

ADDENDUM

To: All Interested Vendors

From: Theresa Kauffman
IT Vendor and Procurement Administrator

Date: June 16, 2023

Subject: Addendum No. 1
RFP #23-013 – LMS for Human Resources
Pre-Proposal Meeting and Question / Answer

Attendance:

Adam Joly – IT Project Manager
Randi Quinn - Director of HR
Susan Cook – Employee Development and Engagement Manager
Melissa Barth Kelly – Learning and Development Specialist
Theresa Kauffman – IT Vendor and Procurement Administrator
Kelly Radomski - Compass
Joie Douglas – Cornerstone
Derek Wheeler – Circle LMS

Theresa highlighted important RFP dates

Adam talked through the requirements.

HR stressed the importance of all of the Minimum Requirements esp.

- Reporting - #4 under Content Management
- The seamlessness of including links to training

Q1 – Requirement #18 How are you looking to publish updates? Email or w/in the LMS tool.

A1 – We would like a static home page where we could show training announcements.

Q2 – Does CML have a current content library?

A2 – Yes.

Q3 – Do you have vendors that you would want to ensure are compliant with the system?

A3 – LinkedIn Learning, Niche Academy and KnowB4 (SCORM)

- LinkedIn Learning licensing is based on having a library card so it's a customer-based resource. We do not have access to see learning updates. Also, our Staff has built a lot of training specific to our org on Niche Academy, but they are not SCORM files. We would like to try pulling the files to the new LMS.

Q4 - What is your current LMS?

A4 – The Vendor is MAXIT – Learner Hall is the product.

Q5 - Given that you have some existing content, are there areas in which you need content?

A5 - Core Management competencies. General professional development (soft skills) communication, emotional intelligence, time management, etc. That any level of staff could benefit from.

Also, our current Safety training needs to be refreshed.

Q6- Usability and reporting – how up-to-date and accurate is the hierarchy as it exists within the org that would be input into the system, or would you need support in developing the hierarchy to identify reporting structures once it goes into the system?

A6 – It is correct due to Active Directory

Q7 – Is the diversity on the partner side? Is it a requirement to use a diversity partner?

A7 – No, it is optional. Please make a note in Appendix

Adam explained Appendix A – Cost Proposal

Theresa covered Appendix B – Evaluation Matrix

Adam Explained Appendix C – Requirements Evaluation

Q8 – Can you send Appendix C in a Word document?

A8 – Yes.

Q9 – Can you explain part-time employees?

A9 – We have under 40 hr. staff that are seasonal (school reading assistants)

We have interns but they do not access LMS, and the remainder of our PT staff is truly PT.

UPDATED Table

Category	Weekly Hours	# staff/% (including seasonal)
FT	40	494 (56%)
PT	39-20	330 (37%)
PT LT 20 hrs	Less than 20	65 (8%)

Q10 – Do you need us to redline the terms in CML terms and conditions MSA or is that something that we could work through when/if we are selected?

A10 – After the selection has been made.

Q11 – The designation within the RFP asks for support in years 1,2, & 3. Can you give a sense of where you would ideally like internal management of the LMS to be at

implementation and subsequent years as opposed to what you would be asking a vendor to do in terms of user enrollment, course selection, updates, communication materials, anything that you would like to see the vendor taking in the capacity?

A11 – Support from the LMS will be heaviest during implementation. After launch, we will transition to operational tech support. Please articulate what you consider “standard support” in minimum requirements. If recommended, support above “standard” should be listed as optional.

Additional clarity for the selection process:

CRITERIA

Proposals will be evaluated using Appendix B - 23-013 Evaluation Matrix criteria.

Top-scoring proposals will be invited to present and may be required to answer questions. The evaluation committee will use Appendix B – Demo Evaluation Matrix criteria.

The contract will be awarded to the Vendor with the highest presentation score.

All Proposals must be received no later than 12:00 Noon on June 27, 2023 EST.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS