



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM #1

RFP NO.: RFP-0175
ADDENDUM NO.: 1
RFP ISSUE DATE: August 28, 2017
ADDENDUM DATE: September 25, 2017
OPENING DATE: October 3, 2017
TITLE: Comprehensive Computer Based Employee and Student Training

The following information is provided in response to questions submitted by potential Offerors:

1. Timeframe expectation for course delivery once proposal is accepted?
 - a. The services are expected to be live in early July 2018. However, all implementation steps needed prior to then should be conducted.
2. May we get an understanding of who would be the part of the deciding committee and their roles for the submitted proposals?
 - a. The evaluation committee is made up of individuals within KCTCS who have had experience with previous training at KCTCS and/or will be involved in training initiatives going forward.
3. Please describe "non-traditional students" as mentioned in the RFP. What is KCTCS looking for in the solution for this population?
 - a. The National Center for Education Statistics categorizes anyone who satisfies at least one of the following as a non traditional student:
 - Delays enrollment (does not enter postsecondary education in the same calendar year that he or she finished high school)
 - Attends [part-time](#) for at least part of the academic year
 - Works full-time (35 hours or more per week) while enrolled
 - Is considered financially independent for purposes of determining eligibility for financial aid
 - Has dependents other than a spouse (usually children, but may also be caregivers of sick or elderly family members)
 - Is a single parent (either not married or married but separated and has dependents)
 - Does not have a high school diploma (completed high school with a GED or other high school completion certificate or did not finish high school)
 - b. KCTCS has no student housing, so our students have homes and lives that are removed from the education setting. We often have students who are older than the usual 18-24 year olds that make up the majority of 4 year institution populations, but rather who have spouses and families and do not have the same type of social experiences as on campus students. In addition, we also have high school students in dual credit/dual enrollment programs who are taking courses for college credit

while still enrolled in high school and living with their parents/caregivers. The training we offer should not revolve solely around the on-campus, fraternity/sorority, keg party, athletic program student situations.

4. Section 2, Page 6 - What marketing materials will you need for distribution in campus as mentioned in the RFP? Request KCTCS to share samples or preferred formats along with the required quantity.
 - a. KCTCS requests the Offeror to present any materials they may have to lead in this effort. KCTCS does not have standard materials.
5. Is it preferred to quote separately for employees and students (based on their roles, course allocations or other criteria)
 - a. Please do not separate. Proposals should be prepared via Page 9-10, Section 8.
PROPOSAL INSTRUCTIONS.
6. Is there a tentative date when KCTCS will finalize the service provider and a date of announcement for the same.
 - a. There is no planned date, a contract will be awarded once the evaluation process can be completed.
7. Please suggest a tentative Go-Live date for the training platform along with a preferred implementation schedule.
 - a. The tentative Go-Live date would be early July 2018.
8. Submission organization: Are joint submissions allowed as a joint venture?
 - a. Yes.
9. Can we submit under one company due to time constraints?
 - a. Offerors are encouraged to submit proposals to the best of their ability, which is also applicable by law.
10. Just want to confirm you desire this to be a hosted solution outside of the schools infrastructure?
 - a. Yes
11. At the end of the contract do you expect to only retain the intellectual property or need the right to continue to use the delivery platform as well?
 - a. Retain Intellectual property
12. Section 2, Page 2 - Which KCTCS users/email ids should be given access to the demo site requested in the RFP? Do you need access to all courses or only a few as a representation for others? Any specific preference on which courses you would like to demo.
 - a. Please provide seven (7) generic sign in names and associated passwords for the demo. This should include all courses, especially those related to this RFP.
13. Require understanding of number of users (employees and students) to be enrolled. Is the enrollment scheduled in batches?
 - a. Initially 8,500 employees and 85,000 students – This number is fluid and subject to change.
14. What type of integration is needed with PeopleSoft? Demographics, course completion, etc.?

- a. Typically your system will need to be able to accept a file from PeopleSoft. The Offeror would need to be able to pick up a file from an SFTP location in an automated fashion and import it automatically into the platform.

15. On the course list provided within the RFP, *General Safety Awareness* and *Job Safety Analysis* are listed. If a General Safety Orientation course is a concise overview of workplace safety concepts and issues designed primarily for new employees Would this meet this requirement. The course explains the importance of key workplace safety topics such as safety committees, fall protection, protective equipment, confined space, hazard communications, bloodborne pathogens, and much more.

- a. Yes. If there are some minor additions to concepts covered, there will be time during the implementation to review prior “go live”.

16. Would KCTCS be willing to provide an outline of what you would want covered within a Job Safety Analysis course?

- a. A job safety analysis should cover the most common injury modalities and appropriate protective measures, and hierarchy of controls. The terminal learning objective is for a supervisor or lead to be able to accurately identify how people and equipment can be harmed on a job site and be able to effectively implement appropriate controls to prevent those damages.

17. When would the school specific policies and procedures that need to be included be provided to the awarded Offeror?

- a. KCTCS will provide the successful Offeror with access to our internal policies upon award of the contract. This will be part of the implementation process prior to “go live”.

18. From the courses listed (Section 2, Page 3) which courses will be used by students, which ones by employees and which ones by both?

- a. Please see the chart below: If the Offeror found it more efficient to create a single course for students that includes the 4 student courses, that would be acceptable to KCTCS.

Course	Student	Employees
Harassment Free Workplace	X	X
FERPA	X	X
Information Security		X
Drug Free Workplace		X
Title IX/VAWA	X	X
Diversity Awareness	X	X
Violence in the Workplace		X
Clery Act		X
Hazard Communications		X
Emergency Preparedness		X
Safety Awareness		X
Blood borne Pathogens		X
Job Safety Analysis		X
Fall Protection		X
Scaffolds		X
Stairways and Ladders		X
Slips, trips and falls		X
Lockout/Tagout		X
Clery Campus Security		X

Authority (CSA) Training (for specified employees)		
HIPAA		X
Custom Content creation (a method by which KCTCS can host own classes)	X (select students)	X

The timeline to submit additional questions regarding this RFP has passed.

All other terms, conditions & specifications remained unchanged.

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

RFP No.: RFP-0175
Title: Comprehensive Computer Based Employee and Student Training
Opening Date: October 3, 2017

Name of Firm: _____

Signature: _____