



LOUISIANA DEPARTMENT OF EDUCATION

April 7, 2021

ADDENDUM NO. 1

Your reference is directed to the Learning Management System Request for Applications, which has a deadline for the submission of proposals of April 16, 2021 at 2 P.M. CST.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR PROPOSALS.

ACKNOWLEDGEMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Louisiana Department of Education, C/O Nicole Wilson, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledged/No Changes:

For: _____ By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Louisiana Department of Education, C/O Nicole Wilson, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. The State reserves the right to request a completed Acknowledgement at any time. Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision:

For: _____ By: _____

Louisiana Believes



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Addendum#1, Learning Management System RFA Revision to Schedule of Events & Responses to Inquiries Posted April 7, 2021

Schedule of Events: Please note that the date for responding to inquiries has changed to April 7, 2021.

Responses to Proposer Inquiries

1. Page 6, Proposal Format, 5. Section 5. Cost Information

Is the pricing the vendors submit considered a ceiling, not a floor? Meaning, can the vendor offer individual districts/schools a lower price as long as it does not exceed the price provided with this RFA?

Answer: The vendor-submitted price is the price offered to all school systems. If vendors offer a lower price to a particular school system, the same price must be offered to all school systems and contracts that have already been enacted must be adjusted accordingly.

2. Page 10, Proposal Clarifications Prior to Submittal, Written or Oral Discussions / Presentations

Due to time constraints, the oral presentations may be delivered virtually rather than in-person and proposers should tentatively reserve the week of **November 9, 2020** to provide a virtual presentation on their proposal. The State may adjust technical scoring as a result of clarifications provided during the oral presentations.

Answer: We will remove this statement. No oral presentations are required by LDOE.

3. Will oral presentations be required at this time?

Answer: Oral presentations to the LDOE are not required. However, vendors must provide clarifications requested by the LDOE.

4. How many courses? And do those courses include units, modules, lessons, etc.?

Answer: The number and composition of the courses is at the vendor's discretion.

5. Curriculum components- as in, what are the different parts of the curriculum (skills block, collaborative "centers" etc.)

Answer: Vendors should provide all product features, such as assessments and lesson tools; they would like represented in the LMS Vendor Guide.



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6. Level of interactivity in question types and which question types would you need?

Answer: Vendors should provide all question types offered in their product that they would like represented in the LMS Vendor Guide.

7. Any collaborative/discussion based components?

Answer: Vendors should provide any collaborative/discussion-based components they would like represented in the LMS Vendor Guide.

8. Any integrations or applets?

Answer: Vendors should provide any integrations or applets they would like represented in the LMS Vendor Guide.

9. What formats they can you export the curriculum content in? Where does the content live, what is your content management system? Is that through Shi?

Answer: The content would be stored as data files on typical computer storage media. SHI would not be involved in this process.

10. Can we possibly get the 30 pages of multiple choice questions in a spreadsheet format, and respond in that format instead of the Google form? If not, do we need to complete the 30 pages Google form in a single session? Will responses from multiple submissions from the same vendor be evaluated together based on email domain, company name, or IP address?

Answer: A PDF version of the survey can be downloaded from <https://bit.ly/3rPC2s9>. Vendors can respond using multiple sessions. Responses from the same vendor will be compiled as a single response unless the vendor indicates some responses should be separate. Vendors are not required to answer all questions in the survey. However, only information submitted in the survey will be included in the LMS Vendor Guide.

11. The RFA references Attachment I as outlining the required LMS and related services. Attachment I appears to be a certification statement in the RFA. Is this a separate document? Could you please share this (or direct us to where to find the document outlining the required LMS and services)?

Answer: This is an error. Required LMS and related services are covered in Section II and Proposal format.



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12. The RFA provides a link to a Feature Survey; however, we are unable to review the full survey until we have answered questions page by page. Could you please share a complete copy of the survey so our teams can review your requirements?

