



DATE: December 28, 2018

TO: Interested Parties

FROM: Joseph Lastrina, Purchasing Agent II

RE: Addendum #3 to RFP # JL120318 for Electronic Student Transcript Solutions

All Respondents are hereby advised of the following amendments to the Request for Proposal document(s) which are made an integral part of the bid documents. Respondents are required to acknowledge receipt of this addendum in their proposal response, as well as include a signed copy of this addendum with their RFP response.

Item 1: Removal of TouchNet Requirement

RFP section 3.1.29 is hereby deleted in its entirety. There is no requirement for the vendor to be a TouchNet Ready partner.

Item 2: Appendix D, Company Profile – Version 2

Appendix D has been revised in response to Q5 below and included in the PDF portfolio containing this Addendum. Respondents are advised compliant proposals shall contain Appendix D, version 2 in lieu of the original version published with the RFP.

THE INQUIRY PERIOD FOR THIS RFP IS NOW CLOSED

Item 3: Responses to Written Inquiries

Below are responses to inquiries received prior to the deadline established in section 4.1 of the original RFP document and as amended.

Q1. 3.1.19 – 1) What does it mean to be TouchNet Ready Partner? 2) Why must the vendor be a TouchNet Ready Partner? 3) Are you trying to use TouchNet for your students to pay for their transcript? 4) Does the student have a debit/credit card associated with the TouchNet account? 5) If the vendor's transcription platform does not require interface with any payment system and is PCI compliant, can the transcript vendor be exempt from the requirement? 6) Is the TouchNet requirement related to PCI Compliance?

A1. Please reference to Item 1 above.

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- Q2. 5.5.4.2 – Can vendor respond to 5.5.4.2 with Please refer to Appendices B and C? If not, than vendor will be supplying the same information in 2 places, correct?
- A2. The structure outlined in sections 5.1 through 5.7 outline how a proposal should be compiled. This is best accomplished with a series of four (4) folders, one each for RFP sections 5.5.4, 5.5.5, 5.5.6, and 5.5.7 (Technical Proposal, Financial Proposal, Organization and Management Proposal, and Appendices and Required Forms). Appendices B and C should be included in the Technical Proposal folder. The documents required for RFP sections 5.1, 5.2, and 5.3 should be submitted as standalone documents.
- Q3. 5.5.4.6 –Please define Resumes/CV. Does this document need to include only current workplace experience or a full resume that includes all prior work experience and education background?
- A3. A full background is appropriate content for this requirement although the determination of the level of detail a Respondent would provide to demonstrate their resources experience and qualifications is made at their discretion.
- Q4. 7.38.1 – Because the RFP will be submitted in an electronic format, is it possible to label the “Confidential” components in the header and footer of the pages that contain “Confidential” information rather than providing those components in a separate envelope?
- A4. Confidential Information should be included in a separate folder in addition to the four folders described in A2, and each page of each confidential document shall be marked as such.
- Q5. Appendix D – Company Profile – The tab for Company Profile is mislabeled as Appendix B. How shall we refer to the Company Profile appendix in our response?
- A5. Please refer to Item 2 on page 1 of this Addendum.
- Q6. Section 3.0 indicates majority of transcripts are processed directly out of Campus Solutions, but there’s a significant number reside in other formats. Can you provide further details on the other formats, as well as approximate numbers?
- A6. The University of Connecticut maintains a FileNet document imaging system for our legacy transcripts. These transcripts are stored in TIFF/PDF format. As these are legacy transcripts the volume of requests is low; typically 50-100 per year. However, the total number of transcripts stored in this manner is approximately 100,000.
- Q7. Requirement 3.1.13 calls out integration with CS 9.0. Can you confirm how transcripts are being generated? Is the BI Publisher (XML Transcript) being used to generated transcript files?
- A7. BI Publisher is used to generate transcript files.
- Q8. Requirement 3.1.11 on Page 4, requires a “complete list of all supported transcript processing center shall be included in the Respondents.” Are you referencing to a complete list of destinations capable of receiving a transcript?
- A8. The University of Connecticut is requesting a list of transcript processing centers, such as AMCAS, with whom the Respondent has established protocols for transcript transmission.
- Q9. Requirement 3.1.13 references multiple transcript types, layouts and corresponding keys. Can UCONN provide information on how many transcript types are currently in place?
- A9. Currently, the University of Connecticut supports four (4) different official transcripts: one

version applicable to all students, and then specialized ones for our Medical students, our Dental students, and our Law students.

Q10. Requirement 3.1.20 calls out the option to provide a transcript at no cost to the student. Is there a specific population of students that qualify for free transcript requests, or are you looking for a way to accommodate some unique scenarios?

A10. Both. We would need the ability to allow designated cohorts of students to We request free transcripts as well as a mechanism to accommodate free transcripts on a case-by-case basis.

Q11. Requirement 3.1.29 requires vendor must be a TouchNet Ready partner. Can UCONN Provide further information on this requirement and how it impacts the scope of this project?

A11. Please refer to Item 1 on page 1 of this Addendum.

Q12. 6.16 Confidential Information: Please confirm confidential separate envelope in the vendor response. Additionally, will the state agree to treat financial statements as a confidential trade secret under Conn. Gen. Stat. sec. 1-210(b)(5) ?

A12. The State of Connecticut and the University of Connecticut complies with all applicable state and federal laws and regulations.

Q13. Appendix D, section C refers to the a CT License #, can further information be provided on this license?

A13. No response is required for the Connecticut License #. Please refer to Appendix D version 2 as noted in Item 2 in Page 1 of This addendum. The revised Appendix D includes a value of "NA" for this field.

Q14. On the RFP schedule, you have Target Contract Service Commencement begins upon contract execution. Is that the equivalent of a date when UConn needs the solution to go live to production, or is that the date when the configuration phase can begin? If that's not a go-live date, does UConn have a deadline for go-live?

A14. The Target Contract Service Commencement marks the beginning of implementation, a date to be mutually agreed upon during contract negotiations and in this this case, as soon as feasible following contract execution.

Q15. For requirements 3.1.21 – The solution must contain a PCI complaint method for remitting payment to the University for transcripts that have been processed and 3.1.29 – Vendor must be a TouchNet ready Partner. Is UConn asking that the solution uses TouchNet as the payment processor and that payments then be remitted directly via the University's TouchNet account in real-time immediately after the requestor has submitted payment?

A15. Please see Item 1 on page 1 of this Addendum as the TouchNet requirement has been removed.

Q16. Whether companies from outside USA can apply for this? (like, from India or Canada)

A16. There is no geographical restriction on the location of a potential Respondent.

Q17. Whether we need to come over there for meetings?

A17. This project may require an on-site presence.

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- Q18. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
A18. Resources may be leveraged from various locations, although considerations related to data access, remote system access and others may require further discussion with a Vendor of Interest.
- Q19. Can we submit the proposals via email?
A19. Proposals shall be submitted per the terms and conditions of the RFP; please refer to section 5.1.

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date, and return address. This will be accepted as part of your proposal response, **PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL RFP DOCUMENT, OR AS AMENDED BY THIS DOCUMENT.** Please acknowledge receipt of this addendum by email to joseph.lastrina@uconn.edu.

Name: _____

Title: _____

Company: _____

Date: _____