



April 15, 2024

To: All Potential Respondents
From: Katelyn Howells, Purchasing Agent
Subject: 005-RFP-0939-2024 Procurement Training Services

Addendum One

Please amend the subject RFP to include answers to the following timely received questions:

Q1. May the due date be extended?

A1. No.

Q2. Is the State expecting the supplier to provide in-person training, or will the in-person training be performed by the State? If the State expects the supplier to provide in-person training, how many in-person days should we include in the proposal per year?

A2. In-person training by the Respondent is out of scope. Training will be performed by State staff.

Q3. Is procurement centralized or decentralized through the State? Does the Department run all or most procurements, or is this performed by each state department/agency?

A3. We are hybrid. We have a centralized procurement team (DAS) and delegated authority to the agencies to do procurement. DAS provides procurement training to all.

Q4. How many DAS procurement employees are we expected to train?

A4. 0.

Q5. Can we get an org chart of DAS staff that will be part of this program?

A5. Not applicable.

Q6. Can we get a list of all current online course content?

A6. For initial project:

- Buying Basics
- Iowa Administrative Code 117
- Iowa Administrative Code 118
- Iowa Administrative Code 119
- 8F
- Additional Procurement Legislation
- Pcard
- Travel Card
- Introduction to State Procurement – Test
- Advanced Procurement – Test

We will have additional courses for development in the future.

Q7. Can we get access to the current videos to quickly review?

A7. Here is a sample:

<https://drive.google.com/drive/folders/1au5FLp0G-bjcV8SghdkqwF9CiTP9lqBM>

Q8. In Section 1.5, what does “provide scoring/completion documentation” mean?

A8. Acknowledgement that the test has been taken and passed and course has been completed.

Q9. In Exhibit 8 – Implementation Plan, it appears to be worded towards an implementation of a system or solution, can the agency confirm the items that are relevant to this response.

A9. Correct. We are looking for a solution to our problem of outdated training material. Please explain how you address each of the bullets.

Q10. Please provide the weights for the evaluation criteria so we can focus our response on the most important items in the evaluation?

A10. Criteria points are posted on the closing day prior to the RFP close time. We want honest answers that are not tailored to the highest weighted criteria.

Q11. Does the State have any templates for the Exhibits, or are we to build these on our own?

A11. There are no templates.

Q12. What is the expected term of this contract? How quickly does the State expect to have all of this completed by?

A12. See section 6.3.1. We need Respondent to tell us how long initial course updates will take. Our expectation is to have this completed as soon as possible.

Q13. What is the State’s budget for this contract? The budget, or estimated spend, will allow us to identify what we can and cannot provide within the expected budget. The other items that exceed the budget we can include in Exhibit 9 as requested. Without the budget, how should we identify what should go in the base bid and what should go into Exhibit 9.

A13. We do not share budget information. Please tell us what it would cost to update the courses in question 6 and provide hourly rate for new content development.

Q14. Can respondents have access to the source content (or a sample) of each of the three items above. It will help us determine the effort, costs, timelines, etc., and create a Responsive Proposal.

A14. Buying Basics

<https://drive.google.com/drive/folders/1kpnvve77y-ZYnv77RM6INVhLjRM2NKB?usp=sharing>
IAC Chapter 117

<https://drive.google.com/drive/folders/1PtOzCeTQEnQtI8gsftTbRIwqk8w3YCyH?usp=sharing>
IAC Chapter 118

https://drive.google.com/drive/folders/12nYb-tqF4cXBih6rKuwZH2_Rx10TXO1?usp=sharing
IAC Chapter 119

https://drive.google.com/drive/folders/1qAvNv2novcupO4--uQdf-X4PVpt2fb_z?usp=sharing
8F

<https://drive.google.com/drive/folders/1Lum4n4gS39gSHUo-lpzIHj9d18Ttile8?usp=sharing>
Additional Procurement Legislation

https://drive.google.com/drive/folders/1zV2NUf5RSJ9hKKA_7wbOI2sahGmfSp9y?usp=sharing
Pcard

<https://drive.google.com/drive/folders/1dnE7PtMwGDOddSwZWVo8f3BXno3VxprF?usp=sharing>

Travel Card

<https://drive.google.com/drive/folders/1au5FLp0G-bjcV8SghdkqwF9CiTP9lqBM>

Q15. Will these be limited to training presentations/slideshows?

A15. Negative. We will have presentations, handouts, and lesson plans that will need to be updated for in-person delivery.

Q16. Are suggestions for additional training tools allowed?

A16. Yes.

Q17. How many of such courses need to be created?

A17. Undetermined. We have ideas for a few new ones and we will likely have additional that will come up over the 6 years of the contract.

Q18. What type of source content can we expect? How many of these need to be updated?

A18. Powerpoints, PDFs, and Word documents.

Q19. Can you also provide the current seat times of these courses?

A19. Most, if not all, fit between 5 and 30 minutes.

Q20. In the section for Mandatory Specifications, question 4.1.2, what percentage of the training content does DAS anticipate will require updates annually?

A20. It will vary depending on changes to Iowa Code, administrative rules, policies, and procedures. We are unable to predict future directives of the legislature and management. Some years none and others more.

Q21. Can you confirm that DAS needs strictly training content updates or will there be a need for other services by the State (ex. delivery of training)? a. If so, provide details around training delivery for pricing purposes. For example, number of sessions, class size, etc.

A21. This is strictly for content update and creation. DAS will perform all of the “live” training.

Q22. If the volume of new content development/updates is not known; what should vendors utilize to establish pricing?

A22. Rates for time and materials.

Q23. Can you provide the volume of course content updates in section 1.5? Please include: number of in-person courses and course length, number of self-paced courses and course length, percentage of each course that requires updates.

A23. We have two “live” courses. “Introduction to State Procurement” and “Advanced Procurement”. Intro is a half day course and Advanced is a full day course. The Intro course requires little update and the Advanced course will need a total overhaul.

Q24. Is there existing content that will need to be converted to Articulate? If so, please define the number and length of courses that need to be converted.

A24. The list is in question 6. None of it is currently in Articulate.

Q25. What technologies and/or tools are currently used to develop training content and deliver training sessions?

A25. Powerpoint, GoToMeeting, PDFs, etc.

Q26. Can you please specify if onsite presence is required for this project?

A26. Not required.

Q27. In Exhibit 8 – Implementation Plan, it appears to be worded towards an implementation of a system or solution, can the agency confirm the items that are relevant to this response.

A27. We are looking for a solution to our problem (how to get our outdated videos into a modern, interactive format).

Q28. Can DAS confirm if there is a security or performance bond required as spelled out in 6.3.4?

A28. No bond is required.

Q29. Is this a deliverables-based or time and material -based project?

A29. Both.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name