

**REQUEST FOR PROPOSAL**  
**PROJECT NO. RFP 20-45**  
**OPEN EDUCATIONAL RESOURCES COURSEWARE SUPPORT FOR Z-DEGREE**  
**QUESTIONS AND ANSWERS No. 001**

Date: July 29, 2020

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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Q1. When does HCC desire to have the solution go live for faculty and students?

**Response:** The OER Courseware solution should be prepared to go live for students at the start of the fall term, August 24, 2020.

Q2. Under section 2.1 - Requirements of Support for OER (page 6), item c., what single sign-on protocol/solution does HCC currently use?

**Response:** HCC technology solutions must be SAML compatible with Shibboleth and/or ADFS (Active Directory Federation Services) for Single Sign On.

Q3. Under section 2.3 - Student Access and Reporting (page 6), does "College Canvas" refer to the Canvas LMS? Is this the LMS that HCC desires to have integrated?

**Response:** Yes. This refers to the College's Canvas (by Instructure) LMS. Canvas is our LMS. Yes, the integration must be with Canvas.

Q4. We already have a z-degree contract through last year's sole source vendor award. Is there a different process that we should go through rather than a new RFP?

**Response:** In order to be eligible for a contract award for this solicitation, all respondents must provide a proposal in response to this solicitation and in accordance with the terms, conditions and instructions described in this RFP. All Respondents must follow the RFP process.

Q5. What if a section or part of a section isn't applicable to our scope of work? How should we proceed?

**Response:** Your proposal must be responsive to the Requirements of the RFP.

Q6. In section #4 question # 4 c ii is this just referring to work where we have submitted an RFP or would this be a list of all schools using our platform as regular adopters?

**Response:** Provide a detailed list where your firm has provided services of the type and kind required in this RFP during the past 3 years including but not limited to public and private organizations including: state agencies, state institutions of higher education, cities, counties, school districts, junior colleges, or other special authorities and districts.

Respondents shall describe their experience in providing the specified services for similar operations and/or entities. (See page 14 of RFP document).

Q7. In section #4 question #4 d regarding key personnel, what is your definition of key personnel?

**Response:** This refers to the personnel that would be assigned to HCC and that will provide the services described in the Scope of Services. Include an organizational chart, which identifies key personnel and their particular roles in furnishing the services required under this RFP. Describe how the team will be organized to deliver the services defined in the RFP.

This information shall indicate sufficient evidence satisfactory to the College that the proposed Key Personnel have the qualifications and experience necessary to successfully complete the Scope of Services. Principal participants shall have previous experience in similar positions providing the same services. For the purposes of this clause, "Key Personnel" is defined as those individuals who are essential to the successful completion and execution of the contract. (See page 14 of RFP document).

Q8. In section #4 question #4 f i this is based on section c ii so would we need to provide all faculty users and institutions or is this just where we have submitted an RFP?

**Response:** Provide a detailed information about your firm's past performance and references. Respondents should include references contact information, any lessons learned during previous engagements and information that demonstrates your firm's capability and successful past performance information.

Past performance should be a respondent's focus.

(See page 14 of RFP document).

Q9. Do we need to provide a list of all institutions that use our platform along with faculty contact details?

**Response:** Respondents may list the information they chose to provide. Refer to Question 8.

Q10. Is a committee considering changing materials in use for all courses? If so, who will be reviewing the content for each course?

**Response:** Each academic and workforce program has a program committee, consisting of all full-time faculty credentialed to teach in that program and chaired by a Program Coordinator. Programs are permitted to adopt an unlimited number of OER textbooks or learning resources for their courses. But each textbook must go through program committee approval.