



Addendum No. 1

DATE: September 22, 2021

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Policy & Procedure Tracking Software
JJC PROJECT NO.: B22003

Please note that *ATTACH YOUR RESPONSE FOR ITEM #14 THRU #24 TO QUOTE PRICING SHEET* on page 11 of the bid document and the provided response sheet should read: ***ATTACH YOUR RESPONSE FOR ITEM #1 THRU #11 WITH YOUR BID THROUGH ESM.*** Please disregard this error.

Question Received:

1. In terms of pricing, do you want a cloud or on-premise solution quoted?
As stated in the RFP, there is "Preference for a cloud-based environment that has easy access for users." If there are multiple options, both may be priced in the bid.
2. How many named editors will be using the system? (editors being the ones who can create, edit, route, upload, review/ approve, etc.).
As stated in the bid, we are requesting licenses for editing/writing and case management for 60 users.
3. How many documents (and what kind of files) will need to be migrated from the legacy system into the new one?
We have approximately 195 policies and 164 procedures. It would need to be determined if we upload just the most recent draft or all drafts. If we do upload historical documents beyond the current, those would not be converted into the template, but would be uploaded as pdf documents.
4. Does the system have to be validated? (in accordance with 21 CFR Part 11)
I have conferred with our IT and Information Security. 21CFR applies to the FDA and submissions, which is not relevant for this project. These policies and procedures are internal and are not submitted to any government agencies.
5. Can you further explain specification #6?
What we are looking for is a reporting of violations of policy and procedure violating—similar to a whistleblower process for online reporting of violations (with preference for phone options). For reported items, being able to create a case within the same system to track and manage violations is a key piece if we are going to direct employees to policies and procedures. If they are reading the policy and realize it is not being followed, we would want the employee to be able to report that violation from the same platform.

End of Addendum #1



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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:

Roxanne Venegas
Purchasing Manager
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature