



REQUEST FOR PROPOSALS
New Student Orientation Online Platform

ADDENDUM ONE

The following statements, questions and answers are hereby incorporated into and are considered to be an integral part of Wor-Wic Community College's Request for Proposals for New Student Orientation Online Platform.

	Questions	Answers
1	Can international companies apply for this? For example, India and Canada.	Yes. However, data must be stored in the USA. Any services related to this implementation and ongoing support must be provided between the hours of 8:00 a.m. and 4:30 p.m. Eastern Time to accommodate the availability of Wor-Wic's staff.
2	Is it expected that this platform is providing the actual content - meaning, canned videos, producing custom content, etc.?	It is expected that the awarded company will develop custom content for Wor-Wic, using talent casting. The College can provide some b-roll footage.
3	What budget has been defined for this project?	The College is not releasing budget information.
4	Is the college interested in a 1-year or multi-year contract? Will the full term be prepaid?	The College is interested in a multi-year contract term, ideally 3 years with an option to renew for an additional 3 years. The College can prepay for one year at a time.
5	How many videos would you want total?	The number of videos are yet to be determined, however total content shall not exceed one hour. For purposes of this RFP response and price proposal, assume 7 video modules (5-7 minutes in length each) to incorporate all of the components listed in the RFP.
6	How many videos filmed on campus vs. motion graphics?	To be determined, but assume 7 total per answer to question 5 above.
7	Can you confirm that translation is not in the scope?	Translation is not in the scope.
8	Can you confirm that talent casting is a requirement, or do you want it quoted as an option?	Talent casting is a requirement.
9	When does the college want to go-live with the new online orientation?	Wor-Wic intends to go live no later than March 2022.

		No. Exhibit A is required to be completed by the awarded vendor only. It has been included in the RFP to give proposers time to review it and express any questions or concerns.
10	Should Exhibit A be submitted with the proposals?	
11	Need clarification on the desired proposal organization. The proposal format/organization requested in Section 4.D contradicts that of Sections 4.F-G. For example, 4.D specifies we should cover firm's qualifications, staff qualification, technical capabilities, financial stability, and then contractor information form. But Sections 4.F-G indicate the order should be firm's qualifications, experience of the company, staff qualifications, financial stability, responsiveness to the specifications and scope of work, and then contractor information form.	Section 4, item D. is listed incorrectly in the RFP on page 12. The Organization of Proposal should align with the order and descriptions of Section 4, items E through M.
12	There are several components of the Online Orientation. Should proposals include content or course development to cover the components?	Yes, proposals should include content development for all components listed in the RFP.
13	What are the total hours for the orientation?	The orientation should not exceed one hour.
14	What accommodations should be considered: translations, 508 compliancy, cultural considerations, etc.?	The orientation must adhere to the 508 compliance. Translation is not required but may be considered in the future. An effort should be made to accommodate cultural considerations.
15	Are you interested in our interactive training features such as: gamification, scenario-based learning, etc.?	Yes, interactive training features such as these are a requirement.
16	Videos were mentioned. Do you want interviews, actor-based videos, and/or animation?	All three methods are desirable.
17	In terms of filming, how will this work with current COVID protocols? Do you envision filming on campus during the summer?	The college continues to adhere to the necessary precautions and follow the recommendations of our local health departments, the state health department, and the CDC. To prevent the spread of Covid-19 and reduce the potential risk of exposure to our students, faculty, staff, and visitors, the college conducts a daily screening questionnaire. We do envision filming on campus during the summer of 2021.
18	I see that there is 5% allocated to being a small business or a business owned by women or minorities. What is the criteria for being a small business?	To qualify as a small, women or minority-owned business the company must obtain certification and be registered as such by the State of Maryland.

END OF ADDENDUM ONE