

DISTRICTWIDE STUDENT INFORMATION SYSTEM

LOS ANGELES COMMUNITY COLLEGE DISTRICT
Contracts Office
770 Wilshire Boulevard, 6th Floor
Los Angeles, California 90017

RFP Number: 10-19
Addendum Number: 4
Date: August 16, 2011

NOTICE TO PROPOSERS: THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE PROPOSER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE PROPOSER FROM ANY OBLIGATION UNDER ITS PROPOSAL AS SUBMITTED. THE PROPOSER SHALL IDENTIFY AND LIST IN ITS PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.

1. Addendum Response Instructions

This addendum requires proposers to provide LACCD with updated proposal information. The rest of this addendum provides the additional information that must be provided.

ADDENDUM ISSUED:	August 16, 2011
MANDATORY PRE-ADDENDUM RESPONSE CONFERENCE:	August 23, 2011, 9:30am to 12:00 p.m.
WRITTEN QUESTIONS DEADLINE:	September 1, 2011
ADDENDUM RESPONSES DUE:	September 9, 2011 at 1:00 p.m. PT
ADDENDUM RESPONSES TO BE SUBMITTED TO:	Los Angeles Community College District Attn: Contracts Office 770 Wilshire Blvd., 6 th Floor Los Angeles, California 90017

Pre-Addendum Response Conference

Attendance (in-person or over a conference call) at a **Mandatory Pre-Addendum Response** Conference is required to provide all proposers with the opportunity to better understand the intent and scope of this addendum. It will be conducted at:

LACCD District Office
Board Room, 1st Floor
770 Wilshire Boulevard
Los Angeles, California 90017

at the date and time **above** (see table above). Alternatively, participants can call-in to the Pre-Addendum Response conference number. The call-in information is:

LACCD Pre-Addendum Response Conference Call Information

PARTICIPANT DETAILS

- Dial the telephone conference line: (888) 886-3951
- Enter your pass code: 215367

PARTICIPANT CONFERENCE FEATURES:

- *0 - Contact the operator for assistance.
- *6 - Mute/unmute your individual line with a private announcement.

During the Pre-Addendum Response Conference, the District will provide an overview of its RFP and addendum intent and process. After the Mandatory Pre-Addendum Response Meeting, LACCD will provide formal written responses to any Pre-Addendum Response Meeting questions. No information communicated verbally shall be binding upon the District unless confirmed by written communications from LACCD.

Proposers who do not attend this Mandatory Pre-Addendum Response Conference, either in-person or over the phone, shall not be allowed to submit response to this Addendum and its complete proposal will be rejected. In the event that a vendor is serving as the 'Prime Contractor' (potentially using subcontractors under them) for this proposal, an employee of the Prime contractor must represent the firm for this pre-proposal conference.

Questions from Proposers

Proposers are asked to submit all questions through email to Fabbee Buñag, Contracts Analyst, at bunagf@email.laccd.edu by **Deadline** (see table above). Proposers are instructed not to contact any other District personnel or its agents in any manner concerning this RFP. Any unauthorized contact with District personnel not designated in this RFP shall disqualify a proposer from the RFP process. Written responses to questions will be posted on the

website http://www.laccd.edu/business_services/ (to ensure that all proposers have complete information. District shall not be obligated to answer any questions received after the Deadline or submitted in a manner other than as instructed above.

Contents of Addendum Response

The content and packaging requirements provided in section 4.2 in the original RFP, along with changes provided with subsequent addendums must be used when creating and delivering the addendum responses. The number and types of copies, as well as the Package Labeling that is contained in the original RFP should be used.

Regarding DecisionDirector responses, proposers should contact Advantiv directly if they wish to update their earlier response.

2. Removal of RFP Scope

After reviewing the proposer products and associated consulting services, LACCD has decided to remove requirements from the RFP related to:

- Customer Relationship Management
- Document Management
- Parking Systems
- Third Party Credit Card Processor - LACCD will conduct a separate procurement to address this set of requirements

Proposers must state that they understand that this scope has been removed.

3. Clarification of RFP Scope

After reviewing the software proposer products and associated consulting services, LACCD has decided that it is necessary to clarify that the following products/capabilities are required by LACCD and that some portion of the Total Solution (either the software proposal or the systems implementation proposer) must include the following capabilities:

- Class Scheduling Optimization Software – LACCD’s legacy system provides class schedule optimization capabilities. To meet LACCD’s requirements, software vendors must propose software that provides the ability to create the class schedule and then optimize the assignment of classrooms/labs/space/etc. This legacy capability will not be available for the new student information system environment. As such, proposers must propose this capability with their solution.

