



Procurement Services
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ADDENDUM NO: 1

IFB/RFP No: NKU-27-2021

Project /Commodity: Online Orientation Tool

Date: 3/18/2021

Due Date: **3/25/2021**

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

Please see the questions / answers below.

1. So that we may provide you a timeline, what day does the college intend to make the award? – tentative May 15
 - a. Will Northern Kentucky be able to do a kick-off with the awarded vendor the day after that award or is there a later start date that you can provide us? - Tentatively, yes

2. The vendor must provide links to five online orientation samples it has created so we can the quality of your work and ease of navigation.
 - a. What week would you like to access the demonstration links and how many days will you need so everyone has time to view them? – If possible, we would like to review demos the week of April 5, and would like to have access for 5 days that week.

3. For the additional student populations that you want your online orientation to serve, do you want this additional content to be only visible if the student belongs to this group, or do you want all students to see these groups and decide if they want to view it? - That is correct. We would like to use SAP to auto-feed students into the proper section and they would see only that section.
 - a. Also for each group, would you like the vendor to film a video that speaks directly to each group? - Yes
 - b. Would you like each of these student groups to have their own reporting so you can sort progress by each group? - Yes, if possible, but this is not required.
 - c. Do you have any existing videos that you will be giving the vendor to place in your online orientations for these. – We do have videos but they are old and all need to be replaced groups(Freshmen, Veteran Learners, adult learners, Transfer Students, International Students, and Graduate Students)?

4. Will you be providing all the scripts for the video shoot or would you prefer the vendor write the scripts for you? – We prefer to work with a vendor who can provide script writing.
5. Will you be providing all text for your online orientation or would you prefer the vendor do all screen copy for an additional charge? -We can provide text, but would prefer to have screen copy at an additional charge

RS-3/18/2021