



# METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

## IFB-20-27848 Content for Learning Management Systems

April 6, 2021

### Questions and Answers

**Notice:** Questions may have been edited for clarity and relevance.

- 1. Question:** There is a list of examples of courses for Basic Supervision, Mid-Level Manager, Executive, IT Professionals, and End Users. Are those all the courses that are required for this contract?

**Answer:** The courses listed in the Statement of Work by role are examples. See Amendment 003 for details.
- 2. Question:** If a vendor and its designated subcontractor are required to support onsite delivery of course material, how many days a week are they expected to support within a quarter or year?

**Answer:** On-site delivery of course material is not expected or required.
- 3. Question:** Is there an expectation for the employees to receive printed course material, e.g., handouts, quiz questions, etc.? Will MWAA cover the expenses associated with print publication for 1,800 full-time employees?

**Answer:** There is no requirement for employees to receive printed course materials.
- 4. Question:** Will MWAA purchase software licenses for all end-users to access a cloud-based learning management system compatible with Workday?

**Answer:** Yes.
- 5. Question:** Is there an incumbent vendor?

**Answer:** Yes, the incumbent contractor is Skillsoft Corporation.
- 6. Question:** What is the consensus MWAA leaders want to achieve after learning content completion?

**Answer:** Leaders want learners to achieve improved competency following the completion of course(s).
- 7. Question:** Has MWAA experienced success in the past with creating and deploying a customized learning management platform? What are some common gaps leaders identified?

**Answer:** The Authority is not looking for a customized learning management platform with this requirement but rather learning management content.

8. **Question:** Can you elaborate on what a “Comprehensive Catalog” means?  
**Answer:** A comprehensive catalog includes all the courses that will move a learner from beginner to advanced competency within business skills (basic supervision, mid-level manager, executive), IT skills (for IT and non-IT professionals), and OSHA skills (General Industry and Construction). See Amendment 003 for additional details.
9. **Question:** OSHA Training is very broad. Can you be more specific and or provide a list of titles/topics currently needed and or being used?  
**Answer:** The two OSHA categories we need are General Industry and Construction. We do not need courses for Maritime or Agriculture industries. Some of the most common courses we use are Defensive Driving, Collisions, Supervisor training on Substance abuse and Commercial drivers, Back Injury, Confined Spaces, Scissor Lifts, Hand Power Tool Safety, and Aerial Platforms. See Amendment 003 for details.
10. **Question:** Elaborate on “Public Safety Content”. Can you also be more specific and or provide a list of titles/topics currently needed and or being used?  
**Answer:** Public Safety is divided into four professions: Law Enforcement, Fire Fighting, Emergency Medical Technicians, and Emergency Communication. Some examples of topics include but not limited to: Criminal Justice, Basic Fire Fighting, First Responders, Ethics in Public Safety, and Emergency Communication.
11. **Question:** Elaborate on “Trades”. Can you be more specific and or provide a list of titles/topics currently needed and or being used?  
**Answer:** Courses developed for the Industrial Workplace. Topics are specific to skilled trade professions. Some examples include:  
  
Tradesman License Renewal HVAC Electric, Gas, HVAC & Plumbing  
Department of Professional and Occupational Regulations  
Environmental Preparation and Inspections  
Renewable/Green Energy/Sustainability / Energy Conservation  
Building Technologies / Managing Building Projects/ Building Codes  
Maintenance  
Automotive Repair  
Locksmith  
Reading Blueprints  
Tool Safety  
Metal Fabrication
12. **Question:** Are any translations required for the compliance content? If so, languages do you need content translated to?  
**Answer:** No.
13. **Question:** You stated that you want a detailed implementation plan. Please clarify exactly where the implementation plan and other details of the solution (our response to the scope of work section) should be placed in the combined Representation Package PDF. Please tell us where in the order of the existing forms we should insert the details of our solution so that we are following your requested response format.

**Answer:** See Amendment 003. The Airports Authority seeks Learning Management Software (LMS) content that can be uploaded to our Workday Learning module.

**14. Question:** Will MWAA negotiate additional or amended terms to the contract terms & conditions that are deemed mandatory by the bidder?

**Answer:** The solicitation terms and conditions are non-negotiable. Please submit your subscriber/user agreement terms and conditions with your bid. Please note that if the submitted terms and conditions conflict with the terms and conditions of the solicitation, your bid may be deemed non-conforming.

**15. Question:** Is the Prime expected to meet all the past performance requirements, or can some (for example: experience with Workday LMS) be fulfilled by our subcontractor?

**Answer:** The Airports Authority is looking for a solution that furnishes Learning Management Software content and will consider bids that are responsive to the solicitation.

**16. Question:** Can this work be performed offsite by a remote workforce, or do our consultants have to be onsite at MWAA facilities to provide/deliver these LMS content development, configuration, and management services?

**Answer:** This solicitation is for the purchase of LMS content only. All the work is expected to be performed at the Bidder's place of business. See Section IV Provision 16, Place of Performance for details.

**17. Question:** Will you consider/accept other (SCORM compliant, non-Workday) LMS experience as past performance?

**Answer:** Yes, past performance can include other Learning Management Systems and packaged content other than SCORM.

**18. Question:** What are the federal, state, and local industry practices and Airport Authority requirements for the library content? Where can we find that information to make sure the content meets requirements?

**Answer:** The Airports Authority complies with the Commonwealth of Virginia and federal government laws and regulations. Training to meet legal requirements are most often applicable to course content that is regulatory in nature (i.e., OSHA 10/30-hour Trainer). Whenever possible, we prefer such courses designed for government employees, airport operations, and public safety, in addition to general awareness.

All training requirements in Virginia are available in The Code of the Commonwealth of Virginia and the Virginia Register of Regulations. Training requirements should also be available through the applicable State regulatory agencies (i.e., Occupational Safety and Health Administration or Department of Environmental Quality).

Courses accredited by government agencies, such as the National Transportation Safety Board or other professional boards are acceptable. Courses written in collaboration with subject matter experts or legal guidance are also acceptable.

19. **Question:** Section VI – Special Provisions – Section 42 – Payments – Will the Authority revise Part C of Section 42 to allow the contractor to invoice the subscription upon award for the annual subscription period? Monthly invoicing based on contract price, and provisions for progress payments and a ten percent retention if satisfactory progress is not made is not typical for software subscription contracts.
- Answer:** Yes, see Amendment 003.
20. **Question:** Does MWAA want the entire 67 pages of the 'Solicitation Offer and Award' to be returned? Or just the pages that need to be completed by the offeror?
- Answer:** Submit only the pages that need to be completed and the other documents specified in the solicitation.
21. **Question:** Can MWAA confirm that the 'Solicitation Offer and Award' and any supporting documents that it requests are the only documents required for submission (i.e. Executive Summary, Written narrative of Technical Approach are NOT required?)
- Answer:** Confirmed.
22. **Question:** What factors will be used in the evaluation of bids?
- Answer:** Bids will be evaluated based on conformity to the solicitation including price and other factors specified in the solicitation.
23. **Question:** Is a copy of the bidder's Liability Insurance required at time of bid submission?
- Answer:** No.