

ADDENDUM 1 - INVITATION TO BID

BOARD OF TRUSTEES OF WESTERN ILLINOIS UNIVERSITY

Purchasing Office
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**WESTERN
ILLINOIS
UNIVERSITY**

PROJECT: R216871 - Learning Management System
DUE: March 24, 2011 at 2:00 pm local time

This Addendum is part of the bidding and contract documents and modifies the original bidding document.

Questions and answers:

- Q. Regarding the University's 350 current totally online courses, how many students and enrollments does this represent?
- A. During FY2011, the University offer 310 fully online courses. These fully online courses had a total enrollment of 8,226. Nearly all University courses utilize some online components, therefore usage of the LMS is larger than just the fully online courses.
- Q. Regarding the University's 350 current totally online courses, what are the growth plans for online programs and number of students/enrollments over the next two years?
- A. The University has been increasing the number of online courses every semester and we expect to continue to grow more online courses and increase our online enrollments for several years to come.
- Q. Is there a full-time equivalent (FTE) for the student population at WIU? If so, what is it?
- A. Spring 2011 FTE is 10,139.
- Q. 3.1.1. "Unless the proposed solution is entirely outsourced, the server-side software provided with the proposal solution must run in a Sun Fire (x86) or Sun SPARC Enterprise environment." Our learning environment runs primarily on Windows server, we can integrate with other systems that may run on other servers (ie, SIS, portals, etc.), are we limited to proposing only a hosted solution or is the University open to self-hosting on Windows server?
- A. Section 3.2.3.1.5 states that "Preference will be given to UNIX or Linux-based products". This statement does not preclude Windows as an OS option. We do not prefer a self-hosting option on Windows server.
- Q. We understand that the RFP response will be comprised on the Appendices and tables included in the RFP document. Are vendors required to submit each page of the RFP document as part of our response?
- A. Respondents must completely respond to the rfp, including the appendices. All certification pages are to be submitted, as well as the Department of Human Rights number, Disclosure and the Illinois Board of Elections certificate. Failure to submit the Disclosure and Board of Elections certificate will result in rejection of the proposal. All certifications need to be returned in order to be in compliance with Illinois requirements.
- Q. Appendix V - is there a limit to this section? Would it be appropriate in include an executive summary or budget narrative here?
- A. Appendix V Proposer's Attachments/Comments is not limited. We expect Proposers to respond to the Request for Proposal as stated. However, additional information to clarify Proposer's offer should be submitted and will be reviewed by the evaluation team.
- Q. There is an emphasis on uniformity - what kind of latitude do we have to include unique features and approaches of our particular

- product?
- A. The University expects the basic questions to be answered. Additional information can be and should be submitted to fully explain the product being offered.
- Q. Is an editable version of the RFP available?
- A. An editable version is available by contacting Ms. Maxine Smart at ml-smart@wiu.edu or 309/298-1819. We can provide a Word document that has been protected. NO EDITING OF THE TEMPLATE LANGUAGE IS ACCEPTABLE, we must be able to readily find exceptions to the specifications/requirements and all required certifications must be left intact. The University is not responsible for failure to unprotect all aspects of the document. The document must be delivered as indicated in the proposal document. Email responses are not acceptable.
- NOTE: We are unable to attach a Word document to the bulletin for distribution.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING THIS ADDENDUM WITH THE BID PACKAGE.

Theresa Roegge, C.P.M.

Director of Purchases
March 9, 2011

Bidder's Signature

Date

Company Name