

ADDENDUM #2

The following questions were received in association with the RFP

SPC# 04-18-19-Electronic Instructional Technologist, Posted Friday, October 5, 2018

REVISED RFP Deadline: Friday, November 2, 2018 2:00PM

Questions:

1. What is meant by a hybrid environment? Does the college have course samples which proposal respondents can look at?

Answer: Hybrid environment refers to the SPC courses offered in a traditional classroom setting with regular meeting days, but the course material and content is delivered to the students electronically via the MyCourses portal using a D2L (Desire2Learn) platform. The on-line material is the part we need reviewed.

The sample courses we have selected are courses where more high needs students are enrolled. These students are deaf/hard of hearing, low vision/no vision and have identified challenges accessing the courses. We want to allow them to participate in the course whether they use a screen reader, or voice over. We would like to have a professional's opinion and work with our developers to determine what are the codes/materials needed to make materials fully accessible whether student is using a PC or Mac.

2. Would the college like the vendor to develop accessible templates?

Answer: Yes. But not the content of the courses. There is no current template.

3. Are there sample courses that will be provided?

Answer: Yes, 3 or 4 sample courses will be made available and a temporary log-in will be created so the respondents can access these through the MyCourses portal.

4. Is the RFP for digital accessibility only?

Answer: Yes. Correct.

5. How does the college address the face to face side?

Answer: Observation of the face-to-face class is not a component of the RFP. It is concentrated on the online supporting materials only.

6. Has the college identified the four courses?

Answer: At this time, we are still working to identify the exact courses.

7. Will the college provide access to the exact courses or just a sample?

Answer: During the RFP process respondents will be provided access to 3 or 4 sample courses. These are exact copies of existing courses, but may or may not be one of the final 4.

8. Are there components that limit the proposal respondents in the Bright Space environment or limit our access?

Answer: The system is very accessible. Vendors will be given a student role. Vendors will view course as a student. The goal is to evaluate the content that faculty create and to provide guidelines for faculty to make it more accessible to students.

9. Is the college looking at mobile environments as well?

Answer: We ask our students to access their materials using a computer device. So we are looking at Mac or PC only, No mobile. No iOS.

10. In case where bids result in a tie, the Drug-Free Workplace is used as a tie-breaker, what is a Drug-Free Workplace certification?

Answer: Respondents are not required to complete this form to be included in RFP. However, a company that is a certified Drug Free Workplace as defined in Florida Statutes 287.087 (copy attached) would be awarded the RFP should there be a tie and the other respondent was not certified as such.

11. Are the workers compensation and general liability required at the time of the bid?

Answer: No, they are due at the time of award. However, if you have the policy number you can use the form provided at the time of submitting the proposal.

Select Year: 2018

The 2018 Florida Statutes

[Title XIX](#)[PUBLIC BUSINESS](#)[Chapter 287](#)[PROCUREMENT OF PERSONAL PROPERTY AND SERVICES](#)[View Entire Chapter](#)

287.087 Preference to businesses with drug-free workplace programs.—Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

History.—s. 23, ch. 90-268; s. 24, ch. 2002-207.