



ADDENDUM #1

Bid Documents

Request for Proposals #21-22-002

Forestry Education Program Curriculum Development Services

Lake Tahoe Community College District

Date: October 15, 2021

To: All Proposers

Subject: Addendum #1

NOTICE TO ALL PROPOSERS

You are hereby notified of the following changes and clarifications to the Request for Proposals (RFP) document and associated specifications, which shall take precedence over anything to the contrary therein.

Is the February deadline for the first operational course a hard date?

The consultant(s) will be expected to adhere to the dates outlined in the RFP and any subsequent contract. However, the District recognizes with the first course development there could be technical barriers. Consultant(s) should plan to have course content completed by the February deadline and know the District will accommodate unforeseen technical problems to the extent possible. Consultant(s) can recommend changes to the February deadline in the proposal and the District will consider this feedback prior to awarding the contract.

Is there room for more budget in phases 1-3?

A maximum of \$100,000 is allocated for phases 1-3 of the project, to create up to four (4) Course Outlines of Record and up to four (4) fully-built Forestry courses. All proposals will be reviewed along with their proposed rate/fee schedule, and the District will select the consultant(s) whose proposal and experience best match the District's needs, along with providing the best value and return on investment.

Is there a designated project manager from LTCC? What is access and availability of the LTCC review team?

The designated project manager at the District is the Forestry Education Grant Manager, who will be available during normal work hours by phone/email, and available for in-person or virtual meetings as needed. The Forestry Education Grant Manager will be the consultant(s)' primary point of contact and will be responsible for elevating materials for review to the assigned review teams and individuals.

How many sessions need to be developed per course? (i.e. how does this equate to contact hours) How many contact hours are provided through the Canvas course?

The courses are expected to be 4.5 units on the academic quarter system, which equates to 3.0 units on the semester system. If the course is all lectures, the course would meet 4.5 hours per week for 12 weeks. It is anticipated that some courses may be offered on a late-start, condensed schedule (for more hours per week for fewer weeks) in recognition that students will be working in the field throughout the program. The goal is to offer the bulk of Forestry instruction during late fall/winter/early spring to allow for students to gain valuable work experience, earn money, and help perform necessary forest treatments during their academic experience at the District.

What is the cadence of the instruction? Daily? Weekly?

The cadence of instruction will be determined collaboratively by the District and the consultant(s) as content is created. Typically courses meet weekly for face-to-face courses and distance education or hybrid courses.

Will a facilitator be trained to guide students through the course and evaluate learning? If so, who is responsible for training the facilitator?

Part-time faculty will be hired to guide students through the courses and evaluate learning. Part-time faculty will likely be industry partners who have the content knowledge and will be trained by the District on Canvas and evaluating learning outcomes. The consultant(s) is not responsible for training the part-time faculty.

Are branding templates pre-established for Canvas or is that the responsibility of the vendor?

Yes, the District has pre-established branding templates for Canvas that will be used for the courses.

Is there an opportunity for pilot testing?

There will be opportunities for pilot testing in Canvas after content is created.

Does the vendor provide all rubrics and grading systems?

Yes, the consultant(s) will need to supply the District with rubrics, assessments, and grading systems for course content.

Does LTCC have a Canvas admin who helps with back-end build within the LMS?

The District employs a Director of Online Learning who will be available to help with problems that arise while using the learning management system (Canvas).

End of Addendum #1