

CITY COLLEGES[®]

OF CHICAGO

AUGUST 28, 2023
ADDENDUM NO. 1

RFP #NC2306 – SYLLABUS MANAGEMENT TOOL
FOR THE OFFICE OF DISTRICT ACADEMY AND
STUDENT AFFAIRS

**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, September 12, 2023

Part I – Questions and Answers

1. Will use of this new syllabus system be recommended or required for CCC instructors?
A: required.
2. Will instructors be allowed/encouraged to customize the approved CCC syllabus templates?
A: potentially, depending on system capabilities and student experience.
3. Will CCC expect that historical syllabi be migrated to the new repository? At what point?
A:
 - At the instructor level, we would want the prior year's syllabi migrated prior to launch so they do not have to start from scratch.
 - All active courses for which we have master syllabi would need to be migrated prior to launch, regardless of the last time they were taught.
 - Historical migration beyond the prior year is not an expectation.
4. Is the CCC Brightspace instance ready for LTI 1.3 integration?
A: Yes
5. Will implementation be phased in at all 7 campuses at the same time, or it depend on campus readiness?
A: all 7 campuses simultaneously and required immediately (no pilot phase).
6. Does CCC offer a centralized ior campus-specific instance of Brightspace?
A: CCC offers Centralized instance of BrightSpace.

7. Do submissions need to respond to each bullet point listed in SECTION II -> B. Scope of Services as well as the Appendix VI. Interrogatories spreadsheet? Or is this scope information included only to provide a synopsis of the interrogatories? If these bullet points do need to be explicitly included, in which section of the submittal would the evaluation team need to review this information?

A: Respond to the interrogatories spreadsheet. The scope spells out the requirements and lays out context, but all items are reflected in the interrogatories.

END OF ANNOUNCEMENT

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