System Office
Course Placement

ADDENDUM NO. 3
The Proposal due date of December 8, 2021 will not change as a result of this Addendum.

CLARIFICATIONS/QUESTIONS:
The RFP Evaluation Factors within the Request of Proposal for Course Placement will be amended as below.

The original RFP Evaluation Factors:

RFP Evaluation Factors

Initial Proposal Review
Proposals will be reviewed initially to determine if the RFP submission requirements have been met. Proposals which have not followed the submission rules or format, or who are non-responsive to the required sections of this RFP will be eliminated from consideration.

Phase 1: Proposal Evaluation
Proposals determined to have met the RFP submission requirements will be reviewed and evaluated by a Minnesota State evaluation team using the Evaluation Criteria and Weighting listed in the table below. A point system will be utilized. The evaluation team will determine which Respondents will be selected as finalists to move on to Phase 2.
**Phase 2: Oral Presentations, Product Demonstrations and Product Trials**

Finalists selected in Phase 1 will be required to participate in oral presentations and product demonstrations with the evaluation committee and other stakeholders. Additionally, Respondents will make available trial software (of the same version being proposed) to Minnesota State. Additional points will be awarded from oral presentations, product demonstrations, and product trials and will be added to the Phase 1 points to attain final scores.

**Phase 3: Final Vendor Selection**

The proposal which is most advantageous to the Minnesota State system will be recommended for contract award.

**Other Notes on Vendor Selection**

As a part of this review and evaluation, Minnesota State may require Respondents to clarify the information submitted. This clarification process may be conducted through written or electronic correspondence and/or through an interview with the Minnesota State evaluation team.

Interviews will not be extended to all Respondents that submit a proposal and as such it is in the Respondent’s best interest to submit a thorough and complete proposal and not depend on the interview process to provide additional information.

The amended RFP Evaluation Factors:

**RFP Evaluation Factors**

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

- Provide nationally-recognized course placement exams in reading, writing, math, and ESOL with benchmarks that are equivalent to college and career readiness standards established by Minnesota State Institutions.
- Demonstrate successful experience serving the evolving needs of a large, complex, and diverse system that includes state universities, community and technical colleges.
- Provide timely customization of the solution according to Minnesota State requirements.
- Provide testing accommodations that comply with federal requirements under ADA and Section 508.
- Provide a non-biased and culturally fair instrument(s).
- Ensures equity in the course placement process and supports our Equity 2030 goals of enhanced access and academic success for all students, specifically Black, Indigenous, and People of Color (BIPOC).
- Provide customization and/or integration of multiple measures in the weighting of the assessment scores.
• Transfer data from the solution into the Minnesota State system’s integrated student record system, ISRS/Work Day.
• Deliver a comprehensive and detailed approach for the implementation and use of assessments for Minnesota State.
• Provide sufficient support to ensure successful implementation and use of solution.

Initial Proposal Review

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The above ADDENDUM shall be attached to and become part of the bid. Receipt of this Addendum shall be acknowledged by including it with the bid. Failure to do so may subject BIDDER to disqualification.

END OF ADDENDUM NO. 3