

University of Virginia  
Procurement and Supplier Diversity Services  
P.O. Box 400202  
Charlottesville, Virginia 22904-4202  
(434) 924-4212  
DATE – October 10, 2017

**ADDENDUM ONE TO ALL FIRMS:**

Reference: Request for Proposal (RFP) #LP091917

Commodity: Course Evaluation Software

Dated: September 21, 2017

Proposal Due: 3:00 p.m., Monday October 16, 2017

Greetings:

Please reference the following for clarifications to the RFP #LP091917 issued on September 21, 2017 for Course Evaluation Software:

➤ Preproposal Questions & Answers

Q: Regarding requirement 1.1.1, Survey Questions – are you asking the vendor to provide the list of survey questions or does UVA plan to use its own questions in the surveys?

A: *We would like for the vendor to provide a list of standard, validated questions from which UVA may choose. In addition, we need the ability to allow the schools, departments, and faculty to add their own customized questions.*

Q: Can you provide an estimate of the total number of annual surveys distributed by UVA (e.g. 20,000 students taking 4 courses per term x 2 terms per year = 160,000 surveys annually)?

A: *There are more than 22,000 students – approximately 15,900 undergraduates and more than 6,000 graduate and professional students -- at the University. In a typical year, we offer approximately 1,900 and 2,800 courses at the undergraduate and graduate/professional levels respectively where course enrollments can be as high 500-600 in a particular section of a course. Assuming that an undergraduate takes (on average) 4.5 classes a term, this would mean about just over 143,000 responses.*

Q: Can you provide an estimate as to the number of survey responses UVA would want to import into the new solution?

A: *If we assume approximately 143,000 survey responses per year (see answer to next question), we'd want to be able to import all data. The current system has been in place for 15 years.*

Q: Regarding RFP Item 3.4, Reporting – What details would you like to see on the dashboards for each stakeholder (i.e., students, faculty and administrators)? When you say “viewable in multiple formats” which formats do you require?

A: *Generally speaking, we are attempting to enable stakeholders the ability to compare evaluations over time, or to do comparisons between different class types (e.g., a similar size, level, and teaching approach). Some examples include seeing the evaluations of a course over time, comparing the evaluations of the same course taught by multiple faculty, and comparing evaluations of a course to similar courses taught across the institution. Flexibility to allow the institution, schools, departments, and faculty to create their own dashboards would be ideal.*

Q: Regarding RFP Item 3.8, Data Export – What database are you currently using? What type of data do you want migrated? Are you looking for comparative data, statistics, evaluation data, etc.?

A: *The current data is stored in a Postgres database. We would like the data to be exportable into CSV so that it can be used in EXCEL or import into a number of other systems. Comparative data, statistics, etc. do not need to be exported.*

Q: Can companies from outside the USA can apply for this?

A: *Any firm may respond to the RFP.*

Q: Do companies from outside the USA need to come there for meetings?

A: *Yes, presentation meetings and demo meetings will be held on-site.*

Q: Can companies perform the work outside the USA?

A: *It's possible, but the University's legal counsel will help determine that when the time comes.*

Q: Can the proposals be submitted via email?

A: *Yes, the RFP states where they are to be sent.*

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 924-4216. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

*Lori Ponton*

Lori Ponton  
Senior Buyer

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Print Name of Person Signing Above

\_\_\_\_\_  
Date

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