



April 11, 2024

ADDENDUM NO.: One

TO ALL OFFERORS

REFERENCE: Request for Proposal No: RFP# FDC-1198
Dated: March 22, 2024
Commodity: Online Training Services Provider
RFP Closing On: ~~April 25, 2024 at 2:00 p.m.~~
May 2, 2024 @ 2:00 p.m.

Please note the clarifications and/or changes made on this proposal program:

James Madison University has extended the RFP closing date to May 2, 2024 at 2:00 p.m.

The following questions/criteria are hereby added to the RFP.

IV. Statement of Needs, Section A, subsection 3.

bb. Describe your proposed solution's ability to offer Clery training for Campus Security Authorities (CSA).

cc. Describe your proposed solution's ability to present content in Spanish. Also, specify any additional languages in which your proposed solution can be presented.

The following questions are answered below:

Question: Section #3, Page 2, Paragraph a. – How many total students will JMU provide the student Title IX program to?

Answer: The university intends to offer online modules each year for all newly enrolled undergraduate and graduate students shortly before and/or during the first weeks of their first semester of enrollment. JMU enrolls approximately 5,000 new undergraduate first year students, 1,000 new undergraduate transfer students, and 900 new graduate students per year.

JMU would also like to offer refresher/booster modules for undergraduate and graduate students at periodic intervals during the course of their enrollment at the university. Intervals have yet to be determined.

It is difficult to say whether all 21,000+ enrolled students would be taking some form of training in the same year.

Question: Section #3, Page 2, Paragraph a. – Is JMU planning to require 4,000 faculty and staff to complete the Title IX program each contract year?

Answer: JMU plans to continue to require all new employees to complete an online educational module as part of their new employee onboarding/orientation process.

JMU would also like to offer refresher/booster modules for employees at periodic intervals during the course of their employment with the university. Intervals have not been determined yet but could be every other year or every three years. It is difficult to say whether all 4,000 employees would be taking the training each year.

Question: Section #3, Page 2, Paragraph a. – Is JMU planning to provide two student Title IX programs – one to new undergraduate students AND one to new graduate students?

Answer: Yes, and if possible, JMU would like for the undergraduate transfer student module(s) to vary some from the first-year student undergraduate module(s) and the graduate student module(s).

Question: Section #3, Page 2, Paragraph a. – Would JMU consider providing the student Title IX program to returning students if a refresher curriculum is available that uses a different program each year?

Answer: Yes

Question: Section #3, Page 2, Paragraph a. – Does JMU place or remove holds for students that do not complete the Title IX education requirement within the designated timeframe?

Answer: The university has used the possibility of holds for students who do not complete their training within a designated timeframe. However, JMU does not believe it has had to place any holds for this reason.

Question: V. Proposal Preparation and Submission, A.1.A., pg 9. Does the University prefer bound or unbound proposal copies? If bound, is there a particular binding that is most advantageous (i.e. binder, comb binding, paper clip)?

Answer: There is no preferred binding method, however, unbound or paperclipped copies can come apart in transit and make it difficult to properly reconstruct the proposal set.

Question: Evaluation and Award Criteria, A.4 pg 12. If vendors are not SWaM certified and do not utilize subcontractors to complete any work as described in this RFP, would the vendor automatically lose 10 points from the final available score?

Answer: Yes

Question: Attachment B., pg 30: If a vendor does not use subcontractors, should the required sheet be marked as Not Applicable?

Answer: Yes

Additional questions will be answered in a subsequent addendum.

Signify receipt of this addendum by initialing “*Addendum #1*” on the signature page of your proposal.

Sincerely,
Doug Chester
Buyer Senior
Phone: 540-568-4272