



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

REQUEST FOR PROPOSAL ADDENDUM

ADDENDUM #1

DATE: March 20, 2009

REFERENCE: Request for Proposals: #R-BH-9024
Issue Date: March 11, 2009
Title: Workplace Ethics Training System
Sealed Proposals Due Date: April 1, 2009 @ 2:00 p.m.

All potential Offerors are advised of the following responses to questions received to the referenced solicitation:

1. What will the compliance standards be for those employees who have complete training in year 1?

Each employee will receive training once during a three year period.

More specifically, will they have ongoing training for year 2 and 3 to maintain standards?

No.

Will their records need to be available after year 1?

Yes. Records must be available throughout the entire duration of the contract for all employees that have received training.

2. Section 6.4 – can you provide more details and clarification around the incident logging and tracking?
3. What are the expectations for this functionality?

PWCS desires to track training program user activity, to include but not limited to, who has accessed the training module and when; who has completed the program and when, etc.

4. Section 6.5 – please confirm the assumption that Spanish is required for the LMS (Learning Management System) and content.

An optional Spanish version of the program content is preferred, but is not required.

5. Section 6.9 – is this specific to the content or the LMS or both?

Content.

6. Section 6.10 – please provide clarification on what deliverables you're expecting access to on June 1? Is it just the LMS or the LMS and content?

Complete program- administrative functionalities and content.

7. Section 6.11 – what is the expectation for hard copy certifications to be created for employees?

Upon successful completion of the program, user shall have the capability to print a hard copy certificate of completion for his/her records. Said certificate of completion should include, but is not limited to, PWCS logo, Vendor logo, user name, course name, date of completion, renewal due date and a statement that training content is compliant with state and federal laws governing workplace harassment.

8. Section 6.12 – please clarify the difference between pause and interrupt.

Pause- temporarily stopping the programs forward progress without logging out
Interrupt- stopping the programs forward progress and logging out

In both cases, pause and interrupt, user shall be able to resume progress through the content at the point where the program was paused or interrupted. User should be able to resume training at the specific place last viewed.

9. Section 10.8 – will a special envelope be furnished?

No.

10. Does PWCS have a list of courses they are potentially interested in from a vendor?

Workplace Harassment Training

Do they have any preference or experience with content provider they prefer as there are many choices?

No.

11. How much of the content will be customized for PWCS?

Very little.

Do you know what customization you expect?

Yes.

12. Does PWCS have any of their own content already that will need to be tracked through LMS?

PWCS can produce any content that might be included in the program within 72 hours, i.e. policies/regulations, branding logo, video introductions clips from the Superintendent, etc.

13. Section 6.15. Does PWCS want end user help desk or just Admin support?

Both.

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Central Purchasing Office either prior to the Proposal due date and hour specified, or attached to the RFP. Signature on this addendum does not constitute the Offeror’s signature on the original proposal document. The original proposal document shall also be signed.

Barbara Hanlin, Senior Buyer
Contract Administrator, Purchasing

.....

ACKNOWLEDGMENT:

Name of Firm

Signature

Date

Print Name and Title

Telephone Number

Fax Number