

QUESTIONS & RESPONSES #02
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: 3/10/26

#	Question	Answer	Question #	Responsible for Answer	Date Received
1	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	shawn	03/05/26
2	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	shawn	03/05/26
3	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	shawn	03/06/26
4	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	cathy	03/06/26
5	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	cathy	03/06/26
6	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	cathy	03/06/26
7	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	cathy	03/06/26
8	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	cathy	03/06/26
9	Cost breakdown sheet is supposed to be filled in the same format as given or can the vendor submit their own compensation model?	Please submit cost breakdown as same format as given in the RFP	3669	Axa	03/10/26
10	For the pre-built HR training courses like safety, sexual harassment, and more, is there a provision of these courses being outsourced and integrate within the vendor's LMS?	The expectation is if we need to link to an external training program, such as FEMA Emergency Management Training or original content, we can assign and track completion through the vendor LMS to our existing users. We will only provide training to our employees. We would like the ability to also track training that occurs in-person or outside of the system, like CPR and First Aid certifications.	3669	cathy	03/10/26
11	Apart from the internal employees, are there any external learners whom Port would wish to allow the access to content?	No, training is only for our employees and elected officials. There may be training new hires must take before they begin their first day of employment.	3669	cathy	03/10/26
12	What is the current L&D structure given there has been no use of an LMS before?	There has been a combination of external trainers brought in, custom training delivered by staff, and safety external vendor training. We have also utilized licenses for LinkedIn and Viva Learning which we will discontinue. Departments seek their own training from time to time.	3669	cathy	03/10/26

13	Is there any anticipated budget of the project?	We prefer not to disclose a total project budget. Based on our CHRO's prior agency experience and preliminary market research, we anticipate that annual LMS subscription costs for <350 users vary greatly but may fall within the range of approximately \$15,000-\$85,000 depending on LMS functionality, scale, and service levels. We have also budgeted for implementation services. We encourage vendors to propose their most competitive and value-driven solutions aligned with our requirements.	3669	cathy 03/10/26
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