AMENDMENT 1 TO SOLICITATION

DATE: January 16, 2019

TO: ALL VENDORS

FROM: Juaquana Brookins, Procurement Officer

SUBJECT: USC-RFP-3409-JB

DESCRIPTION: Assessment, Accreditation, and Strategic Planning System for USC Upstate

This Amendment No.1 modifies the solicitation only in the manner and to the extent as stated herein.

Vendor Questions and Answers

OFFERORS SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT 1 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

_____   _____
 Authorized Signature   Name of Offeror

_____
 Date

Vendor Questions and Answers

1. Is there a budget or cost cap for this RFP? If so, what is the budget/cost cap? Is the project fully funded for the duration of the project plan?
   No. Yes the funding will be for the duration of the project.
2. What solutions, if any, does USC Upstate use to support Eportfolio, assessment, accreditation, and strategic planning processes currently?
   There are no solutions available, the current support comes from MS Office applications and SharePoint files.
3. Does USC Upstate have a preference for packaged vs. custom solutions? Will USC Upstate accept cloud-based solutions?
   Please refer to information provided in the RFP under the "General" heading regarding customization.
4. Have detailed requirements gathering beyond what is describe in the RFP been completed and to what extent?
   Requirements are provided in the RFP.
5. Is there a data flow diagram and can it be shared?
   No, there is not a data flow diagram currently available.
6. Can you provide more information about specific features envisioned under "fulll integration with Blackboard LMS"? What functions will remain in BB, which will be performed in the new system?
   Integration of assessment functions with Blackboard is critical to streamline faculty ongoing participation in gathering, evaluating, submitting, tracking student work products as they relate to course and program assessments. This would include standardized rubrics easily incorporated into Blackboard, including the Grade Center; and as stated in the RFP, integration of assignments and rubrics with the flexibility to use rubric scores for grading or not, and to use multiple rubrics for one assignment; and grade center including integration that includes user authentication.
7. Can you provide examples of "customized Eportfolios according to user preferences"?
   At this time, we do not have examples to provide. These functionalities are what we are seeking in an eportfolio solution. Possible design and customization decisions made by individual users will be dictated by the functionalities provided within the solution itself. The solutions should provide for users the option to design differing portfolio versions according to needs (for example, for course or program related expectations or for potential use at graduation as a capstone collection for work for employment applications). Users should also be able to modify look and feel of the portfolio according to these purposes, as well as easily select artifacts and work products to include.
8. Does USC Upstate currently maintain program outcomes in a database? Will the new system need to manage these, especially as they evolve over time?
   No. See RFP section Assessment and Planning for requirements for assessment management.
9. Will USC Upstate maintain rubrics both in Blackboard and the new system?
   Yes.
10. Can you provide examples (i.e., forms and reports) used to track experiential learning currently, how it is assessed and what kind of badges are associated with it?
    We track experiential learning through a homegrown excel spreadsheet and SharePoint files. No formal report exists. No badges are awarded for experiential learning.

11. Can you provide examples of "built in report templates" for "SACSCOC reports"?

Currently, we do not have examples. The contractor should be familiar with the most recent update to SACSCOC Principles of Accreditation and build these new standards into report templates for compliance certification reporting expectations.

12. Do you require a workflow to validate/authenticate entered faculty credentials?

No.

13. Will academic program goals and student learning objectives need to be published to the marketing website (e.g., https://www.uscupstate.edu/academics/george-dean-johnson-jr.-college-of-business-and-economics/about/)?

No. This scope of work is not a part of this RFP.

14. Can you provide examples of assessment tools currently used for student learning outcomes relative to academic and student support services and those for administrative effectiveness/outcomes?

No, USC Upstate is currently revising these processes and procures for student learning outcomes.

15. How much variation exists between academic programs with respect to assessment, curriculum, learning objective structure, etc.? Does USC Upstate intend to standardize disparate business processes as part of this project? Please explain.

Academic program assessment varies according to conventions within particular disciplines and the student learning deemed critical by faculty in each area. We do seek to standardize the reporting and analysis portion of this process across all programs – depending on the capabilities of the system selected and based on blueprints and scorecards currently under development.

16. Will we be responsible for "extract data from the Student Information System (SIS) Ellucian Banner", or can we assume USC Upstate will create the actual extract file or web service which the new system will be responsible for ingesting?

The vendor with work in collaboration with our IT department to ensure the solution allows for a systematic data file transfer process. See RFP.

17. Are there any key dates that may impact the development and deployment process?

USC Upstate seeks to select and deploy a system ASAP to build processes to yield mature data sets in time for reporting in our next SACSCOC compliance certification in fall of 2021.

18. Are there any special circumstances or "hot buttons" of which we should be aware?

See requirements in the RFP.

19. What USC Upstate resources will be available during the project? In what roles? What will their availability be?

Personnel and IT support. They will provide support as needed.

20. Has USC Upstate identified a project lead to own, drive, and track the project's progress while monitoring design choices for feasibility and usefulness to core users?

No.

21. Are there any known data quality issues?

No.

22. Are there any historical data load requirements?

No.

23. Does the new system need to support multiple languages?

No.

24. Can you describe and outline your expectations on "Phased Implementation"? What are the phases and related milestones?

The phased implementation will be determined to a large extent by tasks and timelines according to functionalities and data flow of the system selected.

    a. What is the student FTE for the University of South Carolina Upstate?
5278

    b. What is your planned annual budget for this project? See response to #1.

    c. Is there a tentative timeline for interviews and demonstrations?
No.

    d. Will you allow for remote interviews and demonstrations via Zoom?
Possibly.

25. How many estimated users will you have? Can you please break numbers down by students and faculty.
We do not have this information at this time. It depends on the implementation plan which will be worked out with the vendor.

26. Can you provide a year by year estimate of 1) the number of students who would have access to build ePortfolios and 2) the estimated number of students who would be assessed through the system with a phased-in approach to the implementation? Our ePortfolio could be rolled out broadly while the assessment is phased for example too.
We do not have this information at this time. It depends on the implementation plan which will be worked out with the vendor.

27. What are your current ePortfolio and Assessment management systems that you are replacing?
See Item #2 above.

28. Do you have a scorecard by which you are assessing each vendor? If so, can that be shared?
No.

29. In the cover letter description, why are you asking to summarize the overall benefits to selecting your company and what your company considers to be the most important factors involved in the development of a successful marketing and branding strategy?
Language should be, "assessment, accreditation and planning system."

30. Is there a word version of this RFP for the response?
No.