

**RFP NO: RFP19-006 DATE: JUNE 11, 2018**

**BUYER: Kelly Sloan, Purchasing Manager PHONE: (816) 271-4465**

**ADDENDUM #1**

FUNDING DEPARTMENT: CRAIG SCHOOL OF BUSINESS & TECHNOLOGY

EQUIPMENT/SERVICES REQUESTED: FACULTY MANAGEMENT SOLUTION SOFTWARE

**PLEASE NOTE: SEE BELOW FOR CLARIFICATIONS AND ADDITIONAL INFORMATION: PLEASE SUBMIT THIS INITIALED ADDENDUM WITH YOUR BID RESPONSE.**

1. Does Missouri Western have any subscriptions to any commercial data sources/bibliographic index tools such as Web of Sciences or Scopus?
   * 1. We do not subscribe to any commercial bibliographic index tools. We use Google Scholar for this type of resource.
2. Does Missouri Western's CSBT have a desired timeline for the three reporting goals mentioned in the RFP (Annual faculty evaluation, AACSB Tables for CIR reporting, and 5-year curriculum vitae)? For the implementation, how are these three outputs prioritized?
   * 1. Timeline for annual faculty evaluations will be for the next evaluation period, which is the end of 2018. The timeline for the AACSB tables and 5-year CVs will be for the AACSB self-study report, which is due next summer 2019. They are all equally important to our success.
3. For AACBS, when is your next visit with accreditors?
   * 1. February 2020.
4. Regarding the project team, who is the executive sponsor of this project?
   * 1. CSBT Dean.
5. Has someone been identified to be the administrator of the tool?
   * 1. Tom Williamson and CSBT Dean.
6. What kind of steering committee will be in place to provide oversight during implementation?
   * 1. Administration and staff members.
7. Will there be representation from IT to assist in integration from Banner?
   * 1. Yes.
8. What are the systems that Missouri Western's CSBT currently have in place for faculty activity tracking and reporting?
   * 1. Homegrown system utilizing Google Docs.
9. May companies outside the USA submit a proposal? Would there be meetings on site? Can we perform the tasks outside the USA?
   * 1. As a State agency we normally give preference to vendors from Missouri first, then preference to US based vendors. Also, we do expect periodic face to face meetings during the execution of the contract.

THIS ADDENDUM IS HEREBY CONSIDERED TO BE A PART OF THE ORIGINAL BID SPECIFICATIONS AND NEEDS TO BE INITIALED AND RETURNED WITH YOUR BID IN ORDER TO BE CONSIDERED.