



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 4

List View

**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1052731

Procurement Type: Central Contract - Fixed Amt

Vendor ID: 000000182618

Legal Name: J J KELLER & ASSOCIATES INC

Alias/DBA:

Total Bid: \$311,949.52

Response Date: 06/28/2022

Response Time: 13:21

Responded By User ID: jjkeller

First Name: Paul

Last Name: Naundorf

Email: pnaundorf@jjkeller.com

Phone: 9207222848

SO Doc Code: CRFQ

SO Dept: 0313

SO Doc ID: DEP2200000053

Published Date: 6/24/22

Close Date: 6/28/22

Close Time: 13:30

Status: Closed

Solicitation Description: Safety Management Software Suite

Total of Header Attachments: 4

Total of All Attachments: 4



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 1052731  
**Solicitation Description:** Safety Management Software Suite  
**Proc Type:** Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2022-06-28 13:30	SR 0313 ESR06282200000008130	1

**VENDOR**  
 000000182618  
 J J KELLER & ASSOCIATES INC

**Solicitation Number:** CRFQ 0313 DEP2200000053  
**Total Bid:** 311949.5200000000186264514923 **Response Date:** 2022-06-28 **Response Time:** 13:21:20  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Safety Management Software Suite- Year One				56455.00

Comm Code	Manufacturer	Specification	Model #
81162000			

**Commodity Line Comments:** Unlimited number of Safety Management Suite users who meet eligibility (safety role) will have access to share total of 21,480 enrollments (1 student in 1 online interactive course = 1 enrollment).

**Extended Description:**

Safety Management Software Suite- Year One  
Price for Software and Service - Year One- to include any fees to set up and initiate services as well as software and service for the year

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Safety Management Software Suite- Year Two				59277.75

Comm Code	Manufacturer	Specification	Model #
81162000			

**Commodity Line Comments:** Unlimited number of Safety Management Suite users who meet eligibility (safety role) will have access to share total of 21,480 enrollments (1 student in 1 online interactive course = 1 enrollment).

**Extended Description:**

Safety Management Software Suite- Year Two

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Safety Management Software Suite- Year Three				62241.64

Comm Code	Manufacturer	Specification	Model #
81162000			

**Commodity Line Comments:** Unlimited number of Safety Management Suite Users who meet eligibility (safety role) will have access to share total of 21,480 enrollments (1 student in 1 online interactive course = 1 enrollment)

**Extended Description:**

Safety Management Software Suite- Year Three

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Safety Management Software Suite- Year Four				65353.72

Comm Code	Manufacturer	Specification	Model #
81162000			

**Commodity Line Comments:** Unlimited number of Safety Management Suite users who meet eligibility (in safety role) will have access to share a total of 21,480 enrollments (1 student enrolled in 1 online interactive course = 1 enrollment).

**Extended Description:**

Safety Management Software Suite- Year Four

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Safety Management Software Suite- Year Five				68621.41

Comm Code	Manufacturer	Specification	Model #
81162000			

**Commodity Line Comments:** Unlimited number of Safety Management Suite users who meet eligibility (in safety role) will have access to share a total of 21,480 enrollments (1 student enrolled in 1 online interactive course = 1 enrollment).

**Extended Description:**

Safety Management Software Suite- Year Five



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Centralized Request for Quote  
 Info Technology

<b>Proc Folder:</b> 1052731			<b>Reason for Modification:</b>
<b>Doc Description:</b> Safety Management Software Suite			
<b>Proc Type:</b> Central Contract - Fixed Amt			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2022-06-10	2022-06-28 13:30	CRFQ 0313 DEP2200000053	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name :** J. J. Keller & Associates, Inc.  
**Address :** 3003 Breezewood Lane  
**Street :**  
**City :** Neenah  
**State :** Wisconsin **Country :** USA **Zip :** 54957-0368  
**Principal Contact :** Paul Naundorf  
**Vendor Contact Phone:** 877-564-2333 **Extension:** 7233

**FOR INFORMATION CONTACT THE BUYER**

Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor  
 Signature X**

**FEIN# 39-0957377**

**DATE 6/28/2022**

**All offers subject to all terms and conditions contained in this solicitation**

**ADDITIONAL INFORMATION**

: The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Environmental Protection to establish a contract for an online Safety Management Software Suite for the use of training and tracking to accommodate 800 employees per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Safety Management Software Suite- Year One				\$56,455.00

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**

Safety Management Software Suite- Year One

Price for Software and Service - Year One- to include any fees to set up and initiate services as well as software and service for the year

Unlimited number of Safety Management Suite users who meet eligibility (safety role) will have access to share total of 21,480 enrollments (1 student in 1 online interactive course = 1 enrollment).

