



REQUEST FOR PROPOSAL  
No. 2018-011

**Learn Management System – Hosted**

**Issued: Wednesday, October 3, 2018**

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## RFP#2018-011 Learn Management System – Hosted

### Section I Announcement

Request for Proposals – Learn Management System

#### Background/Purpose

INSPIRE DEVELOPMENT CENTERS (INSPIRE), is a private non-profit with a mission focusing primarily on Early Childhood Education. Inspire has approximately 30 locations with multiple funding sources and is seeking a hosted Learn Management System (LMS) system to ensure that staff are compliant with a wide array of training requirements. This procurement will be financed with state funds from Department of Early Learning and federal funds from Department of Health and Human Services Migrant Seasonal Head Start Program.

#### Contact Information

Inspire Development Centers, Purchasing Department

105 B South 6<sup>th</sup> Street, Sunnyside, WA 98944

Telephone: (509) 837-2225 extension 70829 Fax: (509) 839-8688

Email: [Procurement@inspirecenters.org](mailto:Procurement@inspirecenters.org)

Any inquiries or requests regarding this procurement MUST be submitted to the Procurement Department in writing, **preferably** via email.

#### Proposal Deadline

All proposals will be noted and stamped by time and date of submission. All vendors responding to this solicitation shall have until **4:00 PM PACIFIC STANDARD TIME ON Friday, October 19, 2018** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.

#### Remittance Instructions:

Proposals may be delivered, faxed or emailed to:

**Inspire Development Centers, Purchasing Department**

**105 B South 6<sup>th</sup> Street, Sunnyside, WA 98944**

**(509) 839-8688**

**[Procurement@inspirecenters.org](mailto:Procurement@inspirecenters.org)**



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### Section II

Inspire is seeking a hosted LMS system to ensure staff are compliant with a wide array of training requirements. Compliance requirements for trainings and certifications vary based on the employee's job/role. Inspire currently uses a hybrid approach to training certification by providing in-person trainings as well as content loaded to our on premise LMS. These systems do not integrate with our HRMS and do not work seamlessly together. Inspire is seeking a solution that will seamlessly integrate with our HRMS. Prior to the next service start date of 3/1/19, Inspire goal is to be ready to deliver nearly 100 percent of its trainings online.

Inspire must continue to be able to provide in-person trainings or large events when the situation demands. In-person/Instructor lead trainings should record the lifecycle for the class (enrollment, attendance, performance, feedback, certificate/recording). Inspire would like Instructor/Trainers to have the ability to modify their respective classes if needed, but not those of their fellow trainers.

Inspire is seeking a system that can generate customizable certificates of completion with signatures for both electronic storage and a printable copy. While Instructors intend to utilize much of their current content and package it into courses, the solution also needs to be able to include off-the-shelf/marketplace training offerings. Many of Inspires' staff are monolingual Spanish speaking, therefore having a system that incorporates both Languages in a UI and has bilingual content is essential.

Proposals must include; A clear detailed fee schedule for year one, year two and year three, sample of any and all agreements Inspire would be required to enter into and the methodology and approach to implementation and training. Top candidates will be selected for remote demonstrations and awarded to the most qualified and responsive responder.

#### A. Product Requirements

1. A secured environment where users/students can login
2. Ability to customize different user roles and access
3. Ability for employees, supervisors, and trainers to register employees for trainings.
4. Track both online and in-person training
5. Ability to attach materials to training
6. Training profile for different jobs/positions - listing trainings required for profile
7. Integration or Import tools to manage/update user population data and reduce manual data entry.  
Automation/Synchronization with our HRMS system is preferred.
8. Allow course owners/teachers ability to certify completion for employees/students and remove no-shows.
9. Full Reporting – compliance, attendance, success, etc.
10. Notifications to employees prior to becoming out of compliance
11. Assign trainings by:
  - a. Automatically by role / job
  - b. Automatically by group / location
  - c. Automatically by upcoming expiration or expiration requirements
  - d. Imported spreadsheet – multiple classes / students
  - e. Mandatory by administrative/manual assignment
  - f. Optional enrollment by employee
12. Sign-up – publicly available URL or publish sign-up to a group
  - a. Training calendar for available registrations
  - b. Include language preference, food preference, travel accommodations etc.
  - c. Language preference for employee available for trainer
13. Set classes to be Active/Inactive – preserving history, but removing from view
14. Management pre-requisites requirements for classes
15. Ability to organize classes by category and/or manage how they are sorted/grouped for students
16. Technical Specifications:
17. Single sign-on via Office 365 / Azure
18. Web based delivery with HTML 5 support
19. Easy to use interface for: Trainers, Administrators and Students.
20. At least a bilingual user interface (English/Spanish)
21. Integration with Ultipro - External Payroll/HR management system

22. SCORM/ AICC / xAPI
23. Desired Features:
24. Ability to have trainee acknowledge completion of training after course
25. Polling/quizzes during live training
26. Approval Workflow for classes
27. Class versioning – change management for classes
28. Chat feature during live training
29. Integrated packaging utilities (SCORM or other specification)

## **B. General Requirements**

This procurement will be conducted in accordance with the Inspire Development Centers (INSPIRE) Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of INSPIRE to disclose proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

### Proposal Award

Proposals will be evaluated and selected based on ability to meet required and desired specifications, training plan and pricing. Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

### Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

### Interpretation of Proposal Documents

Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to INSPIRE in a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the proposal documents.

### Rejection of Proposals

INSPIRE reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. Inspire, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

### Ownership of Proposals

All proposals and accompanying documentation become the property of INSPIRE and will not be returned.