



Procurement Services
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ADDENDUM NO: 1

IFB/RFP No: RFP NKU-21-2022
 Project /Commodity: Course Evaluation Software

Date: 02/10/2022

Due Date: 02/21/2022 @ 2PM ET

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.

RFP NKU-21-2022 Course Evaluation Software Questions & Answers in RED

- Is NKU looking to use a validated teaching and diagnostic feedback nationally normed instrument?
 - Information on the norming/validation of the instrument would be appreciated.
 - Does NKU desire comparison reporting to other institutions?
 - The option to do so would be appreciated, but it is not required.
 - What data are you looking to import from Digital Measures?
 - Survey results by term/course/student. When determining how many years of information are required, please refer to the Kentucky Retention Schedule, <https://kdla.ky.gov/records/retentionschedules/Documents/State%20Records%20Schedules/KYUniversityModel.PDF>, which mentions the required retention and disposition of student Faculty/Course Evaluation at U0643. This provides the minimum requirement of how much data we will need from Digital Measures.
 - Regarding Data Records and Management, are you seeking a CRM?
 - The systems of record will be NKU’s student information system (SAP SLCM) – we are not seeking CRM
 - Regarding Appendix A, there are multiple bulleted questions in one cell for questions numbered 44 through 47. Should each question be answered in one cell? Or, should we create additional cells for each bullet?
 - Please provide the answers in one cell, with a space separating each response.
 - Regarding Appendix B, questions numbered 1, 2, 3, 4, and 6 have multiple bullets. Should each question be answered in one cell? Or, should we create additional cells for each bullet?
 - Please provide the answers in one cell, with a space separating each response.
1. Our pricing model is based on the number of student FTE from the most recent semester. Based on NKU’s student data reports, that figure for Fall 2021 was 11,273 student FTE (FT + 1/3 PT). Can you please confirm whether this is accurate?
 According to Planning and Institutional Research, those numbers are accurate.
 2. The “Data and Records Management” section of Appendix A asks about the storage of student data that is not typically kept or handled in survey software, such as addresses, phone numbers, etc. Student data is generally part of a CRM. Can you please elaborate on how you envision the CRM and course evaluation components of this system would interact?
 Students’ personal information will not be transferred to the survey system; the only attributes that will be exported to the survey system is basic student information (attributes that link students’ survey results to records in NKU’s student information system), such as term ID, student ID/username, and course ID. Basic student attributes will be exported to the survey system via Realtime API or secure file transfer protocol. Once data is loaded, student will interact with survey application via deep link (SAML/OAuth SSO)