



DISTRICT OF COLUMBIA OFFICE OF CONTRACTS AND PROCUREMENT
DEPARTMENT OF BEHAVIORAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
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November 22, 2016

REQUEST FOR PROPOSAL (RFP) SOLICITATION
WEB-BASED LEARNING MANAGEMENT SYSTEM
AMENDMENT NUMBER THREE (3)
RM-17-RFP-121-BY4-JM

TO ALL PROSPECTIVE OFFERORS:

The above solicitation is hereby amended to reflect DBH's response to questions that were received from Prospective Offerors

| Question No. | RFP Section | Question |
|---|--------------------|---|
| 1 | | Section C.6.1 Additional requirements have been requested for the prime contractor in the area of past performance. Can a subcontractor or team members past performance be used to satisfy the "proprietary experience" requirement for LMS deployment, past performance and experience? |
| DBH RESPONSE: Minimal contractor qualifications must be met by the contractor and cannot be subcontracted out to another vendor. Proprietary experience refers to the experience of the Contractor, not the experience of individual employees prior to their employment with the contractor. | | |
| Question No. | RFP Section | Question |
| 2 | | Section C.5.2.2 Do all the user profiles in the LMS pay via credit card to take a course? |
| DBH RESPONSE: All Profiles shall allow for LMS credit card or credit card payment. | | |
| Question No. | RFP Section | Question |
| 3 | | Section C.5.2.2 Are there any user profiles that will not pay for courses? E.g. DBH employee taking a DBH created course or will DBH employees pay? |
| DBH RESPONSE: We are unable to make firm determination who will or will not pay for courses as the platform will allow for various educational sessions as the availability of specific courses may change during the Contract lifecycle. All Profiles shall allow for LMS credit card or credit card payment. | | |

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| 4 | | Section C.5.1.7 requires nesting of LMS systems, is it the intent of the governments solution to have DBH hold the master LMS and any agency (non-profit health organization) that DBH regulates have a subsite LMS that DBH has administrative authority? |
| DBH RESPONSE: Yes - DBH shall have administrative authority over a subsite LMS and hold the master LMS. | | |
| Question No. | RFP Section | Question |
| 5 | | Section L.2.2 Can the government confirm that the only courses that will be converted form the current system are DBH created courses? |
| DBH RESPONSE: Yes - The Contractor shall have the adequate technology, labor and other resources to successfully complete a migration of data and certificate/transcript history from existing LMS user profiles. | | |
| 6 | | What LMS system is currently being used? |
| DBH RESPONSE: Please reference the DBH website www.dbh.dc.gov for this information. | | |
| Question No. | RFP Section | Question |
| 7 | | Can technical documentation be provided on the current LMS to enable better understanding of the system functionality? |
| DBH RESPONSE: No -This information is not available. | | |
| Question No. | RFP Section | Question |
| 8 | | What is the primary reason for your desire to replace the current LMS? |
| DBH RESPONSE: The Solicitation is being released to acquire a new Contractor under a single Contract Award with a Period of Performance being One Year with Four One Year Options. | | |
| 9 | | Will open source solutions (such as Moodle) be considered? |
| DBH RESPONSE: The Solicitation is being released to obtain a Contractor who can provide the District the best value for their LMS solution by meeting the requirements described in the Scope of Work. All proposed Solutions that meet the requirements in Section C will be considered. | | |
| Question No. | RFP Section | Question |
| 10 | | Can you provide insight into the quantity, formats, and variety of data types of the current LMS so we can better conceptualize a data migration plan? |

