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April 5, 2021

<u>MEMORANDUM</u>

TO WHOM IT MAY CONCERN:

FROM: Terri Gearon, Financial Services Director /s/ Terri Gearon

SUBJECT: **ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J22008
TO PROVIDE CLOUD-BASED LEARNING MANAGEMENT SYSTEM TO THE
JUDICIARY, STATE OF HAWAII**

Transmitted herewith for your review is one copy of Addendum No. 1, and is hereby made a part of Request for Proposals J22008 for the above-mentioned solicitation, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any technical questions regarding this addendum, please contact Mr. David Maeshiro, telephone (808) 538-5301 or e-mail at: david.k.maeshiro@courts.hawaii.gov. Other questions regarding the Request for Proposal may be directed to Ms. Kelly Kimura in the Judiciary Contracts & Purchasing Office at (808) 538-5805 or email kelly.y.kimura@courts.hawaii.gov

**ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J22008
TO PROVIDE CLOUD-BASED LEARNING MANAGEMENT SYSTEM TO THE JUDICIARY, STATE OF
HAWAII**

The items listed hereunder are hereby made a part of Request for Proposals No. J22008 for the above-mentioned solicitation, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

1. Update Section 3.4.7. Wage Certification to correct the spelling of Specialist under "Public Employee Wage Rates" to read as follows:

Public Employee Wage Rates:	Present:
IT Specialist VI (SR-26)	$32.31/hr.
IT Specialist V (SR-24)	$29.87/hr.

Questions submitted relating to RFP J22008, with the Judiciary Responses:

1. Does the existing Judiciary course content exist in a third-party package such as Florida Virtual School courses, SCORM or AICC? Can the state specify which authoring packages are used?

A1. Current content is primarily virtual, third-party courses and SCORM but the Judiciary would like the option for AICC. Camtasia is the primary tool for courses created in-house but Judiciary staff continues to research other authoring tools.

2. What specific user data will need to be migrated to a new LMS?

A2. The following user data will need to be migrated to a new LMS: all user profile information (name, email address, department, division, branch, section, job title, supervisor name, specific job information - law clerk designation, judge, manager), individual learner transcript information (record of courses assigned, completed, etc.), and notification settings.

3. What user-management data (re: groups, teams, etc.) will need to be migrated to a new LMS?

A3. Groups, audiences, roles, supervisor information, individual user, and notifications settings data will need to be migrated to the LMS.

4. What course history will need to be migrated to the new LMS?

A4. All previous and current versions of courses, amendment information, and associated test/quiz information will need to be migrated to the new LMS.

5.   What types of existing course content needs to be moved to the new LMS (re: SCORM, AICC, videos, PowerPoint, text/pdf documents, etc.)?

A5.   Existing course content that will be transferred to the new LMS includes SCORM, videos, PowerPoint, MS Word documents, and PDF files.

6.   Can you expand on the requirements to integrate with the Peoplesoft HRMS? Specifically, what data from the LMS, if any, is expected to be returned to the PeopleSoft HRMS?

A6.   Data transfer is strictly from the HRMS to the LMS to create/update user profiles; there is no transfer of information from the LMS to the HRMS. Data transfer will be conducted weekly.

7.   Related to 3rd party (re: pre-built) courses, what roles within the Judiciary Dept. are you anticipating would need access to this content? And approximately how many employees or users do you anticipate needing access to this content?

A7.   All employees will need access to learning library content. System capacity to support at least 2,100 active users (see RFP Section 2.3.4 Course Tools and Features). Certain courses will be limited to employees in specific jobs (e.g., judges, law clerks).

8.   Does the state have a preference for how the LMS training is delivered to selected judiciary staff? Within the LMS or in person training? (RFP Section 2.2.6)

A8.   The Judiciary is open to training via live webinar, recorded tutorials, or in person training. Goal is to receive comprehensive training (including creation/uploading of course content) for employees designated LMS administrators.

9.   Can the state share the budget for this effort?

A9.   There is no set budgeted amount for the project. The evaluation committee will consider cost when evaluating proposals (see Solicitation Packet, Section 4.1. Evaluation Criteria).

10.   Is it a 2-way Integration of HR and certification data between Peoplesoft and the LMS system? What information is being exchanged between Peoplesoft and the LMS solution (in addition to Users demographic information)? How frequent is the data Integration expected to be? (RFP Section 2.2.6)

A.10.   Data transfer is strictly from the HRMS to the LMS to create/update user profiles;

there is no transfer of information from the LMS to the HRMS. Data transfer will be conducted weekly.

11.   Is there an expectation for Single-Sign-ON to the LMS system via Peoplesoft (or any other Judiciary system) OR directly from the Users desktop? (RFP Section 2.3.10.1)

A11.   No, employees must enter a username/password combination unique to the LMS.

12.   Does the LMS system need to exchange data with any other application (in addition to Peoplesoft)? (RFP Section 2.3.10.2.1)

A12.   No

13.   Please provide the number of users you would need for the LMS.

A13.   Refer to Section 2.3.4 Course Tools and Features, second to the last bullet. Capacity to support at least 2,100 active users.