



**State of Rhode Island**  
**Department of Administration / Division of Purchases**  
**One Capitol Hill, Providence, Rhode Island 02908-5855**  
**Tel: (401) 574-8100 Fax: (401) 574-8387**

**ADDENDUM #2**

**RFP # 7548919**

**TITLE: LEARNING MANAGEMENT SOFTWARE**

**SUBMISSION DEADLINE: 9/24/14 – 11:30 A.M.**

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1. QUESTIONS AND RESPONSES TO QUESTIONS PRESENTED AT THE PRE-BID CONFERENCE ARE ATTACHED, ALONG WITH COMMENTS DISCUSSED AT THE PRE-BID CONFERENCE HELD ON AUGUST 28, 2014.
2. COPY OF ATTENDANCE SHEET FROM PRE-BID CONFERENCE IS ATTACHED.
3. DATA DICTIONARY FOR THE EEO LEGACY SYSTEM IS ATTACHED FOR REVIEW.

Lisa Hill  
Chief Buyer

Bidders must include a signed copy of this addendum with their proposal submission as acknowledgement.

\_\_\_\_\_  
**Company Name (print)**

\_\_\_\_\_  
**Signature of Authorized Representative**

## TO ALL RESPONDENTS:

RIDOT is seeking to establish a **performance based** contract with a qualified **VENDOR** to provide RIDOT with a "commercial off the shelf" training management software product as defined per the RFP technical requirements. RIDOT requests that the proposed system must be a web-based **VENDOR HOSTED** solution.

RIDOT estimates a **5-YEAR** contract Term which will include YEAR 1 services to install, train and implement the proposed solution followed by YEARS 2, 3, 4 and 5 to provide maintenance and support services to RIDOT.

Respondents are instructed to submit a **TECHNICAL PROPOSAL** ["ORIGINAL" plus SIX (6) Copies] along with a *separately sealed* **COST PROPOSAL** ["Three (3) Hard Copies Only] to the RI Department of Administration /Office of Purchases by **WEDNESDAY, SEPTEMBER 24, 2014 no later than 11:30 AM.** (*BID DATE was changed per ADD#1*) Submission package should be clearly labeled as to RFP# and Project Description

**TECHNICAL Proposal** MUST be bound in a single volume and limited to 25 PAGES in length-exclusive of "exhibits" which must also be tabbed and included in bound submission. Proposal pages must be numbered in consecutive order and must contain a Table of Contents that cross references each requirement with specific pages in the submission.

**TECHNICAL Proposal** submission shall also include:

- **4-PAGE RIVIP BIDDER CERTIFICATION COVER FORM** – Document must be completed and signed by each Respondent and included in **EACH TECHNICAL** Proposal submission. Access to form is on RIVIP website @ [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- Additionally RIDOT requires that all Respondents complete and include in **each TECHNICAL SUBMISSION** the following forms:
  - **DEBARMENT**
  - **LOBBYING**
  - **TITLE VI ASSURANCE FORM**
  - **CONFLICTS DISCLOSURE STATEMENT**
- **W-9 FORM** is also required but should be submitted "**unbound**" for DOA review and acceptance. Copies of W-9 FORM need **NOT** be included in each Proposal Submission.

**Technical-Proposal** must be submitted in hard copy form and on CD ROM.- clearly labeled and included on the inside cover of each TECHNICAL Proposal submitted.

Proposals received will be evaluated based on **Selection Criteria** defined on **Page 8** of RFP. **TECHNICAL and COST Proposals will be evaluated separately.** Cost Proposals will remain sealed at DOA until such time as technical scoring has been completed. Only firms receiving qualifying technical scores of 50 POINTS or more will advance to the cost evaluation phase. Firms who do not qualify will be disqualified from any further consideration.

Technical evaluation will also include a formal **interview and demonstration** by each Respondent firm. RIDOT will formally notify each **VENDOR** of the scheduled date/time for presentation. RIDOT will allow a 10-DAY advance notice of scheduled time and location of presentation. Presentation will be limited to **ONE (1) HOUR** in duration including questions. The required participants are detailed in the RFP. Each **VENDOR** will be responsible for all costs associated with the preparation, submission, travel and execution of the work necessary to provide their presentation to RIDOT.

