

University of Northern Iowa
RFP Q9318
Addendum #1
October 24, 2016

Please see the following questions submitted by vendors, with UNI answers below:

1. Can you please confirm the number of assessments conducted annually?

UNI response:

Average of three courses per faculty member per assessment requirement.

Probationary faculty: Once every year, all classes. Probationary numbers are approximately 120, so 360 courses assessed for them.

Tenured Faculty: Once every two years, all classes. Tenured numbers are approximately 360, so 1080 courses assessed for them.

*Term and renewable term (once every two years, all classes, 4 classes per faculty member)
Estimate of that is 50 faculty, so 200 courses for them.*

*Temporary: 93 faculty, and an average of 2 courses for each of them: 186.
Total number of courses evaluated: 1826 per year.*

These are the number of classes per semester we actually processed in the last few years. This number may be higher than normal for the last year due to a special review.

2015 spring term – 1628 assessments

2015 fall term – 1643 assessments

2015 summer – 28 assessments

2014 spring term- 1445 assessments

2014 fall term – 1270 assessments

2014 summer – 10 assessments

While we are open to all licensing options, we prefer a solution which is hosted by UNI on UNI's campus and is not volume based.

Also note, the RFP states that we prefer a solution that will allow us to use this tool as a generic assessment tool on campus, so the vendor should assume there will be increased usage of this tool.

2. RFP section 3.1.1 references your current approach to assessment as via paper (bubble sheets). Does your go forward strategy of obtaining student assessment feedback include: a) continuation of paper based evaluation, b) a mixture of paper and online surveys to self-pace the migration from paper to digital, or c) a complete move to online evaluation?

UNI Response: The intention is to move to a total online system, hopefully implemented no later than Fall 2018. Beta testing in Spring 2017, with a majority of assessments in 17-18 done online.

3. RFP Section 3.3.5 mentions automated interfaces to a SIS. Can you elaborate on the desired functionality that you require for the automated interface?

UNI response: We currently utilize PeopleSoft campus solutions 9.0, at the latest bundle levels. Will be moving to 9.2 in 24 month timeframe. We are looking for a solution which is able to pull faculty, and their class schedules, as well as the students enrolled from the student system so they do not need to be reentered.

4. Can you please share the expected Go-Live date?

UNI response: UNI prefers a solution that can be quickly implemented so that a beta can be conducted in late March or April of 2017; the system being fully implemented for the November/December 2017.

5. What is expected concurrent number of students?

UNI Response: UNI's current enrollment is 11,905, however that is expected to grow. Testing numbers can be found under question 1.

6. There is a reference to point 3.1.1 given in requirement 3.2.7 however, we couldn't find point 3.1.1 in the document. Request you to please provide details on that?

UNI response: 3.1.1 should be 3.1

7. Whether companies from Outside USA can apply for this? (like, from India or Canada)

UNI Response: Yes

8. Whether we need to come over there for meetings?

UNI Response: The final 1 – 2 vendors will be invited to campus for a demonstration to a Dean's council meeting in early December. A remote presentation is acceptable if the vendor wishes.

9. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

UNI Response:

The software can be developed anywhere you wish, however our preference is for the system to reside at UNI on UNI servers.

If we were to consider a cloud solution, it would be required that UNI data reside in US data centers only and be encrypted. All data ownership would reside with UNI and only with UNI. Responses proposing cloud solutions should be clear about where data resides.

The security of our data is very important to us, any solution considered should have a robust set of security controls allowing UNI to ensure only the proper staff can see the data meant for them. Documentation on your security controls should be included in your response.

10. Can we submit the proposals via email?

UNI Response: Yes, electronic responses can be emailed to molly.ungs@uni.edu

11. In 3.1 Current environment, can you please articulate what the figure 4,000 assessments (sic) given per year refers to? Is this the total number of individual surveys distributed (4,000 bubble sheets) or does this refer to something else? We're trying to understand the total number of individual course evaluation surveys/assessments distributed annually.

UNI Response: Please refer to answer 1, it should give all the usage information you need.