



RFP E-Learning and Training – Issued June 15th, 2018

Addendum #1

This addendum is provided to assist Proponents of the E-Learning and Training RFP by adding information to the Statement of Work (SOW) section and add clarity to the Content, Delivery of Content and number of courses, sessions / modules. The details of the addendum are intended to enhance the RFP and do not replace or correct the details of the RFP nor remove any SOW, Specifications or Deliverables.

CADSI will seek a Proponent partner with proven and demonstrable expertise in delivering E-Learning and Training content to our members via our Client Access Portal, MyCADSI. The course content, sessions / modules shall be delivered in a Learning Management System (LMS) and developed on an interoperable SCORM (Or industry recognized similar standardized interoperable package).

The course content, sessions / modules may be delivered in the following suggested model:

Course Name: ABC

How this course (or session) material is presented i.e.: Module format.

- For example,

- 1) Course Name: ABC

- 2) The Objectives for Course ABC: At the completion of this course/modules, members will be able to (examples);

- Explain...,
- Identify...,
- Complete...,
- Etc.

- 3) Course ABC will be broken down into X number of modules each approximately 10 slides of information taking approximately 10-15 minutes to complete each module. All course/modules will need to be completed by the participant member in order to complete the Course ABC

- It will be the intent of CADSI to work with the Proponent to produce a course or a combination of courses and modules of a duration that is a minimum of one run time hour (RTH) or multiples thereof. By way of example; 4 – 15 mins courses/modules or 2 – 30 mins courses/modules. The exception to this standard may be on the occasion of the first course/modules which is expected to be launched in December 2018. The content and or modules will be delivered by way of professional slides with professional audio narration to complement the slide material, complete with;

pictures, graphic illustrations, text. Although not mandatory at this stage, video delivery of course content would be a beneficial option for CADSI.

- The slides used in the course content or modules can utilize the following styles (suggested only and not intended to be prescriptive or exhaustive); hot spot selection, instructional pop ups, navigational panes with icons to assist such as FAQ, Help, Back, Forward buttons,
- The content and or modules will have summative and formative questions posed to member participants to confirm their comprehension of the course or module material. Such questions can be in the following styles (suggested only and not intended to be prescriptive or exhaustive);
 - True or False
 - Multiple choice
 - Scenarios
 - Drop down fill in the blank
 - Click to reveal
 - The question responses shall allow for feedback to member participants such as; Correct, Incorrect, Try again, or Congratulations
 - To add further clarity, CADSI will expect the Proponent LMS to be able to track & record; a participant member has selected a course/module, reviewed all the slides associated with the course/module, successfully completed the formative and summative questions where necessary, and, track & record that the participant member has completed the course successfully

The total number of courses to be delivered by the Proponent in this E-Learning tool will be the result of negotiations with CADSI. However, it is CADSI's vision to release at least one E-Learning and Training course for members by December 2018 with additional E-Learning and Training courses (2 – 4 per year) released regularly in subsequent years of this partnership of a term, quantity and frequency to be negotiated.