A pre-proposal meeting was held on Monday, July 20, 2015, at 10:00 a.m. EST.

**The following is a summary of points raised and information shared during the meeting:**

**Introduction:**
Develop a rich and immersive e-learning environment that renders industrial biomanufacturing processes and presents interactive learning experiences to biomanufacturing trainees and student participants.

- a. This educational platform is to include a graphical interface, learning materials, and a technology solution, such as a content management system, to present the biomanufacture, purification, and final production of monoclonal antibodies (mAb) from mammalian cells.
- b. This educational technology platform is to be part of a sequence of online learning activities/modules in downstream processing that can be launched from an LMS or LMS-like platform. In this virtual learning sandbox, there is to be a linkage across the training modules and curation to track the user’s progress.
- c. *The development of these virtual modules in downstream processing are to be funded by the Department of Labor (DOL). As such, this educational technology is to be SCORM compliant, ADA compliant, and compatible with the Creative Commons, the CCBY licensing requirement. Upon the conclusion of the proposal/project, this platform is to be freely and publically accessible to interested educators, faculty, and students via Skills Commons.*

**Questions and Answers:**
- Are there additional examples of resources in downstream processing to reference?
  - Yes, NCBioNetwork.org has a comparable video series on downstream processing. This is a useful reference for our proposal. Please see the purification module, part3: [http://www.ncbionetwork.org/educational-resources/instructional-videos/bioprocessing-part-3-purification](http://www.ncbionetwork.org/educational-resources/instructional-videos/bioprocessing-part-3-purification)

- What are some of the similarities and differences among this RFP and the downstream processing (purification) example from NCBioNetwork?

<table>
<thead>
<tr>
<th>Similairties</th>
<th>Potential differences for this RFP</th>
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<tbody>
<tr>
<td>Demonstration of industrial equipment and process flow in downstream processing</td>
<td>This RFP is to have more of an overview of the entirety of the facility, equipment, and processes and more continuity in the process flow via the content management system</td>
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<tr>
<td>Flow of the liquid/sample during the purification</td>
<td>This RFP is to focus on purification of a monoclonal antibody, have improved graphical representations of the processes’ liquid/components, and have a higher amount of educational content</td>
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<tr>
<td>Third party individuals demonstrate industrial equipment and process flow in downstream processing module</td>
<td>The user could be one of the primary individuals that works alongside other 3rd party team members to demonstrate industrial equipment and process flow in downstream processing</td>
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• Can you provide more information on the level of learning expected in this educational proposal? Such as ‘Tell me; Show me; Let me try’
  o Because the learnings are based within a cGMP environment, the equipment and processes will be standardized and based upon protocols and documentation practices. The educational goals, therefore, will be based primarily upon the lower two levels of Bloom’s taxonomy, such as knowledge and comprehension, http://teaching.colostate.edu/tips/tip.cfm?tipid=87. However, there is interest (time and resource permitting) to add some elements of levels three/four, within trouble shooting or multi-level analysis (see response to multi-level outcomes).

• Can you provide more information on the devices expected to use this educational platform?
  o This platform is expected to be compatible with generally available devices such as PC’s and tablets (and not necessarily mobile as this technology is not expected to translate well).

• Will there be Subject-Matter-Experts (SME’s) to provide educational content?
  o Educational content is expected to be provided by the SME’s driving the proposal either within the College or with the help of industry experts. Vendors are welcome to provide additional educational content via outside resources and/or SME’s as well, in order to more successfully develop the end product.

• Can you explain in more detail regarding the expectation for multi-level outcomes?
  o As explained above, most of the educational content in downstream processes is to be is knowledge and comprehension based. However, for select modules (such as capture purification and maybe two others), a multi-level interaction could be developed (time and resource permitting). This interaction would have the user experience one-of-three permissible scenarios (multilevel outcomes). This would be ‘probability event’ driven scenarios that alter the path and provide branching points for the educational platform. For example, the affinity purification would go smoothly in the highest probability scenario (65%). Alternatively, in two lower probability scenarios, the user could experience an ‘out of specification’ event and the user would have to perform a function/activity to bring the process back in-line. For example, the prefilter could clog (25%) or the pH might be out of spec (10%). The user would have to adapt, trouble shoot to identify the root cause of the event, and perform an activity to bring the operation back within specification.

• Can you explain in more detail regarding the expectation for branching outcomes?
  o This is a similar and a related question to the one above, where a multi-level interaction could be developed (time and resource permitting). Based upon the scenarios that occur during the training, if an event or activity is out of specification, the user would have to adapt, trouble shoot to identify a potential cause of the problem, and perform an activity to bring the operation back within specification. If this conditional activity/response does not satisfy the expected criteria, then the user must begin again at the start of the training with a new batch. Please note, these multi-level outcomes and branch points relate to the learning and educational path in the modules and are distinct from the level of interactivity (described within the graphical interface – RGI, as discussed below).
Could you please provide some clarification regarding the reference in Appendix C to the textbook *Introduction to Biomanufacturing, 2012* as a resource? Does Montgomery County Community College intend for the eLearning platform to be developed around that specific content? Or may we use our own content?
- Additional educational content is welcome and permissible as long as it has been vetted and authorized for use by the current educational representatives of the proposal.

Could you provide more detail regarding the expected level of curation with this educational platform?
- Curation is expected in order to collect user/password, participation status (% completed), and assessment completion status (yes or no).

**BUSINESS/PROCUREMENT CLARIFICATIONS**

Inquiries and questions regarding additional information regarding this Request for Proposal should be submitted no later than 7/22/2015 in writing and directed to:

Director of Procurement
Montgomery County Community College
Email: purchasing@mc3.edu

1. There will not be a public opening of proposals.

2. Proposals will be reviewed and scored based on a weighted rubric.

3. As part of the proposal review process, vendors may be contacted via email or telephone for additional information / clarification.
   - Some vendors may be invited to the college to present their solution to the review committee. This is not an indication of award, agreement, or selection.

4. Bid form is required within the proposal package; bidders are encouraged to include as much detail and explanation as needed in addition to the form.

5. The current document issued on 7/14/15 is considered the “whole document”.
   - Any modifications, changes, etc… will be issued as Addenda.
   - Addenda will be emailed to prospective vendors and posted on the college’s website. [www.mc3.edu/purchasing](http://www.mc3.edu/purchasing)

6. Proposals should be sent to: Montgomery County Community College, Procurement Department, 340 Dekalb Pike, Room 121 College Hall, Blue Bell, PA 19422

7. Bids are due no later than 2:00 PM EST on Monday, August 3, 2015. Packages will be issued a time/date stamp.
   - Two (2) hard copies and one (1) electronic copy are required.
   - Electronic copies should NOT be emailed; they should be included on jump drive or other means/devices within the proposal package.
8. Vendors are welcome to hand deliver or send proposals via courier, FedEx, UPS, etc…

9. The USPS does NOT deliver to the campus.
   a. Vendors choosing to submit proposals via USPS services should allow for sufficient time for delivery.
      i. The College picks up at the Post Office ONLY in the morning. Packages received by the Post Office after 7:00 AM on August 3, 2015, will not be received by the College until the following day.

10. References: Vendors are encouraged to provide references for like work/projects done for like institutions (i.e. colleges, universities, non-profits, etc…)