

Solano Community College Addendum 1 to RFP 12-003

Update to Pg. 6:

Process Timetable

RFP Release Date	November 17 th , 2011
Offeror's Questions Submitted by	November 29 th , 2011
Optional Pre-Proposal Conference	November 29 th , 2011
Offeror's Questions Answered by	December 1 st , 2011
RFP Due Date	December 8 th , 2011
SCC Evaluation of RFP's	December 9-Jan 6, 2012
Presentations and Demonstrations (if requested)	Jan 6-Jan 18, 2012
Award of Contract	February 28 th , 2012
Training and Course Migration	March 1-May 30, 2012, then continuing.
Summer session begins	May 31, 2012

Client References:

All proposers shall include references from at least two (2) similarly sized Community College Distance Education Programs where it currently operates. **These may be copies of emails or pdf documents included with the proposal.** Extra points will be awarded if the colleges are in California. References from University, commercial or other public agency accounts may be submitted in addition to the two (2) required. Reference information **shall should** include written letters of recommendation from the administrators and/or managers responsible for the program on the College side, the names and telephone numbers of contact individuals, and the location addresses must also be included in your submittal. **Contact information for references is also acceptable.**

Update to Page 11:

Note that support resources that are in **the US North America** and staffed with fluent English speakers will be scored higher than alternatives. Explain the location, language and technical proficiency of your support staff that would be responsible for responding to incidents generated at SCC.

Update to Page 17:

Installation Plan

Provide an Installation Plan for either institution hosted or Offeror hosted solutions. **(In the event that an institution-hosted solution is selected, SCC will be responsible for installation of all hardware and software systems unless Offeror installation of some components is specified and an associated cost is specified.)** Describe the recommended

or required procedures and steps that are to be taken to ensure a successful installation of the proposed LMS **if the Offeror hosts the system.**

- Is the proposed system in current production and installed at customer sites **using Banner/Luminus**? Provide a list of sites where this proposed product has been implemented.
- Provide current release/version number(s) and date(s) for the system.
- Provide an estimated implementation/delivery schedule.
- Summarize the roles of the Offeror and SCC during the conversion and implementation process and the expected human resources to ensure a good transition **if SCC has 2 functional user FTE and very limited support from IT managing the transition.**
- Describe how the Offeror will quickly and competently identify and solve problems that arise during the implementation process.
- Describe how the Offeror proposes to manage the project implementation in concert with SCC.