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| DBH RESPONSE: Data to be migrated includes standard LMS data fields such as user profile details, user certificates/transcripts, classroom course details, organization details, etc. | | |
|---|--------------------|--|
| Question No. | RFP Section | Question |
| 11 | | Is there export capability in the current LMS and if so, is a standard format (such as SCORM) supported? |
| DBH RESPONSE: Yes there is export capability in the current LMS and SCORM is supported. | | |
| 12 | | What is the total number of current LMS users with profiles that will require migration? |
| DBH RESPONSE: Unable to give an exact number because this changes daily. Approximately 6000 users. | | |
| Question No. | RFP Section | Question |
| 13 | | How many total courses will require migration? |
| DBH RESPONSE: There are currently 261 classroom courses on LMS. Several of these courses have been delivered multiple times, so there are more than 261 delivery dates that would need to be migrated. For example, Intro to Mental Health is one of the 261 classroom courses but has been delivered on more than one date. Attendance, surveys and test records from each date will need to be migrated. | | |
| Question No. | RFP Section | Question |
| 14 | | Please elaborate on the scope of item C.5.1.17 The Contractor shall provide catalogs of pre-written behavioral healthcare asynchronous eLearning modules through the Contractor's Web-Based Learning Management System and be pre-approved for continuing education units by nationally recognized bodies for social work, counseling, and psychology. |
| DBH RESPONSE: The LMS should come with pre-loaded web courses on it that are pre-approved for continuing education by nationally recognized organizations such as the National Association of Social Workers (NASW), Association of Social Work Boards (ASWB), Association for Addiction Professional, American Psychological Association (APA), National Board for Certified Counselors (NBCC), etc. | | |
| Question No. | RFP Section | Question |
| 15 | | Please quantify (ballpark) the ongoing customization help required for item C.5.1.19. |
| DBH RESPONSE: Not able to quantify as needed customization requirements are not known at this time, but system should be flexible platform delivery. Customizations minimally shall include edits to field options, reporting functions, filters, and other issues that pose barriers to system functionality. | | |

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| 16 | | Does the new LMS require interfaces to any third-party systems (internal or external)? |
| DBH RESPONSE: No – The LMS does not require interface to any third-party systems. | | |
| Question No. | RFP Section | Question |
| 17 | | Is there a preferred option for ecommerce? Would PayPal be an acceptable alternative? |
| DBH RESPONSE: Payment system should use credit cards and not force users to create external accounts (outside LMS) to manage payments. | | |
| Question No. | RFP Section | Question |
| 18 | | We understand there to be approximately 6,000 users (internal and external) on the new system. How many concurrent users are expected? |
| DBH RESPONSE: There are no concurrent users. Users are either internal or external. | | |
| Question No. | RFP Section | Question |
| 19 | | Are you planning to host the new LMS on your own servers? If an external, commercial host is required please provide specific (minimum) requirements you may have for such an external option. |
| DBH RESPONSE: The Contractor shall be responsible for hosting and maintenance for the web based LMS solution | | |
| Question No. | RFP Section | Question |
| 20 | | Do you require any visual reports requiring graphical elements? |
| DBH RESPONSE: No visual reports are required. | | |
| Question No. | RFP Section | Question |
| 21 | | While beta (45 days) and final customized LMS (90 days) timelines have been noted is there a specific desired production launch date for the commercial LMS? |
| DBH RESPONSE: No there is no desired production launch date but it stated in the RFP, Section C.5.1.2, that the LMS shall be completed within 90 days after contract award. | | |

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| 22 | | Will there be separate opportunities outside the scope of the current RFP for course development, instructional design, and/or subject matter expertise services? |
| DBH RESPONSE: This Solicitation is to address the requirements described in Section C. Procurement opportunities are listed on the District Office of Contracting and Procurement website www.ocp.dc.gov | | |
| Question No. | RFP Section | Question |
| 23 | | How many LMS courses will be instructor-led? |
| DBH RESPONSE: There were 190 classroom course delivery dates in 2015 but the number of classroom courses is driven by agency goals that change each year. | | |
| Question No. | RFP Section | Question |
| 24 | | Do you have a pre-defined budget for this project? Can you share this information? |
| DBH RESPONSE: This information is not available. The District seeks to obtain best value through the evaluation of qualified Contractor responses being submitted to the RFP. | | |

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.

Only one copy of this Amendment is being sent to Prospective Offerors. Offerors shall sign below and attach a signed copy of this Amendment to each Proposal to be submitted to the place specified for receipt of Proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP Solicitation. In the event your Proposal has been previously deposited with the Office of Contracts and Procurement, Department of Behavioral Health, Contracts and Procurement Services (OCP/DBH/ CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the RFP Solicitation Number and Submission Date. This signed Amendment must be received by the OCP/DBH/ CPS no later than the date and time for closing. Failure to acknowledge receipt of Amendment Three (3) for Solicitation Number **RM-17-RFP-121-BY4-JM** may be cause for rejection of any Proposal submitted in response to the subject RFP Solicitation.

Signed:

Margaret Desper, CPPB
 Contracting Officer

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Amendment Number Three (3) is hereby acknowledged and is considered a part of the Proposal for Solicitation Number **RM-17-RFP-121- BY4-JM**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror