ADDENDUM THREE

DATE: November 13, 2017

RFP NUMBER: 2018-004 Student Feedback Survey Software

RFP DUE DATE: November 30, 2017

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

Questions with Answers Submitted by Vendors:

We'd like summary data for each course section that we could import directly into Digital Measures. A big data dump of individual student responses is not ideal. If the new SFS system allows for custom reports (download as CSV), we could build one that would give us the data in the format we need for DM.

5.2 The results of the first 5 questions of the SFS are also made available to the public.

- Q: Specifically how does the institution share the results with the public? What’s the desired deliverable?

Currently a PDF is posted online http://www.uta.edu/ier/Surveys/SFS/results-yes.php with each faculty member’s scores listed for the first 5 Questions mandated by UT System. We’d like to see options for including these scores in each faculty member’s profile page with either a link on the Digital Measures faculty profile page to this data, or with data pushed from the vendor to Digital Measures.

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5.3.1.5 Coaches that provide support to students through the online environment.

- Q: Do coaches have login credentials at the institution? yes, coaches can sign onto Blackboard
5.3.1.6 **Historical** database of SFS data—easy archiving of raw data and reports. Faculty and administrators should be able to see historical SFS data for their courses, departments and colleges/schools. The data must be organized chronologically.

Q: Please share the raw data headers and a sample of each report. The raw data is housed in a separate server. We used Class Climate at that time and there were various versions of the surveys from Spring 10 through spring 13. It was only stable in fall 2013 when UT System issued guidelines that required 5 standard questions across all UT System institutions. Maybe we could just start archiving from fall 2013 where we have the 5 required core questions.

5.3.2.10 Digital Measures: the SFS system should integrate effectively with Digital Measures to allow the posting of faculty SFS data on each faculty member’s Digital Measures profile.

Q: Please share the raw data headers used to import into Digital Measures – See APPENDIX ONE and TWO (for e-mail recipients it is an attachment)

1. Can you clarify the expectation for Digital Measures integration referenced by requirement 5.3.2.10? Is the desire to import faculty (raw survey results) data into Digital Measures, or formatted PDF course summary reports for faculty? – We will need the raw data available for at least the five UT system required questions; and, we have two areas of need for this data: one internal, and one external.
   1. (a) Internal data: Data used to evaluate faculty. We need raw data on at least the first five questions, but would prefer all of the questions so that department chairs in Deans can run their own analysis. (b) Internal for promotion and tenure dossiers: we will need to build a table of each faculty members teaching scores are covering courses over five years.
   2. External: we will need at pdf summary report available externally on the faculty members’ course evaluations per semester that we can load onto their DM page. This report only contain data on the UT mandated first 5 questions.

2. Access Control listed under requirement 5.3.2.13 doesn’t appear to be an industry standard. Is this some sort of proprietary product? Can you provide more context to this requirement? - By Access Control we mean that we must be able to control who can view faculty SFS data at various levels- we cannot have just anyone see student comments about a faculty member’s teaching. Access Control is not a product but a strategy for allowing different permission levels

We’d like summary data for each course section that we could import directly into Digital Measures. A big data dump of individual student responses is not ideal. If the new SFS system allows for custom reports (download as CSV), we could build one that would give us the data in the format we need for DM.

3. Would you please define the circumstances for which a vendor would need to provide a performance bond as described in Appendix 6? Is this only in cases where physical work is done on campus, or when commercial liability insurance isn’t held by a vendor?
Unclear if this applies. – This is standard language in the State Template for a Request for Proposal. And, may not be applicable for this service.

1. Please describe how the University is currently conducting surveys. See 1.2 Background and Special Circumstances What functionality do you expect to improve or replace with a new system? See Section 5 Specifications and Scope of Work
2. Does the University anticipate any paper surveys? No
3. What types of data files does Digital Measures require? CSV
4. Please define your requirement that the system “integrate effectively” with Digital Measures and BlackBoard. What is your definition of effective integration? – Can you or can you not integrate with these two systems? Transfer into or extract from or exchange information? Build reports?
5. Can you share the agenda for the pre-proposal conference? - We ask, you tell; you ask, we tell. We will also cover critical aspects of the RFP and HUB Requirements and tour the facility in question.
6. Can you share a screen shot of how you currently manage single-sign-on “SSO” with NetID? – See APPENDIX ONE and TWO (for e-mail recipients it is an attachment)

The RFP indicates that updates/addenda will be posted to http://esbd.cpa.state.tx.us, however, searching the bid number "2018-004" returns no results. Can you confirm that the bid event has been posted as indicated and/or provide further instruction on how to access it? – It was there when I looked just a few minutes ago under 2018-004. Don’t know why you can’t see it.

Item 2.3.2.4 references "print jobs" as a measure of the proposer's ability to meet the needs of the University. Can you clarify the University's expectations for "print jobs" in relation to the goods and services requested in this RFP? – Poor editing on our part from a previous RFP submittal. Just ignore.

What system(s) does the University currently use to administer student feedback surveys?

Does the University require submission of a digital copy of the Pricing Proposal? – Electronic copies will not be acceptable. See second Note: under Section 3.1 “Number of Copies” and Appendix 1, Section 1.9.6 “Submission”

Can you provide an estimate of the total number of students to be served with the Student Feedback Survey Software? - See Section 5.2 “Statement”

**PLEASE SUBMIT WITH YOUR PROPOSAL**

Charles Brooks Contract Specialist 817-272-2140

SIGNED: ________________________________________

COMPANY NAME: ____________________________________