



Purchasing Division
1111 Superior Avenue E, Suite 1800
Cleveland, Ohio 44114
Ph: (216)-838-0410 Fax: (216)-436-5118

Date: May 17, 2019
To: All Vendors
From: Seletha R. Thompson
Purchasing Analyst
Re: **Addendum 2 for RFP 21274 – Online Professional Development Management Solution**

*Below is **Addendum #2 for RFP 21274 – Online Professional Development Management Solution**. This addendum supplements and amends the items in the Specifications. This addendum must be noted on the Addendum Acknowledgement Form found in the RFP.*

Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.

Below are questions and respective answers received for RFP 21274 – Online Professional Development Management Solution

Comprehensive Question and Answer List

1. In terms of who will be conducting or providing training and services: do we need to specifically name and identify the person (our Implementation Consultant)?

Answer: No we do not need the exact name at this time. We just need confirmation that there will be an implementation consultant for the project.

2. Quality Insurance Plan: just need clarification on what you are looking for from a SaaS provider?

Answer: In short, please describe the delivery method of your solution (e.g. Software as a Service (SaaS), Hosted). Please provide detail on how application resources are shared between clients, as well as your approach to safeguarding client data in this environment and Requirement T1.1: Ability for solution to operate off-premises (e.g. SaaS).

3. Name and Address of every person having an interest in this RFP: are you looking for all names and addresses of my assembled team from Frontline Education?

Answer: No just the key/core group is needed.

4. Page 27, State of Ohio Department of Insurance - is this something Cleveland Metro School District (CMSD) fills out once we have supplied our proof of liability insurance?

Answer: No. This certificate has been provided by the State of Ohio denoting a vendor is compliant with state Insurance rules.

5. Page 72 and 83 - mentions Appendix A: where is Appendix A?

Answer: Correction - the matrix is not in Appendix A. It refers to the charts pages 73-83. The editable version of the charts for you to complete are up loadable from the website.

6. Page 86 - mentions cost proposal: how many copies?

Answer: 1 original and 2 copies are required.

7. What is the number of CMSD users that will be using the online PD solution?

Answer: Approximately, 7,000. There are 5,300 or so certificated.

8. For prioritized requirement 4.11 "Import course completion date periodically from external vendor (e.g. Public Works). For what types of professional development event/activity will this data be imported as it is assumed the RFP solution will be used to schedule/manage/track all professional development? Please provide additional detail around this requirement.

Answer: Employees are required to complete modules 3 or 4 times a year from an external vendor to meet legal requirements. This is managed through a separate system - Public School Works. The data from that system is exported via spreadsheet - individual names and the number of minutes the individual used to successfully complete each module. We would need to be able to import the total number of contact hours for all employees. We are currently not assuming that these courses would be able to integrate into the new professional development management system. If it does end up being a possibility that the Public School Works courses can be managed through the PD management system, then the import of data would not be necessary as the system is tracking.

9. For prioritized requirement 9.2 "Report evaluation trends by building, presenter, topic", please confirm this reporting is related to reporting of all evaluations by users for an event(s).

Answer: Yes, this refers to all evaluations done for a single session, evaluations tied to a single presenter, or all evaluations for a school/group of schools

10. What is your desired schedule to initiate the project? To launch the LMS to end-users?

Answer: We plan to initiate the project as quickly as possible after selecting a vendor. The launch for all end users would happen in the fall. The go live date would be mutually agreed upon with the selected vendor.

11. Please provide additional details on the desired workflow automation. How many workflows? How many routings are involved in each workflow?

Answer: Provider proposes session which communicates alignment to district priorities, district approves session, session is added to district PD calendar for registrations, teachers/staff register to attend session, at conclusion of session attendees complete evaluation, presenter takes attendance, contact hours/CEUS for the session are added to each individual teacher's transcript, teachers can log into the system to see the number of contact hours they have accumulated.

12. Out of the 700 anticipated users, please define certified/classified/guest, etc. counts

Answer: Of the approximately 7000 users, and 5000 are certificated. We don't anticipate more than 200 guest users.

13. How many course registrations will each of the subset counts of the 7000 users comprise of?

Answer: This will vary. Teachers will be registering for professional development at their buildings which may happen 2-4 times a month and will also register for district led professional development. So a single user may be registering for 10 or more courses depending on how they are input.

14. Does the District plan to deliver online courses?

Answer: This is currently not our focus. Our goal for this RFP is to find an online system to centrally manage registration for professional development events and produce accurate transcripts of professional development hours earned by our employees. We likely will deliver online courses at some point in the future, but the priority is management of registration, attendance, and evaluations.

15. Does the District plan to deliver SCORM courses online?

Answer: Online courses are not our immediate focus, but SCORM courses are likely over the next 2-5 years.

16. Does the District plan to purchase 3rd party content and desire the new LMS to integrate it with the vendor?

Answer: The focus for the RFP is for professional development management. If the management system also has an LMS component, then that is an added bonus. The only online content that is currently in use in the district is through Public School Works.

17. What is the District's anticipated go-live date?

Answer: The plan is to initiate the project as quickly as possible after selecting a vendor. The launch for all end users would happen in the fall. The go live date would be mutually agreed upon with the selected vendor.

18. Is the District looking for a Commercial off the Shelf (COTS) Software Product or a vendor supported cloud-based solution?

Answer: The District is looking for a SaaS solution which can be configured.

19. Regarding payment for the services to be provided, is the District looking to pay up front for the services or can the vendor setup a transactional/value added revenue system to recoup costs over a period of time?

Answer: The District does not pay for services in advance of them being performed.

20. How many Professional Development events are held that the educators pay to attend?

Answer: This can vary year to year. In the 2019-2020 school year, approximately 50 distinct sessions were eligible for pay.

Attached is a copy of the Agenda and Sign-In Sheet from the Pre-Proposal Conference held May 3, 2019.

As a reminder:

Separate Sealed proposals for the scope of work and requirements will be received in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, Cleveland, Ohio 44114, until **1:00 pm current local time on May 23, 2019**. This RFP will not be publicly opened.

--End of Addendum 2--