

# Addendum 1

RFP for online courses instructional design and subject matter expertise  
Contract Number 18-08-15-12

## Questions and Answers

**The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ contract.**

Below are questions and answers regarding subject RFP. All questions are written in black color font and the **answers are provided in red color font.**

1. Each proposal must be submitted with one original paper copy and one electronic copy on USB memory stick. Is this the criteria to submit response i.e. original and softcopies.

**Yes. Please make sure that each proposal is submitted with one original paper copy and one electronic copy on USB memory stick.**

2. Is there a local vendor preference?

**Please review EVALUATION CRITERIA; section V. 2. Page 23-24; Proposal Selection Criteria**

3. What was the cost for these services, the last time it was out for bid and where may I be able to obtain a copy of the previous bid tabulation?

**No prior service agreement.**

4. Is there a bonding required?

**Bid bond requirement has been waived. There is no need to submit any performance bond.**

5. How will award be determined? Is it based on best overall value or simply price?

**The RFP Evaluation Process matrix is in section V. page 23 and 24**

6. What percentage of the 50 courses do you currently anticipate the vendor having to provide SMEs.

**The percentage of SMEs may vary depending on university needs**

7. Was this a RFP previously withdrawn (i.e, where did the Q&A come from)?

**The previous RFP was canceled.**

8. Will there be a dedicated Project Manager from Delaware State University?

**Yes.**

9. What agreements have been made with Professors to serve as SMEs?  
The Faculty have served as SMEs and the university handles the arrangements.
10. Are these courses intended to be live instructor led or student self self-paced courses?  
It is a fully online course with an instructor.
11. Does DSU have a standard format and template that vendors should use?  
Yes.

**Clarifying Questions on existing Q&A:**

12. Do course materials exist for all 50 online courses?  
The SMEs is expected to provide the course materials and syllabi. Course content is determined from the course syllabus. We expect vendors to provide SMEs (if needed) who can provide content in accordance with the syllabus. We expect standard course material such as PowerPoints, documents, videos, web links, etc. There can also be publisher material used. Course content varies from course to course so it is difficult to cite lengths and number of pages and other similar items. Development will occur directly on our Blackboard site using the inherent functionality.
13. What approximate percentage of the course will require:  
a) Simple Conversion  
b) Some Upgrade  
c) Overhaul  
The courses are Face to Face (F2F) courses moving to an online course.
14. Are all 50 syllabi finalized? If not, when will they be finalized?  
The SMEs is expected to have a finalized syllabus
15. When will the sample of course listings be provided?  
The course listings have been identified by Delaware State University and will be available before the project starts.
16. What approximate percentage of the courses will require a SME for :  
a) Criminal Justice  
b) Public Health  
c) Accounting  
d) Management  
e) Psychology

The percentage of SMEs will vary based on departmental needs and obligations.