



Solicitation Amendment No. 1

To: Prospective Proposer/Offeror:		Date:	
Prospective Proposers		May 11, 2020	
Project Title:		Project No.:	
Transcript Evaluation Software		RFP 20-14	
<p>Description of Solicitation Amendment: The Request for Proposals (Project RFP No. 20-14) is hereby amended as set forth below:</p> <ol style="list-style-type: none"> Questions and answers have been released (below). <p>Please visit our website at https://www.hccs.edu/about-hcc/procurement/</p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>			
Acknowledgement of Amendment No. by:		Date:	
Company Name (Bidder/Offerer):			
Signed by:			
Name (Type or Print):		Title:	

REQUEST FOR PROPOSAL

PROJECT NO. RFP 20-14

Transcript Evaluation Software

QUESTIONS AND ANSWERS No. 001

Date: May 11, 2020

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

- Q1. Please describe the desired Phase 2 integrations you are looking for in more detail. Specifically, what functionality are you looking for in integrating with each system (Tableau and CRM)?

Response:

The integration that HCC is seeks is for its Microsoft Dynamics CRM to have pending transcripts that are in the queue to be evaluated to reflect on the student's record in the CRM with the projected completion timeline. Additionally, once the transcript has been evaluated, we want the student to be notified

The integration we are seeking with the Tableau platform is to have the ability to project dashboards regarding the following metrics:

- **number of incoming transcripts;**
- **number of transcripts processed;**
- **number of transcripts pending to be processed and;**
- **additional metrics based on the needs of the institutions.**

These analytics would give the executive council confidence about the potential productivity increases since the acquisition of the new transcript evaluation software.

- Q2. Can you explain this requirement in more detail? Provide possible or alternative to matches if course does not automatically match from TES

Response:

HCC is seeking a solution that will allows us to designate different queues for transcripts that do not have exact course matches. An evaluator must be able to work in this queue and manually enter course equivalencies that will complete the evaluation.

- Q3. Can you explain this requirement in more detail? Use workflow to route documents to other entities as needed for approval and or rejection

Response: HCC is seeking a solution that will allow us to have the following workflows:

- **Missing Equivalencies**
- **Incomplete/Missing Student information**
- **Transcripts with complete course matches ready for manual review to ensure there are no missing equivalencies**

Once the transcript reaches the review workflow, we want to be able to route that transcript out of the workflow. Ideally, this would be the last point of the process before considering the transcript completed.

Q4. Can you explain this requirement in more detail? Integrate with PeopleSoft to update education panel, student groups, and milestones.

Response:

HCC is seeking a solution to extract specific criteria such as the highest English or math course, as well as TSI information that is displayed on all Texas college transcripts (this could include test scores or exemption status designation) and create a file to send back to Peoplesoft to be stored in the required fields in PeopleSoft.

Q5. Can you explain this requirement in more detail? Extract coursework from foreign evaluations to read and write equivalencies for specific foreign evaluation agencies

Response:

HCC is seeking a solution that will be able to pull courses from foreign evaluation agencies. The College is looking to have these courses set in submitted status and sent to its workflow for manual review.

Since these transcripts are evaluated on a case-by-case basis, HCC would like each record to be sent to a separate workflow to verify that all credit given is accurate.

Q6. Is the College looking for a solution that has only **Certified partner integration** with these external applications? Is it a mandatory requirement? If our solution provides all the required integration capabilities but does not possess the Certified Partner Integration status, would it make our solution less preferable to the College?

Response:

No. The College is not looking for only certified partners for integrating external applications. It is not's not a mandatory requirement. No, if your solution provides all required integration capabilities in keeping with security standards and codes it would be an acceptable option.