



DATE: May 28, 2014

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Bidders
SUBJECT: Addendum No. 1
PROJECT NAME: Business Recovery Services
JJC PROJECT NO.: R14006

Acknowledge receipt of this addendum as instructed on the final page. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions submitted:

1. Who is the executive sponsor(s) of this project?

Jim Serr, Chief Information Officer and Senior Leadership Team

2. Does JJC have an existing Business Impact Analysis (BIA)?

No.

- a. If yes, will it be shared with the consultant selected for this project?

3. Does JJC currently have:

- a. A disaster recovery plan?

No.

- b. A business continuity plan?

No.

- i. If yes to either, will these plans be shared with the consultant selected for this project?

4. How many physical locations are included within the scope of this project?

Joliet Junior College has three campuses and three extension centers to serve residents throughout District 525:

Main Campus

1215 Houbolt Road

Joliet, IL 60431

Romeoville Campus

1125 West Romeo Road (West 135th Street)

Romeoville, IL 60446

Frankfort Education Center

(Located within Lincoln-Way East High School)

201 Colorado Avenue, West Entrance 4

Frankfort, IL 60423

Morris Education Center

1715 North Division

Morris, IL 60450

City Center Campus

214 North Ottawa Street

Joliet, IL 60432

Weitendorf Agricultural Education Center

17840 Laraway Road

Joliet, IL 60433

5. How many data centers does JJC have?

One at main campus

- a. Are JJC's data centers situated in one location, or multiple locations?

Main Campus

6. Should bidders include client references with our proposal?

Yes.

- a. If yes, are three references sufficient?

Yes.

7. Please clarify the number of electronic and hard copies of our proposal we should submit to JJC.

Section V on page 6 is correct.

- a. The cover page of the RFP and Section III on page 3 ask for three hard copies (1 original and 2 copies) and one electronic copy

This is incorrect.

- b. Section V on page 6 requests 13 copies (1 original and 12 copies)

This is correct.

Please clarify how many hard copies (originals and copies) and electronic copies we should submit.

8. Regarding Section V.4.b, page 7 of the RFP: To confirm, should bidders submit their financial statements as a separate document in a separate envelope?

One copy of the financial Statements may be submitted along with the original copy of your proposal in a separately sealed envelope for confidentiality purposes.

9. Regarding Section V.9, page 7 of the RFP: Was the Pro Forma contract included with the RFP? Can the College provide a copy or provide instructions for where we may find it online?

Strike this section. The College will request contracts when needed.

10. Regarding Section V.10, page 8 of the RFP: To confirm, is the "Bidder's Certification Statement" the form found on page 15 of the RFP (Certification of Contract/Bidder)? Please confirm or clarify.

Yes, the Bidder's Certification Statement is the form found on page 15 of the RFP document. Please be certain to complete and include this form in your proposal.

11. Regarding Section VI, page 8 of the RFP: Please provide more information regarding the following items and how they relate to this project:

- a. Item #8 (Facilities - computerized information systems, access to industry facilities, quality and range of management reports, etc. ~~that will be used in auditing JJC's expenditures~~)

Provide a brief synopsis of all computerized information systems and management reporting tools. The last part of item # 8 should be stricken. See above.

- b. Item #10: (The training options available)

All responses should include the vendor's available training options (in-person, web, etc.) and any associated costs.

12. Are bidders required to return any addenda issued by JJC with our proposal? **Yes.**
13. What are the College's expectations for the timing and duration of this project? ***Within 12 months.***
14. Does the College have a budget constraint for this project that you are willing to share? If yes, what is the budget? **No.**

Please acknowledge receipt of this addendum by fax at the number listed below or by emailing back a signed copy of this page to: purchasing@jjc.edu Include your name, title, and company name in your acknowledgement email. Failure to do so could result in disqualification of your bid.

Issued by:

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College

Phone: 815.280.6678

Fax: 815.280.6631

I acknowledge receipt of Addendum 1

Signature

Company Name