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Safety Management Software Suite- Year Two				\$59,277.75

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**

Safety Management Software Suite- Year Two

Unlimited number of Safety Management Suite Users who meet eligibility (safety role) will have access to share total of 21,480 enrollments (1 student in 1 online interactive course = 1 enrollment)

INVOICE TO			SHIP TO		
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US			ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Safety Management Software Suite- Year Three				\$62,241.64

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**

Safety Management Software Suite- Year Three

Unlimited number of Safety Management Suite users who meet eligibility (in safety role) will have access to share a total of 21,480 enrollments (1 student enrolled in 1 online interactive course = 1 enrollment)

INVOICE TO			SHIP TO		
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US			ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Safety Management Software Suite- Year Four				\$65,353.72

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**

Safety Management Software Suite- Year Four

Unlimited number of Safety Management Suite users who meet eligibility (in safety role) will have access to share a total of 21,480 enrollments (1 student enrolled = 1 enrollment)

INVOICE TO	SHIP TO
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ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Safety Management Software Suite- Year Five				\$ 68,621.41

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**

Safety Management Software Suite- Year Five

Unlimited number of Safety Management Suite users who meet eligibility (in safety role) will have access to share a total of 21,480 enrollments (1 student enrolled in 1 online interactive course = 1 enrollment).

SCHEDULE OF EVENTS
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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	Document Phase	Document Description	Page
DEP2200000053	Final	Safety Management Software Suite	5

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

Attached J. J. Keller Safety Management Suite Service License for Enterprise Use is expected to be used as the basis of any negotiation.

**J. J. KELLER<sup>®</sup> SAFETY MANAGEMENT SUITE  
 SERVICE LICENSE FOR ENTERPRISE USE**

COMPANY: State of West Virginia ("You") ACCOUNT #: \_\_\_\_\_  
 CUSTOMER NAME: " " " DATE: 6/27/2022  
 ADDRESS: 2019 WASHINGTON ST E  
 CITY, STATE, ZIP: Charleston WV 25305

This J. J. Keller<sup>®</sup> Safety Management Suite Service ("SMS") Service License for Enterprise Use allows You to use the SMS Service as described below.

**A. Fees:** Fees to be paid to J. J. Keller for SMS are based on a maximum of \_\_\_\_\_ of Your employees with \_\_\_\_\_ training enrollments, and a maximum number of \_\_\_\_\_ Registered Users of SMS using the following service:

- SMS Enterprise Advance
- SMS Enterprise Premium
- Optional SMS API, quantity

The Annual Fee is \$ \_\_\_\_\_ for a total annual fee of \$ \_\_\_\_\_ plus applicable tax.

This Fee is guaranteed for 12 months from the date of this License. J. J. Keller will notify You of any Fee changes thereafter. Any change to SMS Service levels or SMS APIs will require a written amendment signed by both parties.

**B. Payments/Cancellation:** J. J. Keller will invoice You upon execution of this License and annually thereafter, with payment due upon receipt of invoice. You may cancel this License no earlier than six (6) months following Your signature to this License. You must provide 60 days' written notice of cancellation.

**C. Grant of Unlimited Enterprise Use License:** While this License is in effect, Company employees that You designate may be Registered Users of SMS. This License is not intended for all of Your employees to be Registered Users of SMS. However, certain features of SMS, such as incident reporting, are specifically enabled for use by all of Your employees. "Company" is defined as the legal entity to which an association of a number of individuals is engaged in the same legitimate business.

