

**Web-Based Learning Management System for  
Richard Hall Community Mental Health Center  
CONTRACT #: CY-COM-0065-20**

**QUESTIONS AND ANSWERS NO. 1**

Questions and Answers No. 1 has been issued for the RFP Web-Based Learning Management System for Richard Hall Community Mental Health Center, Contract #: CY-COM-0065-20 on Tuesday, August 25, 2020 and has been delivered by electronic transmission to all eligible contractors who have received RFP specifications.

Question 1: Are there any specific concurrent connections the County of Somerset is looking for in the LMS? Are there any other systems that the LMS needs to integrate with, such as HRIS system?

*Answer 1: The LMS will be a stand-alone system. No integration is needed.*

Question 2: Does the LMS also need to be able to track and manage video files within courses, such as MP4 files? Is it preferred that any of the Behavioral health course content provided be in a video format? Would it be helpful to have video added to the LMS withing the future course content that may need to be developed?

*Answer 2: As per section 3.2.11 "The LMS shall provide the ability to upload documentation and content including but not limited to the following formats: PDF, Audio, Video, and PowerPoint. Please describe any limitations."*

Question 3: Does the scope of the RFP include only the development of the behavioral health tailored learning management system, or does it also include the development of specific training curricula?

A. If the latter, how many curricula are expected to be developed throughout the life of the contract?

B. If the latter, would the owner be interested in currently developed (or in progress) curricula developed within Centerstone?

*Answer 3: The LMS shall come equipped with a full library of Behavioral Health Curricula with the ability to create additional behavioral health courses as need (section 3.2.1).*

*B. Yes, Richard Hall would be interested in newly developed trainings.*

Question 4: In section 2.23 regarding ownership, I understand that anything developed within the scope of the contract will be theirs to keep upon conclusion of the contract. However, what are the specifications regarding intellectual property (i.e. would the platform and/or curricula developed be owned exclusively by the owner; barring us from copyrighting and/or commercializing)?

*Answer 4: Correct, development of courses will be the property of the County of Somerset.*

Question 5: How many users does the County of Somerset expect to use the LMS on an annual basis? The RFI outlines 100 concurrent users, but annual users are not outlined.

*Answer 5: The number is used for both. One hundred (100) employees annually and possibly concurrently.*

Question 6: Please clarify provider of material for the training catalog.

*Answer 6: Richard Hall is seeking a robust Clinical Behavioral Health Catalog (please see section 3.2.1).*

Question 7: Which version of Windows and Apple operating systems does the LMS have to be compatible with?

*Answer 7: All Richard Hall Community Mental Health Center PCs (laptops and desktops) operate using Windows 10.  
Apple – most updated iOS system.*

Question 8: Please clarify customized branding for RHCMHC.

*Answer 8: The RHCMHC and County of Somerset logo should be present on the login and home screen of the LMS.*

Question 9: Is this LMS on annual contract with support and maintenance?

*Answer 9: Correct.*

Question 10: Are virtual online classrooms required?

*Answer 10: No.*

Question 11: Are online classes to be recorded?

*Answer 11: Richard Hall Community Mental Health Center is not requesting live streaming classes. However, the LMS should allow for the upload of video content.*

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