



Brazos River Authority

December 14, 2023

Addendum No. 1 REQUEST FOR PROPOSAL E-LEARNING CONTENT PROVIDER RFP No. 24-1331

It is the responsibility of the Respondent to assure and guarantee by acknowledging the receipt of this Addendum in the Proposal that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

Questions and Answers

Q1: Do you want off-the-shelf content or Bespoke on the following topics:

- 2.1 Human Resources
- 2.2 English as a second Language (ESL)
- 2.3 Leadership and Management
- 2.4 Safety and Risk Management
- 2.5 Personal Productivity
- 2.6 Information Technology
- 2.7 Project Management

A1: We would like a wide variety of off-the-shelf content applicable to the topics listed above. In addition, we would like to be assured that quality is a primary consideration for selection and evaluation of content to be provided, and that content will be refreshed frequently to ensure that we have the most relative information for each subject. As for content that needs to be customized to the needs of BRA, we plan to create that in-house as needed.

Q2: What is the duration of the above courses?

A2: The duration can vary according to subject and content that is covered. For convenience of users, having courses divided into logical segments of 15 min - 1 hour provides the best accommodation for learners managing their schedules and tracking their training progress.

Q3: Please share the format for sharing the quote.

A3: The format of the quote may be PDF, Office applications like Excel or Word, a Web page or any combination thereof with the goal of effectively opening and evaluating proposals/quotes.

Q4: The RFP says we need to meet the legal requirements to permit doing business in the State of Texas. Do we need to register with any authority in Texas for submission in addition to the requirements mentioned in the RFP?.

A4: Respondent shall have complied with all legal requirements to permit them to operate in the State of Texas.

Q5: Is there an estimated value (or budget) for the contract? For the first year and lifetime?

A5: No

Q6: Will Brazos River Authority consider proposals for a bundled LMS+Content service, i.e., proposals which could potentially replace BRA's existing LMS?

A6: Yes

Q7: What level of development is expected on the courses? Example level 1-5. Level 1 is the simplest and Level 5 is the most custom and complex.

A7: We expect a variety of course level complexity ranging from 1-5, with the majority of courses ranging from 1-3

Q8: Do you need quizzes built in for each of the courses?

A8: No, built in quizzes are not required for each of the courses. We are, however, looking for some level of interactivity to keep the courses engaging to employees. Therefore, having built in quizzes or the ability for us to add them would be beneficial.

Q9: Are you wanting courses created on the subject that you have listed under the categories or are you needing existing (prebuilt) courses already created and in existence, and you can implement into your curriculum?

A9: Existing (prebuilt) courses already created and in existence will be sufficient provided they can be provided as a SCORM package which will integrate with our LMS.

Q10: How many courses are you looking to have developed in the timeframe allotted?

A10: We anticipate the courses be developed and available upon selecting a vendor and executing a contract with the chosen vendor.

Q11: Do you have any existing material or content we can leverage to create the courses if needed?

A11: No

Q12: Do the courses need to have narration?

A12: All of them do not need to be narrated. However, it may be beneficial for some of the courses to be narrated so they are more engaging and/or are better suited to audio learners.

Q13: What do you estimate the length of each course to be? Example: 10 minutes, 15 minutes? (Micro learning is around 10 -15 minutes)

A13: The total course length will vary by subject and content being covered. Regardless of the total length, having the content divided into 10-15 minute logical segments is conducive to most learners, allowing them to manage their time efficiently.

Q14: When do you need all the courses completed and handed off for you to load onto your LMS or would one of our LMS administrators be responsible for upload?

A14: Ideally, we would have online access to the current course offering and be able to request/download SCORM packages for each course we choose to make available for learners.

Q15: When will the actual project start?

A15: The project will start upon execution of contract with chosen vendor.

Q16: Could you please elaborate or describe what is meant by access to a catalog? Would this consist of a catalog of course offerings presented by the respondents? Would this catalog be a part of your LMS?

A16: Yes, a catalog would be a the list of offerings presented by the respondents. Ideally, it would be a secure log in to the chosen respondent's web site, by which we could then see all courses available to us and download/request scorm packages for desired courses to use in our LMS.

Q17: Would an analysis need to be performed for each category of course offerings? If so, what type of analyses or are you allowing the respondents to determine this?

A17: If an analysis needed to be performed for each category of course offerings, it would be done after executing a contract with the chosen vendor for a mutually agreed upon analysis type and time frame.

Q18: Have objectives been defined for each course offering?

A18: No

Q19: For the analyses, will Brazos River Authority provide the Subject Matter Experts or will the respondents need to provide these individuals?

