ST. CLOUD STATE UNIVERSITY

ADDENDUM NO. ONE

The Proposal due date of November 15th, 2019 will not change as a result of this Addendum No. One.

CLARIFICATION:

1. We have never received a request like this before and is this a scam? 
   This is not a scam. This process allow Minnesota State to properly survey the marketplace and encourages transparency.

2. What is being asked of me? 
   SCSU is creating a new method for managing vendors for these services and we are requesting submissions of qualifications from vendors to provide these services through a Request for Qualifications (RFQ) process. Within your response/proposal will include an overview of the services you might provide to SCSU, and your experience/ qualifications related to those services. You may include topics not previously presented through SCSU. Information you list related to your cost can be included as a range.

3. The whole thing is rather vague. 
   This is intentional to allow for a wide range of vendors that can supply Soft and Technical Skill Training at SCSU.

4. Are specific soft-Skill and technical classes you are requesting? 
   We provide customized training for the business community - professional development training for their employees. Topics range from soft skills to hard skills (technology, etc.).

5. How many employees throughout the college system will be taking the courses? 
   The training is not specific to Minnesota State employees. Enrollment is based upon the needs of our business partners.

6. Would a solution based on an online professional development platform that includes 1200+ courses be appropriate for this RFQ? A new online based platform is not the expected as result of this RFQ.

7. Is St. Cloud State University looking for a learning management system and training content? 
   a. Does St. Cloud already use a learning management system? If yes: Below questions do not apply to this RFQ.
      i. Who is your LMS provider? 
      ii. How many licenses do you have? 
      iii. Does it accept AICC/SCORM elearning formats? 
      iv. What are your expectations on LMS features and functionality?
   b. What number of licenses will you need? Below questions do not apply to this RFQ.
      i. Do you want a license growth model and if so what does that look like each year? 
      ii. What groups make up the learner headcount (faculty/staff/students/etc.)?

8. Are any cancellation terms negotiable as it may impact pricing? Yes but these terms must be approved by Minnesota State’s Office of General Council.

9. How are you going to address future content needs for your employees as new topics/skills emerge? We are seeking facilitators to deliver training for our business partners. Those topics can range from soft skills to hard skills, depending on their particular business needs.

10. What notable content partnerships do you have in place today? SCSU does not have any partnerships with any notable LMS providers.

11. Are you offering online books or audiobooks? And is this something you would like to offer to your employees? Online books or audiobooks are not the expected result of this RFQ.

12. What are the key success factors for this training implementation? SCSU is seeking to compile a list of vendors and topics that we can refer to as we develop customized training for our business partners. For the RFQ we desire a list of topics, the vendor qualifications, and a range of fees.
13. How do you envision/prefer the rollout of the new learning platform to happen? We do not envision implementing a new learning platform as result of this RFQ.

14. Are we allowed to ask additional questions should they arise? Yes

15. What topics and content are you looking to cover specifically for your soft skills training? We provide customized training for the business community - professional development training for their employees. Topics range from soft skills to hard skills (technology, etc.).

16. Does St. Cloud State University want specific topics/content areas to be tied to specific learners? If so, how is St Cloud State University going to manage these licenses and needs among unique learners/groups of learners? SCSU’s training will typically be customized to our business client’s needs.

17. Are there localized content needs (additional languages)? Depending on client request, content may be delivered in other languages besides English.

18. Are the vendor submitted redlines disqualifying, or are they up for discussion/negotiation? Redlines do not disqualify submissions and can be discussed and negotiated. The content of the RFQ does not need to be redlined. Please review and redline the sample contract and submit with your response.

19. Can you define ‘the purposes of this RFQ’ in detail? SCSU is seeking to compile a list of vendors and topics that we can refer to as we develop customized training for our business partners.

20. In Section II, what is specifically meant by “customized to the business”? We provide customized training for the business community - professional development training for their employees.

21. In Section II, what content are you looking for to cover “technical training”? Topics range from soft skills to hard skills (technology, etc.), depending upon client request.

22. Do you want to reinforce your training? SCSU is seeking facilitators to deliver training topics to our business clients. We strive to build training programs that reinforce learning.

23. What expectations do you have regarding vendor support? We expect the vendor/facilitator to work with SCSU and our business partners to develop and deliver effective relevant training in the timeframe and at the location agreed upon.

24. Will there be an additional scope of work questionnaire to fill out details regarding our solution? At this time we are not expecting to ask for additional information.

25. If we do not meet the insurance requirements can they still respond to the RFQ. If so, what shall we say? We encourage you to respond and your response will still be considered if you do not meet the insurance requirements. SCSU may ask Minnesota State’s Risk & Insurance Management unit for an exemption if vendors to be considered low risk.

26. Do we need to submit the entire 45 page RFQ redlined? You are not required to redline the entire RFQ. Redlines within the provided sample contract should be submitted with your response and can be discussed and negotiated.

27. Can we submit our response via email, does it have to be on a flash drive, and does it have to be postmarked? As this is a new process for SCSU is accepting submissions via email for this RFQ. Submissions shall be sent only to Ted Mears, Director of Purchasing at ejmears@stcloudstate.edu. If submitting by email a flash drive and copies will not be required. If mailing we would prefer a flash drive or another form of digital media storage device. Responses do not have to be mailed and can be dropped off at the Administrative Building in office 123 located at 720 4th Ave. S. St. Cloud, MN 56301.

28. Would a solution based on an online professional development platform that includes 1200+ courses be appropriate for this RFQ? SCSU is seeking to compile a list of vendors/topics that we can refer to as we develop customized training for our business partners who are looking to develop their employees or solve a training dilemma for them. While the RFQ was not anticipating responses related to online professional development platforms those may submittals will be accepted.

29. If we are unable to respond by Nov. 15 can we submit later? What is the impact and/ or consequence? We want to be flexible with the RFQ and will accept responses after the November 15th deadline. We can add vendors any time after but encourage vendors to submit responses as soon as possible.
The above ADDENDUM Number One shall be attached to and become part of the bid. Receipt of this Addendum No. 1 shall be acknowledged by including it with the bid. Failure to do so may subject BIDDER to disqualification.

END OF ADDENDUM NO. ONE

St. Cloud State University  
Business Office AS-123  
720 4th Avenue South  
St. Cloud, MN  56301-4498

Ted Mears  
Director of Purchasing

Dated this 13th day of November, 2019.