through the approval by their local Board of Trustees.

- o. **Question:** What is the Foundation's role during implementation?

Answer: The Foundation has no direct role during implementation. Each individual college/district utilizing the Foundation's contract is responsible for working with the supplier during implementation.

- p. **Question:** Does the Foundation act as liaison for each school during agreement signing?

Answer: Once the contract is signed, through various marketing activities the Foundation will help promote the contract to the remaining 113 California community colleges. They will also assist the vendor/partner with developing strategies on how to gain market share and contract acceptance.

- q. **Question:** Does the Foundation bring schools into conversations with the supplier? Or, is it the supplier's responsibility to educate each CC District on the parameters of the Foundation agreement and potentiality of software use for said CC District?

Answer: Both the Vendor/Partner and Foundation will work out a plan on how to introduce and promote the contract.

- r. **Question:** What does the 2% quarterly, or 8% annually, of total purchase invoice paid to the Foundation cover?

Answer: The Foundation is the official 501C3 nonprofit auxiliary of the California Community Colleges Chancellor's Office, and is not funded by California tax payers. It is not an 8% annual fee. Instead, the Supplier pays 2% on quarterly contract spend only for sales that have closed that quarter. If there are no sales during a quarter then there is no fee. This rebate goes towards helping pay for the overhead, marketing, programs, conferences, website resources, and general costs of operating the CollegeBuys Program within the Foundation who provides the purchasing and contracts resources to all campuses.

- s. **Question:** Is the 2 year timeline for implementation exclusive to LBCC or does it pertain to any and all schools that are part of the foundation agreement?

Answer: This is the District's timeline exclusively.

- t. **Question:** What is the Foundation's plan or expectation for future agreement renewals and negotiations with supplier for system offerings? How might those conversations impact schools scheduling for onboarding or implementation? For example, is the Foundation going to delay onboarding for schools during agreement renewals and conversations?

Answer: The Foundation has no direct control over when a campus may opt to adopt the contract and implement.

- u. **Question:** How does the Foundation work in relation to the Chancellor's Office, and how does this RFP and the potential agreements with each school affect the Chancellor's Office?

Answer: The Foundation is the official 501C3 nonprofit auxiliary of the California Community Colleges Chancellor's Office. The Foundation provide services and programs, which the Chancellor's Office is unable to provide. In this case, the Chancellor's Office does not have a centralized procurement division so the Foundation operates CollegeBuys, a systemwide purchasing program.

- v. **Question:** Would the Foundation require an instance of the solutions for its own use?

Answer: It is unlikely that the Foundation will need such a solution; however, the contract should not preclude the Foundation from making such a purchase if for some reason there were a need.

- w. **Question:** Does an agreement with the Foundation allow another Foundation member school bypass the RFP process?

Answer: Yes, with this RFP process and resulting contract schools will not have to run an RFP. They will utilize the Foundation's contract to present to their Board for approval.

- x. **Question:** Is a Community College District in California required to utilize the Foundation agreement to purchase or procure their own Curriculum and Catalog Management solution, and how does the Foundation plan to reconcile districts that go to RFP outside of the Foundation agreement?

Answer: There is no requirement, however, the purchasing and contracts departments at the Districts are small in size. They normally look for contracts like these which have followed a legal process which meets their procurement needs and adopt it through their Board of Trustees. There was not one available for Long Beach so they took on the leadership to develop and issue the RFP. This RFP represents over 10 months of work and collaboration.

- y. **Question:** Since the implementation period is up to two (2) years long, how does the District want to handle software costs that could be driven by upgrades in our pipeline or those of a third-party?

Answer: The District expects to pay a level rate for the services during the first 24 months of the contract. Any increases in costs from the solutions service provider or a third party which they contract with shall not be passed on to the District during this period.

**** END OF ADDENDUM NO. 1 ****

LONG BEACH COMMUNITY COLLEGE DISTRICT



Alan Moloney
Deputy Director, Purchasing & Contracts



Date