

**Howard Community College**  
RFP: College Employee Portal  
Bid Number: 22P-002  
Bid Opening Date: **August 20, 2021**

**ADDENDUM No. 1**

*Q1. Will FERPA protected information be captured in the solution? If yes, can you specify what types of information this will be and whether or not the system should capture student consent?*

Yes. Documents stored in this system may include information about students such as progress within courses, ID numbers, etc. The College does not require student consent to be captured within the system.

*Q2. Will there be any authenticated users who are not staff or faculty? If yes, what is the expected number of non-staff or faculty users?*

Yes. The College expects the number of non-staff/non-faculty users to be under 100.

*Q3. What is the expected annual number of external, non-authenticated users?*

The College is unable to speculate as to this number as they would be public users. The College's goal with this functionality is to make a small part of the portal accessible for collegial collaboration with faculty at other schools. The College does not expect the throughput of users or data to be overwhelming.

*Q4. What functionality should the solution provide for external, non-authenticated users?*

Functionality for these users would be similar to a public facing website. It is not expected that these types of users would do anything besides read content or use a simple contact form.

*Q5. Are there any similar implementations that you would like to mirror? (a different community college, etc.)*

Given that the employee portals of similar institutions are not publicly accessible, the College does not have any examples of implementations to mirror.

Issued on August 2, 2021.