

## ADDENDUM 1

**PROJECT:** 01-19-004 Redesign of ERAP and NSO RFP - Addendum 1

**DUE:** February 13 2019 @ 2:00 p.m.

### QUESTIONS

1. It looks like you are looking for a firm that can provide the design work, an offsite platform for access and storage, and potential ongoing student and staff support. Our question is how firm are these requirements? Is the college at all interested in a solution that would utilize your existing systems and infrastructure?
  - a. We do not think our current systems will support the changes that we want to make to the tools, so we are not looking to use what currently exists.
2. Is the desire that all students would have access to these modules for the duration of their time at Waubonsee or would they only have access for a set period of time?
  - a. They would have access as long as they are an enrolled student.
3. About how many students would need to have access to the platform at any given time?
  - a. I would estimate at least a few hundred to be on the safe side.
4. In regards to ERAP would you share the specific objectives that you want an online orientation software solution to address? For example, are you looking for us to come shoot professional video footage to insert into the module for ERAP training?
  - a. Possibly, but not required as we do have a video team on campus.
5. Is there written content related to ERAP that you need help writing or editing?
  - a. Content exists but would need to be updated/edited to be more engaging based on the platform chosen.
6. Is the ERAP outside of and separate from the New Student Orientation module entirely?
  - a. Yes, currently they are two separate points of contact with students.
7. Do you want through the online orientation software to provide training for the ERAP?
  - a. No
8. Are you wanting video production as part of your new NSO project?
  - a. Yes
9. If so do you have an idea of the scope of work? Have you identified specifics of your video needs – topics, lengths, #'s of videos) would you like our creative staff to come up with a proposal from scratch?
  - a. We would like to see this as part of the proposal.
10. Do you envision ERAP as a separate module?
  - a. Right now there are 6 modules to ERAP and we will be assessing whether they are all necessary as part of this project.
11. Do you envision Academic Probation as a separate module?
  - a. Yes

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12. Do you need video production (since you have written content) or just the ability to create the module?
  - a. [Just the ability to create the module](#)
13. Do you envision Financial Literacy as separate module?
  - a. [Yes, but we also want some thread of that content running through the others to provide consistent messaging to students.](#)
14. Or do any of these topics fall inside of the NSO module as just separate chapters?
  - a. [Yes, they could be separate.](#)

**This addendum does not change the due date or time.**

**END OF DOCUMENT**

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