

RFP 25-001 Online Training Platform

Addendum 1

Questions and Answers.

1. Can ATU please confirm a contract award date of April 4, 2025 and the effective date of May 25, 2025? **Yes, there has to be a 14 day waiting period between the intent to award decision and actual award see section 3.7. Any resulting contract will require legislative review. There is also language in the RFP that states that the May 25 date may vary by up to three months to accommodate this review period. The anticipated starting date for any resulting contract is May 25, 2025 except that the actual contract start date may be adjusted unilaterally by the University for up to three (3) calendar months. By submitting a signed proposal in response to the RFP, the Respondent represents and warrants that it will honor its proposal as being held open as irrevocable for this period.**
2. What is ATU's desired go live date? **ATU kicks off annual training each summer with new, incoming students. Training is typically launched mid-July. A go live date of July 1, 2025, is preferred to allow for testing before launch.**
3. What is the unduplicated student count? **ATU headcount was 9,062 in fall 2024. This includes undergraduates, graduates, and concurrent. Training plans, if any, have not been fully decided for all of these groups.**
4. Are the terms and conditions listed as a link on ATU's website the only terms we should take into consideration when preparing our response? **These are our standard terms and conditions. Legal counsel may have others that come up during the contract review process.**
5. Is there a delivery vendor (USPS, UPS, FedEx, etc.) that delivers more timely than another or is preferred for delivery at ATU? **No , we do not have a preferred delivery service.**
6. What is the general timeline from delivery vendor completed delivery at ATU to the Procurement Department? (i.e., should we build in 1 day, 2 days, etc. from anticipated delivery date to when you will have our proposal in your hands) **Anticipated start date is July 1.**
7. Related to section B: Additional Copies; we should submit 5 flash drives in total, correct? (4 for the Technical Proposal Packet and 1 for the Official Price Sheet?) **yes**
8. Related to the flash drives, B2 states that documents should be in PDF format but the Price Sheet's native format is Excel; should the Price Sheet be in PDF or Excel format for the flash drive? **We would prefer PDF as to protect the data from accidental changes.**
9. Are respondent interviews expected to be in person or remotely hosted? **Remotely**
10. We will include a copy of our standard licensing terms and conditions with our response. Will this be integrated into existing terms for a resulting contract as long as terms do not conflict? **You may submit any terms and conditions with your response and any contract issued as a result of an award will go through ATU's legal counsel for review and potential modifications prior to contract execution.**
11. Can you confirm whether the vendor's primary responsibility is limited to developing training modules and ensuring LMS compatibility, or if additional LMS-related support and enhancements are expected? **(Section\_2.1) No additional LMS-related support and enhancements are expected.**
12. Does ATU provide content for the mandatory training modules, or should the vendor source and develop the content independently? **(Section\_2.2) Vendor should source and develop the content. Collaboration with ATU is welcome.**

13. Could you provide more detail on the specific content and length requirements for mandatory training modules (e.g., Title IX, OSHA)? **(Section\_2.4\_D) Content is expected to be developed in compliance with state and federal law. There is no requirement related to the length but the expectation is that the training modules could be completed in a reasonable time for busy employees and students.**
14. For the required demonstration link, would a pre-recorded walkthrough or a simulated prototype be acceptable? **(Section\_2.4) Yes.**
15. Are there specific features or functionalities that ATU wants to evaluate through the demonstration (e.g., navigation, reporting, accessibility)? **(Section\_2.4) All features and functionalities are of interest.**
16. What level of branding customization is required for training modules (e.g., ATU logos, colors, specific messaging)? **(Section\_2.6\_E) Minimal branding is requested but the ability to customize messages to the end users is desired.**
17. Does ATU have any reference or sample modules to guide the development process)? **(Section\_2.6\_H) No.**
18. Are there specific scenarios, case studies, or examples ATU wants to see in modules related to topics like cybersecurity, sexual harassment, or safety training)? **(Section\_2.4\_7) If this vendor is selected, ATU is happy to collaborate to provide this information for use in the training module.**
19. What LMS platform is ATU currently using, and are there any specific integration preferences (e.g., SCORM, xAPI, LTI)? **ATU's current contract is with Vector Solutions.**
20. Are there any known technical challenges or specific configurations we should be aware of regarding the LMS? **Utilizing Ultra and LTI 1.3**
21. Does ATU expect the vendor to conduct user acceptance testing (UAT) after integrating the modules into the LMS? **ATU can perform UAT but would expect support should something not function correctly.**
22. Are there specific metrics or KPIs that ATU prioritizes for reports (e.g., completion rates, scores, behavioral trends)? **(Section\_3.1\_B) Completion rates and campus climate information has been helpful in the past.**
23. Does ATU require real-time analytics, or are periodic reports (e.g., monthly, quarterly) sufficient? **(Section\_3.1\_C) Real-time analytics are preferred.**
24. Are there specific reporting formats or dashboards that ATU prefers for tracking user participation and progress? **(Section\_3.1\_C) No preference.**
25. For the optional modules, should the proposal include detailed cost breakdowns and timelines for each, or is it sufficient to outline their capabilities and benefits? **(Section\_2.5) Information regarding cost and timelines for optional modules is helpful.**
26. Is there a prioritized list of optional modules ATU is more likely to implement if budget allows? **(Section\_2.5) No.**
27. What is the expected size of the staff who will need admin-level training on the platform? **(Section\_2.4\_C) Approximately 5.**
28. Does ATU prefer live training sessions, self-paced tutorials, or a hybrid approach for onboarding staff and faculty? **(Section\_2.4\_D) All options are acceptable.**
29. Should compliance-related documentation, such as certifications or statements, be included with the proposal? **(Section\_2.4\_D) Yes.**
30. Does ATU have a preferred mechanism for collecting user feedback (e.g., surveys, in-app tools) to evaluate the relevance and effectiveness of training content? **(Section\_2.4\_C) In-app tools is preferred, something that allows information to be captured while user is completing training modules.**