November 12, 2021
ADDENDUM NO. 2
RFP #SH2109 – Room and Event Scheduling System

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

All bid responses shall be addressed and returned to this location by the due date listed below:
City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 South State Street, Room 102
Chicago, IL 60609
Attention: Sherri Hardemon, Contract Administrator
Proposals must be received no later than 12:00 p.m. local Chicago time, on
<u>Monday, December 13, 2021</u>

Addendum Item No. 1
<u>**Questions, Responses and Clarification of Information**</u>

Q1.   Will you need to import events currently housed in Ad Astra to the new scheduling solution?

Response: Yes, CCC would like to migrate event data from our current system (AdAstra) to the new system. CCC will look for guidance from the new system provider on what information about events to export from the current system and in what format. CCC would like the new system provider to upload this data.

Q2.   Is your preference to have all implementation/consulting services delivered on a remote basis, or when available, would you like consulting/training services to be provided in-person?

Response: We prefer remote delivery of all implementation, consulting and training services.

Q3. Are you wanting proposals for a single instance deployment or 7 unique instances, one for each of the CCC institutions?

Response: We understand that a single instance can provide more standardization and control but can lead to the collection of a large amount of information. Alternatively, the seven instances allow some exceptions and are possibly more expensive and complex to implement and maintain. Each of the implementation strategies has its advantages and disadvantages and we would like the proposers of the solutions to propose both options and recommend a solution that best meets our requirements and brings the greatest benefits.

Q4.　When does your existing Ad Astra license expire?　Is there sufficient time for this RFP process to occur, a new license to be negotiated and an implementation to occur with that designated deadline?

Response: Our contract with AdAstra expires in February 2023. We believe that we have enough time for the RFP process, contract negotiations and implementation of the new system.

Q5.　The Vendor/Contractor Acknowledgement form specifically states, "I affirm that I have received the above Ethics Orientation Training for Contractors/Vendors."　How is that training going to be provided to participating vendors so we can ethically execute that form?

Response: There is not "training" for Vendors. The affirmation is revised as follows: "I affirm that I have received an Ethics Summary for Contractors/Vendors. I further affirm that I will read the full text of the City Colleges of Chicago Ethics Policy."

Q6. Can you please confirm if PeopleSoft/Oracle is used across all campuses, or is there any variation?

Response: All colleges in the City Colleges of Chicago system use the centralized PeopleSoft Campus Solution 9.2 as their student system. All colleges also use PeopleSoft Human Capital Management Version 9.2 and PeopleSoft Financials and Supply Chain Management Version 9.2.

Q7.　　Please confirm that the usage of PeopleSoft Campus Solutions/Oracle is, in fact, a centralized instance across multiple campuses. If not, can you please specify exactly how many separate instances of PeopleSoft/Oracle are in use?

Response: PeopleSoft Campus Solutions/Oracle is a centralized instance across multiple campuses.

Q8.　　Additionally, can you please confirm if your SIS (PeopleSoft Campus Solutions/Oracle) is currently cloud-based?

Response: PeopleSoft Campus Solutions/Oracle is 3rd party remotely hosted (not cloud-based/SAAS).

Q9. Can you please expand upon City Colleges of Chicago's "Academic/classroom" scheduling needs?

   a. Is City Colleges of Chicago seeking assistance with "when" (i.e. class timetabling) to schedule courses/sections, in addition to "where" to place them (i.e. what spaces might be best suited and available to house said courses)?
   b. How open is City Colleges of Chicago to partnering with two providers who specialize in these very different solution sets?
   c. If both of the above needs exist (when & where to place/schedule courses) is there a preference for combining solutions in a response, or is it preferred companies respond separately with focus on their areas of specialty?

   Response:

   a. **As stated in the Scope of Services we are looking for solution providers to be able to provide strategies that influence the efficient use of space, strategic evaluation of schedules and help CCC conduct capacity analysis. We also asked in our cost proposal structure to state how much the consulting services will cost. In a sense, we are asking for consulting services to help us with the "when and where" analysis that we may want to carry out at some point.**
   b. **Please see section B3 (Contents of response/Joint Ventures) of the main RFP document for answer.**
   c. **We are looking for one response to this RFP.**

Q10. The list below was provided as part of your evaluation criteria. Can you please provide the weighting associated with each line item?

   1. Qualifications of firm and assigned team members (past experience with higher educational institutions or comparable organizations, portfolio of past work, knowledge of pertinent business processes/requirements)
   2. Ability to meet the functional and technical requirements and interrogatories and information security requirements
   3. Proposed Solution, installation and support
   4. Cost/Fee Proposal
   5. MBE/WBE Compliance

   Response: City Colleges of Chicago does not disclose its weights for evaluation criteria listed in Request for Proposals.

Q11. With City Colleges of Chicago's current use of Ad Astra – is that current data utilized in Ad Astra housed in a central database, or in multiple databases across the district?

   Response: We currently have separate instances of AdAstra (one for each college and one for the District Office, which is not in use). AdAstra solution is vendor-hosted and we are not sure how their database is designed.

END OF ADDENDUM
Please acknowledge receipt of all Addenda in your bid responses.