



Purchasing  
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May 9, 2016

**Addendum #1 To  
Request for Proposal  
For Student Assessments and Course Evaluation System - 2016**

**Minutes of the Pre-bid Meeting  
Dated May 2, 2016**

The pre-bid meeting for the Request for Proposal for **Student Assessments and Course Evaluation System - 2016**, was held on May 9, 2016, at 1:00 pm. The pre-bid meeting was not mandatory, there will not be any limitation as to who will be able to respond to this RFP. Paula Reyes discussed important dates and Shaun Moore gave a brief overview for the following questions to be reviewed:

Important dates to note: Question Due date - May 11, 2016 – 12PM, Responses are due - May 17, 2016 - 2PM.

**Question:** Are you considering the use of 2 different software platforms or is the desire to have a single platform?

**Answer:** *Ideally we'd have one vendor that has a solution for both tests and evaluations. This would probably be the most cost effective. However, we know that some vendors do not, and some vendors have different programs for tests and evaluations scanning. So we are open to either option right now.*

**Question:** Written requirements seem to focus on tests, were we to send information on course evaluations as separate requirements?

**Answer:** *The 1<sup>st</sup> question in the detailed questionnaire not set for course evaluation system. There is also information for this in the SCOPE OF SERVICES and VENDOR QUALIFICATION sections.*

**Question:** We usually see this tying in with enrollment systems and requests for item analysis.

**Answer:** *This information can be found in the scope of services and vendor qualifications, as well as in the detailed questionnaire. Question 9 refers to reporting, questions 15 – 16 refers to LDAP integration and single sign on.*

**Question:** Is pricing for one year or multiple years?

**Answer:** *The Bid Invitation section refers to an initial 3 year agreement with the option to renew for 2 additional one year periods. Cost schedule C has a section for price increases for optional years. Please note that Oakland University reserves the right to negotiate each optional extension.*

**Question:** Are you looking to use a mixture of both paper and online for course evaluation testing?

**Answer:** *We want to at least mirror what our current system does. We'll certainly still be using paper forms moving forward for tests and evaluations. For testing, we currently do only paper testing. All online tests are done via Moodle, our LMS. It would not be required for the system to allow for both paper and online test scanning, but it would be a nice to have feature. For evaluations, we have a mix of*

*paper evals and online evaluations. But the system does not mix the two, meaning if one class does paper, the entire class must be paper. So for testing, we don't require it to do both paper and online versions, though this could be a nice feature to have. For evaluations, we'd need the system to allow for paper forms, as well as fully online forms. Ideally the system would be able to blend those two so one class could use some paper forms and some online forms.*

**Question:** If additional questions are submitted by the Q&A date, will all answers be provided in an addendum or simply answered via email?

**Answer:** *All questions will be answered and an addendum will be distributed by email and posted to the Purchasing website.*

**Question:** Can you estimate the total number of course evaluations you anticipate returned in a given calendar year?

**Answer:** *In 2015, we scanned in 22,225 paper evaluations. That number jumps up to 56,062 if you include online evals.*

**Question:** Do you anticipate the testing solution to be used campus wide by department, specifically in a couple departments' ore in the testing center?

**Answer:** *Oakland does not have a testing center. This solution would be utilized campus wide, for both testing and evaluations.*

The Department has requested to receive bid responses electronically. If your company is interested in responding, please send an email to [preyes@oakland.edu](mailto:preyes@oakland.edu) for a response submission link to be created.

As a reminder all questions concerning this project must be emailed to Paula Reyes no later than May 11, 2016 at noon to [preyes@oakland.edu](mailto:preyes@oakland.edu). Bids are due May 17, 2016 at 2pm. Late, faxed or emailed bids will not be accepted.

Please do not contact either the Department directly as this may result in disqualification of your proposal.

Thank you for interest in doing business with Oakland University,

Paula Reyes,  
Purchasing Director,  
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