Answer: A PDF version of the survey can be downloaded from <https://bit.ly/3rPC2s9>

13. Could you confirm if a standalone LMS is within scope of this procurement? (i.e., a solution that provides course and content development tools, but does not include pre-defined content and courses).

Answer: The RFA is for a learning management system. Any predefined content or courses that are offered with the core offering will be featured in the LMS Vendor Guide, but are not required.

14. As an approved vendor, we understand we then contract directly with school systems. Can you confirm that implementation details (e.g., timelines) would be scoped with the purchaser? The RFA states that the LDOE estimates that at least two staff members will be needed to be assigned to the project. We are looking for clarification on the roles of these staff members if the volume of work is dependent on purchase by school systems

Answer: The advertisements being requested will be used to develop an LMS Vendor Guide to assist school systems in their selection of an LMS. The implementation of an LMS in a particular school system will be scoped with the purchaser, but the cost to the purchaser must be consistent with the costs listed in the response to the RFA.

15. Is it acceptable for vendors to submit a proposal for only one of the Deliverables? For example, can we respond to Deliverable 1 but not Deliverable 2?

Answer: All three deliverables are required. The LDOE will not recommend an LMS product without Professional Development and Technical Support.

16. Bullet 2 under Deliverable 2 states, "Modules for school system, school leader, teacher, student, and family users." Could you clarify what is meant by "module"? For example, does this mean ready-made content/courses for these user types? Or, does it mean the ability of the solution to support creation of modules/course offerings for these user types?

Answer: Modules are completed training materials that will be used, as received, by the groups listed.



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17. The RFA instructions request 2 (two) soft copies as part of submission. Most of our team are working from home in support of public health protocols, with some of team working in regions in lock down with limited access to print and ship materials. Would you consider waiving this requirement and instead accept only an electronic submission?

Answer: The reference in the RFA to two soft copies of proposals refers to electronic copies of proposals placed on flash drive as stated in the RFA.

18. Could you clarify the tentative date of written or oral discussions/presentation? "Written or Oral Discussions/Presentations" on page 10 refers to the week of November 9, 2020.

Answer: This is an error. No presentation to LDOE is required.

19. We reviewed the MOU and we note that it is not well suited to the type of SaaS services we provide. On page 11, the RFA states, "In no event shall a proposer submit its own standard MOU terms and conditions as a response to this RFA." Would the DOE consider revising that statement to allow vendors to include our contract terms, either as a basis of negotiation or as an attachment?

Answer: The MOU was provided solely as a sample. MOU terms and conditions can be negotiated and can include vendor language appropriate to the services being provided under the MOU. The statement regarding the proposer standard MOU terms and conditions falls under our state law, which prohibits signing pre-printed standard agreements. We acknowledge that this RFA is for customized services and therefore may have different terms and conditions for each authorized user based on the services being procured.

20. For the requirement, "Track lessons assigned to each student over the course of the student's enrollment in the district", what data should be tracked (e.g. Grade Data, Completion Data, Standards Mastery, etc.)

Answer: Vendors should provide any student data tracking features they would like represented in the LMS Vendor Guide.

21. For the requirement, "Allows the district to perform calculations on student scores", what calculations would be required?



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Answer: School systems might need student score data in a particular format that allows data analysis of student scores such as average score on a particular question or question type.

22. For the requirement, “Provides comprehensive student profile including progress reports”, what would need to be included for the student progress report?

Answer: Vendors should provide any student profile information features they would like represented in the LMS Vendor Guide.

23. In the RFA, the LDOE discusses both a statewide implementation and a “high quality vendor list.” (Page 1: Purpose, Goal, Objectives) Does the LDOE intend to purchase any software with the intention of a statewide rollout?

This sentence suggests No; “any resulting contractual agreements from this RFA will be with Louisiana School(s)/Districts.” (Page 1: Purpose, Goal, Objectives)

Answer: LDOE does not intend to purchase any software as a result of this RFA. The intent of the RFA is to collect information for the publication of a LMS Vendor Guide to be used by school systems.