**D. Administration:** You will designate a minimum of two SMS administrators. J. J. Keller will provide each administrator with a password and login name to enter SMS. Administrators may authorize additional users of SMS by creating logins and passwords and allowing or denying access to SMS features. Your employees are responsible for maintaining the confidentiality of their logins and passwords ("Company Credentials"), and the activity that occurs under such Company Credentials. You will be liable for any and all purchases made under Company Credentials, or any damages resulting from Your employees' activities while logged into SMS. You agree to immediately notify J. J. Keller via email at [safetysupport@jjkeller.com](mailto:safetysupport@jjkeller.com) of any SMS unauthorized use.

**E. Diamond Support Package:** At Your request, J. J. Keller will perform implementation services to configure SMS for You as set forth in Attachment A. In addition, an implementation specialist will check in with Your SMS administrators quarterly and conduct annual training for Your Registered Users of SMS. Unless otherwise set forth in this License, J. J. Keller does not review, audit or verify Your Data for accuracy, completeness, or compliance with laws or regulations.

**F. Protection of Access:** You are responsible for notifying J. J. Keller when any of Your SMS administrators no longer have access to SMS. J. J. Keller is not responsible for lost data or any damages caused by Your Registered Users. Password sharing is not allowed. Each Registered User must have their own login credentials.

**G. Inactive Accounts:** If a Registered User logs no activity in SMS for a period of six (6) months, J. J. Keller reserves the right to place that Registered User in Inactive status. While this License is in effect, any authorized Registered User in Inactive status will be reinstated to Active status upon Your request to J. J. Keller.

**H. Audit:** J. J. Keller reserves the right to audit You at any time to ensure compliance with this License. If J. J. Keller determines any misuse or disregard of its terms, J. J. Keller shall have the right to terminate the License, seek immediate payment of any remaining monthly license fees, and to pursue additional legal remedies as necessary.

**I. Promotion:** You grant to J. J. Keller a license to display Your Company name and trademark on client lists posted on J. J. Keller's website and on other promotional materials in association with Your use of SMS.

**J. IN ADDITION TO THIS LICENSE AGREEMENT, ALL ONLINE TERMS OF USE FOUND AT <https://www.jjkeller.com/learn/terms-conditions#SMS> ("ONLINE TOU") APPLY WITH REGARD TO YOUR ACCESS TO AND USE OF SMS. In the event that a term in this License conflicts with a term in the Online TOU, the term in this License shall control.**

**OFFER:** J. J. Keller's offer to grant this License is extended for thirty (30) calendar days from the Offer Date stated below. This offer shall become a binding contract between You and J. J. Keller upon written acceptance by J. J. Keller at its home office in Neenah, Wisconsin and Your signature below.

**Offer Date:** \_\_\_\_\_ **Sales Representative:** \_\_\_\_\_

**Acceptance and Approval:**

**STATE OF WEST VIRGINIA**

**J. J. KELLER & ASSOCIATES, INC.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A

# DIAMOND

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## SUPPORT PACKAGE

**Our Enterprise customer service package goes above and beyond to provide premium support that's second to none.**



J. J. Keller®

**SAFETY  
MANAGEMENT  
SUITE**

- ✓ We'll partner with you to identify **SAFETY MANAGEMENT SUITE** success goals tied to your business objectives
- ✓ Dedicated implementation support team
- ✓ Customizations - entire feature sets can be turned off to match your company needs
- ✓ Data On-boarding (select up to 3 areas)
- ✓ Location set-up
- ✓ Team data sharing, permissions by role - including who can view and edit
- ✓ Co-branding (as needed)
- ✓ 2- Getting Started Trainings (customized) for team and admins
- ✓ Yearly training for the team after, recordings of the trainings will be included
- ✓ Ongoing quarterly check-ins - Progress against goals, modifications if team members change, dashboard reporting help & technical support.
- ✓ API integration (as needed, separate cost)



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Centralized Request for Quote  
 Info Technology

<b>Proc Folder:</b> 1052731		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Safety Management Software Suite		Addendum #1 issued to publish agency responses to vendor submitted questions, revise 3.1.2.2 of specifications.	
<b>Proc Type:</b> Central Contract - Fixed Amt			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2022-06-24	2022-06-28 13:30	CRFQ 0313 DEP2200000053	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** J. J. Keller & Associates, Inc.

