



DATE: January 29, 2025

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Virtual Tour Services
JJC PROJECT NO.: R25006

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 in the space provided on the Bid Form. **FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.**

Questions Received:

1. Could you provide the planned budget range for this project?
JJC does not typically share budget information. Please provide your proposal in accordance with the RFP. You are welcome to also propose additional alternatives as long as they are clearly spelled out as being an alternative solution from the RFP requirements.
2. For the cost proposal, would you prefer to see the lowest possible cost, or a price that is more closely aligned with the needs outlined in the RFP? What features needs are a must-have vs optional (ex, audio, multi-language, mapping)
Please provide your proposal in accordance with the RFP. You are welcome to also propose additional alternatives as long as they are clearly spelled out as being an alternative solution from the RFP requirements.
3. When crafting the requirements, does the RFP favour a specific vendor?
No, we did not favor a specific vendor when we crafted the requirements. We just want a company that can bring our vision to life and they must be able to assist us with a virtual reality component down the line.
4. What is the expected launch date for this project to go live?
We need to have the product ready to go and to be presented to the college by the end of August so we would like to have it completed by the end of July or earlier.
5. Which CRM platform does JJC currently use?
We don't currently have a CRM.

6. Is there a preference for formats of proposal submissions - Word document, Powerpoint, etc?
PDF submissions typically work best.
7. Does JJC have a defined project scope in terms of the number of tour stops or the types of tour groups to be highlighted (e.g., academics, housing, student life)?
Our main focus right now is student and parents. We would showcase our Main Campus to start and hopefully be able to expand to our other campuses in the future.
8. As a private company, we require an NDA before we can provide a copy of our audited financial statements, thus would a D&B Report suffice for this requirement to assist JCC in assessing our firm's financial health? If not, is JCC willing to sign an NDA prior to the RFP submission deadline so that we may provide our audited financial statements in a protected manner?
Please provide documentation that shows the financial solvency of the company.
9. Could JJC please clarify if they are seeking a specific term length for this engagement?
No specific term right now
10. If a vendor and its subcontractors cannot meet the State of Illinois requirements for BEP certification, can JCC please confirm if there are specific documents/additional information that's required with our submission to demonstrate this?
No additional documentation is required.
11. If a vendor and its subcontractors cannot meet the State of Illinois requirements for BEP certification does that mean we are not eligible to put forward a proposal? Or, can we put forward a proposal with an alternative explanation and commitment to diversity? ***Yes you may submit a bid if you are not a BEP, please see page 6 of the RFP document for commitment to diversity considerations.***

End of Addendum #1



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:

Matt Stephenson
Senior Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature