**ADDENDUM 2**

DATE: August 8th, 2018

PROJECT: SOD Faculty Development Management System

ITB NO: 744-R1824 SOD Faculty Development Management System

OWNER: The University of Texas Health Science Center at Houston

TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, July 17th, 2018, with amendments and additions noted below.

**Questions received before the deadline:**

1. Whether companies from Outside USA can apply for this?

         (like,from India or Canada )

A: Yes, as long as they can meet all the requirements listed in the RFP.

2. Whether we need to come over there for meetings?

A: No, not if remote meetings are able to meet the requirements listed in the RFP.

3. Can we perform the tasks (related to RFP) outside USA?

        (like, from India or Canada)

A: Yes, as long as they can meet all the requirements listed in the RFP.

4. Can we submit the proposals via email?

A: No, they must be submitted in the format specified in the RFP document.

5. Just to verify, are you interested in a custom software/made from scratch solution or is your preference in 'off-the-shelf' platforms?

A: We are open to either option as long as it meets the requirements outlined in the RFP.

6. We are a US based company with our development offices overseas. If you are seeking software development, do you accept offshore development?

A: Yes, as long as it meets the requirements outlined in the RFP.

7. Will onsite visits be required during development?

A: No, not as long as remote meetings are able to meet the requirements outlined in the RFP.

8. Is there in approved budget? If so, what is the designated budget for this project?

A: This information will not be provided at this time.

9. Is there an incumbent? If so, is it with internal teams or are you outsourcing current development?

A: Yes, the current software was written in house but is no longer supported.

10. When are you expecting to engage with the vendor after the award has been given?

A: Once the contract has been executed.

11. If there is a preference for local firms, how many additional points are they granted vs. US firms based outside of Texas?

A: The selection criteria is listed in the RFP, no other preferences will be included.

12. Do we still have to submit the HSP form even though it does not apply to our company?

A: Yes, the HSP (HUB) is a required part of the proposal. There are instructions within the document if you intend to self perform. Our HUB manager info is provided within the RFP document if you have any questions regarding completion and submission.

13. To the best of your knowledge, are there any circumstances that will cause you to:

* 1. Cancel the RFP?

A: No, not unless the requirements listed in the RFP aren’t met or the bid is outside of the budget.

* 1. Not move forward with the winning bidder?

A: No, not unless the requirements listed in the RFP aren’t met or the bid is outside of the budget.

* 1. Lower the budget for the project?

A: No, not at this time.

* 1. Prolong the evaluation process or reissue the RFP?

A: No, not unless the requirements listed in the RFP aren’t met or the bid is outside of the budget.

14.Do you have the source code of your existing platform or even point to the website? The reason being is that we can customize it, we want an idea of how we should work from there. We can also provide support as well.

A: We do not want to use the current code and the website is not public. The requirements have changed and we would like to start fresh.

15. Will the workload criteria (teaching, research, administrative, patient care, and service) be the same for each department?

A: No, the criteria will vary by faculty

16. If hosting is not to be provided by UT where should we include the cost for this?

A: If necessary, UT can host the solution. If a hosted solution is provided, that cost should be included.

17. 5.4.2.1 states screens should have option to include description or instructions for users

a. Should these instructions be on the field level or just general instructions for the page?

A: Have option for general page instructions and then tool tips for fields if necessary

b. Should these instructions be displayed as a pop up or open up a new window?

A: Either would be fine

18. How should the system handle role changes? For example, someone becomes Chair or later on becomes tenured.

A: Roles should not change based on tenure. The current role will dictate access. As a chair, they will have access to everything a chair does. Once someone is no longer a chair, that security is no longer valid.

19. Is it possible to get a general workflow of the process?

A: Part of the design phase can include a formal workflow design. A formal workflow is not available at this time.

20. Are all sections of the evaluation reviewed by one person or filled out by multiple people?

A: The review piece will be completed based off assigned reviewers for the faculty. Most will have at least 2, but system should work with 1 or more reviewers assigned.

21. Work scope mentions to “Allow faculty to import pdfs from previous system (up to 7 years)” Can you please provide more information on this? What kind of information will these pdfs contain?

A: The pdf are extracts from the previous system. The content will be similar to what is being input into this system. The pdf should be static and the system only needs to display those pdfs. No need to import content from pdfs, just allow each user to import up to 7 years if desired.

22. Is the “Faculty Designee Role” only for “Faculty Role”?

A: Yes

23. As per question 5.3.7, can you please provide a little more information on the development standards. Is this referring to code standard, development process, or security standard?

a. What are the scanning tools used for security and accessibility scans?

A: A. Accessibility: Typically - SiteImprove Accessibility Checker, WAVE Web Accessibility Tool, and WCAG Contract Analyzer

      B. Security: Typically - Burpsuite Professional by Portswigger, Qualys WAS, and OWASP Zed Attack Proxy

24. As per question 5.3.10, do you need resume of all personnel working on the project, or only key personnel?

A: All personnel should be included

25. To give us a better idea of how to plan this project (5.3.16), can you please introduce the potential members from your organization that will be assigned to this project and their technical experience?

A: The evaluation team will involve a group of IT managers and end users. Once the project begins, the group will likely expand to include additional teams.

26. Which browsers and versions are a MUST for this application?

A: Internet Explorer, Chrome, Firefox, Safari, iOS, Android, Microsoft Edge

27. What are your top three key expectations for customer services?

A: Availability, timeliness of response, knowledge of application

28. Can you please provide the templates used for evaluation?

A: There isn’t a template for evaluations.

Here is the section outlined in the RFP:

* + - * Section for peer rating
        + Should include ability to score each core section of workload completed by faculty in the Faculty Activity report. Items with 0% allocated or no entry will not be available to score
        + Department Scoring Guide (Text or Graphic for department – only display if provided)
        + Fields

Score (Drop Down: 1-Unsatisfactory, 2-Does Not Meet Expectations, 3-Meets Expectations, 4 Exceeds Expectations)

Comments

If the department has a scoring guide, it will outline what constitutes each of the scoring options.

29. Can you provide a little more information on department defaults. What happens when you designate a department for auto peer review lead? What happens when this is set for a department. (5.4.2.1)

A: If a department is set to auto peer review lead, the average of all peers reviewers is used, instead of a manual lead processing where the lead will determine the final score.

30. In what kind of situation will historical data be used? How will the data be used and for what purpose?

A: Historical data is used when a faculty needs previous years for tenure, to update their CV, etc.

31. What kind of reports are needed? Are you expecting to integrate with any reporting system? Are you looking for customized reporting?

A: Most of our reporting is based off the system and database being used. As long as reporting can be customized by our team, it should be sufficient. Initial reports are going to be guided by the reports that the Chairs typically have to run on this data plus perhaps some that Dr. Cain may find useful. However, the system should certainly be flexible enough for us to add new reports as needed based on the data.

32. What does UTHealth and/or School of Dentistry use today for reporting and analysis? Do you utilize enterprise business intelligence tool? If yes, which one? If no, what do you use for manual reporting and anaylsis?

A: We currently use Crystal Reports, but are able to use other tools as well.

33. What format can last year’s faculty plans be made available in? e.g. flat file extract, PDFs, word documents, etc.

A: The previous year’s information does not need to be populated for items done outside of the new system. We do however need to allow each faculty to upload up to 7 pdfs of previous output from the system we are replacing. We would like the output from this system to be in a pdf format as well.

34. Is there a preferred format (i.e. order of contents/sections) for responses to be structured in?

A: We do not have a specific format to follow. As long as all the required information/documents are included. I typically see submissions come in order noted in 3.5 Submittal Checklist but that is not a requirement.

35. What reporting tools does UTHSC currently use?

A: We currently use Crystal primarily, but are open to others.

36. Can you provide a list of existing and new reports with summary?

A: We do not have any examples for reporting yet. They will be defined during the requirements phase of this project.

37. How many users will be using these reports?

A: The user roles may have specific reports. Faculty may be able to see reports specific to themselves while chairs should be able to see them for everyone and everything in their department.

38. Are the reports for internal or external uses or both? (internal = users within UTHSC organization only)

A: The system will not have any external users; therefore, all reports will be for internal use.

39. What types of security are needed for the reports? Does it require row-level security? Role-based or Hierarchy-based?

A: Security should be based on users role and department. Example: A chair can see reports for all faculty in their department.

40. How often is the data being updated on this data platform? What is the acceptable data latency from backend data platform to report?

A: The system is primarily used once a year for a several month period.

41. How do you envision end users will run the reports? Online / Desktop version / Mobile?

A: The format will likely depend on the platform the system is created for use on. We will need to be able to generate reports via online or through a desktop application.

42. Is this system specifically for the School of Dentistry and their faculty or for all of the faculty across the UTHealth Science Center? If only the School of Dentistry, can you provide the full time faculty count for that school?

A: Yes, it is specifically for the School of Dentistry and their faculty. We currently have 234 faculty members total, 116 are full-time and 118 are part-time faculty.

**END OF ADDENDUM 2**