24. If so, by what criteria will you be choosing between either a statewide system or the high-quality vendor list?

Answer: All criteria to be used by LDOE are listed in the RFA.

25. The LDOE appears ready to allow vendors to consume coursework, Guidebook content, assessments, etc. For vendors already with parish district users:
(Page 3: Desired Qualifications for Proposer)
- a. Are we able to bring in those resources right away to benefit our existing clients?
 - b. Which resources are we allowed to import?

Answer: Any existing agreements with school systems will be unaffected by this RFA with the exception that costs offered in the RFA will also be offered retroactively to any school system with whom the vendor already has a contract.

26. Attachment 2 (Page 29: 1.1.1 and 1.1.2) Please confirm that we should complete the placeholder sections of 1.1.1 and 1.1.2 of Attachment 2. Do we submit SIGNED attachments with RFA or complete and sign Attachments upon approval?

Answer: Signed attachments can be submitted upon approval.



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27. LDOE Feature Survey (Page 3: Desired Qualifications for Proposer) Please confirm that the feature survey is only completed upon approval.

<https://docs.google.com/forms/d/e/1FAIpQLSds0xusrdU2Z-Roc779C2lcpaf-Rcdug9qU3ikoDTMoh7nzQ/viewform>

Answer: The feature survey can be completed after approval. However, the LMS Vendor Guide will be published a week after the RFA submission deadline. The LDOE cannot guarantee that survey submissions made after the RFA submission deadline will be included in the LMS Vendor Guide.

28. On page 4, under additional opportunities, you mention, "The LDOE estimates that at least two staff members will be needed." Can you please elaborate on how the LDOE intends to use this headcount?

- Will it be to help individual LEA implementations/adoptions of the LMS throughout the state?
- Will they be expected to help migrate content in the CR (Content Repository)?
- Will the LDOE pay the fee for these staff members?
- Please advise as to your expectations for this role.

Answer: The headcount is merely an estimate. Proposers must provide evidence of staff with experience implementing and supporting LMS instances capable of supporting an entire school system. Proposers must also provide evidence of staff with experience and qualifications to provide high-quality professional development.

29. Please confirm that CR is the abbreviation for Content Repository.

- Where is current content kept?
- Will there be an expectation of assisted migration from the LMS vendor?

Answer: CR is for Content Repository. Current content owned/created by the State is currently housed in cataloged in a hierarchical google drive format. Authorized user or local school system content could be in various different repositories (Google classroom, Canvas, Schoology, Blackboard, etc.). Proposers should provide an hourly rate for assisted migration and/or development of content in their platform.

30. In the proposed Section 5 for Cost Information, the RFA discusses Cost models for multi-school or statewide provisions. Would it be acceptable for us to provide Tiered pricing based on the amount of users (i.e. 1-999 users would equate to \$X.XX/users, 1000 - 9,999 users would equate to \$X.XX/users)?

Answer: Yes. It would be appropriate to provide Tiered pricing. If there are options for further discounted pricing models, please note that in your response.



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31. After the release of the Vendor Guide, would the awarded Vendor work directly with LEAs for contracting (via SHI per agreement) or would there be a LDOE Intermediary (single fiscal agent)?

Answer: After release of the LMS Vendor Guide, the vendor will work directly with the school system.

32. Will the state be signing broad Terms and Conditions or will each LEA be signing these individually?

Answer: Each school system will be signing Terms and Conditions.

33. Submission instructions state to upload our proposal to louisianabelieves.smapply.io, however there is no program listed which matches this RFA. To which program should the proposal be submitted?

Answer: Proposals are to be uploaded at <https://form.jotform.com/210964724483158>

34. Can a PDF/Word version of the Feature Survey be made available?

Answer: A PDF version of the survey can be downloaded from <https://bit.ly/3rPC2s9>

35. Will there be a required presentation for this RFA? If so, what will be the estimated timeline for this event?

Answer: The LDOE will not require a presentation. However, vendors must respond to all requests for clarification. Individual school systems will likely request presentations before making a final purchasing decision.