



**REQUEST FOR PROPOSAL (RFP) NO. 100170-FY23-64  
EMPLOYEE LEARNING MANAGEMENT SYSTEM**

**ADDENDUM NO. 2**

**JULY 7, 2023**

**ITEM NO. 1: CHANGE TO PROPOSAL DUE DATE**

Interested offerors shall be mindful that the proposal due date has been revised to Wednesday, July 19, 2023 at 2:00 p.m. local time.

**ITEM NO. 2: QUESTIONS AND RESPONSES**

Interested offerors shall be mindful of the following responses to the questions received:

1. We are working on RFP 100170-FY23-64. In section IV C.1, it is mentioned we need to submit a copy of the certificate from the State Corporation Commission. Can you please confirm if it's a mandatory requirement to submit the certificate along with the proposal or if we could submit it once awarded before signing the contract? If it is mandatory can you please help us with the link to get the certificate?

**RESPONSE:** Registration with the Virginia State Corporation Commission (VSCC) is a requirement of the awarded offeror. For questions about registration, please visit:

<https://scc.virginia.gov/pages/Businesses>. If you would like to be considered, please submit a proposal. If your registration is still being processed at the time that proposals are due, provide evidence that your application has been submitted to the VSCC in your proposal. In the event your firm is selected for a contract award, you may not receive the award if you are not registered. Registration will be confirmed prior to award.

2. What data export format does Laserfiche support?

**RESPONSE:** Laserfiche supports document and data exports manually via native document format or CSV file format for data, while also having an available RESTful API that can export data and documents directly. Further documentation around the Laserfiche API is [available here](#).

3. Will Laserfiche be part of the workflow for creating new content?

**RESPONSE:** No, we are not currently planning for Laserfiche to be part of the workflow for creating new content.

4. Does this existing content to be migrated include videos and static images?

**RESPONSE:** The existing content to be migrated is mainly employee training histories and transcripts, which may include copies of certificates. Some Town-created training may contain videos or other types of files (Word documents, PowerPoints, etc.).

5. Does Munis HRIS have an API available for syncing user data?

**RESPONSE:** Yes, we have an API for Munis. The only data we can access with it currently is for applicants – not current employees. The Town is planning a connector soon; however, at this time, no estimated timeframe as to when it will become available.

6. Are there additional steps needed for foreign business entities? (My company is based in NJ).

**RESPONSE:** Please see #1 of this addendum.

7. What specific pages are needed from the SCC document?

**RESPONSE:** The good standing certificate showing the offeror is registered with the State Corporation Commission of Virginia.

8. It states that the contractor will be SOC 2 Type II compliant. We have security compliance, but not SOC 2. Is this a deal breaker?

**RESPONSE:** For a SaaS system, the hosting platform's security profile is crucial and is a significant aspect of the decision matrix.

9. Is there an incumbent or is there someone that you are currently working with?

**RESPONSE:** The incumbent contractor is Benchmark Analytics, LLC.

10. Is there the expectation to have your own Town of Leesburg training courses included in the LMS?

**RESPONSE:** Yes. The Town would like the option to be able to add courses created in-house to the LMS.

11. Should the flexible part-time employee be calculated in the per user costs?

**RESPONSE:** No.

12. Does your organization require ongoing “dedicated” support throughout the term of contract for administrators and users or is regular support (offered Monday-Friday 8:30am-5:00pm) sufficient? I understand the dedicated support requirement for 60 days after software implementation, but wasn’t sure if ongoing dedicated support was requested. (Reference: Section E Training)

**RESPONSE:** Regular support during standard business hours is acceptable after a successful implementation.

13. Does the [Town] intend on leveraging a vendor with a GSA contract?

**RESPONSE:** By issuing this RFP, it is the Town’s intent to award a contract to the offeror who provides the best proposal in the best interest of the Town. GSA contractors are encouraged to submit a proposal to the Town with favorable terms; however, the successful offeror will be expected to sign a contract with the Town in accordance with the terms and conditions included in the RFP.

14. Is there an incumbent or current provider to the [Town] for online learning and an LMS? If so, whom?

**RESPONSE:** Please see #9 of this addendum.

15. Is there a specific vendor the [Town] is trying to source for this RFP? If so, whom?

**RESPONSE:** No. The Town encourages fair and open competition and will consider proposals from offerors who can provide the services requested in the RFP.

16. What is the allocated budget for this RFP?

**RESPONSE:** These services have been identified in the Town’s contractual services budget; however, there is no specific project budget. If the awarded offeror’s price proposal exceeds resources available, Town staff may request supplemental funding to be approved by Town Council. Offerors should estimate the cost necessary to complete the needs provided in the RFP. If that exceeds the available funding or what Town Council is willing to approve, the Town reserves the right to negotiate pricing and/or the scope of services to fit within the resources available or reject the proposals.

17. Will all vendor questions and [Town] answers be sent out as an addendum.

**RESPONSE:** Yes.

18. What type of certifications are you looking to manage in the Certification Expiration Management requirement?

**RESPONSE:** The Town is seeking to manage certifications for utility operators, police officers, HR and finance professionals, etc. who have professional certifications that require renewal and continuing education requirements.

19. How many courses and what is the size of the data for the Video Hosting requirement?

**RESPONSE:** The Town currently has close to 200 courses in our LMS with access to additional courses to implement as needed from companies like BizLibrary. Although we have not experienced an issue with data size thus far, if vendors have uniquely data-hungry courses, we would appreciate them identifying those titles in advance.

20. Please clarify what you mean by Media embedding settings.

**RESPONSE:** The Town means embedding media such as videos in training.

21. Are you looking for an LMS that provides or requires an IP Blocker?

**RESPONSE:** The LMS needs to be able to ensure that only Town staff can access its information and only certain level can access sensitive information. Using IP Blocker technology is not a requirement.

22. Are you looking for an LMS that provides or requires an Anti-spam feature?

**RESPONSE:** If LMS provides an Anti-spam feature, that would be desirable but not required. LMS should ensure that its system cannot be used to produce or transport spam or malware.

23. Are you looking for an LMS that provides or requires an Anti-virus feature?

**RESPONSE:** The LMS does not need to provide anti-virus but needs to ensure that it does not become a vehicle to spread or host malware.

**OFFERORS MUST TAKE DUE NOTICE AND BE GOVERNED ACCORDINGLY.  
THIS ADDENDUM MUST BE ACKNOWLEDGED AS INDICATED IN THE REQUEST FOR PROPOSAL  
OR YOUR PROPOSAL MAY NOT BE CONSIDERED.**

*For the Town of Leesburg,*

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