



## **RFP-18-MH-001**

### **Online Course Development Services for TSTC (Statewide)**

**Proposals Due: October 16, 2017 at 2:00 p.m. CST**

#### **ADDENDUM # 1**

**(Posted 10/4/17)**

The following information becomes a permanent part of the RFP:

- 1. How many vendors do you anticipate using for this service – one, three, five or?**

A: We will only be using one vendor for this service.

- 2. Please provide an example (or access to) an online course or program that is similar to what a successful proposer will provide (either from your own site or from a different site that you like).**

A: We do not have an example to a course or program that can be demonstrated as all those we have seen are proprietary to other colleges and/or vendors.

- 3. Page 3 section 1.3 background: how many/what percentage of the “50 – 100 courses” do you expect to go to the external vendor(s)?**

A: 100%

What percentage of your current online course development is outsourced to vendors? A: None

Who are the vendors? A: N/A

Are they eligible to bid on this RFP? A: N/A

What did you like about the training previously created? A: N/A

What did you NOT like about the training previously created? A: N/A

May we see an example of the previously created training? A: N/A

- 4. How many courses have been developed in the last 24 months?**

A: A standstill was placed on course development a year ago to allow for the assembly of an inventory of all online courses developed and delivered by all TSTC campuses and to allow for curriculum revisions statewide; therefore, only about 20 online courses have been developed in the last 24 months.

By vendors? A: None

By internal resources? A: All

**5. What is the typical budget for the development of courses?**

A: We have not previously had a budget for the development of courses.

**6. Where does the funding for the courses come from?**

A: Operational budgets

What part of the respective courses would be funded by grant monies? None

What part would be funded by other sources? What are the other sources? None

**7. Page 11 Section 2.2 Scope of work: how many online degrees do you anticipate starting in the first year of this contract? The second year?**

A: For the first year, we anticipate starting four online degrees. We do not yet know about the second year.

How many do you anticipate finishing in the first year of this contract? The second year? A: We anticipate finishing the four indicated in the above question. We do not yet know about the second year.

How many courses (on average) do you anticipate per online degree? A: 15

What is the anticipated seat-time for each course? A: Each course typically has a seat time of 3 hours per week in a 15 week semester term.

Page 14 Section 3.4 Pricing and Delivery Schedule: Please clarify your statement regarding "... to develop a 15-course online degrees within a one-year time frame." Are you asking for an example project plan for developing one online degree within a 12 month time frame that would contain 15 courses? A: Yes

**8. Is the curriculum for each degree or course already developed for classroom training?**

A: Yes, it is.

What is being used as source material for the online courses? A: It varies, depending on the course. They may include resource documents, power point documents, videos, assessments, discussion topics, etc.

**9. What is the expected duration for building a course? For building an online degree?**

A: That may vary depending on content available to work with and resources provided by the vendor, as well as the types of course items that will be developed.

**10. What constitutes a delivered course? A delivered degree?**

A: A course or degree that is available for student enrollment.

**11. How will you know whether the courses/degrees are successful?**

A: Student success data and survey data.

**12. Will the courses be accredited?**

A: Our programs are accredited – this includes the courses within the programs.

If they are, who would be accrediting them? A: [See below.](#)

What requirements might the accreditation process place on course/degree development? (course hours; pre- and post-tests; review by specialists? A: [Courses will need to be reviewed by a program chair for content and by the College's Online Learning Advisory Committee for adherence to best practices in online course delivery as set forth by the Southern Association of Colleges and Schools Commission on Colleges.](#)

**13. Where will the courses reside once they are built?**

A: [They will reside in the College's learning management system.](#)

What learning management system will they go into? A: [Currently the College is using Moodle; however, that may change.](#)

Is there a preference for AICC, SCORM, HTML5 or other output? A: [No](#)

Do you need the vendor to host the courses? A: [No, TSTC will house them.](#)

**14. Do you need the vendor to teach faculty and IDs how to load courses into the LMS (yours or ours)?**

A: [No, we will not require this service.](#)

**15. From page 11, "prepare faculty and IDs for delivery, updating and sustainability of the developed online courses," What do you expect the SMEs and instructional designers to be able to do upon completion of the training related to the online courses and degrees?**

A: [The SME's and designers should be able to maintain and update courses and sustain future coursework development at the College.](#)

Does this mean that you want the vendor to teach the faculty and IDs how to use a rapid development tool such as Lectora, Captivate, Storyline 2 or? A: [It may mean assisting our instructional designers with some of these tools – some of which, they already know how to use.](#)

Which rapid development tool is preferred? Why? A: [This will depend on what is needing to be developed. That would come first – then a decision on use of a particular tool.](#)

Does TSTC already have rapid development tool licenses? A: [We have some for Camtasia, Captivate, and Storyline 2](#)

Which tools and what are their respective versions? A: [See above.](#)

**16. If there is programming for the online courses involved, who will do the initial programming of the courses – the vendor or the IDs or?**

A: [This will likely fall to the vendor.](#)

**17. From page 11, "ensure that content developed meets universal design for accessibility." Which accessibility standard(s) are you referring to – TAC 206/213, Section 508 or WCAG 2.0?**

A: [Section 508](#), If WCAG 2.0 – which level A or AA? A: [N/A](#)

**18. There is no specific mention of delivery on mobile devices. Do you anticipate the courses being delivered on smart phones (primarily video- or audio-based content) or tablets?**

A: We do not anticipate courses being delivered on mobile devices; however, there are students who do attempt to complete much of their coursework on a mobile device, so this does need to be considered.

**19. What topics will be covered in the eLearning courses?**

A: The subject matter will consist of courses within our cybersecurity, health information technology, digital media design, and architectural design and engineering graphics awards.

**20. How many estimated total hours of development for completion of the project?**

A: This will depend on the course items that the team decides need to be developed.

**21. Is there existing content to look through at this time to understand the complexity of the material?**

A: Existing content does exist and would be provided as a basis for course development to the awarded contractor.

**22. Will there be assessments and grades throughout these courses? At the completion of each subject?**

A: Yes there will need to be assessments tied to grades within and at the end of the course.

**23. Will the on-going support section be for admin purposes or course maintenance?**

A: Course maintenance

**24. Will these courses need to be created with special needs accommodations?**

A: Yes, as referred to in the RFP, these courses will need to be designed with universal accessibility according to section 508 standards.

**25. Do you prefer one authoring tool to another?**

A: No, it will depend on what is needed for appropriate development.

**26. Does TSTC have a SCORM compliant environment to test and host the online courses?**

A: Yes, the College will use an LMS that is SCORM compliant.

**27. Will other supporting content need to be provided, such as, digital courseware or course cards for reference materials?**

A: These types of materials should not need to be developed or provided.

End of Addendum #1.

**Please acknowledge receipt of this addendum using the Addenda Checklist included with the RFP.**