Proposers must state that they understand that this scope has been clarified.

4. Change of Scope

After reviewing the software proposer products and associated consulting services, LACCD has decided that it will no longer utilize its existing SAP Business Intelligence data warehouse for reporting related to the Student Information System. As such, software proposers need to propose all software products

necessary to meet LACCD's reporting requirements. This could include products such as report writers, data extraction tools, dashboards, etc. Consulting proposers must propose the skills, resources and associated costs to provide all consulting services needed to deploy their associated software proposer's data warehouse and reporting tools and to develop LACCD required reports.

Proposers must state that they understand that this scope has been changed.

5. Addendum Clarification

In the previous addendum, LACCD stated that:

- *ALL software packages that are part of a proposed total software solution for LACCD's needs MUST be provided by a firm that is proposing on this RFP. LACCD has no procurement vehicle for signing contracts, purchasing software or making annual software maintenance payments with any firm that is not on the current eligible 'short list' of software or systems implementation providers. Proposal statements that require LACCD to purchase software directly from a non-proposing vendor, may, solely at LACCD's discretion, be rejected or, as a minimum, be evaluated as if the third party software is not part of their proposal. LACCD will sign only ONE software contract for this project.*
- *Software proposals should not include any components or third party software that is described as OPTIONAL. LACCD has stated its needs and vendors should clearly state their proposed solution. If we need a component, then propose it – if we don't need it, then do not discuss it.*
- *ALL systems implementation proposals MUST be provided by a firm that is eligible to propose on this RFP. LACCD has no procurement vehicle for signing contracts, or making payments with any firm that is not on the current eligible 'short list' of software or systems implementation providers. Proposal statements that require LACCD to purchase consulting services from a non-eligible consulting vendor, may, solely at LACCD's discretion, be rejected or, as a minimum, be evaluated as if the third party consultants are not part of their proposal. LACCD will sign only ONE consulting contract for this project. LACCD is open to all firms having the best resources that they need to successfully support our project – we just require that one prime contractor be contractually responsible to LACCD get completing the work.*

LACCD needs proposers to propose complete proposal responses to meet LACCD's requirements. LACCD expects that this will require the inclusion of products provided by third party firms. Proposers must work with these third party firms to be able to propose these third party products as part of their proposals. This means that proposer contracts must cover these products and proposers will do all billing for these products. LACCD does not care if the software proposer or the systems implementation proposer provides these third party products – LACCD just needs a complete Total Solution. If a proposer removes a third party product that provided some needed functionality, then the proposer will need to revise their DecisionDirector responses to LACCD. LACCD has made arrangements with Advantiv to allow proposers to reopen their LACCD responses and to update them based on their current products and included third party products.

Proposers must document the software packages that are part of their proposal to meet LACCD's requirements. For any third party software that is proposed, proposers must explicitly state that they are meeting the requirements described above.

6. Clarification of Scope

After reviewing the software proposals, LACCD has decided that it is necessary to be more specific about its needs for a new relational database product set. We are asking software proposers to:

- Complete the updated software pricing spreadsheet with information on their proposed database products and pricing. Given the very limited IT resources on the campuses, we have decided that an Enterprise-wide license model does not make sense for LACCD. As such the pricing spreadsheets provide information on the number of processors that LACCD expects to deploy and asks for the associated pricing. Vendors must provide database pricing information in the format shown in the software pricing spreadsheet.
- Explicitly agree that LACCD can license the relational database management system and associated products from the proposer for the proposed prices, regardless of which application suite is selected for the student system.

7. Clarification of Scope

After reviewing the software proposals, LACCD has decided that it is necessary to be more specific about its needs for software maintenance requirements. We are asking software proposers to:

- Provide specific information on their ability to support following potential software maintenance windows:
 - 8am – 5pm Pacific Time, Monday-Friday
 - 8am – Midnight Pacific Time, Monday-Friday
 - 24 x 7 Support

Proposers must describe the pros/cons of each option and any restrictions that may exist for any option. If proposers have a maintenance option that is close to one of these, specifically describe the differences between the requested maintenance windows and the option that the vendor can provide, along with the other information requested above.

- Complete the updated software pricing spreadsheet with pricing information for each of the requested software maintenance windows. If any of these windows is not available, then state this in the pricing spreadsheet.

8. Clarification of LACCD Resources

After reviewing the systems implementation proposals, LACCD has decided that it needs to be more specific in defining the staffing levels that it will be able to provide to the project. We see these resources as being in two groups:

- Full-time staff – they are assigned to support the project throughout its duration
- Part-time staff – these are campus staff who will retain their regular jobs, but who will attend project meetings. They will be particularly busy during phases of the project where business rules are defined, since we want to deploy a common set of business rules.

