



October 10, 2022

**ADDENDUM NO.: One**

**TO ALL OFFERORS:**

**REFERENCE:** Request for Proposal No: **RFP# KLN-1162**  
Dated: September 16, 2022  
Commodity: *Certified Financial Planner Online Courses*  
RFP Closing On: October 18, 2022, at 2:00 p.m.

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

1. RFP did not specify if it is LIVE instructor online-only courses or NOT REAL TIME self-pace online course for the project?

**This is up to the vendor. The vendor is not restricted to one model or the other.**

(From the RFP, Section IV – Statement of Needs)

“The enrollment goals will be determined according to course setup, delivery, minimum enrollment needs, advertising and recruitment support, revenue share model, and support for administrative recordkeeping and account reconciliation.”

2. What percentage of the revenue share model is offered?

**We are asking the vendor to share their typical revenue share, or range of revenue share. We will assess that in the context of the rest of the proposal.**

3. What is the minimum/maximum class size for in person and online training?

**The vendor’s instructional design and business models would likely dictate the minimum/maximum class size.**

4. Would the bidder need to separately provide a curriculum that has been certified by CFP independently in addition to teaching it and providing the LMS solution?

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752 Ott Street, Room 1042  
Wine Price Building  
Harrisonburg, VA 22807  
Office of 540.568.3145 Phone  
PROCUREMENT SERVICES 540.568.7935 Fax

**The vendor is responsible for the curriculum meeting the CFP Board requirements.**

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

Sincerely,

Krista Nealis  
Buyer Senior  
Phone: 540-568-7523