QUESTIONS & RESPONSES #01
CONTRACT NUMBER: 012026-1009
RFP/RFQ TITLE: HR Learning Management System
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QUESTIONS DUE DATE: 3/12/2026 @ 2:00 PM (PDT)
Q&A ISSUE DATE: 3/9/26

Question	Answer	Question #
Would you be amenable to using vendor paperwork for the provision of the services as a contractual foundation?	No. The Port's contractual paperwork takes precedence over the vendors. We will not accept vendors paperwork for the provision of services.	3649
Will there be an opportunity for the respective Legal teams to negotiate the agreement terms, in good faith, at the shortlist or vendor selection stage?	No. Agreement terms are to be negotiated during the question period per the RFP.	3649
1. Is the vendor supposed to fill and submit: ATTACHMENT B – PERSONAL SERVICES CONTRACT TEMPLATE & TERMS AND CONDITIONS?	no to attachment B but yes to the following: ATTACHMENT C – COST BREAKDOWN-OFFER TEMPLATE ATTACHMENT D – VENDOR CYBERSECURITY SELF-ASSESSMENT ATTACHMENT E – PORT LMS REQUIREMENTS	3652
2. Which one is the currently used LMS and what's the reason for a switch (if an LMS is currently in use)?	The Port of Tacoma does not currently have a Learning Management System in place. This RFP represents the Port's first formal LMS procurement.	3652
3. Is there any specific eligibility criteria?	The Port of Tacoma does not have specific eligibility criteria for this RFP. All qualified vendor are encouraged to respond.	3652
4. What use case(s) does the Port of Tacoma wish to fulfill using an LMS?	The Port of Tacoma seeks an LMS to support four primary use cases: employee onboarding, compliance training, safety training, and skills development. The solution must support self-paced learning and include HR standard compliance training and technical courses. Where the native platform does not offer these course types, the solution must support integration with third-party content libraries to fill those gaps.	3652
5. What all user roles would be needed within the LMS (for example: Admin, Learner, Instructor, Creator)?	The Port of Tacoma requires the following user roles: Admin, Learner, and Creator. Admin access will be needed by those responsible for uploading and managing course content, as well as HR staff overseeing the platform. The Creator role will support those building and developing course content, and the Learner role will serve all employees accessing training.	3652
6. Is there a scope of expansion beyond 325 users?	Yes. As the Port of Tacoma continues to hire, new employees will require access to the LMS. The selected solution should be able to accommodate user growth over time.	3652