

CITY COLLEGES[®]

OF CHICAGO

September 7, 2023
ADDENDUM NO. 1

RFP #SN2304 – Continuing Education (CE) Enrollment System

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

**City Colleges of Chicago
Dawson Technical Institute
Business and Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609
Attn: Steve Nash, Sr. Contract Administrator**

All proposals are due Monday, September 18, 2023, no later than 12:00 p.m. local Chicago CDT

Part I – Questions, Answers and Clarification of Information

Q1 Will City Colleges consider an extension of the due date for proposal submissions?

A At this time, CCC is not considering extending the due date for proposal submissions.

Q2 How many internal staff at City Colleges of Chicago need access to this system?

A CCC estimates that fifty (50) internal staff members will need access to this system.

Q3 How many student applications does the Continuing Ed department process annually at this time?

A Currently we have roughly 8,000 enrollments annually. We expect that to double with a viable enrollment system. Historically, in the late 2000s we had 29,000 enrollments so that could be a possibility as well.

Q4 Are Continuing Ed students enrolling in non-credit courses or credit-based courses?

A Potentially both; CCC students have the ability to be enrolled in non-credit and credit-based Continuing Education courses as well as non-Continuing Education courses simultaneously.

Q5 We noticed there are two “CE Enrollment System Interrogatories” excel files. Confirming we only need to submit one with our Proposal and Cost Proposal?

Regarding that same file, Sheet 2 labeled “Technical Interrogatories,” had a different due date listed, and refers to Appendix A, B, and C.

Will CCC send out those appendices or let us know if they are not required for this submission?

A Procurement Services is confirming that both of the CE Enrollment Interrogatories documents are identical, and only one needs to be submitted with your proposal and Cost/Fee proposal. Sheet 2 labeled “Technical

Interrogatories” should have the due date for submissions as Monday, September 18, 2023, local Chicago time, instead of September 13, 2023. Appendices A, B and C have been added to our website for viewing, and will be sent out to prospective proposers.

END OF ADDENDUM