



METROPOLITAN PIER AND EXPOSITION AUTHORITY

REQUEST FOR PROPOSALS #2019-06-M
ONLINE TRAINING SOLUTION

ADDENDUM NO. (1)

April 5, 2019

This Addendum No. 1 consists of two (2) pages and has the following information to be incorporated into the Request for Proposals (RFP). Proposers must acknowledge receipt of this Addendum No. 1 in their RFP submittal in Required Form A, Form of Transmittal Letter.

Item #1: Proposers’ questions and/or requests and the MPEA’s responses are provided below.

Proposers’ Question:	MPEA’s Response:
<p>We desire to fully understand your plans for customization to provide pricing on the most efficient approach. Do you plan to build some courses, such as onboarding/orientation, as brand new custom courses? If so, will “MPEA Human Resources or other designated administrator” provide the learning content and interactive questions, and will this staff work with our instructional designers to create the courses and keep courses updated?</p>	<p>MPEA would have their own on-boarding content and work with the designers. MPEA HR will customize the content and provide documents and questions for the on boarding.</p>
<p>For courses such as “supervisor training for certain trades,” will you work with a standard supervisor training course and add your own information for each trade specific to your environment?</p>	<p>Yes, each trade is specific but the supervisor training would all be the same. MPEA could work with the content in the library and customize it as necessary based on trade specific requirements.</p>
<p>Are you going to provide SCORM compliant assets to customize our existing courses or will you strictly provide PDFs, PowerPoint files, and so forth as additional resources for courses?</p>	<p>MPEA does not have the in-house capability to provide SCORM compliant assets.</p> <p>MPEA will provide PDF’s, PowerPoint files, and any other material needed.</p> <p>Proposers should indicate whether they have the capability to translate MPEA training material into SCORM compliant assets.</p>
<p>Will the MPEA provide staff to utilize the tools provided to customize online courses and add content to courses, or will we handle this aspect?</p>	<p>No, staff will not customize online courses and add content. Provider will do this.</p> <p>Also see previous answer.</p>

<p>Can you be more specific regarding how many types of assets you may wish to add?</p>	<p>Proposers should indicate how much it would cost to add each MPEA specific training type (orientation/onboarding, ethics). MPEA would like the capability of expanding its custom library as needed.</p>
<p>Do you currently have an online training platform in place? If so, what platform do you utilize, and what pros and cons have you experienced which we may address?</p>	<p>No, MPEA does not have an online training platform in place.</p>
<p>Number of pre/made content: Is there a minimum number of MPEA course content expected to be provided along with the solution; ie number of courseware in solution content library?</p>	<p>MPEA HR does not have an absolute minimum but would like to see the catalog offered by proposer, the types of content, and number of courses that would be relevant to MPEA.</p>
<p>Pre-made content management: Does MPEA expect to edit/update the course content in the solution library?</p>	<p>MPEA does not expect to update course content. But wants the ability to update if something changes, i.e. statutes, policies and procedures, or dates.</p>
<p>Content Development and Management: Is it necessary for the solution's content creation feature to have the ability to edit/update the course content provided in the solution library? Or may they be managed separately?</p>	<p>Yes, provider should have the ability to edit if necessary and so should MPEA. If the content is directly from the library, MPEA would not edit/update.</p> <p>They should be managed together.</p>
<p>Multi-lingual Content: Is the courseware content to be available in English only?</p>	<p>ENGLISH only</p>