



**May 23, 2019**

**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS (RFP) # SJ1903 - ACADEMIC CATALOG, PROGRAM  
SEQUENCING, & CURRICULUM APPROVAL SYSTEM**

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

**All responses shall be addressed and returned by the  
due date: City Colleges of Chicago**

**Dawson Technical**

**Institute**

**Procurement**

**Services**

**3901 South State Street, Room 102**

**Chicago, IL 60609**

**Attention: Sheila Johnson, District Director, Business and Procurement**

***Services Responses must be received no later than 1:00 p.m. local***

***Chicago time, on Friday, June 7, 2019***

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**Responses to Questions and Points of Clarification**

1. May I please have the FTE for the City Colleges System?

**Response:**

<b>CCC FTE Fiscal Year 2017-2018</b>	
Semester Credit	45,397
Adult Education	16,452
Continuing Education	716
<b>Grand Total</b>	<b>62,566</b>

2. Would you consider changes to the language regarding the termination for convenience clause? (I have the proposed wording below) Termination for Breach or Lack of Appropriations Convenience. This contract can be terminated upon ten (10) days written notice by City

Colleges of Chicago on the grounds of Proposer's violation of any terms and conditions of the Contract, procedures or guidelines or inadequacy of Proposer's performance or if there is no further need for the requirements. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City Colleges of Chicago for payments to be made under this agreement, then the City Colleges of Chicago will notify the contractor of such occurrence and this agreement shall terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments will be made or due to the contractor under this contract beyond those amounts appropriated and budgeted by the City Colleges of Chicago to fund payment under this contract. City Colleges of Chicago may terminate this Contract, or any portion of the Services to be performed under it, at any time for convenience by a notice in writing from CCC to the Proposer when the Contract may be deemed no longer in the best interest of CCC.

**Response: Please include this exception in your response submission and it will be reviewed as part of you overall response.**

3. Would you be willing to sign an NDA prior to RFP submission to enable us to share confidential information (including financials, ownership structure, etc.)?

**Response:**  
**City Colleges does not disclose proprietary or confidential information if the information is flagged as such in your submission.**

4. Would you be willing to evaluate links to demonstration videos and other supplemental information as a complement to our proposal responses?

**Response: Yes we would any and all demo links.**

5. Regarding Section III (Submittal Requirements), Item #9 Financial Statements: Would you consider allowing Financial Statements to be provided post-award? eLumen is a private company and therefore does not publicly publish its Financial Statements. If this is not possible, would it be possible to redact or otherwise ensure that any eLumen Financial Statements provided as part of our response would remain confidential and not be subject to a public FOIA or similar request?

We have not previously seen a requirement similar to this with other large, public institutions and districts we have worked with and are hopeful there is a way for us to participate in the RFP without being subject to possible public disclosure of our confidential financial statements.

**Response:**  
**Financial Information is due at the time of submission. City Colleges does not disclose proprietary or confidential information if the information is flagged as such in your submission.**

6. Will CCC be able to provide a spreadsheet or other document separate from the RFP PDF for responding to the Exhibit A table and the Scope of Services questions?

**Response: See the attached spreadsheet.**

7. Do you have an editable (Word or Excel) version of Exhibit A that you can provide for responding to the Exhibit A questions?

**Response:** See the attached spreadsheet.

**Additional Requirement:**

As we proceed to evaluate your services and with a goal to best understand your product, we are requesting:

- A CCC sandbox reflecting the needs outlined in the Scope of Services to be provided upon request after submission; and
- Guest admin access to an academic institution currently using your product.

**Please acknowledge receipt of all Addendums in your proposal responses.  
END OF ADDENDUM**