

### **Questions and Answers related to RFP025750 Instructor Facilitated On-Line Courses**

1. We would like to understand if Manchester Community college is, seeking ready courses (i.e. available off-the-shelf) or are you interested to select vendors to develop these courses for you. Please confirm. Off the shelf, instructor led.
2. Does the college want the vendors to requisite and provide instructors as 'Evaluation of Proposals' section considers 'Extent of available course offerings' & 'Qualifications of the instructors' or will Manchester Community College want to manage the Instructor recruitment. Please confirm. Manchester Community College wants the vendor to handle the instructor recruitment and the platform.
3. Does the RFP allow for partial bidding? where vendors can opt to bid for the online course section and not for the sections on 'research on trends, effective advertising, web development, customizable website, etc.' Please confirm. We hope that the respondents are experts in their fields and that they will be able to tell us which courses provide the skills needed in emerging fields, which courses are most popular to their customers, how to best market their courses to the target audience, etc.
4. Do the courses need to be '508 compliant? Yes, the College strives to comply with all laws and regulations.

In 1998 the US Congress amended the [Rehabilitation Act](#) to require Federal agencies to make their electronic and information technology accessible to people with disabilities. **Section 508** was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 ([29 U.S.C. § 794d](#)), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.<sup>[1]</sup>

From: [http://en.wikipedia.org/wiki/Section\\_508\\_Amendment\\_to\\_the\\_Rehabilitation\\_Act\\_of\\_1973](http://en.wikipedia.org/wiki/Section_508_Amendment_to_the_Rehabilitation_Act_of_1973)

5. We would like to know the deployment platform for these courses. We are looking for the vendor to provide the platform.
6. Do we need to submit the vendor profile form and other forms along with the proposal? Yes, all required documents must be submitted in order to be considered in compliance.

7. Is there a list of topics or course titles that you would like to have presented? The RFP is vague in its description of what courses you would like us to propose. It states "Career and Professional Computers and Technology Writing and Publishing Personal Development The successful company or companies will also provide expertise including research on trends, effective advertising, web development, customizable website, etc., and must be FERPA compliant" There is no punctuation to separate the titles or end the sentences so I can't tell exactly what is being requested. We are looking for courses related to:

Careers and Professional development, Computers and Technology, Writing and Publishing, and/or Personal Development. The successful company or companies will also provide expertise including research on trends, effective advertising, web development, customizable website, etc., and must be FERPA compliant"

They may visit our website at <http://www.mcc.commnet.edu/students/resources/catalog.php> and view our Fall, Winter and soon Spring Credit-Free catalogs to see what we already offer, and propose things that we do not currently offer.