

## Solicitation Amendment No. 001

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<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
Prospective Proposers	March 2, 2018
<b>Project Title:</b>	<b>Project No.:</b>
Student Experience Software as a Services (SaaS)	RFP 18-15

The Request for Proposals (Project RFP No. 18-15) is hereby amended as set forth below:

1. Solicitation Schedule noted on page 2 of 42 has been updated as noted below;
  - a. Additional Question & Answer period has been added to ensure we address any additional questions that may result from the initial Q&A;
  - b. The Proposal Submittal Due Date has been extended;
  - c. Proposers are advised that following the initial evaluation, those proposers that make the short list, shall be invited for Oral/Product Demonstration on April 6, 2018;
2. The Project Schedule Milestones (Section 2.1, noted on page 3 of 42) has been updated as noted below;
3. Additional information regarding full time student equivalent has been provided; and
4. Section 2 – Price Proposal as noted on pages 9-10 of 42 has been updated as noted below.

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

<b>Company Name (Bidder/Offeror):</b>	
<b>Signed by:</b>	<b>Date:</b>
<b>Name (Type or Print):</b>	<b>Title:</b>

1. The Solicitation Schedule noted on page 2 of 42 is hereby deleted and replaced with the following (changes are noted in highlight):

<b>Solicitation Milestone</b>	<b>Date &amp; Time</b>
RFP released and posted to HCC's & ESBD's websites	February 12, 2018
Pre-Proposal Meeting (Non-Mandatory) will be held by the Procurement Operations Department at 3100 Main Street (2nd Floor, Seminar Room C) Houston, Texas 77002	February 22, 2018 at 10:00 am (local time)
Deadline to receive written question/inquiries	February 27, 2018 by 2:00 pm (local time)
Responses to written questions/inquiries (estimated)	March 1, 2018
Q&A-2 Deadline to receive written question/inquiries	March 6, 2018
Q&A-2 Responses to written questions/inquiries (estimated)	March 8, 2018
Proposal Submittal Due Date	March 22, 2018 by 2:00 pm (local time)
Oral/Product Demonstration Script to be provided to suppliers	Not later than March 30, 2018
Oral/Product Demonstration (short listed suppliers only)	April 6, 2018
Anticipated Board Recommendation and Approval	May 17, 2018

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2. The Project Schedule Milestones (Section 2.1, noted on page 3 of 42) is hereby deleted and replaced with the following (changes are noted in highlight):

**Project Schedule – Milestones**

Assuming a signed contract and project kickoff by **June** 1, 2018, the solution provider shall provide a project schedule and timeline with deliverables and milestones to meet a **May** 2019 product launch.

**Fall** registration 2019 (**May** 1, 2019)

3. All cross-references to Section 4.5 as noted in the table titled Evaluation Criteria (Section 3.1, noted on page 11 of 42) are corrected to properly refer to Section 4.4.

4. The following includes two calculations for student FTSE based on IPEDS.

	FTSE Student	FTE Faculty	FTE Staff
AY 2016	30,052	1,344	1,914
AY 2015	30,200	1,701	1,691
AY 2014	31,049	1,722	1,622

5. Section 2 – Price Proposal as noted on pages 9-10 of 42 are hereby deleted and replaced in their entirety with the following Section 2 – Price Proposal (Revised) as noted below.

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## **Section 2 – Price Proposal (REVISED)**

### **1. Instructions**

Proposer must complete this section in its entirety, and may supplement this section with additional pages as to provide HCC with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this solicitation. The Total Cost for the solution provided must be a turnkey cost inclusive of but not limited to travel and living expenses.

### **2. Total Cost - Student Experience Software as a Services (SaaS)**

Provide a Total Cost (to include all travel and living expenses) for the proposed solution. The Total proposed cost will be a firm fixed cost for the life of the contract.

**a. Total Proposed Cost (initial 5-year contract term): \$ \_\_\_\_\_**

Note – the total proposed cost shall be the sum of Item 3, 4 and 5 below.

### **3. Annual Cost Breakdown (license fee for unlimited users; including maintenance and support)**

- a. Year 1 \$ \_\_\_\_\_
- b. Year 2 \$ \_\_\_\_\_
- c. Year 3 \$ \_\_\_\_\_
- d. Year 4 \$ \_\_\_\_\_
- e. Year 5 \$ \_\_\_\_\_

### **4. Implementation Cost Breakdown**

Provide a detailed schedule for the implementation services by task in excel format. In accordance with Section 1 – Project Overview & Scope of Services, the Implementation Cost Breakdown shall include the cost for all aspects of the scope to meet the initial Project Schedule Milestones (Section 1.2) and shall include separate lines with cost for all aspects of the scope to meet the Future Capabilities (Section 1.3.2). The Implementation services shall be paid on milestone basis and must align to the proposed schedule noted in Section 4.4.e below.

### **5. Interface and Integration Cost Breakdown**

Provide a detailed schedule for each interface and integration that is being proposed in excel format. The Interface and Integration services shall be paid on milestone basis and must align to the proposed schedule noted in Section 4.4.e below.

### **6. Monthly Cost Breakdown (Cash flow Projection)**

Provide a detailed schedule for the monthly cost breakdown in excel format in alignment from the first milestone following project kickoff through closeout as aligned with the proposed schedule noted in Section 4.4.e below.

### **7. Dedicated Staffing**

Provide a detailed schedule for the dedicated staffing commitment on a monthly basis and the hourly rate by job description for each in excel format.

**8. Option to Renew (OTR) Terms (to be exercised at the sole discretion of HCC)**

- a. OTR 1 (Contract Year 6) \$ \_\_\_\_\_
- b. OTR 2 (Contract Year 7) \$ \_\_\_\_\_
- c. OTR 3 (Contract Year 8) \$ \_\_\_\_\_
- d. OTR 4 (Contract Year 9) \$ \_\_\_\_\_
- e. OTR 5 (Contract Year 10) \$ \_\_\_\_\_
- f. OTR 6 (Contract Year 11) \$ \_\_\_\_\_
- g. OTR 7 (Contract Year 12) \$ \_\_\_\_\_
- h. OTR 8 (Contract Year 13) \$ \_\_\_\_\_
- i. OTR 9 (Contract Year 14) \$ \_\_\_\_\_
- j. OTR 10 (Contract Year 15) \$ \_\_\_\_\_

**9. Hourly Rate Schedule**

Provide an hourly rate schedule by all job descriptions being used (item – 6 Dedicated Staffing above) and noted discounts in hourly tiers for any potential additional work that may be required by HCC on an as-needed basis, for the entire contract term (including all option to renew terms).

Hourly tiers

Tier	Hours Contracted	Tier Discount (%)
1	<100	
2	101-200	
3	201-300	
4	301-400	
5	>400	

All detailed information to be provided in Excel form including the job description and noted tiered pricing discount.

**10. Price Evaluation**

Price points shall be calculated based on the following formula:

$$\text{Lowest Total Proposed Cost} / \text{Proposer's Total Proposed Cost} \times \text{Available Price Points} = \text{Price Score}$$

**11. Price Proposal Signature**

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by HCC to procure any product or service in any volume.

Name:	
Title:	
Date:	
Signature:	