DISTRICT OF COLUMBIA OFFICE OF CONTRACTS AND PROCUREMENT
DEPARTMENT OF BEHAVIORAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
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July 26, 2016

REQUEST FOR QUOTE (RFQ) SOLICITATION
WEB-BASED LEARNING MANAGEMENT SYSTEM
AMENDMENT NUMBER ONE (1)
RM-17-RFQ-001-BY4-JM

TO ALL PROSPECTIVE BIDDERS:

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

Question No.	RFQ Section	Question
1		**The number of licenses / headcount needed. Our system is a hosted services and it is licensed by the number of users. To provide the government an accurate quote can we get an accurate number of users for the services? Both numbers have a + after them (2000+ and 4000+).**
DBH RESPONSE: The Department of Behavioral Health (DBH) serves the community (general public) and not one employment setting; there is no limit to the number of user accounts. DBH does not limit the number of people in the general public who can create user profiles in the LMS, but the estimated of approximately 2,000 + users within DBH and 4,000+ external users (various stakeholders) served by DBH's Training Institute.		
Question No.	**RFQ Section**	**Question**
2		**The proposal is requesting a price for a 1 year term with (4) 1 year optional term's. Would it be acceptable to propose a cost for a 5 year term versus a 1 year as our services get significantly cheaper the longer the base period.**
DBH RESPONSE: Please provide pricing as requested in B.4 – Pricing Schedule of the Solicitation.		
Question No.	**RFQ Section**	**Question**
3		**Would it be possible to propose a term 3 years or better as long as we can define what reasonable reasons for termination of the contract might consist of.**
DBH RESPONSE: Please provide pricing as requested in B.4 – Pricing Schedule of the Solicitation. The reasonable reasons for Termination of a Contract are referenced in Sections E.3 -Termination for Convenience and E.4 – Termination for Default.		

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Question No.	RFQ Section	Question
4		**Has the government reviewed or done a Trail on a Web-Based Training System?**
DBH RESPONSE: This information is not available.		
Question No.	**RFQ Section**	**Question**
5		**If the government has test or discussed a system can you provide the name of the system of Software?**
DBH RESPONSE: This information is not available.		
Question No.	**RFQ Section**	**Question**
6		**Was there an industry day for this opportunity and if so can you share the attendee information.**
DBH RESPONSE: This information is not available, however this was posted on Office of Contracting and Procurement's forecasting website.		
Question No.	**RFQ Section**	**Question**
7		**Does the government have an existing Web-Based Training System or function they are replacing?**
DBH RESPONSE: This information may be available through the Freedom of Information Act (FOIA).		
Question No.	**RFQ Section**	**Question**
8		**Would the Government consider revising the Solicitation whereby you would contract separately for the LMS, registration & payment system and content provider (specific to the subject matter)**
DBH RESPONSE: The Department of Behavioral Health would not be interested in contracting separately for these services.		
Question No.	**RFQ Section**	**Question**
9		**Data Migration –Does DBH want all the current existing courses moved to the new LMS or just data? If you are moving courses are they in a proprietary format or are they in a shareable format like SCORM or Adobe Captivate?**
DBH RESPONSE: Only the DBH-created eLearning courses would be moved over and they are SCORM courses. There are less than 10 of these courses.		

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Question No.	RFQ Section	Question
10		**Will the current vendor participate in the migration as part of their current contract and if not how do we get physical file transfers accomplished?**
DBH RESPONSE: In the current contract with the incumbent there is no Contract provision regarding transitioning.		
Question No.	**RFQ Section**	**Question**
11		**Do you want multiple instances of the LMS to be available in addition to the production environment (Staging, Training, etc)**
DBH RESPONSE: No, one production environment. It should be visible only to DBH training staff until customization is complete and it is ready for public release.		
Question No.	**RFQ Section**	**Question**
12		**In C.5.1.6 (b) you state that "no changes to the application are to be made without the express written approval of the Contracting Office's Technical Representative." Does this mean you want Managed Hosting Solutions and not SaaS solutions?**
DBH RESPONSE: DBH simply needs to be notified prior to any major changes to the system, particularly those that would impact the contract.		
Question No.	**RFQ Section**	**Question**
13		**What is the historical usage by users for the current employee user population and external user population with the existing LMS?**
DBH RESPONSE: Not exactly sure what the question is asking. Unable to respond.		
Question No.	**RFQ Section**	**Question**
14		**Is there an expectation that quote should include a staging, test, and production server environment? We learned yesterday that the current LCMS is hosted on one environment that serves all three purposes.**
DBH RESPONSE: This should be one platform. It would be tested before it goes live. There does not need to be separate server environments. Live user accounts would not be loaded until the site was customized and functional.		
Question No.	**RFQ Section**	**Question**
15		**How will the scoring criteria be weighed? Specifically, if we assume that we should include a staging and testing environment in addition to production that will increase the cost and so we'd want to be sure to understand how the scoring for the proposal is prioritized.**
DBH RESPONSE: There is no scoring or weighted criteria - it is based on price and if the company meets the Minimum Contractor's requirements stated in the solicitation		