**Address :** 3003 Breezewood Lane, Box 368

**Street :**

**City :** Neenah

**State :** Wisconsin **Country :** USA **Zip :** 54957-0368

**Principal Contact :** Paul Naundorf

**Vendor Contact Phone:** 877-564-2333 **Extension:** 7233

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

: The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Environmental Protection to establish a contract for an online Safety Management Software Suite for the use of training and tracking to accommodate 800 employees per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Safety Management Software Suite- Year One				

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**

Safety Management Software Suite- Year One  
Price for Software and Service - Year One- to include any fees to set up and initiate services as well as software and service for the year

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Safety Management Software Suite- Year Two				

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**

Safety Management Software Suite- Year Two

INVOICE TO			SHIP TO		
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US			ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Safety Management Software Suite- Year Three				

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**  
Safety Management Software Suite- Year Three

INVOICE TO			SHIP TO		
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US			ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Safety Management Software Suite- Year Four				

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**  
Safety Management Software Suite- Year Four

INVOICE TO	SHIP TO
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ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV US	ENVIRONMENTAL PROTECTION 601 57TH ST  CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Safety Management Software Suite- Year Five				

Comm Code	Manufacturer	Specification	Model #
81162000			

**Extended Description:**  
 Safety Management Software Suite- Year Five

SCHEDULE OF EVENTS
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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**SOLICITATION NUMBER:**  
**Addendum Number:**

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

## Questions from vendors for CRFQ DEP 22\*53 Safety Management Software

**Q.1. Under 3.1.1 Training Software, 3.1.1.1 states that “Training presentations must be available in online, self-paced format for individual access by all 800 employees.”**

To meet 3.1.1.1 access to the online, self-paced training would be done through the agency staff’s individual logins (user accounts) meaning that the agency staff would determine courses needed and then enroll the student(s) into one or more courses for the student to then complete on their own. An unlimited number of Safety Management users who meet eligibility (in safety role) will be available to facilitate the enrollment process. As described, will this meet your requirements?

**A. Yes. It is acceptable that administrators enroll the staff so long as all 800 individual employees have their own login to complete the courses.**

**Q.2. Under 3.1.1 Training Software 3.1.1.3 states that “Training courses shall be unlimited in number. Every employee shall be able to select training topics from the vendor’s library and view it on demand with no limits on the number of courses used by the agency.”**

Employees will not be able to select training topics on their own. All topics will be available for all students however, enrolling will be done from one of the agency staff members. Unlimited amount of Safety Management users who meet eligibility (in safety role) will be available to facilitate the enrollment process. Does this meet your requirements?

**A. Yes. See A1**

**Q.3.** In addition, we are not able to accommodate unlimited trainings however, we do have options for enrollment tiers on an annual basis. In our experience, adult learners are only able to retain a finite amount of knowledge from individual trainings over a period of time. For this reason, we offer various tiered options to accommodate individual company needs while accounting for adult learning styles. Option 1- up to 9,240 enrollments or 11.55 self-paced courses for each of the 800 employees per year (enrollments can be divided as you see fit).

Option 2: up to 15,360 enrollments or 19.2 self-paced courses for each of the 800 employees per year (enrollments can be divided as you see fit).

As described above, does the available of either 11+ courses or 19+ courses per year provide sufficient training quantities for your employees?

**A. Trainings must be unlimited.**

**Q.4. Under 3.1.2 Employee Tracking 3.1.2.2 & 3.1.2.2.1 states that “System must notify supervisor or administrator of upcoming expiring certifications or required training renewals. 3.1.2.2.1 System should also notify employee of upcoming trainings and expiring certifications”**

Currently the our solution allows for the tracking of training in progress and the supervisors/admin can see anything that has been assigned but not completed. The employee is also notified when training is assigned as well (online training). Students will also receive reminders for trainings that have been assigned but not yet completed. The supervisor/admin will indicate when reminder will be sent out during the enrollment process.

**A. OK**

**Q.5.** Our development team is currently working on additional functionality that will notify users (supervisor or administrator) or employees of upcoming expiring certifications or required training renewals. Our development team has slated functionality to allow for users (supervisors or administrators) to become available sometime in Q3/Q4. Is this acceptable within your agency's timeline?

**A. This is acceptable provided when the functionality is operational the agency is able to use it at no extra charge.**

**Specifications shall be updated to change "must" to "should". It will now read:**

**3.1.2.2 System should notify supervisor or administrator of upcoming expiring certifications or required training renewals.**

**Q.6.** Lastly, Terms & Conditions are typically negotiated before final acceptance of any contract document. Does this meet the Agency's expectation?

**A. Please provide any changes to terms or additional software terms that vendor is proposing with the bid response for review.**

**Q.7.** In reviewing the Solicitation referenced above, it appears that there are a few different things the state is looking for.

- Training Software
- Training Documentation
- 3.1.4 Safety Form Management
- 3.1.5 Policy and SOP Templates

Is the state looking at 1 comprehensive platform or would they entertain several organizations bidding on components that fit their strengths.

**A. DEP requires all parts of the specifications to be handled by one platform.**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

J. J. Keller & Associates, Inc.

\_\_\_\_\_  
Company

*Paul Naundorf*

\_\_\_\_\_  
Authorized Signature

6/28/2022

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



# ENTERPRISE EDITION



J. J. Keller®  
**SAFETY  
MANAGEMENT SUITE**



Safety is at the core of everything you do. Each day, you work tirelessly to ensure your employees make it home to their families — a 24/7 commitment that requires ongoing risk assessment, thorough training, and continuous procedural review.

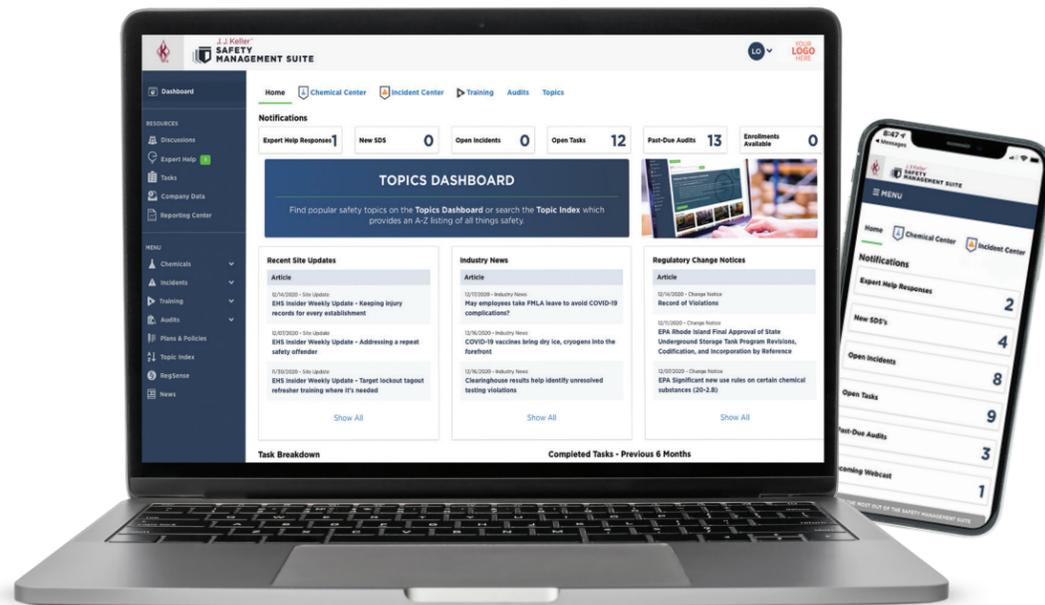
An industry leader since 1953, we've been helping professionals like you build safer workplaces, job sites, and highways for nearly 70 years. The products and services we offer — trusted by over 90% of Fortune 1000® companies — empower businesses by reducing risk and providing the insight needed to confidently comply with ever-evolving regulatory standards.

**The work we do matters because the work you do matters — and that's why we've developed a transformative new solution that will change the way you run your business.**

THE WORK YOU DO MATTERS.



# A Safety Solution You Can Trust



Developed using real-world input from EHS leaders across the country, the NEW J. J. Keller® **SAFETY MANAGEMENT SUITE** provides a single reference point from which you can conveniently manage all of your regulatory responsibilities.



**REGSENSE**  
 Reference word-for-word regulations, up-to-date CFRs, and more



**SAFETY PLANS**  
 Create custom safety plans unique to your business



**CHEMICAL CENTER**  
 Develop and maintain a comprehensive HazCom program



**AUDITS & INSPECTIONS**  
 Assess risk and performance across your organization



**INCIDENT CENTER**  
 Manage OSHA recordkeeping and reporting requirements



**DISCUSSION BOARDS**  
 Share ideas and get feedback from your industry peers



**TRAINING**  
 Access hundreds of world-class training programs and thousands of customizable training resources



**EXPERT HELP**  
 Ask our in-house experts your specific compliance questions

*CENTRALIZING  
 YOUR SAFETY  
 PROGRAM  
 BENEFITS  
 MORE THAN  
 JUST YOUR  
 BOTTOM LINE ...*



**CONSISTENCY**  
 All your locations and teams will have access to the same tools, resources, and reference materials, making it easy to achieve shared goals.



**TIMELINESS**  
 Since our solution is cloud-based, you can rest assured your teams are viewing our most up-to-date content every time they log in.



**BUDGET CERTAINTY**  
 An Enterprise subscription provides the option to add additional team members at any time without incurring an additional charge.



**FLEXIBILITY**  
 Thanks to an expansive API interface, our solution can easily be customized to meet the unique needs of your organization or industry.



**PEACE OF MIND**  
 You can focus on your business knowing your teams are getting their information from the nation's leader in safety and compliance.



# IT PAYS TO INVEST IN SAFETY

## > FLEXIBLE TRAINING RESOURCES

Certified training instructors **COST HUNDREDS OF DOLLARS PER DAY**, and with remote work arrangements gaining traction amid the COVID-19 pandemic, onsite training is becoming less viable as a whole.

 **LEVERAGE A ROBUST TRAINING PROGRAM LIBRARY THAT CAN BE ACCESSED BY YOUR TEAMS AT ANY TIME ON ANY DEVICE.**

## > CHEMICAL MANAGEMENT TOOLS

Continually updating hundreds of safety data sheets on your own is tedious and time-consuming, and software that does it for you can **COST UPWARDS OF \$7/SDS.**

 **YOUR TEAMS CAN ACCESS A WIDE RANGE OF CUSTOMIZABLE, MULTI-LANGUAGE SDSs AT ANY TIME ON ANY DEVICE.**

## > SAFETY PLAN TEMPLATES

Maintaining a compliant written program often requires **HUNDREDS OF HOURS** of research and development.

 **YOUR TEAMS CAN TAKE ADVANTAGE OF 120+ CUSTOMIZABLE SAFETY PLAN TEMPLATES FOR OSHA, EPA AND DOT.**

## > INCIDENT MANAGEMENT TOOLS

The average organization spends **OVER \$150K/YR.** on serious accidents that require medical consultation — and that total doesn't account for lost time, potential OSHA fines, and rising insurance premiums.

 **YOUR TEAMS CAN EVALUATE INJURIES, ILLNESSES, NEAR MISSES, PROPERTY DAMAGE, EQUIPMENT FAILURE AND SAFETY OBSERVATIONS USING A SINGLE CLOUD-BASED SOLUTION.**

# DIAMOND

## SUPPORT PACKAGE

Your success is our priority, which is why the J. J. Keller® **SAFETY MANAGEMENT SUITE** comes backed by our top-tier **DIAMOND SUPPORT PACKAGE**.



### YOU'LL BENEFIT FROM:

#### DEDICATED IMPLEMENTATION SUPPORT

You'll be assigned a dedicated support team to help you get up and running quickly.

#### EASY CUSTOMIZATION

Disable and hide feature sets that aren't relevant to your organizations or industry. Plus, easily add your company logo to the homepage.

#### COMPLIMENTARY DATA ONBOARDING

We'll provide complimentary data entry of up to 3 datasets (employee information, incident records, etc.) of your choosing.

#### TEAM DATA SHARING

Filter data by location for personalized analysis and reporting.

#### PERMISSIONS BY ROLE

Manage permissions by role to define access across your organization.

#### FREE USER TRAINING

After customizing our solution to your specifications, we'll schedule 2 follow-up training sessions tailored to your team.

#### YEARLY REFRESHER TRAINING

We'll check back regularly and train your team as necessary to ensure our solution is being utilized to its full potential.

#### QUARTERLY CHECK-INS

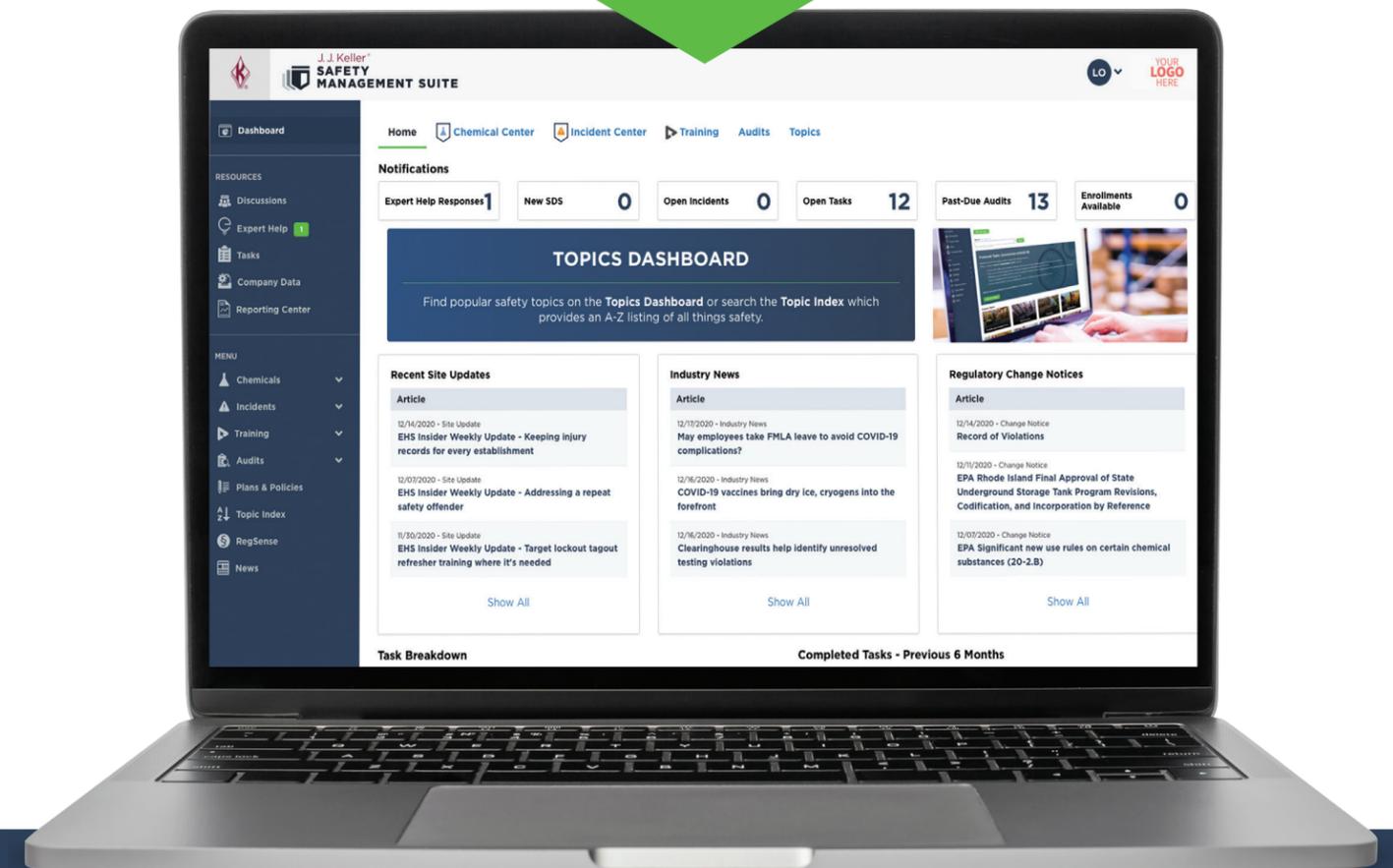
While you manage your business, we'll continually monitor your usage and recommend additional customization options we feel could benefit your operation.

#### OPTIONAL API INTEGRATION

Our integrated API library makes it easy to transfer key company data across platforms.



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**FREE**  
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that works as hard as **YOU** do ...

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