**Addendum 7548919A2**

Additionally, in accordance with RI General Laws, no **FOREIGN CORPORATION**, (a corporation established other than in RI) has the right to transact business in RI until it has procured a **CERTIFICATE OF AUTHORITY** from the **OFFICE OF THE SECRETARY OF STATE (401) 222-2357**. If Applicable, a copy of the Respondent's Certificate of Authority **MUST** be Included As part of the **TECHNICAL** Submission behind the front page of each copy of the Proposal for immediate review.

If you do not possess Certificate, your firm must acknowledge **NON-COMPLIANCE** with this requirement and confirm in writing that if selected you will expedite acquisition of Certificate of Authority **prior to award**. This letter of acknowledgement must be included behind the front page of each copy of the Proposal.

Any additional questions may be posted to the RIDOT website @ [www.dot.ri.gov](http://www.dot.ri.gov) through steps outlined in RFP. The Q&A Forum will disable 5 full calendar days prior to the due date for this project; therefore the closing date for this project is **NOON on SEPTEMBER 18, 2014.**

1. **Q** – The RFP cites the USER Count at 1800 licenses. Do you anticipate any “external” users to be trained (i.e. contractors/ consultants)? or are they included in the 1800 user estimate??

***A – The 1800 User Count includes an estimated 737 RIDOT employees with the count balance to include users from other State Agencies and Municipalities. Full LMS access will be available for all RIDOT employees while other state agencies/municipalities will have limited access.***

2. **Q** - What is the anticipated decision date? and the project start date for the project?

***A – The length of the selection process is dependent on number of responses received. There is a formal review/approval process required for all consultant selection services. Once the final selection recommendation has been approved, all VENDORS will be notified firms and RIDOT will work with the selected VENDOR to execute the contract award documents.***

3. **Q** – RFP cites that implementation period shall not exceed 3 consecutive weeks. Would the work start before the holidays?

***A – The LMS implementation will begin as soon as the project is awarded.***

4. **Q** – Is the required RIVIP Form to be included in both TECHNICAL and COST Proposal submissions?

***A – NO. The RIVIP shall be included in the TECHNICAL Proposal only. Other than a transmittal letter including RFP# and Project description, the COST Proposal submission shall include the requested pricing information only.***

5. **Q** – What is not included in the 25 PAGE limit?

***A - Your 25-Page technical narrative should be specific to the technical selection criteria cited in the RFP. Requested Forms and certifications would be considered “exhibits” to the submission as well as any supporting documents to the 25 Pages (such as Appendix C and D) and should be tabbed accordingly in your proposal and properly referenced in your Table of Contents.***

6. Q – How are you currently tracking training initiatives? how are your reports prepared??

**A – Manually by means of an in-house access data base and use of downloaded excel spreadsheets for reporting information.**

7. Q – Are the ORACLE financials and EEO data base integrated?

**A – No. The financials are separate and include the names of all employees which will need to be extracted and included on the new LMS.**

8. Q – Can you provide examples of courses or training programs anticipated?

**A – For example- RIDOT hosts an annual Winter Training for Construction Management personnel where approximately 168 people attend a series classes based on course selection according to employee interest. Participation is tracked and an incentive credit may be offered. Other class examples include OSHA 30, OSHA 10, CPR, First Aid, NETTCP certification classes, National Highway Institute course, Business Writing and Sexual Harassment to name a few. Some courses have certification requirements that need to be tracked and courses vary by section. RIDOT'S long term goal is to provide a RIDOT "university" offering varied transportation related training opportunities for its employees.**

9. Q – Is this program ultimately tied into succession planning and long term development?

**A – YES.**

10. Q – Once LMS is implemented, how do you envision employee access to system? Office/Home PC?? Mobile devices???

**A – Currently via the Employee's Office PC; each employee computer has been recently upgraded from WINDOWS XP to WINDOWS 7. Mobile devices are not an option at this time.**

