



RFP 060B8400016 Virtual Educational Learning Management System (VELMS)  
MDR 0031034730  
Amendment #4  
Additional Written Questions and Answers

This amendment is being published to answer additional written questions.

You must acknowledge any amendments to the RFP and submit the acknowledgement with your proposal. Return page 4 with your proposal.

Thank you.

June Dwyer  
Procurement Officer

## Additional Written Questions:

*D. MSDE is using approximately 100 courses, 65 eCommunities, and corresponding resources in the current LMS. Over 4,000 additional Resources (e.g., links to lessons plans, links to websites, other elements that can be utilized in a course or otherwise for teaching/learning), including approximately 20 modules (which are a subset of courses) are hosted. Approximately 75 of the Resources have been meta-tagged and are located in the LMS.*

Can you provide us with example files of the courses, and eCommunities. We could scope the project with precision. Without the files we have to provide ball park numbers and broad generic language. What do you recommend?

**MSDE can provide a link to the current LMS. Offerors should propose their solution to the requirements in the RFP with the information that is available.**

<https://msde.blackboard.com>

### SOC2

We are happy to provide SOC2. Since the entire purpose of this deals with security, privacy and integrity, it is a very secure document and one of the only documents that requires an NDA for us to share in the response.

I'm not quite sure how to approach this so I have a couple options and am open to suggestions if you have another suggestion:

**Offeror's must submit with their proposal any documents that they are intending the state to sign so that they may be reviewed prior to contract award.**

Option 1: We both execute your NDA prior to us submitting the RFP response. We reviewed your NDA provided in the RFP and happy to sign yours and have you execute it and return it to us. Since we don't deal with health records EVER, we are not HIPA compliant because we don't deal with that type of information. With that context I have attached a redlined version and an executed version of your NDA for you to review.

**Documents are not executed prior to award of a contract. The NDA would be sent to the apparent awardee to sign with the contract documents. Please review page 68 Section 5.6 for documents required upon notice of recommended award.**

Option 2: We send you our general NDA and get a signature on it.

**The Non-Disclosure is not required until notification is given to the apparent awardee. Please review page 68 Section 5.6 for documents required upon notice of recommended award.**

I hope I didn't confuse that entire situation.

**Attachment F**

You are requesting the cost to be broken down in monthly charges. As a SAAS business we bill annually based off of the users you tell us up front. In your case 20,000. There are no monthly charges. With that being said How do you recommend we address that in your Attachment F? I don't want to leave blanks like you have requested so this has been a bit perplexing to figure out exactly what you would prefer.

**Please review the invoice submission section 3.12, pages 52 and 53 of the RFP. Invoices are to be submitted monthly.**

**3.12.3 For items of work for which there is one-time pricing (see Attachment F – Financial Proposal Form) those items shall be billed in the month following the acceptance of the work by the Requesting Agency.**

**3.12.4 For items of work for which there is annual pricing (see Attachment F – Financial Proposal Form), those items shall be billed in equal monthly installments for the applicable Contract year in the month following the performance of the services.**

**MSDE is not able to recommend how to address the pricing. The price form (Attachment F) has columns for the quantities and the unit pricing with a column for each year. There is a column for the type of unit which can be monthly, annually or whatever the Offeror deems appropriate.**



RFP 060B8400016 Virtual Educational Learning Management System (VELMS)  
MDR 0031034730  
Amendment #4

Amendment Acknowledgement

Received By: \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Vendor \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_