ADDENDUM #2 TO #11-CNPTS-1223
Request For Proposal for Safety Training Software
Due Date: Friday, November 16, 2023 @ 2:00PM

ADDENDUM NO. 2 – DATE ISSUED: 11/10/2023

Response to questions for this RFP.

1. Please confirm the due date for proposals – is it Friday November 10 or Thursday, November 16?
    a. The due date is November 16, 2023.
2. What is the anticipated contract term?
    a. The contract is for one (fiscal year) term. With two one-year term renewal options.
3. What is the anticipated award date?
    a. The anticipated award date is January 2024.
4. When does IDEA want their users to be able to access online training?
    a. To begin once the contract is executed.
5. Are vendors to submit the entire bid document with our initials on each page in addition to the proposal we prepare? Page 21 seems to show that only some of the documents need to be returned, but other areas suggest that bidders should submit the entire bid document with initials on each page in addition to the prepared proposal.
    a. Please submit the entire bid document with initials in addition to the proposal.
6. Page 5, part e. says that proposals with different terms or provisions may be considered as non-responsive. Is IDEA open to receiving our standard terms and conditions agreement and any exceptions or proposed changes to terms and conditions?
    a. You may identify and describe any deviations and exceptions to the terms, conditions, specifications, or other requirements of the RFP ON Attachment "K". If necessary, attach additional pages. IDEA Public Schools reserves the right to accept or reject any proposal based upon any deviation(s) or exception(s) identified hereon or any other modification of the RFP.
7. Is the link to the Bid Opening (pg 6) the same as is listed in the original RFP document?
    a. The link is the same, the difference is the meeting ID and passcode.
8. Page 7, 2.3a: Scope requests integration with IDEA. What kind of other software is IDEA utilizing that our platform will need to integrate with? Can you please clarify what kind of content or data will be transferred as part of any integration?
    a. Integration with LDAP and SSO.
9. Page 7, part 2.3a: Scope requests authentication flexibility. Does IDEA have a preferred authentication method?
    a. SSO – Single sign on.
10. Page 10, 2.5 Pre-Proposal Meeting: was this meeting recorded so that vendors who were unable to attend may watch the discussion?
    a. The meeting was not recorded.
11. Page 11, 2.7 #6 notes that a certificate of insurance is required before the commencement of work. Please confirm a COI is not required with bid submission.
    a. Yes, a COI is required with bid submission.
12. Page 18, 2.9 #6: Can the electronic version include digital signatures rendered in blue?

      a. Yes.

13. Page 20, 3.1 Title Page: Should the title page include 'Child Nutrition Program,' or 'Safety Training Software'?
      a. Please use page 20 as the cover page. It will include Child Nutrition Program and the RFP# 11-CNPTS-1223.

14. Page 22, 3.5: When does IDEA anticipate holding panel conferences?
      a. Panel conferences will be held beginning the week of November 27, 2023.

15. Page 42, Attachment M, Price Submittal: May we also submit an additional form that includes more detail on our price proposal? Our unit cost per user varies depending on number of users and number and types of courses chosen, so we'd like to detail that cost.
      a. Yes, you may submit an additional form.

16. Page 43, Attachment N, Vendor Packet. What is supposed to be included here? Our response to all requested content?
      a. This is a blank page break leading to the vendor packet.

17. Page 46: Vendor Checklist. Are all of these forms supposed to be included in our response? Some are duplicates of other required forms. Do we need to complete these forms if we are already a vendor working with IDEA?
      a. All forms are to be included; they are part of the vendor packet. If you are already a vendor, you do not need to submit.

18. Page 66: Subcontractor Forms. Should we ignore these forms if we do not utilize subcontractors?
      a. Any forms that are not applicable you may write N/A, and sign or initial. If you are already a vendor, you do not need to submit the forms associated with the vendor packet.

19. Page 69: MOU Criminal History. Should we ignore this form if we will not have direct contact with students?
      a. Any forms that are not applicable you may write N/A, and sign or initial. If you are already a vendor, you do not need to submit the forms associated with the vendor packet.

20. Page 71-74: Should we ignore this if we have no direct contact with students?
      a. Any forms that are not applicable you may write N/A, and sign or initial. If you are already a vendor, you do not need to submit the forms associated with the vendor packet.