For planning purposes, systems implementation proposers should assume the following full time staff for the SIS project:

LACCD Projected Full-Time SIS Staff		
#	Job Title	Responsibilities
4	Business / Functional Analysts	SIS functionality and business processes; application security; query manager; training tools; Data Warehouse Support; client support , Work Flows, Query/Report Development
1	DBA's	Install and monitor databases and associated tools - grid control; high availability; data guard; provisioning
5	Developers	Data conversion; modification development; integration; portal development, Report Development
1	SIS Tech. Administrator	Install, administer, upgrade and monitor the applications and associated tools - SIS, Portal, Data warehouse, CRM, web servers; Security, integration
1	Application Support/Admin Managers	Managers who manage the staff listed above
5	Central PMO Staff	(1) Functional Executive, (1) Senior Project Director, (1) Project Manager, (1) Documentation/Communications/Training Staff, (1) Administrative Support/Logistics Staff
17	TOTAL CENTRAL IT	
	Assuming a 3-Year project and 2,000 person hours/year, this represents: 102,000 person hours	

To achieve consensus on common business and configuration rules, LACCD plans to develop a communications process that involves heavy campus participation in meetings on these topics, along with subsequent internal review sessions to cover decisions made during these meetings with the remaining campus stakeholders. Proposers should assume an average of five (5) campus staff attending all meetings involving business and configuration rule decisions. For example, for a meeting involving Financial Aid, proposers should assume that five (5) Financial Aid staff from the campuses will attend.

We are developing decision protocols that will enable decisions to be made by a simple majority of those staff attending the meeting, as long as there are at least four LACCD participants. This should ensure that timely decisions are being made.

Proposers must take these full-time and part-time resources into consideration as they develop their consultant staffing and pricing plans. Additional LACCD resources may be available, but for planning purposes at this time, proposers should utilize these numbers.

Proposers must provide both proposer and LACCD staffing hours for the project.

9. Proposer Response to this Addendum

This addendum makes a variety of revisions to the software products that need to be proposed by software proposers and to the work that the systems implementation proposers must propose. Proposers must review their original responses and update them as appropriate.

For software proposers, the following actions must be taken:

- DecisionDirector Response Review: Because of the changes in some of the ancillary systems, proposers should review their responses to LACCD's requirements that were provided with DecisionDirector. Because some time has passed since the software proposer responses were made, software proposers are allowed to update their responses for any new versions of the software that have come out since their original submission. These updated responses must be ONLY for currently available software products that are shipping as of September 1, 2011.
- "Best and Final Offer" Pricing Files: The original RFP pricing files have been updated to cover various items listed above. Vendors must update their pricing files to adjust to the final set of software that must be provided to meet all of LACCD's requirements. This will be the last opportunity for vendor's to revise their pricing before LACCD makes its final selection. Any pricing changes submitted after the deadline for this addendum will be rejected without review.

NOTE: All restrictions regarding the requirements to only use the Pricing Spreadsheets provided as part of this RFP are still in force. Vendors who provide modified or replacement pricing spreadsheets can, at LACCD's discretion, have their entire proposals rejected.

For systems implementation proposers, the following actions must be taken:

- After reviewing the systems implementation SOW documents, LACCD has decided that it needs to be more specific in defining the roles/responsibilities where it can take ownership and where it cannot. As such, a revised SOW has been developed for vendors to complete. It is essentially the same SOW as used previously, with additional information added that describes LACCD's planned roles and responsibilities. This revised SOW is included as part of this addendum. Proposers must complete this addendum's SOW utilizing the template provided.
- "Best and Final Offer" Pricing Files: The original RFP pricing files have been updated to cover various items listed above. Vendors must update their pricing files to adjust to the final set of implementation services that must be provided to ensure that LACCD implements a complete solution. This will be the last opportunity for vendor's to revise their pricing before LACCD makes its final selection. Any pricing changes submitted after the deadline for this addendum will be rejected without review.

NOTE: All restrictions regarding the requirements to only use the Pricing Spreadsheets provided as part of this RFP are still in force. Vendors who provide modified or replacement pricing spreadsheets can, at LACCD's discretion, have their entire proposals rejected.

10. Additional Information On Systems Implementation Proposal Evaluation Model

The pricing component of the Systems Implementation evaluation model will include both proposer pricing and the cost of internal LACCD staff project time.

Proposers must state that they understand this additional information.