RFP 24-03 COURSE REDESIGN KSU 118
ATTACHMENT B - VENDOR QUESTION FORM

Vendors should list any questions regarding the terms and conditions set forth in RFP 22.012, OPM Services for Kentucky State University, below.

Question	RFP Section Number	Vendor Question
1	30.26	We generally comply with WCAG 2.2 Level AA for all our digital deliverables. Please confirm if this is sufficient for KSU.
		WCAG 2.2 is sufficient for KSU
2	30.26	Is it mandatory to implement Title 36, Code of Federal Regulations (CFR), Part 1194, as they cover a range of ICT accessibility requirements, including those related to software applications, websites, and telecommunications?
		KSU prioritize accessibility requirements
3	20.1	What is the mode of conducting the training in the current scenario (self-paced online learning, in-person classes, discussions, assessments, assignments/projects, and so on)? Please mention the contact hours/notional learning time for each of the modes of teaching/learning.
		KSU's preferred mode is in-person classes for faculty and staff, but it recognizes that self-paced online learning could establish an annual training program for sustainability. As it relates to contact hours for student learning time per module, we will invite consultants to establish and adopt national best practices to positively impact our student experiences.
4	General	Beyond first-year and transfer students, are there specific sub-groups within these categories that the proposal should particularly focus on (e.g., non-traditional students, international students)?
		No
5	40.2	What specific challenges do first-year students and second-year students at KSU face?

		Attendance, understanding the roles and responsibilities of offices, understanding what it means to be an undergraduate student and preparation for college courses, academic planning, and the overall student experience.
6	40.2	Can you provide examples or case studies of successful first- and second-year curriculum designs that your institution considers benchmarks?
		Case studies that reinforces the importance of a sense of belonging within the University and academic programs. Also case studies that leverage high impact practices to promote active and deep learning through student engagements particularly project based outcomes.
7	40.2	Could you provide more details on the Kentucky Graduate Profile's Ten Essential Skills and how they should be integrated into the course design?
		Please use the following links as guidance documents: CPE Kentucky Graduate Profile – [LINK]. KSU QEP – [LINK]. The ten essential skills focus on the workforce skills our graduates need to thrive in their chosen fields of study or careers. KSU recommends integration into assignments where our students can be assessed on how well they are acquiring and utilizing these ten essential skills to support intellectual curiosity, growth, and vitality.
8	40.2	Are all the learners first-year students, or do we have second-year students too? Will the second-year students include new enrolments or old first-year students graduating? Can you provide an approximate number of students in the target audience?
		Yes, KSU recommends developing the FYE with the intent that all learners will be first-year students. Yes, subsequently, develop the SYE with the intent that all learners will be second-year students. In the past three years, we enrolled approximately 350 first-year students. Our current Fall 2024 target for first-time, full-time student enrollment is 1,000.
9	40.2	Keeping in view your learners and the type of content, do you have any optimal duration for each module/topic in mind?
		No, KSU does not have an optimal duration for each module topic. We request the consultant assist us with establishing

		these optimal durations with supporting evidence from national standards or best practices.
10	40.2	Is there a benchmark/vision on which we can base our comprehensive review of the current program's curriculum productivity and alignment? Do you have a competency model, or do you expect the vendor to create one for the University?
		KSU expects the vendor or consultant to create one for the University.
11	40.2	How do you perceive your existing training programs? Are there any existing challenges that you need to resolve?
		KSU currently does not have an existing training program. The major challenge is that KSU does not have a training program to calibrate a consistent first- and second-year experience program.
12	40.2	Can we assume that 100% of the content will be reused for redesign? Or do we need to create/source new content?
		KSU recommends creating new modern content to enhance the student experience. Currently, our content does not stress or build a sense of belonging nor highlight the importance of effective study skills, time management techniques, or career exploration. Our previous focus highlighted the history of KSU and notable alumni.
13	40.2	How should the syllabi address the varying lengths (four, eight, and fifteen weeks) in terms of content density and learning outcomes?
		The syllabi should focus on achieving the desired student learning outcomes. KSU recognizes that content density may pose a challenge for four- and eight-week courses. Four- and eight-week courses may leverage more project-based or competency-based learning principles to achieve student learning outcomes. KSU is also open to developing self-paced asynchronous courses for four- and eight-week courses. In addition, KSU understands these courses will be one or two credit hours per semester but needs a vendor or consultant to recommend optimal credit hour alignment with the recommended modules to build out an effective first- and second-year student experience.
14	General	Are there specific career preparation, leadership development, and collaborative project outcomes you're targeting for the SYE and SYS?
		Yes, career preparation is focused on achieving CPE's Ten Essential skills. Our focus is effective leadership development with opportunities to demonstrate their leadership skills. One thing missing from our curriculum is managing conflict professionally and effectively communicating to advocate for or against topics. Conflict resolution strategies are a

