

ADDENDUM

To: All Interested Vendors

From: Theresa A. Kauffman
IT Vendor and Procurement Administrator

Date: March 9, 2023

Subject: Addendum No. 3
RFP #23-005 – Learning Management System for Human Resources
Question and Answer

Part 1 Q&A

RFP #22-005– Learning Management System for Human Resources

Q1 – General requirements (page 4): On the expectation that the LMS is up within 6 months of contract award: Can you clarify when the estimated signing date will be after this is awarded?

A1 – The recommendation to the Board of Trustees will take place on April 28th and upon approval, the contract signing will take place in early May.

Q2 – On Course Management: Can you explain what you mean when you ask for the LMS to have the ability to edit/author courses?

A2 - We are seeking the ability to create courses using Articulate or similar tool, and the ability to make edits or modifications to these courses after they have been published.

Q3 – On the requirement of submitting names of your service team at this stage, our company's process to assign the project team is at the time of signing. Are you all right with us submitting this at the time of selection?

A3 – Yes

Q4 – Due to GDPR laws, we cannot share our customer's contact information at this stage. We are able to facilitate customer references if we are chosen as a final selection. Is that ok?

A4 – Yes, prior to final selection/as a finalist in the process

Q5 – Our pricing model is based on a fixed annual subscription amount and fixed onboarding model; not hourly services. Are you ok with us listing the amounts of software in annual amounts?

A5 – Yes, that is acceptable

Proposals must be received no later than **12:00 Noon on March 21, 2023**

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