ST. CLOUD STATE UNIVERSITY
COSTA RICA GEOTOURISM FACULTY LED PROGRAM

ADDENDUM NO. ONE

The Proposal due date of February 5th, 2021 will not change as a result of this Addendum No. One.

CLARIFICATION:

1. Whether companies from Outside USA can apply for this? (like, from India or Canada). Yes.
2. Whether we need to come over there for meetings? In person meetings may be required but some meetings can be attended remotely.
3. Can we submit the proposals via email? Proposals should be submitted via email to ejmears@stcloudstate.edu
4. I cannot locate technical specifications or the SOW within the RFP. Will you please provide that documentation? Currently, SCSU does not have a SOW.
5. Are you able to provide further context about how the current LMS is being used today? LMS is being used to provide course to students. We either have students register for the course on our website or we upload the students to the site.
6. Please provide a summary of how the ideal solution would enable you to deliver programming going forward. The ideal solution would provide a continuously available, stable, branded, customizable, and easily administrable solution for customer purchases of eLearning resources; and enrollment in courses in co-ordination with our range classes.
7. Can you confirm you are currently using Interactyx by Topyx? Using Interactyx by Topyx.
   a. If so, is there data or content that you will need to migrate if a new LMS is selected? Yes
8. Are you able to identify any mandatory/minimum requirements of the solution that you require to deliver your programming? Minimum requirements:
   • Handle SCORM packaging in SCORM 2004 encoded with HTML5
   • Able to integrate with our existing payment processing system
   • A catalog system available for customer browsing and purchasing of lessons
   • Bulk enrollment capability via CSV
   • User group assignment to allow for automatic enrollment in multiple courses associated with the user groups
   • Integration with virtual conferencing/meeting solutions
   • Reporting and tracking solutions
   • Administration credentials
   • Some level of streaming media hosting for purpose of instructional videos and branding
9. How many users do you anticipate will take courses as a learner in the system per year? 30,000 to 40,000 users.
10. The RFP indicated a need for eCommerce, is there a payment gateway that is preferred or in use today? Heartland
    a. Will you require membership discounting (vouchers)? Not at this time.
    Do you have Course Content (course packages) or do you require the LMS Supplier to provide/support in the creation? Course will be created by MHSRC and our affiliates. No course content creation will be needed.
11. Are you able to provide more context around anticipated Training requirements as outlined in the RFP? MHSRC Staff will need training on how to use the LMS. Instructional Designer will need more detailed training.

12. Are you able to confirm if you would require learner and facilitator support to be provided by the successful vendor as part of the RFP? Yes

13. Can you provide any reporting/completion requirements for learners? Learners will need a certificate of completion.

Does St. Cloud State have resourcing to Administer the LMS? Would you benefit from this Service being delivered by the successful vendor? Course will be created by MHSRC and our affiliates. No course content creation will be needed.

14. Is there a need for synchronous learning technology to be included as part of the RFP response from vendors? (Virtual Classroom/Web Conferencing) Not at this time.

15. Are you able to share any course delivery considerations? Competency Based, Micro credentialing.

16. How many users will be utilizing the LMS system? 30,000 to 40,000 per year.

Do you require pre-built content and if so, what is required? We have the need for five (5) administrators with individual credentials.

17. Is there any existing data that needs to be imported? If so, please provide details on the type of data and number of records. Yes there will be existing data.

18. Section II mentions a ‘Yearly review’ - are there any details as to what will be required during the review? Review the site for possible upgrades and rebranding on site.

19. Training - how many people do you expect the vendor to train? Will this be onsite or is webinar training acceptable? 4-5 people. Webinar is acceptable.

20. Section 2 of the contract is blank. Please provide details. It just shows CONTRACTOR’S DUTIES. The CONTRACTOR will: [[ Contractor's Duties ]] with nothing until Section 3. This section will be filled in during contract negotiations and before execution with details of the services provided by the contractor.

21. Will all 12,600 students and nearly 125,000 alumni be users of this LMS? What is the expected increase/decrease in users in the future? No SCSU students or alumni will be users of the LMS. MHSRC is a separate department from the 12,600 students and 125,000 alumni. We have 30,000 to 40,000 users per. We would expect a slight increase in users per year.

Does St. Cloud State University (SCSU) have current courseware to be uploaded on the new Learning Management System? MHSRC currently has multiple learning modules and users that will need to migrate to whatever platform is selected. Completion of migration is time sensitive.

22. Is there courseware that should be included or developed for SCSU as part of this RFQ? If so, what are the expected number of courses? No course material will need to be developed.

23. Will SCSU provide the web server or will the vendor host the site? Vendor will host.

24. Is the vendor expected to provide media streaming for content or will SCSU provide that? It is expected that reasonable hosting will be provided for such things as branding videos, instructional videos, and other site-integrated content.
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

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Ted Mears
Director of Purchasing

Dated this 28th day of January, 2021.