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**REQUEST FOR PROPOSALS # 09-14
Professional and Continuing Education Solution
University of Southern Maine
ADDENDUM #1**

This addendum responds to questions submitted by vendors.

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

- Q1. Can you provide the number of concurrent users whom will use the administrative software, as we determine pricing based on the concurrent user level?
- A1. In our current system we have approximately 10-12 concurrent users (using the software at the same time regularly) and about 18-24 total users. With that said, we are hoping that the new solution and the efficiency it brings will allow us to re-allocate resources so that 18-24 staff members are not required in order to administer our programs/services effectively.
- Q2. Reference paragraph 3.2.7 – With what “other systems” does USM wish to interface?
- A2. With this question we are looking for your company's system integration methodology rather than the specifics on systems we'd like to integrate.
- Q3. Reference paragraph 3.6.36 – Is the desired tracking and management of copyright expiration dates through the solution or through integration between the solution and a Learning Management System?
- A3. Copyright tracking is not a requirement but if possible we'd like to be able to track instructor's copyrighted materials strictly within the solution.
- Q4. Reference paragraph 3.7.27 – Is integration with PeopleSoft Financials the only integration with PeopleSoft desired/required?
- A4. PeopleSoft financials integration is not a requirement but is highly desired. We would additionally be interested to know of any other integration opportunities within PeopleSoft and the costs associated with them.

Q5. Reference paragraph 3.9.6 – Please elaborate and provide additional details on the business process/need that this requirement supports.

A5. This need supports the registration of special events and clients - such as a customized training (private workshop) for an individual organization and their employees.

Q6. Please provide the following information:

1. Annual number of registrations.
2. Annual revenue amount.
3. Staff size.
4. What are the individual units in XXX?

A6.

1. The annual number of registrations is approximately 8,400 but we also serve over 400 businesses, 1,500 OLLI members, and 50,000 continuing education unit records for the University.
2. The annual revenue is approximately \$700,000.
3. We have approximately 10-24 users. Please read answer A1 as well.
4. We have 3 units that we are trying to serve with this solution.
 - Professional Development Programs (PDP) which provide certificate programs and workshops for over 1500 individuals and 400 organizations each year.
 - Osher Lifelong Learning Institute (OLLI) with a membership of over 1600 individuals 50 years and older.
 - Continuing Education Unit (CEU) processing and archiving of over 50,000 records for USM.



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University of Maine System
Assistant Director of Strategic Procurement

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