

HILL COLLEGE

ADDENDUM NO. 4

RFP No. 26/27-002

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

Issue Date: September 25, 2026

This Addendum is issued to provide clarifications and amendments to RFP No. 26/27-002. This Addendum shall become part of the solicitation documents.

Except as specifically clarified or amended herein, all terms, conditions, specifications, schedules, and requirements of the RFP and previously issued addenda remain unchanged.

QUESTION NO. 1

Discovery and Demonstration Response Requirements

Question:

Section 3.01 on Page 11 requests that vendors submit responses to all questions asked by the College during the discovery and demonstration sessions as part of the RFP response. However, according to Section 1.05 on Page 7, demonstrations are scheduled after the proposal due date. Would it be acceptable for vendors to submit responses to discovery session questions with the RFP response and address demonstration-related questions following the scheduled demonstrations?

RESPONSE:

Yes.

As established by Addendum No. 3, the Vendor Discovery Session is scheduled as follows:

Date: September 30, 2026

Time: 8:00 a.m. – 12:00 p.m. CST

Location: Hill College Administration Building

112 Lamar Drive

Hillsboro, Texas 76645

The Discovery Session will be conducted as a **single group session with designated Hill College representatives and participating vendors.**

Upon arrival, participating vendors attending onsite should enter the **Administration Building.** Hill College staff will direct attendees to the designated meeting location.

Planned Discovery Session Agenda

Time	Functional Area
8:00 – 9:00 a.m.	Finance
9:00 – 9:45 a.m.	Human Resources
9:45 – 10:15 a.m.	Advancement
10:15 – 11:30 a.m.	Student Teams
11:30 a.m. – 12:00 p.m.	Information Technology

The **proposal submission deadline remains October 9, 2026, at 2:00 p.m. CST.**

Respondents shall include with their proposals responses to questions asked by Hill College during the Vendor Discovery Session.

Because the Vendor Demonstration phase occurs after the proposal submission deadline, questions or follow-up requests arising during demonstrations are not required to be included with the initial proposal response. Such items will be addressed during the demonstration and evaluation phase as directed by Hill College.

Accordingly, **Division 3, Section 3.01** is hereby amended as follows:

DELETE:

Submit answers to all questions asked by the College during your discovery and demo session in the following format:

- Session Date and Time (Heading)
- Departments in Attendance (Heading)
- Numerical Listing of Questions Asked by the College
- Vendor Response to Each Question

REPLACE WITH:

Submit answers to all questions asked by the College during the Vendor Discovery Session in the following format:

- Session Date and Time (Heading)
- Departments in Attendance (Heading)
- Numerical Listing of Questions Asked by the College
- Vendor Response to Each Question

Responses to questions asked by Hill College during the Vendor Discovery Session shall be included with the Respondent's proposal due **October 9, 2026, at 2:00 p.m. CST**.

Questions or follow-up requests arising during the Vendor Demonstration phase are not required to be included with the initial proposal submission and will be addressed during the demonstration and evaluation phase as directed by Hill College.

QUESTION NO. 2

Financial Aid Flex-Term / Term-Within-Term Awarding

Question:

Related to Question 48 on Page 37, can you please provide additional details regarding what Hill College is looking for in terms of "flex term or term-within-term aid awarding?" How many programs and students does this apply to? If Hill College uses a Borrower-Based Academic Year (BBAY) methodology for awarding federal aid, which methodology is used (e.g., BBAY1, BBAY2, or BBAY3)?

RESPONSE:

Hill College does **not** use a Borrower-Based Academic Year (BBAY) methodology for awarding federal financial aid.

The flex-term/term-within-term functionality may apply to **all programs and terms**. A specific number of students is not provided because applicability varies based upon student enrollment and participation in the applicable sessions within each semester.

Financial aid awards are packaged based on full-time enrollment and adjusted based upon the student's enrolled hours for the entire semester and attendance as of the applicable census dates.

Hill College utilizes multiple sessions within its academic terms, including:

- **Fall and Spring:** 16-week, first 8-week, second 8-week, and mini terms.
- **Summer:** 11-week, Summer I 5-week, and Summer II 5-week sessions.

Registration utilizes a term-within-a-term structure; however, financial aid is administered based upon the overall Fall, Spring, or Summer semester.

Start and end dates for individual sessions are used to determine when financial aid funds may be released based upon a student's attendance in the sessions in which the student is enrolled.

