DATE: March 4, 2016

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC's Blackboard Analytics Technical Consultant – RFP # BC-21007-Q
ADDENDUM # 1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical Proposals to be submitted to the University remains as THURSDAY, MARCH 10, 2016 by 2:00 p.m. to the issuing office.

A. REVISIONS: On the Title Page of the RFP document, “Interviews with Proposing Firms”, DELETE this line. Should the University determine it is in their best interest to conduct these interviews dates and times will be established.

B. The following questions have been submitted to the University for a response:

1. QUESTION: We have a few resources that meet the qualifications, but does the company submitting the resources have to have the specific blackboard experience? Do both the resource and the firm need to have the blackboard experience

   ANSWER: While both the firm and the resource do not have to have specific Blackboard Analytics experience, we reserve the right to give additional consideration to proposals where both the firm and resource have experience.

2. QUESTION: Task1: Will success of Task 1 be defined as the upgraded system Reconciling to current BB Analytics Finance module in use?

   ANSWER: Success will be defined as reconciling to PS Financials. While this should also reconcile to the current Blackboard Analytics Finance module, there may be bug fixes in the more recent software that could prevent this.
3. **QUESTION:** Task 2: Can you provide reporting requirements related to HR data? What questions would UMBC like to answer related to HR data? Is the custom electronic time sheet data stored in system that the records can be extracted?

**ANSWER:** We are looking for basic reporting around positions and classifications, job changes, and bio demographic data to fulfill both externally mandated and internal reporting. This will consist of both aggregate and detail/list reporting. The custom electronic time sheet data is stored in UMBC created tables within the PeopleSoft HR and Finance modules.

4. **QUESTION:** Task 3: Can you provide reporting requirements for Point in Time Comparison Reporting for Student Plans? Depending on the reporting requirements and possible related ETL performance issues, this could be an expansion of the existing FactStudentRegistrationComparison to include a many-to-many plans for comparative points or the creation of new fact table to support plan comparisons for comparative points. The approach we take could have significant impact on the number of hours required to complete.

**ANSWER:** We will want to be able to look at both aggregate and student detail data about plans at any point in time. For example we would want to be able to look at how many computer science majors (both primary and secondary plans) we have both from a year-to-year comparison and progression within a term. We would also like to be able to track an individual student’s progression from major to major at a more granular (daily) basis than term.

5. **QUESTION:** Task 4: This is similar to Task 3, if you could provide reporting requirements, it would help to establish the scope of what needs to be developed.

**ANSWER:** Currently within PeopleSoft there is not a way to track changes to some attributes about a course such as the course capacity on any given day. This is due to PS_CLASS_TBL not being effective dated. We would like a way to capture course/class data in such a way so that we can do year-to-year comparisons and changes on a daily basis during a term. As an example we would like to be able to know when certain classes are closing compared to previous years. Also, we would like to be able to track changes to the set enrollment capacity during a term.
6. QUESTION: Task 5: Can you provide some detail on your current in-house developed cohort tracking model to help us determine how it may fit into the delivered BB Analytics cohort tracking.

ANSWER: We currently maintain two cohort tables independent of the Blackboard Analytics Student module. The term cohort table is one record per student per term. The student cohort table is one record per student, with term information (plan, credits, etc.) bucketed out on the record. These tables are populated with data from the Blackboard Analytics Student module at census dates. We are trying to understand the options in keeping these tables and “cubing” them fully implementing the current fields provided in the Student module with changes to the logic to incorporate UMBC specific logic (we may want the current snapshot to reflect data from the census snapshot if it is available) or some other way of tracking cohort information.

7. QUESTION: Task 6: Can you provide reporting requirements for External Education Tracking?

ANSWER: The current Blackboard Analytics Student module only tracks the last high school and college attended. We would like to develop a model to give better insight into all high schools and colleges attended by students. This would enable us to do more in-depth analysis of where our students are also receiving their education.

8. QUESTION: On Page 25 in the RFP, please define “Proposer”

ANSWER: “Proposer” is the name of the firm who is responding to this solicitation and is submitting a proposal to be considered for award of this contract.

9. QUESTION: On Page 25, Item # 3.1 “Skills Matrix” - What are acceptable values in for the field "Skill level"?

ANSWER: Acceptable values can be – beginner/novice, intermediate, expert

10. QUESTION: On Page 26 - "Dates of employment" versus "Duration by Date" - can you explain what is to be defined in these two fields?

ANSWER: “DATES OF EMPLOYMENT” would be the start and end dates of the engagement. “DURATION BY DATE” would be the actual time spent on the engagement in years/months. For example, a person could be working as a consultant at a college from January 1, 2013 to December 31, 2015, but only have nine months of actual
time working on the project due to also being assigned to projects at other colleges. So instead of two years indicated by the start and end dates, the person may actually have only spent nine months working on the project at the college.

Enclosures: Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM # 1 DATED 03/04/16

This addendum was posted on the University’s eBid Board and eMaryland Market on 03/04/16.
(Original with enclosures were not mailed)
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 03/04/16
Addendum No. ____ dated ________
Addendum No. ____ dated ________
Addendum No. ____ dated ________
Addendum No. ____ dated ________
Addendum No. ____ dated ________

As stated in this Addendum, this form is to be returned within your Technical Proposal.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Title

________________________________________
Date

END OF FORM