



MONROE COUNTY COMMUNITY COLLEGE

enriching lives



1555 South Raisinville Road
Monroe, MI 48161-9746

Invitation to Bid

#03-07.26

SaaS Consulting Services

Addendum #1

ADDENDUM #1 The plans and specifications are modified, corrected, augmented or supplemented as follows and this Addendum #1 is hereby made a part of the RFP documents. Vendor shall note on the form below that this Addendum #1 has been received and include the completed form in the submitted proposal.

AWARD CRITERIA: The evaluation of each response to the RFP will be based on its demonstrated competence, compliance, format, organization and cost.

Award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:

1. Price offered
2. Experience
3. Technical expertise
4. Compliance to the bid specifications herein
5. General reputation and performance capabilities of the bidder

**SUPPLEMENTAL DOCUMENTATION LABELED “PROJECT PROPOSAL”
OUTLINING THE FOLLOWING:**

The proposal should include all elements needed to complete the total project. This can be broken into any vendor category as long as it is easy and concise to read. There should be an easy to identify total for the project alongside an easily identifiable total for the optional components.

1. Detail any software or hardware needs in order to complete the proposed migration. This would include VPN or other technologies required.
2. The proposal should include detailed information for each member of the team assigned to the project ensuring all members are "badged" by Ellucian for the various elements including deployment, migration, or redesign of process.
3. Provide the estimated timeframe to complete the project. The project manager will work with the College IT department and the Colleges' functional areas to ensure the project stays on track, and that proper change management and workflows continue for the duration of the project. The timeline may extend past the migration period as there are additional new deployments that are not directly related to the migration.
4. Provide at least three customer references from similar projects.
5. Identify any hourly rate changes that would take effect should the estimated timeframe and/or number of estimated hours be exceeded.

Acknowledgement of Addendum #1:

I/We have read and understand the modified, corrected, augmented or supplemented plans and specifications in this Addendum #1 and is hereby made a part of the RFP documents. Vendor shall include the completed form in the submitted proposal.

Date: _____

Representative Name (please print): _____

Representative Signature: _____

Company Name: _____

Phone Number: _____

Email Address _____