



UNIVERSITY OF OKLAHOMA  
PURCHASING DEPARTMENT  
2750 VENTURE DRIVE  
NORMAN, OK 73069  
TELEPHONE: (405) 325-2811

**Request for Proposal**

**RFP NO R-10035-10**

**ISSUED: 11/09/09**

**CLOSING DATE 1/28/09**

**CLOSING TIME 2:00 PM CST**

**Request for Proposal** to the Board of Regents of the University of Oklahoma (OU) for an Online Student Application.

Note: ***If your company will not be responding, please notify Purchasing and no further addenda will be sent. See original Request for Proposal for Purchasing contact name, telephone and fax numbers for this Solicitation.***

**ADDENDUM # 2 DATED 11/09/09**

**Question #1:** Is there a common data set among all seven OUHSC college applications? If so, has OUHSC considered building a system with one universal application requesting this common data set and seven supplements requesting the information specific for the college to which the applicant is applying? Should vendors propose this type of solution?

**Answer #1:** There are some comment data elements. A proposal for a single application that includes/removes specific questions based on the college selected would be considered.

**Question #2:** Are the applications available for vendor review?

**Answer #2:** They can be viewed online at <http://ouhsc.edu/colleges/onlineapplicationjump.asp>

**Question #3:** Will applicants submit forms to multiple OUHSC colleges?

**Answer #3:** Yes

**Question #4:** How many applications are processed annually by each of the 7 colleges?

**Answer #4:** Over 7,000 annually

**Question #5:** What are the application fees required for each of the 7 colleges?

For questions regarding this Addendum contact:  
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**Answer #5:** Fees vary by college and/or program and any fee script should be able to be adjusted accordingly. Minimum \$65 and up to \$115.

**Question #6:** When should the address data validation occur? During entry, prior to submission, or after submission?

**Answer #6:** During entry or prior to submission. (Otherwise the applicant cannot confirm the validation.)

**Question #7:** Which address database is to be used? Who hosts this address database? Or is this up to Vendor?

**Answer #7:** Up to the vendor.

**Question #8:** What is meant by "open and close the application in real time"?

**Answer #8:** The ability to make the application available on line, or make it unavailable based on multiple conditions.

**Question #9:** For how long will applicants be able to access previously entered application data?

**Answer #9:** 1 year. We are open to suggestions from vendors.

**Question #10:** How are the 7 applications expected to change from one year to the next?

**Answer #10:** After initial applications are created there is usually not major changes made to the applications but additional questions may be asked or data collected. Existing questions may be edited. We would prefer to be able to make these changes internally and not through the vendor.

**Question #11:** What is meant by supporting mail merges and printable layouts?

**Answer #11:** Information entered on the application should be available to merge in documents that will be mailed or emailed. Printable layouts are electronic views that can be printed so that they are organized, professional, and easy to read.

**Question #12:** How will real time reports be utilized on the system?

**Answer #12:** The system must store data in such a way that queries can be written that will allow reporting on any data. We are looking for suggested reports from vendors. (I am sure we have other specific requirements, but I don't know what they are. Can someone expand or edit this?)

**Question #13:** What "record layouts" are required for data exports?



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**Answer #13:** Data collected must be in a format that can be easily loaded by OUHSC IT into PeopleSoft CS 9 running on Oracle databases.

**Question #14:** What are the "student documents" which must be tracked?

**Answer #14:** There are no specific documents requested from the Student. OUHSC is interested in having this feature available for a future need.

**Question #15:** What type of recommendations system is required?

**Answer #15:** This is up to the vendor. We currently do not use a recommendations system but would like to begin using one.

**Question #16:** For firms not local to Oklahoma, to what extent will training be in-person versus over-the-phone?

**Answer #16:** OUHSC will review all training proposals and rate them based on effectiveness vs. cost.

**Question #17:** Will the University of Oklahoma provide a document with more detailed system requirements or should the vendor expect to provide an RFP response based on the information available in section 5.1 as well as the information provided in responses to vendor's questions.

**Answer #17:** Section 5.1 of the RFP and the answers to questions are the only information provided.