		challenge for our students.
15	General	How do you currently capture training outcomes and feedback? What triggers any training update?
		KSU does not capture training outcomes and feedback. We do not have any triggers to update a need for training.
16	General	Which LMS do you use? Does your current LMS provide you with data on learning measurements/ assessments? Do you have a preference/requirement regarding tools that should be used to redesign the training programs?
		KSU currently uses Blackboard but is transitioning to Canvas in the Fall of 2024. We purchased the data analytic tool to measure learning assessment at various levels in our current Canvas contract.
17	General	How many faculties are there at present? What level of involvement can we anticipate from them during the curriculum redesign process?
		KSU currently employs 93 full-time faculty members. Please expect minimum involvement. We do employ a dedicated faculty member who is the first- and second-year coordinator. This coordinator is expected to facilitate the development of the enhanced FYE and SYE courses.
18	General	What is the process for faculty and staff to earn the certificate? Will there be assessments or a portfolio review?
		KSU expects the vendor or consultant to develop the process and recommend if an assessment or portfolio is best for KSU.
19	General	How will the University recognize or credit the certificate of completion in terms of professional development?
		KSU will recognize demonstrated mastery of the learning outcome for the training program. A demonstrated mastery model will provide evidence for faculty and staff to use in annual performance evaluations.
20	30.22	Ours is a company incorporated in India and may not be compliant with the Supplier Diversity and Minority-Owned enterprise. Is minority business a mandatory requirement for bidders to participate in the RFP?
		No. We do require that you do not have discriminatory hiring practices.

21	30.23	Provisions in 200 KAR 5:312 generally are applicable for contractors engaged in the construction sector. Further, it states that the contractor and its surety for performance or payment bond has been required under the contract, shall be jointly and severally liable for all loss, cost, or damage sustained by the States as a result of the contractor's default. A contractor's surety liability shall not exceed the final sum specified in the contractor's bond. We are operating under the IT Sector, and hence these provisions are not applicable to bond requirements. Our question is, are these provisions still mandatory for contractors working under IT sector?
		30.23 deals with provisions for termination of contract. These apply to all contracts. These are default, convenience and funding out. There is nothing here that would exclude IT projects.
22	30.25	Our company is a company incorporated and registered in India with its branch office at Delaware. Is it mandatory to register in the state of Kentucky, for all bidders for participating under this RFP?
		Yes, that is a requirement of all bidders.
23	30.31	Are these provisions set forth in KRS 45A.245 mandatory for all contracting bidders?
		Yes, you must acknowledge that those sections of KRS govern all contract claims.
24	30.32	Can we make the cap set for damages awarded on any contract claim under section KRS 45A.245 mutual?
		No, those are the limits of liability for the University
25	40.3	Is it mandatory to name Kentucky State University as an additional insured in the policy for Comprehensive General Liability and also are all the insurance coverages mentioned mandatory since we have proposed as per the available coverage and also KRS does not explicitly mention any coverage requirement particularly?
		No, KSU does not need to be named as an additional insured.
26	70	Section 200 KAR 5:307 pertains to funding requirements or bonds subject to negotiations. Is the requirement mandatory for funding?
		This section simply states that we may negotiate with the top ranked vendor to reach an agreement.