

**University of Maine System  
Higher Education Non-Credit Continuing Education Registration Solution  
RFP#2017-72  
ADDENDUM #01**

**CLARIFICATIONS**

1. If the solution proposed does not provide integration with TouchNet for payment processing, the evaluation team will include the internal switching costs to the Respondent's Appendix C, Exhibit 1, Table 1, so that the total cost of ownership is evaluated.
2. Appendix C, Exhibit 1 Table 1, please provide pricing for the University of Southern Maine campus only

**QUESTIONS**

1. Is integration with TouchNet an absolute requirement or would proposals that use other payment processing options be considered? We looked for the Business Requirements Matrix in Appendix H but could not find it. Was it inadvertently left out at the top of page 42?

**ANSWER:** TouchNet is the preferred solution for the University. If your solution does not support an interface with TouchNet please provide the information requested in Appendix O question 4, as well as, note the clarification provided in this Addendum.

2. How many staff members would use the system at each University? Not including instructors please, just staff.

**ANSWER:** To the extent the solution offered is licensed based on full-time equivalents please provide pricing information as follows:

**Appendix C, Exhibit 1, Table 1**

University of Southern Maine

- Osher Lifelong Learning institute (OLLI) – 4 FTE
- Professional Development Programs (PDP) – 4 FTE
- Lewiston-Auburn Campus (LAC) Senior College – 4 FTE
- USM Financial Team – 2 FTE

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Since there will be other departments / campuses interested in the solution please provide a breakdown of costs per FTE, as well as, discounting for FTE ranges, for example:

Cost per FTE	\$
FTE RANGE	COST
Example 1 – 20	\$

- Can you explain the functionality needed with e-signing of contracts in more detail please? We would like to verify how you would be using this feature.

**ANSWER:** We withdraw the requirement outlined in Appendix H(a) Business Requirements Matrix stating – “The solution allows view and e-signing of contracts.”