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Question No.	RFQ Section	Question
16		**Does the government own the content on the current LMS solution?**
DBH RESPONSE: If the question is inquiring about web courses, DBH owns ones that were created by DBH only.		
Question No.	**RFQ Section**	**Question**
17		**What format is the content and does it comply with LMS industry standards e.g. SCROM format?**
DBH RESPONSE: Yes, it is SCROM format.		
Question No.	**RFQ Section**	**Question**
18		**Does the incumbent contractor have a contract provision to provide the content the government owns and what level will they assist with the transition?**
DBH RESPONSE: In the current contract with the incumbent there is no Contract provision regarding transitioning.		
Question No.	**RFQ Section**	**Question**
19		**Will the government receive any of the revenue from the external users payment to receive training?**
DBH RESPONSE: Yes		
Question No.	**RFQ Section**	**Question**
20		**What is the number of current users in the current system, both internal and external?**
DBH RESPONSE This figure changes daily. As the RFQ states, there are approximately 2000 internal users and 4000 external users.		
Question No.	**RFQ Section**	**Question**
21		**Our solution provides a user license for the internal users so to provide an accurate price we would need an exact number. Would the government accept a sliding scale for pricing e.g 1-2500 users = one price 2501-5000 users = another price and if so how would we deliver that price in the current proposal format**
DBH RESPONSE : The government will not accept a sliding scale. Please provide pricing based on the estimated number reference in the Solicitation.		

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Question No.	RFQ Section	Question
22		**Is there a current LCMS and if so can you disclose the system that is currently in use?**
DBH RESPONSE: Yes and you can see it on DBH's website (www.dbh.dc.gov under Training Institute).		
Question No.	**RFQ Section**	**Question**
23		**Is the current system at end of life and therefore DBH is looking to upgrade the current system to a newer version or is it the intent procure a new COTS system?**
DBH RESPONSE: The current Contract is in its last Option Year and DBH still has a need for this Service.		
Question No.	**RFQ Section**	**Question**
24		**Is the system hosted by OCTO and if yes will the new system be required to be hosted by OCTO, otherwise can it be hosted in a third party datacenter.**
DBH RESPONSE: The System is not hosted by OCTO.		
Question No.	**RFQ Section**	**Question**
25		**Is the contractor expected to develop content or serve as the technical administrator to support the content developer/team at DBH?**
DBH RESPONSE Just the administrator but site should include catalogs of asynchronous behavioral health web trainings that are preloaded to the site.		
Question No.	**RFQ Section**	**Question**
26		**The RFP speaks to the number of internal and external user who will be accessing the LCMS, however is there an estimation on number of concurrent users?**
DBH RESPONSE: These are estimates because the site will be open to the general public and shall not be a limit to number of user accounts.		

ALL OTHER TERMS AND CONDITIONS OF THE INVITATION FOR BID REMAIN UNCHANGED.

Only one copy of this Amendment is being sent to Prospective Bidders. Bidder shall sign below and attach a signed copy of this Amendment to each Bid to be submitted to the place specified for receipt of Bids. Bids shall be mailed or delivered in accordance with the instructions provided in the original RFQ Solicitation. In the event your bid has been previously deposited with the Office of Contracts and Procurement, Department

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of Behavioral Health, Contracts and Procurement Services (OCP/DBH/ CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the RFQ 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 One (1) for Solicitation Number **RM-17-RFQ-001-BY4-JM** may be cause for rejection of any Bid submitted in response to the subject RFQ Solicitation.

Signed:

George G. Lewis, CPPO
Interim Chief Contracting Officer

Amendment Number One (1) is hereby acknowledged and is considered a part of the Bid for Solicitation Number **RM-17-RFQ-001 BY4-JM.**

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror