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| *NOTE: The County will not pay for any travel or travel-related or out-of-pocket expenses. Providers may respond to a WOPR with pricing less than what is stated in the Fee Structure. Please reference Exhibit C of the Agreement for Services and Deliverables requirements. Nothing in this WOPR modifies the Agreement terms and conditions. In the event of a conflict between the Agreement and this WOPR, the Agreement shall control. No provisions of any response or document sent by a provider shall apply in place of, or serve to modify any provision of, the Agreement of Services. Any modifications to the Agreement terms and conditions in this WOPR are void at the County’s sole discretion.*  *CALIFORNIA PUBLIC RECORDS ACT: Pursuant to the Agreement between the County and each Provider, documents or information submitted to the County are subject to the California Public Records Act (“CPRA”) and subject to public disclosure unless the County determines the records are exempt from public disclosure based on exemptions specified in the CPRA. Please refer to the Agreement for further detail regarding your obligations in the event you assert any information you submit to the County is exempt.* |

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| **E-LEARNING WOPR** | | |
| **GENERAL INFORMATION** | | |
| **REQUESTING DEPARTMENT/AGENCY** *(select from drop-down)* | | Choose an item. |
| **DATE OF REQUEST** *(select from drop-down)* | | Click or tap to enter a date. |
| **WOPR VENDOR SUBMISSION DEADLINE** *(select from drop-down)* | | Click or tap to enter a date. |
| **DESIRED ENGAGEMENT START DATE** *(select from drop-down)* | | Click or tap to enter a date. |
| **TARGETED ENGAGEMENT END DATE** *(select from drop-down - please note that finalized engagement end date may depend on scope of work and final contract discussions with vendor)* | | Click or tap to enter a date. |
| **Brief Information on Agency –** Description of agency, mission, number of employees, core functions or services provided, location, etc. | | |
|  | | |
| **Background/History on Work Requested** | | |
|  | | |
| **Type of Content** | | **Envisioned Content Duration (in minutes)** |
| Web Based Training (WBT)  Software Simulation Training  Other (Please specify): | | minutes |
| **CONTENT OBJECTIVES AND EXPECTATIONS** | | |
| **Subject Area (include topics, knowledge, and skills)** |  | |
| **Project Objectives** |  | |
| **Existing Content - Identify content (foundation material) that exists** |  | |

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| **SCHEDULE OF EVENTS *(TO BE COMPLETED BY ODOME)*** | | | | |
| **Phase** | **Event** | **Time Duration** | **Start Date** | **End Date / Deadline** |
| **Vendor Bid Period** | Issue of WOPR | - |  |  |
| Vendor Questions & LO Responses | 2-week bid period |  |  |
| Submission of Proposals | 2-week bid period |  |  |
|  |  |  |  |  |
| **Evaluation Period** | Proposal Follow-up, as needed | 2-3 days |  |  |
| Proposal Evaluation by Evaluation Committee | 2-3 weeks |  |  |
| Evaluation Committee Debrief | 1 week |  |  |
| Interviews, as needed by Evaluation Committee | 1 week |  |  |
| Selection of Vendor by Evaluation Committee | 1 week |  |  |
|  |  |  |  |  |
| **Award and Commencement** | Award Notice Issuance to All Bidders (BidSync system) | 1 week |  |  |
| Contract Finalization (SOW / Budget / Payment Plan) | 1 week |  |  |
| Set up Purchase Requisition (Ariba system) and attach Final SOW / Budget / Payment Plan to requisition | 1-3 weeks |  |  |
| Commencement of Project | 1 week |  |  |
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| **VENDOR RESPONSE AND PROPOSAL** | | | |
| **GENERAL INFORMATION** | | | |
| **COMPANY NAME** |  | **PRIMARY CONTACT NAME** |  |
| **EMAIL** |  | **e-LEARNING CONTRACT #** | **CW2234XXX** *(Please find in Agreement)* |
| **PHONE** |  |  | |
| **PROJECT PROPOSAL/STATEMENT OF WORK APPROACH (CRITERION 1)** | | | |
| ***Proposals will be evaluated for their congruence with the objectives of the requesting agency and evidenced-based practices concerning, but not limited to:***  ***• functionality, accessibility and navigability;***  ***• content and level of interactivity appropriate to the training goals;***  ***• recognition of the training's audience*** | | | |
| **Briefly state your approach to scoping and executing this project:** | | | |
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| **Proposed Project Timeline:** | | | |
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| **Software to be used:** | | | |
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| **e-LEARNING DESIGNER QUALIFICATIONS (CRITERION 2)** | | | | | |
| **Briefly explain the applicable experience, education and skills for each designer assigned to the project. Include number of years’ experience and duration with your company. *Please add additional rows as needed.*** | | | | | |
| **Designer #1 Name** |  | | | | |
| **Experience, Education, Skills, Role on this Project:** | | | | | |
|  | | | | | |
| **Designer #2 Name** |  | | | | |
| **Experience, Education, Skills, Role on this Project:** | | | | | |
|  | | | | | |
| **Designer #3 Name** |  | | | | |
| **Experience, Education, Skills, Role on this Project:** | | | | | |
|  | | | | | |
| **PRICING OF PROJECT (CRITERION 3)** | | | | | |
| **\*Please refer to “Professional Services – General Fee Structure” in your contract for negotiated Engagement Order Rates\*** | | | | | |
| **ENGAGEMENT ORDER**  *(Deliverables and Activities;*  *Please add additional rows as needed)* | | **FEE STRUCTURE SERVICE DESCRIPTION**  *(Please view contract for full list of Fee Structure Service Descriptions)* | **RATE and**  **UNIT OF MEASUREMENT**  *(Based on negotiated rates)* | **QUANTITY OF UNITS** | **ESTIMATED COST** |
| *Ex: Develop “Communications 101” course* | | *“Analyze, Design and Develop Course”* | *$20 per Finished Minute* | *10* | *$200* |
| *Ex: Edit and revise existing “Teleworking Policies” course* | | *“Edits and revisions for existing courses developed by you”* | *$5 per Hour* | *10* | *$50* |
| **1.** | |  |  |  |  |
| **2.** | |  |  |  |  |
| **3.** | |  |  |  |  |
| **Estimated Total Cost of Engagement:** | | |  | | |

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| **DEMONSTRATED eLEARNING / INSTRUCTIONAL DESIGN WORK EXPERIENCE (CRITERION 4)** |
| **Please share demonstrated ability to deliver on comparable projects, technical readiness for adaption to specific needs and integration with LMS and other applications necessary for completion of the service.** |
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