THE UNIVERSITY OF RHODE ISLAND

DIVISION OF ADMINISTRATION AND FINANCE

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PURCHASING DEPARTMENT
10 Tootell Road, Suite 3, Kingston, RI 02881 USA   p: 401.874.2171   f: 401.874.2306   uri.edu/purchasing

DATE: 3/5/2020

ADDENDUM #2

RFP NO.:   100878
OPENING: 3/17/2020 at 2:30PM
COMMODITY: Curriculum & Catalog Management System

Attached are vendor questions with University responses for the question period ending 3/2/2020. No further questions will be answered.

VENDOR A

Q1. How many individuals will be accessing the Curriculum & Catalogue Management System (including Faculty Senate Office, faculty, staff and administration)?

A1. All constituents of the University will need some level of access to the system; Students will have the least as their need will be accessing the finished catalog. All Faculty, staff and administration as well as the new Board of Trustees will need some access to the system; We have 751 full-time faculty. Over the last two years, we have had 252 distinct proposers of courses and programs, representing faculty (tenure-stream and lecturers) and administration. The Faculty Senate office has two staff members, and enrollment services has 15 individuals who will need access.

Q2. How many individuals that will be accessing CCMS will be submitting proposals?

A2. In the 2018-2019 academic year, we reviewed 406 separate course and program proposals from 153 individuals. In the 2019-2020 academic year thus far, we have reviewed 337. All full-time faculty, Deans and Department Chairs will need access to submit proposals.

Q3. How many individuals accessing CCMS will be reviewers?

A3. At the Faculty Senate Level six individuals review course and program proposals. Reviewers of course and program proposals would vary by Department and College; roughly 4-8 at the department level and the same at the College level. URI has 10 college/schools and 91 departments.

Q4. Is the desired contract (and pricing to be submitted) for 3 years or 5 years (RFP mentions both contract terms)?

A4. The desired contract is 3 years initially with an optional additional two years depending on performance of the platform.

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Q5. May we have an example of a current course proposal? (ideally with information filled out, but if that is not possible could we get a copy or image of the template)

A5. All course and program proposal forms are available online from the URI Faculty Senate Website at https://web.uri.edu/facsen/curricular-matters/ . Samples are included in this document for a course change, a new course, a new general education course, a program change, and a new program. The current curriculum process is described here at https://web.uri.edu/facsen/curricular-matters/curricular-procedures/ .

Q6. Can you provide any more specific details on how URI would like the CCMS to interface with Social Media, and which social media platforms are within scope of the RFP.

A6. We would like to be able to generate URLs for catalog information for programs and classes. For example generate a URL that highlights general education courses or a particular major.

Q7. Does URI intend to use the CCMS to print a physical General Curriculum Catalogue, or is the 'print on demand' functionality request for a catalogue for an individual.

A7. Yes. We do still plan to print a physical catalogue. The print on demand is for folks who may want only the details of their particular major.

Q8. What is the final output of the process?

A8. The final output of the process is course and program proposals (change and new) to be included in the catalog after all approvals, and proposers will be notified of that result.

Q9. Do you have existing templates that will be reused?

A9. Most likely the current templates will be revised, but the content of those templates will be reused. All course and program proposal forms are available online from the URI Faculty Senate Website at https://web.uri.edu/facsen/curricular-matters/ . The current curriculum process is described here at https://web.uri.edu/facsen/curricular-matters/curricular-procedures/ .

Q10. How long does the process normally take from proposal through approved content?

A10. Course proposals (new and changes) and program changes take from 3 months to a year; most of these types of proposals average 4 months. New program proposals, because of more review steps including pre-proposal, budget office, and outcomes assessment, take from 6 months to a year, and sometimes longer.

Q11. Can you please confirm the software that is currently used by Library and Media management for the inventory / availability of materials?

A11. The library uses Ex Libris Primo/Alma.

Q12. Can you please confirm the URI single signon system that is currently in use, and intended to interface with the CCMS?

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A12. URI uses SAML 2.0 as implemented through Microsoft Azure AD. The architecture is compatible with any SAML 2.0 compliant system, and the University can pass attributes as required to the client system as well as assign roles and limit access as needed.

VENDOR B

Q1. What single-sign on system is your institution currently using on campus?

A1. URI uses SAML 2.0 as implemented through Microsoft Azure AD. The architecture is compatible with any SAML 2.0 compliant system, and the University can pass attributes as required to the client system as well as assign roles and limit access as needed.

Q2. Within Section 7: Proposal Contents of the RFP, the requirements state that an electronic copy of the Technical Proposal and an electronic copy of the Cost Proposal must be provided on separate CD-Rs. Would flash drives suffice instead for these proposals?

A2. Yes, separate flash drives are acceptable. All other submission requirements remain the same.

VENDOR C

Q1. The RFP requests submission via CD-R. Is it acceptable to use USB instead?

A1. Yes, separate flash drives are acceptable. All other submission requirements remain the same.

Q2. Under 2.b. "Tracks all editing of proposals throughout process including timestamps and

individual" – there seems to be something missing. Please clarify.

A2. The rest of that should read, "individual comments and edits." We are trying to capture when items are proposed and track any edits so that they don't get lost in email threads. For example, if a proposal is approved at the Faculty Senate level, but with a friendly amendment to address guidelines of the course description, we want to have a time stamp of when and a way to see the previous work with the revision. We'd also like to be able to use a "track changes" function so that Committee comments can be seen clearly by the proposers.

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