11. Q – How are you currently communicating/registering training opportunities to RIDOT employees?

**A - Opportunities are posted internally, sent via e-mail as well as notifications posted on RIDOT. Interested employees who wish to attend e-mail their request directly to the Office of Professional Development and Training.**

12. Q- Will there be any feedback through ORACLE for any of the trainings that take place?

**A – NO. ORACLE has a specific financial purpose to track employee time and labor only. There is no tracking component included.**

13. Q – Can you provide examples of reports needed?

**A - The RFP on Page 10 (ITEM 26) cites specific types of reporting required. No visuals are available for review.**

14. Q – Will the interview/ demonstration be scripted?

**A – NO. It is up to the VENDOR to develop their presentation based on the technical requirements set forth in the RFP. The only caveat cited is that the presentation must be given by the VENDOR'S key personnel and that the total presentation including Q&A should not exceed ONE HOUR.**

15. Q – Regarding tracking report components- you have a requirement to use SCORM. How do you envision these files?

**A – RIDOT has a vision to offer various types of learning opportunities including webinars, on-line classes and self-paced tutorials.**

**-END-**



State of Rhode Island  
 Division of Purchases  
 One Capitol Hill  
 Providence, RI 02905

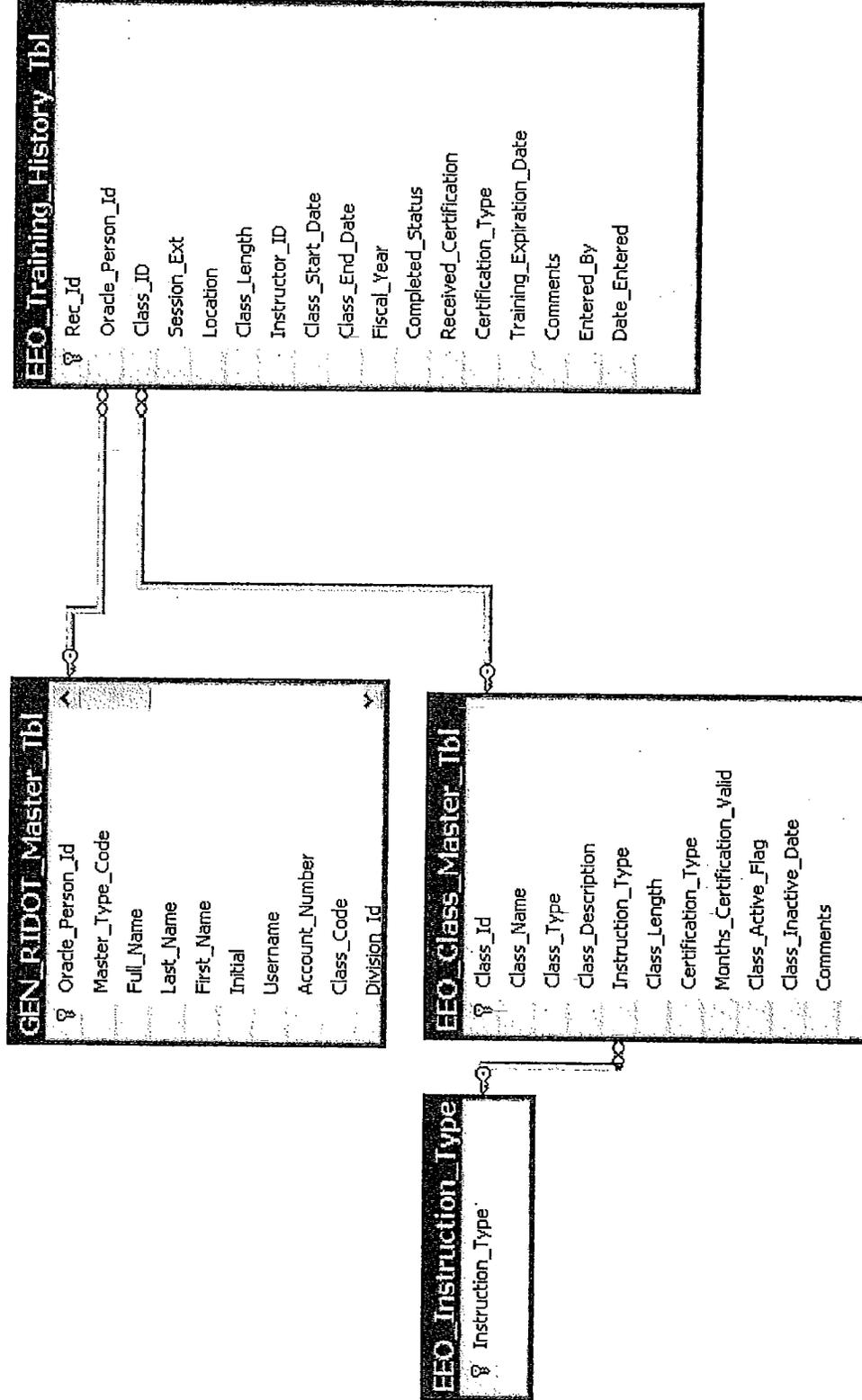
**"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET**