QUESTION NO. 3

Vendor Demonstration Scheduling

Question:

Are there set days or times allotted for the vendor demonstration days?

RESPONSE:

Vendor demonstrations will be scheduled during the demonstration period of **November 2, 2026 through November 20, 2026**, subject to Hill College scheduling and availability.

The following dates are **not available for vendor demonstrations**:

- November 17, 2026
- November 18, 2026
- November 19, 2026

Specific demonstration dates and times have not yet been assigned. Vendors selected to participate in the demonstration phase will coordinate scheduling with the Hill College Procurement Office.

QUESTION NO. 4

Third-Party Payment Providers

Question:

Please identify any third-party payment processor(s) currently used by Hill College and describe the scope of their use.

RESPONSE:

Hill College currently utilizes the following:

- **Herring Bank:** Student refunds and current student payment plans.
- **Meadow:** Past-due student payment plans.
- **Nelnet:** Past-due student payment plans.
- **Merchant Services:** Credit card payment processing.

QUESTION NO. 5

Payroll Check Processing

Question:

What solution does Hill College currently use for payroll check printing and check formatting, and is the College seeking to replace that capability?

RESPONSE:

Hill College currently processes payroll payments through **ACH using its HRIS, ADP**. The College does not currently utilize payroll check printing as part of its standard payroll process.

Hill College is interested in functionality that would allow the College to **produce manual payroll checks for off-cycle payroll payments when necessary**.

QUESTION NO. 6

Travel and Expense Management

Question:

Which solution does Hill College currently use for travel and expense management? Approximately how many expense reports does the College process each month, including employee reimbursement and travel-related expense reports?

RESPONSE:

Hill College does **not currently utilize a dedicated travel and expense management system**.

A specific monthly volume of employee reimbursement and travel-related expense reports is not available for purposes of this response.

QUESTION NO. 7

TargetX / Recruitment

Question:

The RFP asks whether the proposed solution can integrate with TargetX. Does Hill College currently use TargetX, or is the College currently evaluating TargetX as a recruitment solution?

RESPONSE:

Hill College does **not currently use TargetX and is not currently evaluating TargetX as a recruitment solution.**

Hill College currently utilizes **Jenzabar Prospect** to track prospective students and the **Jenzabar Communication module** for communications with prospective students.

Although TargetX is not part of Hill College's current technology environment, **respondents should address the TargetX integration capability identified in the RFP as part of their proposed solution.**

Accordingly, integration with TargetX is not required under this solicitation.

QUESTION NO. 8

Advancement

Question:

Hill College's Advancement requirements relate to community and networking capabilities. What solution does Hill College currently use to support Advancement?

RESPONSE:

Hill College currently uses **Jenzabar Advancement** to support its Advancement operations.

QUESTION NO. 9

Student Success and Retention

Question:

What solution does Hill College currently use for student success and to improve retention?

RESPONSE:

Hill College currently utilizes **Jenzabar Early Alert** and **Jenzabar Retention** modules to support student success and retention efforts.

QUESTION NO. 10

Part-Time Faculty and Staff Counts

Question:

Please provide counts for part-time faculty and staff.

RESPONSE:

Hill College **current** counts are:

- **Part-Time Faculty (Adjuncts): 253 which supersedes the previously stated count of 232.**
- **Part-Time Staff: 19**

These counts are provided for informational and proposal-planning purposes and may fluctuate.

QUESTION NO. 11

Student Employee Count

Question:

Please provide the count of student employees who are not included in the College's full-time and part-time employee counts.

RESPONSE:

Hill College currently has **42 student employees** who are not included in the full-time and part-time employee counts identified above.

This count is provided for informational and proposal-planning purposes and may fluctuate based upon student employment.

QUESTION NO. 12

Discovery Session Participation Format

Question:

Will the September 30, 2026 Vendor Discovery Session be conducted in person, virtually, or will both participation options be available?

RESPONSE:

QUESTION NO. 12

Discovery Session Participation Format and Connection Test

Question:

Will the September 30, 2026 Vendor Discovery Session be conducted in person, virtually, or will both participation options be available?

RESPONSE:

Both **in-person and virtual participation options** will be available for the Vendor Discovery Session.

The Vendor Discovery Session will be conducted as follows:

Date: September 30, 2026

Time: 8:00 a.m. – 12:00 p.m. CST

In-Person Location:

Hill College Administration Building

112 Lamar Drive

Hillsboro, Texas 76645

Vendors may participate:

- In person;
- Virtually through Microsoft Teams; or
- Through a combination of onsite and remote representatives.

