

November 21, 2022

To: All Potential Respondents
From: Craig Trotter, Purchasing Agent

Subject: 005-RFP-0147-2022

Addendum One - Answers to Questions

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

- Q1. Can you please confirm how many unique users do you expect on a monthly/yearly basis?
A1. See 4.1.6 – 1,000 users per month. With the ability to expand.
- Q2. Due to the broad range of requirements, can we please ask for a 2-week extension?
A2. See 4.1 – At this point No, there should be little to no customization of the product.
- Q3. Can you please confirm if all requirements are mandatory (pass/fail) or do they follow MoSCoW priority scale (must/should/could)?
A3. See section 4.1 – this section is the only mandatory requirements.
- Q4. Please confirm what is the anticipated implementation start date?
A4. Dates to be determined between ILEA and Successful Respondent – generally ASAP
- Q5. Please confirm what is the anticipated go-live date?
A5. Dates to be determined between ILEA and Successful Respondent – generally ASAP
- Q6. 60-days payment terms. Please note our payment terms are 30 days. Would ILEA accept this?
A6. No, this would be against Iowa Code 8A.514.
- Q7. Can you please confirm if an eCommerce solution is needed to host a course catalog and process payments?
A7. Yes
- Q8. Can you tell us more about the scheduling requirements? For example, do you need to schedule instructors, rooms, and physical resources?
A8. Yes
- Q9. Exhibit 8, Test integrity. Can you please provide more information on this? How would you like users to be verified? How many exam occurrences will need to be verified per year?
A9. Exam occurrences each year: Approximately 3000-3500, depending on numbers. Test integrity ideas: log in to a test with unique code. No other tabs open, no screen-shooting. Timed tests. Scheduled opening/closing times.
- Q10. Exhibit 18, Inventory management. Can you please clarify if you mean inventory management or resource management? Can you please provide a use case for this requirement?
A10. Both. Checking out weapons and equipment. Tracking inventory of ammunition and equipment.

- Q11. User Requirements, 4.2.1 - Can you provide an example of what a training plan would look like?
A11. This will be an aspect of the functionality of what your system can do and will be evaluated by ILEA.
- Q12. User Requirements, 4.2.10 - Can you tell us a little more about the use case?
A12. This will be an aspect of the functionality of what your system can do and will be evaluated by ILEA.
- Q13. Learning Environment Requirements, 4.3.7 (7) - Does this suspension disqualify someone from registering or obtaining a certificate/credential? What types of activities may lead to suspension?
A13. That would be a determined by ILEA and the instructors.
- Q14. Can you describe some examples of the forms that you would like to incorporate?
A14. Forms that are similar to a fillable PDF that allows for a signature chain and secure electronic verified signature.
- Q15. Learning Environment Requirements, 4.3.12 - Would a check box with an "I agree to..._" suffice?
A15. This will be an aspect of the functionality of what your system can do and will be evaluated by ILEA.
- Q16. Learning Environment Requirements, 4.3.13 - Can you tell us more about the type of information that you would like to be able to change, and who will have access to change it?
A16. This will be an aspect of the functionality of what your system can do and will be evaluated by ILEA.
- Q17. Learning Environment Requirement, 4.3.18 - Can you please elaborate?
A17. This will be an aspect of the functionality of what your system can do and will be evaluated by ILEA.
- Q18. Can you tell us more about your current process around performance reviews, performance management, skills gap analysis and performance plans?
A18. This will be an aspect of the functionality of what your system can do and will be evaluated by ILEA.
- Q19. Administration Requirements, 4.5.15 - Would you like to be able to replace these systems or integrate with these systems?
A19. Replace
- Q20. Course Catalog Requirements, 4.6.9 – 11. You mention tracking instructors, classrooms, and costs. Can you tell us more about what exactly you would like to keep records on?
A20. Instructors, classrooms and costs.
- Q21. How do you manage inventory today?
A21. Manually, pen and paper; additionally, through excel spreadsheets.
- Q23. Are these bookings on a central geographical location owned by ILEA or off site at a local hotel or dorm?
A23. On-site owned by ILEA
- Q24. What kind of success metrics are used around bookings?
A24. None
- Q25. Does the agency manage occupancy rates?
A25. Only occupancy needed is to ensure we have enough dorm rooms for recruits in the Basic Academy.

Q26. How many rooms are booked for a given session?

A26. We would need to be able to manage up to 100 rooms/assignments.

Q27. Are people checking in and out regularly or is it for a single session?

A27. ILEA does not need check-in/check-out capabilities for rooms.

Q28. How long are the bookings (nights, weeks, etc.)

A28. ILEA does not need anything beyond room assignments.

Q29. Is there any payment/invoicing required?

A29. Invoicing only, as ILEA sends invoices out manually.

Q30. How do you manage on-premise housing today?

A30. Spreadsheets.

Q31. What is the target date for award?

A31. That will depend on the number of responses to the RFP. The goal will be by the end of the year.

Q32. What is the allocated budget for this project?

A32. That is not something ILEA will share.

Q33. Would IOWA Academy be open to our T&Cs and/or negotiating the T&Cs at time of contracting?

A33. Please see Section 6 Contract Terms and Conditions in the RFP document.

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

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name