<b>BID NUMBER</b>	7548919
<b>BID TITLE</b>	Purchase and Installation of Learning Management Software Including System Maintenance and Support Training
<b>PRE-BID MEETING TIME</b>	8/28/14 @ 10:00 A.M. at RIDDOT TMC Conference Room 150

<b>PURCHASING REPRESENTATIVE</b>	
<b>PRE-BID MEETING TIME</b>	
<b>PRE-BID MEETING PLACE</b>	

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT EMAIL	CONTACT NUMBER	PROPOSAL SUBMITTED FOR PURCHASING UNIT NO.
RIDOT	Kathleen Sisson	2 Capitol Hill	kathleen.sisson@dot.ri.gov		
RIDOT	Tatiana Williams	2 Capitol Hill	tatiana.williams@dot.ri.gov		
RIDOT	Lucy Murray	2 Capitol Hill	lucy.murray@dot.ri.gov	202-2495 x4446	
INFOR	Maria Barletta	4 Expressway Plaza 2 RINO CIRCLE SINDLEY ST. ST. LOUIS, MO 63103	Maria.Barletta@infor.com	(917) 662-2759	
INFOR	Tom Wassell	2 RINO CIRCLE SINDLEY ST. ST. LOUIS, MO 63103	Tom.Wassell@infor.com	860-558-7243	
Oracle	Dore Berk	64 Barber Lane	dore.berk@oracle.com	978-621-8093	
KYRAN	Nancy Whitehead	200 John Carew Rd	Nwhitehead@kyran.com	401-846-3832	
Synergy Codeworks	Mira Jacobson	1 Washington St Dover Washington St. Dover NH	Mira.jacobson@synergycode.com	(603) 848-7547	
Synergy Codeworks	Jessica Palmer	2 Capital Hill	jpalmersynergycode.com christos_xenoplonhs@dot.ri.gov	603-848-7547	
Christ's Xenophonbs	RIDOT	2 Capital Hill	dot.ri.gov	401-222-2495 x4446	
TeaCupPartners	Tudy Mandeville	1 Thurber Blvd Smithfield RI	tudy@teapleomis.com	401-232-5060 Ext 11	
RIDOT	Jacqueline Pelly	2 Capitol Hill	JacquelinePelly@dot.ri.gov	401-222-3260 Ext 11	
RIDOT	Cordine Coffey	2 Capitol Hill	Cordine.Coffey@dot.ri.gov	401-222-3260 Ext 11	
DO IT	Tom Lewandowski	2 Capitol Hill	Thomas.Lewandowski@dot.ri.gov	401-222-3260 Ext 11	

# EEO Database Diagram



Instruction Types  
 External Trainer  
 RIDOT Training & Development Staff  
 Webinar

8/29/2014