



Procurement and Contracting Services

Request for Proposals for a Curriculum and Course Management Software

**Please mark all proposal submission
files with the following information**

**Sealed RFB # L192324
Due on May 31, 2023 no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question period on May 19, 2023 at 12:00 PM MST:

1. Section 5.8: "Vendor to provide five (5) customer references", we note that the words used in the sentence do not phrase the demand as a mandatory requirement according to Section 2.0 Definition. Is this a requirement?

This is by request only.

2. Question 20: Can your system hold and display archival material? If so, what features are available to ensure it is clearly marked as historical context when displayed? Could you clarify what you mean by archival material?

The archival data is historical curriculum data that was used in previous academic years.

3. What system/systems are you using today?

We would like to have the new application integrate with Oracle PeopleSoft if possible.

4. What date will the award be made, and when will you let ALL participating vendors know?

It depends on the number of vendors that submit responses. See section 3.6 for more information. Once the award has been finalized, a notice of award may be posted on our website

5. Do you have a preferred format for the answers/descriptions to the items in Section 5.0 (Excel table, Word file)?

Responses can be put into an Excel or Word file.

6. Have any vendors been invited to give their presentations yet?

No, this will be determined after all of the vendor proposals have been evaluated.

7. 5.2.5.1: Do we need to complete Part III. Implementation Plan of Attachment A as the incumbent vendor for the Curriculum and Course Management Software? We believe we would still need to provide this for the Analytics portion 5.2.8.8 (Robust Online Analytical Tools) which is a separate solution, however please confirm if this is required or not.

Implementation plan would be required if the incumbent vendor needs to update software or provide additional training.

8. 19. (Previous Addendum Question) Evaluation Criteria: II. Workflow: "Describe how the workflow interface maintains consistency (regardless of the request type)." Please clarify and provide an example of "workflow interface." How is this working or not working for you currently?

An example of a workflow interface is the Lottery system functionality. It is not flexible enough to accommodate the current business process.

9. Appendix: Business Associate Agreement: It is indicated that we do not need to complete the Information Security and Privacy Addendum. Does this also apply to the Business Associate Agreement? Do we need to complete the Business Associate Agreement to submit the RFP?

The Information Security and Privacy Addendum (ISPA) contains the first four pages of the addendum plus the Cloud Software Appendix, PCI Appendix, and Business Associate Agreement (BAA). There will be no HIPAA data or PHI in this system so the BAA will not be required. While the ISPA is not required to be completed for RFP submission, it will be part of any agreement executed between the successful vendor and the University.

10. Response: Current application workflows are not flexible enough to cover all our business processes. Could you clarify and provide examples of "maintaining consistency (regardless of request type?) And how this translates to covering business processes?

We are looking for more flexibility in the application workflows to support various business processes.

11. Questions from Attachment A

- a. Could your system house a course content creation tool? If so, please explain.

- i. By "house," do you mean integrate with? Do you have a preferred tool in mind?

Yes – either as an add on to the current functionality or the ability to integrate with a course content creation tool. We are open to recommendations on tool selection.

- b. Can your system support the student life cycle? If so, please explain.

- i. What type of support do you require from the product, in addition to moving students through their academic levels, record storage and system access?

In addition to the processes stated above, some examples of student processes would be:

- Course and rotation evaluations
 - Graduation audit
 - Track and report student activities by PX/DX list
- c. Does your system allow for the ability to create and manage interdependencies between workflows (ie. A request to create a new academic plan may automatically generate one or more requests to create new courses)? If so, explain how this works.
- i. Please provide additional examples what you need the product to do in more specific situations. It is difficult to provide a detailed response to such a broad question.
Here is another example of interdependencies between workflows. The user would have the ability to upload/create the course content and then control when the course content is released to the students for a particular course.
- d. Do functional users have the ability to customize the workflow interface? If so, explain how this works.
- i. Can you provide examples of the type of customization you would require? Will it vary from workflow to workflow?
 - Customizable workflows are considered easily modifiable common workflows based on changes dictated by policy, process, and CME requirements. One example of this type of customization would be to change the way the user updates curricular Inventory.
- e. Questions from the 5.0 Scope of Work, Specifications, Technical Requirements document
- i. 5.2.2.1.2 Link Curriculum to courses and contacts: What types of linkages are needed for the contacts?
e.g., Email, Location, Course,
 - ii. 5.2.2.1.1 Creation, modification, mapping, tracking and inactivation of curricular activity: Can you provide an example of “inactivation of curricular activity?”
The course is no longer available, and the student record and reporting will still reflect students that have previously taken the course.
 - iii. 5.2.2.1.4 Administrative Dashboard for curricular inventory and scheduling changes: What functionalities are you looking for with this dashboard?
e.g. Content gaps: Show the curriculum that may have gaps in the content. For example, a curriculum may not cover all required topics or skills based on preestablished criteria.

- iv. 5.2.2.1.5 Upload curriculum inventory: As the AAMC is no longer supporting the Curriculum Inventory upload, what type of upload will you require?

Data migration of curriculum content.

12. Our solution strictly prohibits the inclusion of any personal health information (PHI) or any other personally identifiable information (PII) of any patients, meaning our solution is NOT HIPAA compliant. Did you still wish us to respond to your RFP as HIPAA compliance is listed under Core Functions.

Please respond as this is a future consideration.

13. Can you list the software platforms/programs/tools you are currently using to accomplish the tasks listed in the RFP? E.g. QGenda, Amion, spreadsheets, smart sheets, OASIS, eMedley, New Innovations, Formsite, One45, etc.

This is not an all-inclusive list. Some examples are; Survey Monkey, One45, and paper forms.

14. Do you have IT support on your end?

Yes, we would have an application support role as a liaison to the vendor.

15. Attachment A line 20: Can you provide examples of what you are looking for with this requirement: Can your system hold and display archival material? If so, what features are available to ensure it is clearly marked as historical context when displayed?

An example would be previous year curricular activity that is no longer used but we are required to keep the information for a specific period of time for audits and other reasons.

16. Attachment A line 29: Regarding this requirement: Describe how the workflow interface maintains consistency (regardless of the request type); Can you provide examples of workflows where there are consistency issues?

See response to question number 8.

17. Attachment A line 31: Can you provide clarity on who are functional users and primary areas of interest to be able to customize for this requirement? Do functional users have the ability to customize the workflow interface? If so, explain how this works.

Functional users would be Staff and Admin roles. We are looking for having some flexibility in common workflows such as building a curricular map of content.

18. Attachment A line 34: Can you provide more clarity and examples of interdependencies for this requirement: Does your system allow for the ability to create and manage interdependencies between workflows (i.e. A request to create a new academic plan may automatically generate one or more requests to create new courses)? If so, explain how this works.

See response to question number 11C.

19. Attachment A line 39: Can you provide clarity on what you mean by status in this requirement: Can authorized administrators override user status settings?

Administrators could set the level of user access by curriculum.

20. Attachment A line 108: Can you provide clarity with examples about which stages of the life cycle you are looking to be supporting with this requirement: Can your system support the student life cycle? If so, please explain.

See response to 11b.

End of addendum, all else remains the same.