CITY COLLEGES®
OF CHICAGO

February 01, 2023
ADDENDUM NO. 1
RFP #NC2301 – ACCOMMODATIONS
MANAGEMENT SYSTEM FOR THE OFFICE OF
ACCESSIBILITY SERVICES

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES
OF THE RESPONSE TO BE SUBMITTED

All responses shall be addressed and returned to:

City Colleges of Chicago
Dawson Technical Institute - Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609
Attn: Nanzi Cantero, Senior Contract Administrator
Proposals must be received no later than 12:00 p.m. CDT, Tuesday, February 21, 2023

Part I – Modifications to the RFP document

ITEM NO. 1 – Section II – Scope of Services - Student Accessibility Services requests an accommodations managements software compliant with the American's with Disabilities Act of 1990 as amended, FERPA, HIPAA, and WCAG 3.0 standards. This system will replace the current practice of connecting students with disabilities to their approved accommodations. LANGUAGE INVALID DUE TO UPDATE.

REPLACE WITH – Section II – Scope of Services - Student Accessibility Services requests an accommodations managements software compliant with the American's with Disabilities Act of 1990 as amended, FERPA, Section 508, and WCAG standards. This system will replace the current practice of connecting students with disabilities to their approved accommodations.

NOTE: Failure to submit in accordance with the corrected RFP #NC2301 – Accommodations Management Services document will disqualify your RFP submission.

Part II – Modifications to Pricing Proposal

ITEM NO. 1 - APPENDIX VI – INTERROGATORIES AND COST PROPOSAL, FUNCTIONALITIES, REQUIREMENTS, AND SPECIFICATIONS TAB. Excel Workbook (See separate Excel file containing the following spreadsheets to be submitted with proposals in hard signature copy and an Excel file version on USBs). LANGUAGE INVALID DUE TO UPDATE.

REPLACE WITH – APPENDIX VI – INTERROGATORIES AND COST PROPOSAL, FUNCTIONALITIES, REQUIREMENTS, AND SPECIFICATIONS TAB. Excel Workbooks (See separate Excel files containing the following spreadsheets to be submitted with proposals in hard signature copy and an Excel file version on USBs)

Part III – Questions, Answers and Clarification of Information

1. Are you able to accept sole source justification for this RFP based on Vendor already being an approved vendor on campus?

A: No, a proposal that meets the requirements of the RFP solicitation must be submitted in order to be considered for an award.

2. Is there one Student Information System Across all 7 campuses, or does each campus have their own SIS?

A: Yes. There is only one Student Information System (PeopleSoft Campus Solutions) which is used by CCC – 7 campuses and the District Office.

3. Does CCC plan to standardize one process across every campus?

o Definitions, letters, test room requests, service providers, etc.
o If not, how will processes differ on each campus?
A: There are many parts of the process that are standard across all colleges, however, the space, resources, and personnel at each college are different, which impacts testing requests and service providers. For example, one college might have private testing spaces inside their ACCESS Center while others coordinate with the testing center for private spaces. Sign language interpreters are coordinated by District office, but notetakers/readers/scribes are coordinated at the college. The document submission, intake, and letters are standard across all colleges; however, the letter will need to be branded appropriately for the college as well as the necessary college specific contact information.

4. Is there one accessibility office for the entire system or are there individual offices?

A: There are seven ACCESS Centers (one for each college) and Student Accessibility Services at the District office.

5. What aspect of the workflow are required/need to be HIPPA compliant?

A: Refer to Part I of this Addendum.

6. Does City Colleges of Chicago prefer to have one instance?

A: Yes, because students can apply to one college but can attend any of the other colleges, so we need to be able to easily access information between ACCESS Centers to better serve students in the system.

7. WCAG 3.0 is listed as a minimum requirement. 2.2 has not officially been released yet and 3.0 is considered a working draft so there are no official guidelines.

A: Refer to Part I of this Addendum.

END OF ANNOUNCEMENT
Please acknowledge receipt of all Addenda in the Executive Summary Introduction letter of your RFP responses.