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April 13, 2021

<u>MEMORANDUM</u>

TO WHOM IT MAY CONCERN:

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

SUBJECT: **ADDENDUM NO. 2, 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. 2, 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. 2, 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.

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

1.   Can you provide an estimate on the number of SCORM files as well as their collective size?

A1.   *The system currently contains 53 internally created SCORM files that total an estimated 9 GB.*

>   *NOTE: Estimated file size calculated before SCORM file uploaded into LMS.*

>   *NOTE: Estimated file size does not include content that currently links to a third-party site; plan is to eventually convert content into SCORM file and upload to LMS.*

The LMS also contains vendor-provided content. The Judiciary is unable to provide estimated file counts and sizes at this time as an open solicitation for learning library content is pending. Subject matter for content includes the following:

- *Business Skills (e.g., critical thinking, problem solving, project management, etc.);*
- *Communication Skills;*
- *Computer Skills (including Microsoft Office);*
- *Customer Service Skills;*
- *IT/Cyber Security for End Users;*
- *Supervisory/Management Skills;*
- *Leadership Development; and*
- *IT Supervisory/Management Skills.*

2.   Can you provide an estimate on the number of Video files as well as their collective size?

A2.   *23 video files that total an estimated 7 GB.*

3. Does the state have courses that they want the legacy content loaded into or does the state simply want the content brought over in a library format?

A3. *The Judiciary simply wants the content brought over in a library format.*

4. Is there a reason why SSO is not required with the new LMS? Is the current LMS system SSO?

A4. *Users are currently logging in with their email address and password. Although the current eLearning solution is not SSO, the system is capable of SSO if there is a desire to include SSO in the proposal.*

5. Why are the user profile updates weekly? Can this be real-time or daily?

A5. *The current scenario utilizes a weekly schedule because of the particular (data transfer) method selected. This does not preclude the Judiciary from making updates more frequently; the weekly update works best at this time.*

6. Can PeopleSoft provide Delta updates for User information?

A6. *Although more complex coding would allow for Delta data extracts from Peoplesoft, it would require retention of the previous extract and the drafting of code to compare old information to current information. The extract currently processes approximately only 1800 records and does not warrant the additional programming required.*

7. Will the User Profile information contain a Unique Employee Number or some other unique identification?

A7. *Yes, the Judiciary currently uses the employee email address as an LMS login. The numeric Employee ID is also used in the process.*

8. In which format can we expect the User Profile extract information? CSV, JSON,XML or something else?

A8. *The Judiciary currently uses a CSV extract. The userdata can be provided to our current solution via CSV or XML files. The maximum file size you may upload is 7 MB. If you are using a CSV file, the delimiters you may use include , | ; ~ ^ or Tab.*

9. Which version of SCORM content is the current LMS using? SCORM 1.2?

A9. *The Judiciary is currently using 2004 2nd Edition generated from Camtasia software.*

10. How will the course content extract - SCORM & non SCORM - be available for the migration to the new LMS?

A.10. *The Judiciary is fairly flexible and can provide the content via a thumb drive.*

11. Can you provide an estimate on the size of the total course content files to migrated to the new LMS?

A11. *The system currently contains 53 internally created SCORM files that total an estimated 9 GB.*

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- *Leadership Development; and*
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12. How should the Non-SCORM content be displayed to the users? Downloadable or converted to online presentation? We specifically would like to understand about PowerPoint content; we would convert everything else to a downloadable item.

A12. *NON-SCORM course content currently links to a third-party online site. Although there are no PowerPoint files available on the current system, the Judiciary anticipates that this file type may be needed in the future. A downloadable file would be ideal. PowerPoint files are currently converted to pdf files and made available on the LMS.*

13.   Is there an expected duration for the conversion from legacy LMS to the new LMS system?

A13.   *A 90-day timetable for migration would be sufficient.*