A19: If analysis is needed, BRA would provide the Subject Matter Experts.

Q20: Is there a specific format or app that the proposal should be created in, for example, Word, Excel, etc.?

A20: No

Q21: In Attachment A, could you please expound on the feature, “Launches online from our Accenture Workday Application”?

A21: It should read, "Launches online from our MapleLMS application". If using a scorm package within our LMS, it can launch in the same browser. However, if there are interactive components we prefer the user to not be redirected to a separate site online to access content.

Q22: On page 6 of 12, is the Request for Bids – Bid Form the same as the Request for Proposals – Proposal Form?

A22: Yes

Q23: Is there an estimated value (or budget) for the contract? For the first year and lifetime?

A23: No

Q24: Is the Brazos River Authority seeking to purchase existing content and online courses? Or is the BRA seeking to engage and fund a firm to develop new online courses and content in partnership with BRA?

A24: We are seeking to purchase existing content and online courses. Ideally, the firm we select will have sufficient measures in place to select the most relevant and quality content that is made available and also have a commitment to updating that content timely.

Q25: Are you accepting responses from providers who cover a particular content area (IT Technology) but don't focus on other disciplines?

A25: No

Q26: If not, would there be an opportunity for a separate discussion on what Pluralsight could offer as an argument or enhancement to your border e-learning initiative?

A26: No, our IT group already subscribes to PluralSight for IT training.

Q27: The RFP lists that Brazos River Authority is looking for a 5 year proposal – our contracts only go up until 3 years. Are you still accepting that?

A27: Yes

Q28: Are the 291 users ALL full time employees? If not, how many full time employees does the organization have?

A28: No. 21 of the users will be our Board of Directors who will seldomly use the LMS for training such as cybersecurity. The BRA also employs some seasonal and part time employees, but the majority of users will be FTEs.

Q29: For new customers, we have a 3 year “stair step” offering with major discounts on year 1 and 2 – the cost varies per year for this contract – is that pricing that can be included in the RFP?

A29: Yes

Q30: Is the Texas DIR contract an acceptable contract form to put this quote on? Or is there an issue with using Texas DIR?

A30: Yes, Texas DIR contract pricing is acceptable.

Q31: What is the maximum budget for this project?

A31: There is no designated budget for this project.

Q32: Are the courses in the training platform meant to be custom built? Or is the client looking for an “off the shelf” product solution?

A32: Off the shelf solution

Q33: What is the ultimate goal with the new virtual platform? To virtualize the learning? Condense the learning in a shorter time span? Make it more accessible to trainees within the state/industry?

A33: The ultimate goal with the content is to provide relevant courses to employees and directors. Currently, we have a variety of content from providers as well as custom developed content in multiple places. We are looking to find a content provider that can offer a wide variety of courses in the categories we've specified so that we can provide that training along with in-house developed training to employees and directors utilizing our LMS.

Q34: Does the new virtual platform need to be functional on multiple devices? If so, which ones? (i.e., desktop, tablet, mobile phone, etc.)

A34: The content will be primarily viewed on laptops and desktops within a browser. It is not required that the content be viewable with a companion mobile app, but it is advantageous if it can be viewed on mobile devices within a browser.

Q35: How many modules/elements of training currently exist in the training? Will this stay true for the virtual product or can modules be collapsed or expanded upon for virtual audiences?

A35: There is not a current incumbent providing content for the specified areas. We do anticipate having a wide variety of content organized by subject with multiple modules available.

Q36: What areas or curriculum concepts have proven troubling to cohorts in previous sessions?

A36: We have not experienced trouble with curriculum concepts.

Q37: Does the client have an existing LMS that the training platform's SCORM files need to be uploaded to or is the vendor to supply this as a part of the proposal?

A37: We have a LMS and anticipate uploading the SCORM files ourselves.

Q38: Is there any Incumbent?

A38: No

Q39: If there is an Incumbent if yes, are they also bidding for the opportunity?

A39: NA

Q40: If there is an Incumbent, why are you looking for the other companies? Are you not happy with them?

A40: NA

Q41: What is the budget of this project?

A41: No budget

Q42: Can you provide more details on the integration requirements with Maple LMS? Are there any specific technical specifications or APIs that the online learning content must comply with for seamless integration?

A42: Our current system, MapleLMS is compatible with SCORM and AICC. There are no other integration requirements or API compliance specifications.

Q43: Are there any challenges or limitations you've encountered in integrating external learning content? Including SCORM & AICC

A43: No

Request for Proposals- Proposal Form

E-Learning Content Provider

RFP No. 24-1331

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Sincerely,

victor venegas

Victor Venegas
Purchasing Agent

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