Vendors participating onsite should enter the **Administration Building**, where a Hill College representative will direct attendees to the designated meeting location.

Optional Microsoft Teams Connection Test

Hill College Information Technology Services (ITS) will conduct an **optional Microsoft Teams connection test** for vendors planning to participate virtually.

Date: September 29, 2026

Time: 2:30 p.m. CST

The connection test is provided solely to allow vendors to verify connectivity prior to the September 30 Vendor Discovery Session. Participation in the connection test is optional and is not part of the Vendor Discovery Session or substantive RFP question-and-answer process.

Microsoft Teams Connection Test:

[Join the Microsoft Teams Connection Test](#)

The September 30 Vendor Discovery Session will remain a **single group session with designated Hill College representatives and participating vendors.**

QUESTION NO. 13

Discovery Session Question-and-Answer Format

Question:

How will questions be asked and answered during the Vendor Discovery Session? Should vendors prepare questions in advance, or will questions be addressed during the group session?

RESPONSE:

Vendors may prepare questions in advance and may also ask questions during the applicable functional-area discussions.

The Discovery Session will be conducted as a **single group session with designated Hill College representatives and participating vendors.**

Questions requiring additional review, or responses that may affect proposal preparation, scope, pricing, evaluation, schedule, contract terms, or other solicitation requirements, will be addressed through the formal RFP clarification/addendum process, as appropriate.

QUESTION NO. 14

International Vendor Eligibility and Requirements

Question:

Could you please confirm whether an international supplier may submit a proposal directly and whether any U.S./Texas establishment, local implementation presence, mandatory certifications, or other international-vendor requirements apply?

RESPONSE:

Hill College does not exclude a respondent from submitting a proposal solely based upon the respondent's status as an international supplier. Submission of a proposal, however, does not constitute a determination by Hill College that the respondent is eligible for award or satisfies all applicable legal, security, contractual, or certification requirements.

All respondents are responsible for complying with the requirements of RFP No. 26/27-002 and all applicable federal and State of Texas laws, regulations, executive orders, certifications, cybersecurity and data-security requirements, and contracting restrictions.

Respondents are specifically directed to review and complete, as applicable, the certifications contained in the RFP addressing Executive Order GA-48 and National Defense and Foreign Adversary requirements.

International respondents should provide sufficient information within their proposal to demonstrate their ability to satisfy the applicable requirements of the RFP, including requirements relating to the proposed solution, implementation and support services, cybersecurity, data protection, hosting environment, and regulatory compliance.

Hill College will evaluate compliance with applicable solicitation, legal, security, certification, and contractual requirements as part of the procurement and contracting process.

QUESTION NO. 15

Jenzabar Recruit Manager (JRM)

Question:

Section 3.11 on Page 11 lists Jenzabar Recruit Manager (JRM) as an application for integration. Based on our records, the College is not currently licensed for, nor has previously licensed, JRM. Could you please clarify this requirement?

RESPONSE:

QUESTION NO. 15

Jenzabar Recruit Manager (JRM)

Question:

Section 3.11 on Page 11 lists Jenzabar Recruit Manager (JRM) as an application for integration. Based on our records, the College is not currently licensed for, nor has previously licensed, JRM. Could you please clarify this requirement?

RESPONSE:

Hill College does **not currently utilize Jenzabar Recruit Manager (JRM)**.

Hill College currently utilizes **Jenzabar Prospect** for prospective student tracking and the **Jenzabar Communication module** for communications with prospective students, as further addressed in Question No. 7 of this Addendum.

The reference to Jenzabar Recruit Manager (JRM) reflects a **potential future-state requirement should Hill College continue with a Jenzabar solution**. Respondents should address the recruitment and prospective-student management capabilities available within their proposed solution and identify how those capabilities would meet Hill College's recruitment and communication requirements.

ADDENDUM ACKNOWLEDGEMENT

Respondents shall acknowledge receipt of this Addendum on the **Addendum Acknowledgement Form** contained in the RFP and submit the completed acknowledgement with their proposal.

Except as expressly clarified or amended by this Addendum, all other terms, conditions, specifications, schedules, and requirements of **RFP No. 26/27-002 and previously issued addenda remain unchanged**.

Issued By:

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END OF ADDENDUM NO. 4