

**Request for Proposal Q01066
Curriculum and Catalog Information Management System
Addendum #1
August 11, 2022**

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following questions received:

1. Per Illinois law (Public Act 102-160/Senate Bill 2664) allows for electronic notarization. Just want to confirm that is Harper College's understanding as well? It would be our objective to submit multiple physical copies per the RFP requirements but execute/notarize electronically.
Response: Not sure if we understand your intent. Multiple copies of notarized documents are acceptable.
2. On the Proposed Pricing page there are total costs for 5 years but the RFP states 3 years + 1 option year. Should we fill out 4 or 5 years of total costs?
Response: Please provide five years of pricing. The College reserves the right to add one (1) additional renewal option year.
3. On the Proposed Pricing page there is Ancillary Equipment/Services. Is this where Harper would like vendors to fill out additional solutions? Would it be possible to attach a page to this Proposed Pricing page that explains our submission in greater detail?
Response: Use this space to provide additional ancillary costs or equipment that the College will be required to purchase in order for the scope of work to be fulfilled including but not limited to College's requirements stated on pages 16 – 27. Additional pages can be used for clarification.
4. Would you be able to specify what is meant by "reference sites" in Questions #1 and #2 under Supplementary and General Technical Questions?
Response: Reference sites are the organizations you are using as references.

5. Additionally, can you indicate whether schools indicated in these sections must match (or should not match?) the references indicated on Page 31 of the RFP?

Response: The College is looking for a minimum of three complete references which includes the information being requested on the form on page 31 as well as in the supplementary and General Technical questions. A comprehensive list of referral sites is desirable.

Sincerely,

Jewell Jackson
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