

April 25, 2024

ADDENDUM NO.: Two

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:

The following questions are answered below:

Question: Contractor is offering a limited, non-exclusive, non-transferrable license to its products and services to JMU for JMU's use for its own internal business purposes for the term of the Agreement. Is this scope of license acceptable?

Answer: Yes.

Question: I am seeking clarification of the content on page 2, section 3, items a - c. Does JMU already have training content or is the vendor designing courses of instruction for each of the stated courses?

Answer: JMU expects the vendor to design the course and instruction and JMU will evaluate the quality of the product offered and the degree to which the vendor meets the required learning outcomes.

Question: IV. Statement of Needs, A.3.Q, pg 7. What is the University's preferred method of receiving course updates from a vendor?

Answer: JMU expects advance notice of all updates that should include a detailed description and a recommended date/time when the updates would go live. The amount of advance notice can be negotiated. This response assumes the updates could be made live by the vendor without JMU interaction and at a time that will be least disruptive to users. JMU is willing to partner with the vendor to ensure the most appropriate timing.

Question: IV. Statement of Needs, A.3.Y, pg 7. What kind of marketing materials would be most beneficial to the University? What format is preferred for marketing materials? Are there materials that the University has or uses now that could be provided as a sample or guide for vendors to review?

Answer: JMU requires a list of attributes of the proposed training, learning outcomes, approximate completion time for the average learner. JMU will use this information to create its own marketing materials. The vendor should consider including suggested marketing materials that may enhance compliance by students and employees.

Question: IV. Statement of Needs, B.5, pg 8. What is the estimated time that the University would like new training implemented and ready for release to learners?

Answer: August 1, 2024 in advance of Fall semester.

Question: IV. Statement of Needs, A.3.Z, pg 7. What kind of data will need to be imported from other systems? What is the existing system in use? What format is current data in that will need to be imported?

Answer: JMU will provide learners' names and a unique identification number for each person. Currently Excel spreadsheets are used to communicate to vendors who upload the information into their systems. This is what is being imported now:

- **Unique ID (Must match value passed in the SSO SAML assertion)**
- **First name**
- **Last name**
- **Email**
- **User Type (Student or Employee)**
- **Student/Employee ID**

Question: IV. Statement of Needs, B.5, pg 8. Is the University seeking any in-person training to facilitate a faster implementation timeline?

JMU is not seeking any in-person training of student and employee learners for the course objectives covered in the online learning.

Question: IV. Statement of Needs, C.3, pg 8. What kind of printed materials is the University utilizing now that would be beneficial for a vendor to offer?

Answer: Currently, JMU Is not using any printed materials. All information about the training will be transmitted electronically via email and/ or websites.

Signify receipt of this addendum by initialing "*Addendum #2*" on the signature page of your proposal.

Sincerely,
Doug Chester
Buyer Senior
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