



REQUEST FOR PROPOSAL ADDENDUM #1

RFP NO.: RFP-0222
ADDENDUM NO.: 1
RFP ISSUE DATE: September 27, 2019
ADDENDUM DATE: October 9, 2019
OPENING DATE: October 17, 2019
TITLE: Catalog & Curriculum Software

The following information is being provided in response to questions received for this RFP:

1. What is the current budget for this project? If current budget has not been determined is it expected to exceed 200k?
 - a. **The total budget for this project has been determined to exceed \$200k.**
2. Page 7, D. Implementation, 6. a. i. – The desired timeline for a KCTCS online catalog is Fall 2020. The desired timeline for a KCTCS curriculum workflow process is Fall 2021. Page 6, C. Description of Services, 5. Describe your platform's ability to customize the product to align with the KCTCS curriculum workflow process, involving governance from 16 separate institutions.
 - a. What is currently being used for an online curriculum workflow process?
 - i. **The current curriculum workflow is all handled manually through email submission and posting of versions on a SharePoint site locked down to faculty and staff.**
 - b. Is the online curriculum workflow process a separate application?
 - i. **The expectation is that a software solution would have different suites for the online catalog and the curriculum workflow process, but that the suites would work together.**
3. Do you have one single webmaster or separate webmasters for each institution? Within each institution does each program department have their own webmasters.
 - a. **The KCTCS System Office does have a Web Content Management Administrator and each college has a web specialist position.**
4. Do you currently have one SIS system or does each campus have their own individual SIS instance?
 - a. **We currently have one SIS system, PeopleSoft.**
5. What are the preferred SSO methods of KCTCS?
 - a. **Required that the solution support Single Sign On (SSO). Users must be able to sign into the application with their existing KCTCS user id and**

password using a modern authentication protocol such as SAML or OAUTH and not require membership in InCommon Federation.

6. Within “C. Description of Services”, can you please elaborate on question 12. “Describe the data available regarding usage of your platform.”? - p. 6
 - a. **How many schools do you support? What are the sizes of the schools? How many of these schools are systems? How many schools do you support in Kentucky? Do you have a list of contacts we could speak to regarding the adaption of your product?**
7. Within “38. Disclosure of Offeror’s Response”, part of this portion indicates that “KCTCS shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of this proposal will not affect this right.” Can you please expand on this area? If information in the RFP response is labeled proprietary, would it still be used in this fashion? - p. 15-16
 - a. **KCTCS would be unable to use proprietary information or ideas.**
8. Does this RFP seek a single solution that aggregates the community and technical college data across the entire state of Kentucky, so that it can be searchable and reportable from a central repository, or are you seeking separate, individual catalogs per college?
 - a. **We are seeking the ability to pull information for KCTCS as a system and also allow students to pull data by a particular college.**
9. Does KCTCS support a common course numbering system, and if so, will this project include the ability to support that process and validation against it?
 - a. **Yes, KCTCS has a shared course numbering system, and shared curriculum.**
10. How much control does the state office exert over the change management process?
 - a. **The System Office has always provided the administrative support for the Catalog production and curriculum approval process. There is support for moving the manual curriculum approval process into a software system that will ease the burden and provide more efficiencies.**
11. How is the state involved in the approval process for curriculum management?
 - a. **The System Office administratively supports the work of the KCTCS Senate Faculty and the Curriculum Review Committee. The input of all new or revised courses and curriculum is supported through the work of system office staff at the request of the academic leadership at each college**
12. Does it perform validation or compliance on college courses and programs, and if so, where are those rules maintained, and who is responsible for ensuring execution?
 - a. **The System Office staff currently creates the annual KCTCS catalog as a manual process, and supports the curriculum approval process through a manual process.**
13. The RFP mentions the solution must support learning objectives. Where are your learning objectives managed currently, and what level of support is required? Do you desire integration with an LMS?
 - a. **As part of an interest in future expansions, there is an interest in pulling course objectives along with the course descriptions. Currently, this**

information is not recorded in PeopleSoft, but stored and archived in our internal SharePoint.

14. Does every school have its own instance of Peoplesoft as its Student Information System, and if not, what would the desire be for integration, if any, at the college level?

- a. No, there is only one instance of PeopleSoft for KCTCS, with colleges working from a shared catalog of courses, and a unique list of programs offered at each college.**

All other terms, conditions & specifications remained unchanged.

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left-hand corner of the envelope:

RFP No.: RFP-0222
Title: Catalog & Curriculum Software
Opening Date: October 17, 2019 @ 4:00 PM EST

Name of Firm: _____

Signature: _____