

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

**REQUEST FOR PROPOSALS
RFP No. 2018-06**

Addendum 01 – Q&A

Note to potential respondents:

This addendum is intended to revise, clarify and become part of RFP No. 2018-06, issued August 15, 2017.

All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.

QUESTION: The Scope of Work (page 7) states that the vendor will “create differentiated online modules” for two audiences. How many modules does OSPI expect as a result of this contract?

ANSWER: The number of modules will be left to the vendor to decide. OSPI would like those submitting a proposal to review the *HR Training Strategy* referenced in the RFP to determine in their scope of work the appropriate number of differentiated online modules.

QUESTION: How much learning time should each module comprise?

ANSWER: The number of modules will be left to the vendor to decide. OSPI would like those submitting a proposal to review the *HR Training Strategy* referenced in the RFP. The modules should include learning objectives aligned to the *HR Training Strategy* and appropriate sequencing of those objectives, with time required to complete each objective.

QUESTION: Approximately, how many hours of content are you requesting?

ANSWER: The number of hours will be left to the vendor to decide. OSPI would like those submitting a proposal to review the *HR Training Strategy* referenced in the RFP. The modules should include learning objectives aligned to the *HR Training Strategy* and appropriate sequencing of those objectives, with time required to complete each objective.

QUESTION: Can OSPI share a representative example of a TA module that would be comparable to the modules produced under this contract?

ANSWER: This information may be found on the [Canvas website](#). Click *Paraeducators: What We Do Matters*, and enroll to see a sample of what this might look like.

QUESTION: Can we use Articulate to build the courses and then house them in Canvas, or do they need to be built within Canvas?

ANSWER: Vendors may use tool(s) of their choice, as long as the finished product can be fully accessed in Canvas without need for any additional plugins or applications needed by the users. Also, it is important to note that we will expect the vendor to upload the final draft (or successive drafts if they would like feedback along the way) to OSPI’s development Canvas instance, so we can fully test its usability before we sign off on the finished product. At that point, we will then export it from the OSPI instance and import it into the Learning Space Canvas instance, and add a link to the course from the Canvas Catalog portal.

QUESTION: Can we leverage any course authoring tool that is SCORM-compliant, follows the LTI framework and can be uploaded to Canvas or does OSPI have a preferred tool they'd want us to use?

ANSWER: Vendors may use tool(s) of their choice, as long as the finished product can be fully accessed in Canvas without need for any additional plugins or applications needed by the users. Also, it is important to note that we will expect the vendor to upload the final draft (or successive drafts if they would like feedback along the way) to OSPI's development Canvas instance, so we can fully test its usability before we sign off on the finished product. At that point, we will then export it from the OSPI instance and import it into the Learning Space Canvas instance, and add a link to the course from the Canvas Catalog portal.

QUESTION: Is the preference for any videos included in content to be hosted by the vendor so that they can be made available for download or could videos be hosted in Canvas or another tool used by OSPI?

ANSWER: We would want them hosted either in Canvas or in OSPI's YouTube channel. Either way, all videos will need to be ADA accessible (e.g., with closed captioning).

QUESTION: I wanted to inquire about an extension for the due date for this RFP.

ANSWER: At this time, OSPI has no plans to change the schedule for this RFP. Please plan to submit a response by the deadline on September 14, 2017.

QUESTION: The Reasons for buying: Info, pricing, capabilities

ANSWER: All of this information – background, budget, and minimum qualifications for vendors – can be found within the procurement.

QUESTION: Key Features:

ANSWER: Requirements for the product can be found in the Scope of Work section.

QUESTION: Most Frequently Used Job Boards:

ANSWER: OSPI posts procurements on our website and Washington's Electronic Business Solutions website. Both links are provided in the RFP.

QUESTION: Posting Volume:

ANSWER: WEBS reaches thousands of vendors who have registered accounts.

QUESTION: Posting Budget/Spend:

ANSWER: Please refer to the Funding section of the procurement.

QUESTION: Current Process:

ANSWER: Refer to the Background section of the procurement.

QUESTION: # of company employees: # of Recruiters: # of New Hires:

ANSWER: Information about school district employees, recruiters, and new hires cannot be provided because hiring is handled by each district individually.

QUESTION: Timeline:

ANSWER: Please refer to the procurement.

QUESTION: Budget:

ANSWER: Please refer to the procurement.