ADDENDUM 4

To: All Interested Proposers

From: Lucy Balderama, Inventory Bid Technician

Date: November 19, 2007

Subject: Bid# 07-146, RFP WEB CT for the Region VIII Academy for the Sheriff's Office

The Purchasing Department received questions relating to the above referenced proposal during the pre-bidders conference November 6, 2007.

1)   **Was there any specific time frame it needed to be accomplished in?**

       Once we get passed the bid stage and the bid is awarded and at the time we enter into a contract and negotiate the contract for the deliverables, we will set up the time frame.

2)   **I know there is a listing of everything it wanted. Is that a wish list or is that non-negotiable, that needed to be met?**

       It is non-negotiable.

3)   **What other information needs to be submitted?**

       You will need to be compatible with our current IT system which is Windows 2003.

4)   **We will be hosting the software where? (Academy)**

5)   **Will you need recommendations or pricing on the hardware portion on it?**

       We will be handling it on our own.

6) **Is there going to be any presentations?**

I would like to see a presentation on how you will handle this.

7) **How do we schedule a presentation?**

In your RFP packet, there is a list of specifications; it tells you what they want. In that, you should have some sort of documentation on your approach and how you are going to do this. You certainly want to talk about your experience and the people working on it. When we get the proposals, we turn them over to Vince. He will view them and the ones that he is interested in, he will tell us to bring this vendors in to see presentations. At that time, we will inform you when the presentation is going to be and Vince will tell us what he wants to see and what he wants you to address in this presentation

8) **Would you like arts and graphs included?**

We are not going to tell you how to submit your proposal.

9) **Would you like a table of contents?**

That would be helpful, but again that is your choice.

10) **Are you going to develop the course content entirely internally or are you also going to be looking for external content development?**

I will develop everything internally.

11) **Will most of your training be person to person or web based?**

It is going to be a combination of the two.

12) **You are not using a current system that we would need to extract data and put it into a new system?**

No.

13) **Other than Windows, what other operating systems would this need to run on top of?**

Windows Based.

14) **Will there be any authentication issues that would need to be addressed into your authenticate into your domain?**

Yes. Must be a member of the domain.

15)   You would want user access and levels of user access?

Access has to be granted through the curriculum manager and also with the consent of the IT manager.

16)   Would it need to be able to store records once an employee leaves and have the opportunity if they come back, you would also be able to call up their past history or past training?

Exactly.

17)   The RFP itself, would this just be to implement this to do the training or would it be also for the maintenance over a set amount of years?

This would be for the first year of operation then we would defer to Joe (Purchasing) group to put it out to bid after the first year.

18)   So this is just the implementation and the training, basically?

Yes.