



**To: All Vendors Bidding on The College of New Jersey
Chemical Tracking Software (AB150031)**

**From: Roselle Horodeski
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Date: March 27, 2015

ADDENDUM NO. 1

ISSUE DATE: March 27, 2015

REFERENCE: The College of New Jersey
Chemical Tracking Software
Bid No. AB150031

Date of Original Bidding Documents: March 15, 2015

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda, if any, as identified above.

VENDOR QUESTIONS:

Question 1: It is stated that Student workers will be completing the majority of the data migration into the new software. Does Chemistry have an accurate set of data in the Cambridge software to be considered for an electronic data migration service? Will you please forward an export of that data file.

Response: As explained in the Summary section of the RFP, the data in the Cambridge software is not accurate nor is it GHS compliant and should not be considered for use with a new system.

Question 2: It is stated that there are a total of 1,340 possible end users; 1200 students (low level), 100 faculty (Mid level), 10 Admin (High level), and an additional 30 staff also (High level). IS the intention to provide all 1,340 possible end users logins and passwords? What is the maximum number of people you anticipate needing to be logged into the software at the same time?

Response: The intention is to link all the users with this system to their existing TCNJ user name and password. While not likely, I would assume it's possible for all users to be logged in at the same time. Please note the 40 Admin and High Level staff would require access in the event of an emergency and these 40 should always have access, with the ability to kick others off if needed to gain access to the system.

Question 3: A training requirement is written: "Training provided to Student Workers, Mid Level and High Level Administration on operation of equipment, software functionality and initial implementation. Assume a total of 6 on campus hands on training in a computer lab." This appears to be a request for onsite training (is that 6 hours being requested?) We'd like to propose 2 days of onsite in person training.



Response: The intention is to capture all key staff who will be using the system. Without knowing the system it is hard for me to understand how long training would take to complete for everyone using the system. Within the Summary section of the RFP Initial Training is assumed as 2 hours of training session for a total of 4 sessions each, a total of 8 hours. When scheduling the training it may be possible to need more than 2 days to accommodate everyone's schedule.

Question 4: Is the College of New Jersey open for a cloud based (SAAS) solution offering - user based subscription where in the implementation and hosting is managed by Cygnus, or is it mandatory for the TCNJ that this solution has to be deployed on premise?

Response: Please refer to "Computer Program Information" Section in the RFP.

Question 5: Is college looking for 8X5 support, post implementation or provision of extended support beyond regular working hours?

Response: Support is to be provided 8:30-4:30 during normal business hours.

Question 6: Total how many users will be given access to the software including (active/passive users? TCNJ expects how many users to be active during peak operations hours.

Response: As stated in the RFP, assume 1,200 students, 100 faculty and 40 high level administration.

END OF ADDENDUM NO. 1