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

<u>**ADDENDUM No. 2**</u>

Q1. Do you expect this to be a product offering (COTS), or can it be a custom solution that we build specifically for requirements of the college?
The College strongly prefers that the proposed solution be a product offering (COTS).

Q2. Who developed and maintaining the existing system?
HCC implements and maintains the current system.

Q3. The following requirement is stated in the RFP: **"Portal must have the capability to integrate with third party tools and display information from them within portal pages."** *Apart from the ERP, can you provide the list of third-party tools that need to be integrated with the portal?*
Formstack and Trumba. These will integrate via the insertion of embedded javascript.

Q4. Please provide details on the current data system(size, data dictionary, layouts, connection type, where is it hosted)? What is the expected data growth rate over the years?
There is not currently a data dictionary for the portal. The system is hosted on premises. The expected growth rate is unknown. The current portal holds under 300GB of data and we expect the initial data load to be smaller as some resources are moved to other internal tools.

Q5. Do you expect the vendor to develop a centralized repository to collect and store data from data sources/systems?
The College does not expect a centralized repository that will store data from external systems to be part of this solution.

Q6. Apart from the ERP, do you expect the portal to access the data from the centralized repository? Can you please specify?
The College does not expect the system to access data from a centralized repository.

Q7. Can you please share some of reporting formats that the college currently using?
The portal will not be an engine for reporting. Any reports stored on the portal will be in a static format such as PDF or XLSX.

Q8. What is the total number of existing PDF and eForms? Do you expect the portal to have these forms?
The existing number of PDFs is unknown, but we do expect the new portal to house these files. Many of the current eForms will migrate to other platforms, but per the RFP requirements, the College does expect eForm capabilities on the new platform.

Q9. Do you have any preference in terms of technologies?
No. The College does not have a preference.

Q10. Do you expect to use any BI tools such as PowerBI or tableau to visualize the data?
No. The College does not expect to use these in conjunction with this tool.

*Q11. The following language is in the RFP: "**It is the policy of Howard Community College to strongly encourage minority business enterprises (MBE) to provide goods and services for the performance of College functions.**" Is it mandatory that the vendor should be a Minority Business Enterprise?*
No. Per the RFP, MBE firms are strongly encouraged to respond, but there is no MBE requirement.

Q12. Do you expect the vendor to manage the hosting?
Yes.

Q13. Can you specify the budget cap that we need to consider?
The expected project cost classification for this project is A or the lower end of B.

*Q14. Can you please provide clarification on the following language from section 1.3 of the RFP (bolded for emphasis)? "The College currently utilizes a portal with an on-premise implementation of SharePoint 2013 as its core infrastructure. This tool integrates with the college's Enterprise Resource Platform (ERP), Colleague by Ellucian, which allows SharePoint to surface data and functionality from Colleague directly in the SharePoint interface. **However, this portal and the integration from Ellucian will not be supported past August 2024. The College is not looking for a product to continue this integration. Resources related to the ERP will be prominently linked from the portal, but not integrated**."*
The college does not expect the new solution to integrate real-time data or write data back to the ERP.

Issued on August 17, 2021.