
ADDENDUM 1
Date of Addendum: 7/11/22

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Contract Documents for the above-referenced Project are modified as set forth in this Addendum. The original Contract Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Contract Documents. Vendor shall take this Addendum into consideration when preparing and submitting a proposal, and shall acknowledge receipt of this Addendum in the space provided on the Proposal Form.

BID SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Contract Documents. To the extent that changes to the Contract Documents are required based on the questions received.

Item	Questions and Answers
1.1	<p><u>Question:</u> If contract award occurs on or around October 7, 2022, when is the preferred timeline to launch the new platform and services?</p> <p><u>Answer:</u> Ideally, we would want to start availability to students as of July 1, 2023. This would mean implementation and testing should begin sooner, perhaps mid-May. We have existing hours to use with our current vendor that should take us through that period.</p>
1.2	<p><u>Question:</u> Please provide estimations of the recent annual volumes of tutoring sessions conducted by LCCC tutors and by your 3rd party online tutoring provider? Please show volume by a) in person by LCCC tutors, b) online by LCCC tutors and c) online by your 3rd party provider</p> <p><u>Answer:</u> Fall 2021 - Spring 2022 a) F2F: 2,587 sessions b) LCCC Remote - 1,635 c) 3rd Party Provider - 1,918</p>
1.3	<p><u>Question:</u> Please provide an estimate of the number of LCCC tutors who would be using the vendor platform for tutoring sessions.</p> <p><u>Answer:</u> 15-20 per semester</p>
1.4	<p><u>Question:</u> Are there points associated with each criterion and if so can you share them with us?</p> <p><u>Answer:</u> We are interested in exploring platforms that provide ease of use for both students and administrators. We will balance this with cost and features. There are no formal point's rubric, but those are our priorities in order. 1. Ease of use 2. Cost/features (balance of these)</p>
1.5	<p><u>Question:</u> Can you share Test/Integrity Policy?</p> <p><u>Answer:</u> Our tutoring policy (as listed in tutor handbook) is that tutors are not to assist students with exams/quizzes and that we check with the instructors when possible and/or replace content with similar questions. As part of the RFP, we would like to know what services do when presented with content that could be graded.</p>
1.6	<p><u>Question:</u> Would LCCC prefer vendors to list issues/clarifications to the Independent Contractor Agreement in the RFP response or just await post award negotiations?</p>

	<u>Answer:</u> Depending on the issue would determine whether the contract would be awarded to a company not willing to sign the agreement.
1.7	<u>Question:</u> Will you be sharing all vendor questions and LCCC responses with all vendors? <u>Answer:</u> Yes

END OF ADDENDUM