



DATE: 7/17/15

ADDENDUM#1

BID NO. : RFP7063

OPENING: 7/28/15 @ 3:00pm

COMMODITY: Course Management Software for OLLI Program

This Addendum #1 is in response to questions posed to the URI Purchasing Dept. as regards RFP7063 . The questions with their related answers are listed below.

Question#1: Please list the chosen payment processor (gateway) that is used and /or will be used by URI OLLI ?

Answer #1: The name of the Gateway is Higher One.

Question #2: Does the OLLI Program use a lottery registration for any of their classes?(e.g. a member requests to be entered into the lottery for a class; if the member "wins" the lottery they are notified they can register. If the member "loses" the lottery for the class, they are placed on a waiting list.

Answer#2: We do not currently use a lottery system. We anticipate the need for one in the future. We currently have a few courses with limited enrollment that are only offered once a year. We always keep a wait list on these, but feel a lottery might be a better way to manage. The description of the lottery ,provided in Question #2 , is correct.

Question #3: (same as one) What is URI's current payment gateway?

Answer #3: Higher One

Question #4: Please describe the staff (including OLLI office volunteers and leaders for Academic Programs) who work with OLLI at URI on a regular basis.

Answer #4: Staff as follows-OLLI Executive Director, OLLI Membership Services Director plus one (1) part-time staff member .

Question #5: How many staff volunteer committee members do you want included in training of a system?

Answer #5: Staff to be trained- OLLI Executive Director, OLLI Membership Services Director,

Question#6 : Who do you anticipate to be the project implementation manager of our chosen software at OLLI URI?

Answer #6 : OLLI Member Services Director with a technical expertise rating in the area of 7-8 (out of 10). Directors name and contact information will be provided at the time of award of the RFP . (rating of 10 = technical professional who can program in any language)

Question#7 : Does your IT or WEB Design Team expect to be involved in the implementation?

Answer#7 : There will be limited involvement from the URI web design and IT teams.

Question #8 : Please describe any operational changes and/or program changes (if any) you plan or would like to implement at URI OLLI within the next 12 calendar months.

Answer #8 : There is potential for both operational changes and/or program changes . They are all under review and are in the discussion phase at this time .

Question #9 : How many special interest groups does URI OLLI offer?

Answer# 9 : 10 groups and all participants must be members.

Question #10 : Please list the dates throughout the calendar year (approximate) that you open up registration for OLLI classes and Membership.

Answer #10 : Membership is a rolling admission . We run 3 full semesters; Summer (July and August), Fall (Sept. - December) and Spring (January - June) . Registrations generally open 2 weeks in advance of the start date and remain open until the courses reach capacity.

Question #11 : Please describe your ideal training scenario in the first 90 days if implementation . Do you want (yes or no) on-site training?

Answer #11 : We anticipate web-based training with the opportunity to design this implementation plan jointly in order to best meet our needs and that of our members. We do not want to rule out on-site training as an option ,especially if the bidder feels it is in the best interest of the University to pursue this approach.

If you have already submitted a bid and need to make any changes based on information within the Addendum, please submit a new bid response and indicate that this submission supersedes the prior



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