

HILL COLLEGE

ADDENDUM NO. 5

RFP No. 26/27-002

Enterprise Resource Planning (ERP) and Student Information System (SIS)

Issue Date: October 5, 2026

This Addendum is issued to provide additional information and official written clarifications arising from the September 30, 2026 Vendor Discovery Session and subsequent written vendor questions.

The Vendor Discovery Session transcript was previously made available for informational and reference purposes. This Addendum provides Hill College's official written responses to matters requiring additional clarification or follow-up.

Except as specifically clarified or amended herein, all terms, conditions, specifications, schedules, requirements, and previously issued addenda associated with RFP No. 26/27-002 remain unchanged.

QUESTION NO. 1

Implementation-Services-Only Proposals

Question:

Would Hill College accept a proposal limited to independent ERP/SIS implementation services from a respondent that is not proposing the underlying ERP/SIS application software?

RESPONSE:

No. Hill College is not seeking to engage a separate independent implementation consultant through this solicitation. Respondents should prepare proposals in accordance with the scope and requirements of RFP No. 26/27-002.

Hill College may separately determine whether consulting assistance is needed at a later stage of the project.

QUESTION NO. 2

Current Integrations

Question:

During the Vendor Discovery Session, Hill College indicated that it would provide additional information regarding its current integrations. Please provide the current systems integrated with or exchanging data with Hill College's ERP/SIS environment.

RESPONSE:

Hill College currently utilizes automated and/or manual integrations or data exchanges involving the following systems:

- Brightspace
- Meadow
- Parchment
- Herring Bank
- EOS
- Saavor
- Akademos
- Quicklaunch
- Microsoft 365
- Site Improve
- Simple Syllabus
- AwardSpring
- Watermark
- Smartsheet
- CourseLeaf

This information is provided for proposal-planning purposes. Respondents should address their proposed approach to integrations in accordance with the requirements of the RFP.

Where specific integration methods or directions of data exchange are not identified above, Hill College is not providing additional technical detail for purposes of this solicitation.

QUESTION NO. 3**CSS Profile Financial Aid Application****Question:**

During the Vendor Discovery Session, a question was raised regarding the CSS Profile financial aid application. Please clarify whether Hill College currently utilizes CSS Profile and, if not, whether CSS Profile functionality or integration is a requirement of the proposed ERP/SIS solution.

RESPONSE:

Hill College does not currently utilize the College Board CSS Profile and does not require CSS Profile functionality or integration as part of the proposed ERP/SIS solution.

Hill College currently utilizes **AwardSpring** for its scholarship application and administration processes.

QUESTION NO. 4**Pell Formula****Question:**

During the Vendor Discovery Session, Hill College was asked which Pell formula the College currently utilizes. Please clarify the College's current Pell formula.

RESPONSE:

Hill College utilizes Pell Formula 1 for a standard academic year. This response clarifies and supersedes the informal response provided during the Vendor Discovery Session regarding the Pell formula utilized by Hill College.

QUESTION NO. 5**Employee and Adjunct Counts****Question:**

Please clarify the employee and adjunct counts discussed during the Vendor Discovery Session.

RESPONSE:

For clarification, Hill College's current counts are:

- Total W-2 employees: **475**
- Full-time employees: **161**
- Part-time staff: **19**
- Student workers: **42**
- Adjunct faculty: **253**

These figures are provided for informational and proposal-planning purposes.

QUESTION NO. 6**Student Organization Functionality**

Question:

Please clarify the student-organization functionality discussed during the Vendor Discovery Session.

RESPONSE:

Hill College has confirmed that its Student Organizations functionality is operational. The discussion during the Vendor Discovery Session concerning esports related to internal setup for purposes of tracking the team and was not intended to indicate that Student Organizations' functionality was unavailable.

QUESTION NO. 7**Foreign-Based Subcontractors and Offshore Services****Question:**

May a proposer utilize a foreign-based company as a subcontractor for integration, workflow development, implementation, support, or related services? If so, are there restrictions regarding offshore performance or access to Hill College systems and data?

RESPONSE:

Hill College does not prohibit the use of a subcontractor solely on the basis that the subcontractor is located outside the United States, subject to all applicable requirements of the RFP, applicable law, and the resulting contract.

A Respondent proposing to utilize a subcontractor for a material portion of the proposed solution, implementation, integration, development, or support services shall identify the subcontractor in its proposal and describe the subcontractor's proposed role and responsibilities.

The Respondent shall remain responsible for the performance of its subcontractors and for ensuring compliance with the requirements of the RFP and resulting contract.

Any proposed offshore access to Hill College systems or data must be clearly disclosed in the proposal, including the nature and purpose of the proposed access and the location from which such access would occur.

Offshore access to Hill College systems or data is not authorized solely by acceptance of a proposal or approval of a subcontractor. Any such access shall be subject to Hill College's applicable information-security, cybersecurity, privacy, confidentiality, contractual, and legal requirements and any required College approval prior to access.

QUESTION NO. 8

Subcontractor Qualifications and Experience

Question:

If a proposer utilizes a subcontractor to perform integration, implementation, development, support, or other material services, will the qualifications and references of the subcontractor be considered separately from those of the prime proposer?

RESPONSE:

Respondents should identify any subcontractor proposed to perform a material portion of the services and provide sufficient information regarding the subcontractor's proposed role, qualifications, and relevant experience for Hill College to evaluate the overall proposed solution and implementation team in accordance with the evaluation requirements of the RFP.

The use of a subcontractor does not relieve the prime Respondent or resulting contractor of responsibility for performance or compliance with the requirements of the RFP and resulting contract.

ADDENDUM ACKNOWLEDGMENT

Respondents shall acknowledge receipt of this Addendum on the Addendum Acknowledgement Form contained in Appendix One, Section 2 of the RFP and submit the completed form with their proposal.

All other terms, conditions, specifications, schedules, and requirements of RFP No. 26/27-002 and previously issued addenda remain unchanged.

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END OF ADDENDUM NO. 5