



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 19-11262-C
FOR
Performance and Learning Management System
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM “A”
12/03/2018

Dear Proposer:

Questions received from proposers along with answers and there is a change in the date for the pre-bid conference.

Proposals/bids must be received no later than 2:00 pm, on December 20, 2018. All responses must be in a sealed envelope and have “Performance and Learning Management System” and **Specification No. 19-11262-C** clearly marked on the **outer most mailing envelope.**

Mail or Hand Deliver To:
City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Shari Hamilton
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 19-11262-C PROJECT NAME **Performance and Learning Management System**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 19-11262-C, PROJECT NAME Performance and Learning Management System**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. What is the estimated cost of the P/LMS? Has the Department allocated funding for the P/LMS system yet? If so, through which source (budget, CIP, state/federal grant etc.)?
1. A. Please provide your best proposal. Funding as deemed necessary will be provided in the current fiscal year as well as in the fiscal year 2020.
2. Q. Which other systems will have to integrate or interface with P/LMS?
2. A. Please refer to the Attachment 6, INTERFACES, of the RFP.
3. Q. Which operating platform does the Department currently use? / Is desired for the P/LMS?
3. A. The operating platform city wide that is used is Windows.
4. Q. What is the number of users anticipated for the P/LMS?
4. A. See page 10 (Figure 2.2.2) of the RFP.
5. Q. Who is the technical contact and/or project manager for the P/LMS?
5. A. Arnold Chan of IT, email is achan@cityofberkeley.info is the technical contact.
6. Q. Whether companies from outside USA can apply for this? (like from India or Canada)
6 A. Yes.
7. Q. Whether we need to come over there for meetings?
7. A. Yes, detailed analysis is expected to be on-site. Regular project status meetings can be over the phone or online meetings such as Skype, WebEx, etc.
8. Q. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
8. A. Please see response to Questions #7 and #6.
9. Q. Can we submit the proposals via email?
9. A. Follow the proposal submission guidelines on Page 1 of the RFP.
10. Q. In regards to RFP # 19-11262-C For Performance & Learning Management System.
Looks like you are looking for two items We are strictly an LMS company (Gyrus Systems) <https://www.gyrus.com> can we quote the LMS portion or does it have to be one company who can fulfill both parts?
10. A. See page 4 (section 1.7.1) of the RFP.

Pre-Bid Conference Date Change: A pre-proposal vendor conference will be held on **Thursday, December 06, 2018 at 9:00 am PST**

The pre-proposal conference will be held at:
City of Berkeley
Magnolia Conference Room, 3rd Floor
1947 Center Street
Berkeley, CA 94704

Attendance at the pre-proposal conference is **mandatory and can be satisfied in-person or by telephone**. Vendors intending to participate in the pre-proposal conference by telephone **must** pre-arrange their intent to call in no later than **2:00 pm PST, Tuesday, December 04, 2018** by contacting **Tasha Tervalon, Program Manager** via email at ttervalon@cityofberkeley.info or by telephone at **(510) 981-5347** and request meeting access information.

Except as provided herein all other terms and conditions remain unchanged.