



**DATE: March 22, 2021**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 2  
**PROJECT NAME:** Policy & Procedure Tracking Tool  
**JJC PROJECT NO.:** R20014

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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**Questions Received:**

1. How many policy developers / approver licenses are required  
***We are estimating 30-35 policy developers and closer to 50 approvers (some will be both)***
2. Are you looking for a Public site with all policies accessible w no log in requirements or a site that requires end users to log in and acknowledge policies?  
***We need both—we would like to have the site for people to view policies once they are complete but while they are being approved or when they have to be acknowledged-that would be on a log-in site.***
3. If end users need credentialed access to acknowledge policies, how many licenses are required?  
***We have about 50 for approvals.***  
  
***If we are going to do an acknowledgement, it would be for all employees. Does that mean each person needs a license? If so, we would need approximately 1200-1500 licenses. We would request pricing levels.***
4. Do you require Single Sign on integration?  
***This is a preference but not required.***
5. How many policies are in your existing library you indent to maintain?  
***We have 199 policies and 155 procedures.***
6. Do you require Microsoft 365 integration?  
***This would be beneficial but is not required.***
7. What are the number of users-would you need students and teachers to attest to these policies? (roughly 20,000 users?)  
***See #3—we would not be doing student acknowledgements.***

8. Have you had any previous compliance issues or requirements in the past/issues with auditing? What is the driving factor for this tool now and what is your timeframe for contract signed/implementation look like?
- There has not been an issue from auditing—it is the need for a more automated process. Tracking the approval process, managing formatting, and posting has become a very heavily manual process. We have had a difficult time getting approvers to read and approve the documents—and we have never had a way to get the acknowledgements from the campus. The formatting needs is another very large task—we have multiple interpretations of formatting and so there is no consistency in the policies and procedures. We need a tool that will help to maintain the consistency from a formatting perspective.***

**End of Addendum #2**



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**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reedus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #2.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature