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ADDENDUM NO:	**1**
IFB/RFP No:	NKU-11-2021
Project /Commodity:	Slate Implementation
Date:	10/13/2020
Due Date:	10/16/2020

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.

We will be having a pre-bid meeting on Monday 10/12/2020 at 10 AM. Please meet at Callahan Hall on Martha Layne Collins Blvd. and if you have any questions, please email strausr2@nku.edu

Questions and answers:

1. How long have you had your Slate instance?
   o **We launched our instance of Slate in April 2017.**
2. How would you like to improve the user experience of applying to NKU?
   o **Our current application is NKU built and imports into our SIS, SAP. These applications are imported from SAP into Slate. We are moving to the Slate application to improve the application process for our students: uploading documents, checking the status of their application, applying for scholarships, confirming enrollment, choosing orientation, etc. All of this is currently housed in multiple systems. The portal experience must be built to provide the student with all their next steps. The goal is for it to be customizable by each student – where they live, major, etc.**
3. How would you like to improve the admission operations experience of processing applications?
   o **Application processing takes place with several systems as well. SAP, Perceptive Content and the NKU application. The goal is for all processing functions to be in Slate and then imported to SAP once the student is admitted to NKU.**

1. The RFP states that NKU is looking for a partner for no more than three hours per week. Our implementations are typically geared to fall between 12-16 weeks and we're doing the bulk of the work with reliance on our partners for calls and deliverables on elements needed for the successful implementation. Is NKU looking for a partner here to consult and not complete the actual build? We typically spend a minimum of six hours per week outside of our calls with clients on an implementation. In short, does NKU desire consultation only or also building? I assume the latter, but that would dictate a change in the RFP.

   A. We are looking for consultation. We will be doing the building ourselves.

2. Are Undergraduate and Graduate enrollment offices centralized? What role will faculty/program directors be playing in this implementation at the graduate level?

   A. The processing aspect of the two offices is centralized. However, the recruitment and usage of Slate is not. Faculty/program directors will need to utilize Slate to review applications and materials and provide decisions.

3. Are there various go-live deadlines for this project or a single deadline?

   A. For the undergraduate application:

- Application: Thinking in terms of the build: January 1
- Checklists/Student Status: February 1
- Reader: March 1
- Exports to SIS: April 1
- Decisions: May 1
- Post-Decision Process: June 1

4. Does NKU import applications or will they be looking to build Slate-hosted applications (e.g., CAS, Common App, CollegeNet, etc.)? Multiple applications?

  A. NKU currently imports applications from our SIS, SAP, into Slate. We import CommonApp into SAP and then to Slate. We will be moving the application and the processing of these applications into Slate. We will have multiple applications.

5. Who will be managing the integration between Slate and the institutional SIS? RHB builds exports in Slate, but does not write the script to consume data externally. If not NKU, we would recommend a middleware partner. If NKU has made this decision, and it will not be managed internally, has a middleware partner been selected?

  A. NKU will be managing this integration.

6. Has the team attended Launchpad or when is the intended date of Launchpad?

  A. Launchpad has been attended by our undergraduate admissions lead. Newer staff have been encouraged to attend the Learning Lab.

7. Are there any previous Slate users on the team? What level of knowledge does the team have?

  A. Undergraduate has experienced Slate users. Graduate has new staff members that have recently been introduced to Slate.

8. Does NKU already have established communication flows or will assistance be needed on content development, search, design?

  A. Communications flows have been established.

9. Can you please provide more details surrounding the student portal? Is NKU looking for a functioning portal (materials, checklists, decision letters, etc.) or looking for a multi-view portal for applications, admitted students, etc? Our foundational implementation does not include design work or more advanced portals, but we do offer this as a service.

  A. We are looking for a multi-view portal to "walk" students through every step from applying to enrolling in classes. This includes completing the application with materials, decisions, scholarship application, housing application, confirming enrollment, choosing orientation, etc.

END OF ADDENDUM

RS-10/13/2020