

HAMILTON COUNTY DEPARTMENT OF EDUCATION
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Posted Date: May 4, 2022

Solicitation No.: RFP 22-19

Solicitation Name: Professional Development Management System

Subject: Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENT: NONE

2. QUESTIONS/ANSWERS

1.	Is the Vendor Packet for Non-HSC Vendors a required part of our final proposal?
Answer	No, a completed Vendor Packet is not required to be submitted with your proposal. A completed Vendor Packet will however, be required for award as this is necessary to setup a Vendor in our system to receive a Purchase Order. Submission with your proposal will expedite the onboarding process and/or ensure the information HCS has currently on file is up-to-date and accurate.

2.	What is the Supplier Profile used for? Is the requested information a required part of our final proposal? Is this information collected as a pre-qualifier? What if we do not meet any of the identified certifications or minority-owned status?
Answer	The Supplier Profile portion of the Vendor Packet is for informational and systems purposes only. This information is not required as part of the final proposal of any firm and is not utilized as a pre-qualifier. Vendors that do not meet any of the identified certifications may simply mark N/A on the Supplier Profile portion of the Vendor Packet.

3.	The Scope mentions 3,500 full-time teachers in the district. How many users will be using the Professional Development Management System for the following categories of employees:
Answer	Additional information is not available at this time.

4.	What is the current solution in use to manage and track professional development (i.e. in-house developed solution, google docs, specific vendor product)?
Answer	IFAS – Employee Online

5.	Specifications 4.3 Content Editing states "tables, graphics, charts, etc. can be entered easily by the user". Please provide additional information on where you envision these being entered into the solution.
Answer	This is referring to the ability to see the PD data visually with the option of filtering the data by different aspects (content, school, grade band, etc.)

6.	Specifications 4.4 Personnel Directory states "directory clearly linked with individual building pages". Please provide additional information on what the individual building pages should include.
Answer	Additional information is not available at this time.

7.	Specifications 4.6 Accessibility provides criteria as part of your scope. If the solution is a web-placed SaaS (software-as-a-solution), what are your accessibility requirements for this type of solution?
Answer	Additional information is not available at this time.

8.	Specifications 4.7 Optional/Preferred states "includes a mass notification system that integrates with CMS". Please provide additional insights on what types of mass notifications you would want the solution to include. Also please clarify what is "CMS".
Answer	CMS is defined in Addendum #1. We expect the system to send automated emails to registered participants.

9.	Tab 6: Price Scoring - This section notes that the allocated spend is not to exceed \$300,000. Is this total allocated spend inclusive of Years 1-3 Fees, Implementation Costs, and Annual Support Costs? Or is the total allocated spend intended for Years 1-6 Fees, Implementation, and Annual Support Costs?
Answer	Answered in Addendum #1

10.	What is the anticipated award date and contract state date?
Answer	See Page #12, section 1.1 and 1.2 of RFP 22-19

11.	1. Could HCS clarify if you are looking to create professional development courses within the system for your virtual trainings?
Answer	No. Courses would be created in our LMS (Canvas) and we would hyperlink to those courses.

12.	Does HCS only need to track professional development courses that have content hosted in the platform (virtual/blended only)?
Answer	This needs to be a comprehensive PD tracking system. We would expect all PD to be tracked including virtual, live, and blended and included on teacher’s transcripts.

13.	Which system/LMS are you currently using for professional development?
Answer	LMS is Canvas and currently tracking PD through IFAS – Employee Online.

14.	Could HCS provide an estimate of how many courses you expect to launch with?
Answer	At our peak (summer), we would have at least 150 courses/PD offerings live in the system. We anticipate officially launching in August which will significantly reduce this number of offerings. I would anticipate at least 50 courses/offerings.

15.	Regarding page 32, item 20, “Who has responsibility for data entry or migration of existing data to the new software,” could HCS clarify what type of data is to be migrated and what format it is in?
Answer	No additional information available at this time.

16.	Regarding Tab 7: Required Forms, are only forms 1-7 required? Or would HCS like all forms (including 8, 9, 10, the Vendor Information Form, Supplier profile, Exhibit A, and W-9) as part of vendors’ responses to Tab 7: Required Forms?
Answer	Yes, all forms related to the RFP should be provided within Tab 7. This includes form 1-10 and the Vendor Information forms where completed. The clerical error of “1-7” as referenced at Tab 7 shall be hereby updated to indicate “1-10”

17.	We have noted that vendor responses to HCS requirements (as outlined on page 23 of the RFP) are requested to be no longer than 20 pages. Can you please clarify whether a cover letter and/or executive summary would count toward this page limit?
Answer	A cover letter and/or executive summary would not count toward the requested and recommended page limit.
18.	Would HCS consider an extension to May 20?
Answer	HCS is unable to accommodate an extension request and as of the posting of this addendum the opening remains as indicated in the solicitation documents.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Debbie Jackson

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 Hamilton County Department of Education