



ADMINISTERED BY  
UNIVERSITY OF MAINE SYSTEM  
OFFICE OF STRATEGIC PROCUREMENT  
REQUEST FOR PROPOSALS (RFP)  
ADDENDUM ONE

Board Book Solution  
RFP # 41-14  
Addendum #1  
Issue Date: May 22, 2014

## **PURPOSE**

The purpose of this Addendum is to provide response/clarifications to Bidders' written RFP questions.

### **Question 1**

Bidder is looking for clarification on the following numbers:

# of Boards

# of Committees (typically sub-committees of the board, but could be any kind of meeting group that needs access to materials in the portal)

# of Director and Executive users (e.g. read, take notes, vote)

# of Administrative users (e.g. create, edit, approve documents and books)

### **University Response to Question 1**

Bidder will provide as part of their response a Cost Proposal in Appendix B that represents full transparency regarding the cost structure of the Bidder's solution, as well as, providing the flexibility for modification of the number of boards, committees, users, etc., so that the University may consider various usage options. The pricing needs to include all options available for licensing including (if applicable) named licenses, concurrent users, unlimited, etc. Make note of any multi-campus or other discounts as appropriate. The following provides the current structure for the University of Maine System, Board of Trustees:

Boards = One (1) Board

Committees = Five (5) standing committees, however the Bidder's pricing needs to accommodate modifications to the number and structure of committees.

Director and Executive users = 38 -- [16 Trustees; approximately 4 assistants to Trustees who access material for them; 11 Executive staff; 7 presidents]

Administrative users = 8 [Board Operations Coordinator and 7 assistants to executive staff]

### **Question 2**

The RFP instructions include this item: "Make note of any multi-campus or other discounts as appropriate." Will you kindly advise as to the possible number of additional campuses and approximate number of users per campus?

### **University Response to Question 2**

The potential extended use by the other University Campuses or University associated entities, such as the University College, is unknown at this time. Bidder should respond that the terms and conditions will be extended to these other campus/associated entities and the Cost Proposal in Appendix B should be structured to provide clarification on the cost so they may consider the

option. The Cost Proposal will provide full transparency regarding the cost structure of the solution, in addition to providing the flexibility for modification so that the University may consider various usage options.

### **Question 3**

As I review your materials I notice that <Bidder> will likely need to make some edits to your section 2.0 Terms, and Appendix C Standards for Safeguarding Data. Those edits would typically be part of a discussion/negotiation process. How would you like me to handle that here at the time of the RFP Response?

### **University Response to Question 3**

Attachment C addresses the Contractor's responsibility for safeguarding Compliant Data and Business Sensitive Information consistent with the University of Maine System's Information Security Policy and Standards. ([infosecurity.maine.edu](http://infosecurity.maine.edu))

Compliant Data is defined as data that the University needs to protect in accordance with statute, contract, law or agreement. Examples include Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), Maine Notice of Risk to Personal Data Act, and the Payment Card Industry Data Security Standards (PCI-DSS).

Please provide any clarification at the time of your proposal submission.