

E-Learning Request for Proposal

Table of Contents

A. Introduction	X
Company Background	X
Project Purpose	X
Project Scope	X
Audience	X
Target Hardware, Software & Platform	X
B. Vendor Instructions	X
Schedule for Evaluation Process	X
Number of Copies & Contact Information	X
Bid Submission	X
Proposal Format	X
Confidentiality	X
Notifications	X
C. Basis of Award	X
D. Vendor Questions	X
Company Overview	X
E-Learning/Learning Management System Solution	X
Overview	X
Classroom Training Management	X
Physical Materials Management	X
Testing & Assessment	X
Reporting	X
Competency Management	X
Communication & Collaboration Capabilities	X
E-Commerce	X
Learning Content Management System (LCMS)	X
Implementation Time & Process	X
System Requirements	X
Scalability & Reliability	X
Customer Service & Technical Support	X
ASP Hosting & Security Specifications	X
Off-the-Shelf Courseware	X
Custom Courseware Development Capabilities	X
Synchronous Training (Webcasting)	X
Contracting & Pricing	X
Customer References	X
Additional Information	X
E. Availability of Features & Functionality.....	X



E. Availability of Features & Functionality

Feature/Function	Existing Capability (Y/N)	Planned Availability (provide date)	Comments
Interface			
Ability to modify/customize the user interface			
Automatic custom home page for each user/student			
Learner interface available in multiple languages (list)			
Can provide different look and feel and business rules for multiple departments			
Section 508 compliance (ADA)			
Content			
Launches and tracks Web-based learning			
Interoperability with 3 rd -party content, including courseware, webcasting, authoring tools, etc. (list vendors)			
Ability to run web-based courses developed by internal staff using _____ (name tools).			
Links to other training sites or resources			
Interoperability with content that is not standards-compliant (i.e. PowerPoint)			
Can disable a course without removing it from the LMS			
AICC-compliant			
SCORM-compliant			
Ability to offer accredited degree programs (BA, MBA, MPA, etc).			
Hosting & Support			
ASP hosting option			
24x7 user/technical support			
Tech support via phone			
Tech support via e-mail			
Tech support via fax			
Tech support for multiple time zones			
E-Commerce			
Integrated e-commerce capability for payment of courses, classes or live webcasting			
Support for other currencies (besides US\$)			
Can support credit card transactions without manual effort			
VeriSign security			
Payment system for tracking internal costs and charge-backs			
Payment reporting features			



Communication & Collaboration			
Electronic discussion boards (moderated or unmoderated?)			
Course-specific bulletin boards for enrolled students only			
Live webcasting and virtual meeting capabilities			
Web-based calendar and scheduling devices			
Live text chat capability			
Internal e-mail messaging			
Global broadcast messaging			
Administrative Functions			
Web-based access to administrative features, data and reporting			
Ability to track both web-based and live instructor-led training			
Enroll and cancel registration for ILT			
Student self-registration option			
Registration with manager approval			
Registration confirmation via e-mail			
Searchable course catalog			
Built-in content authoring tool			
Built-in testing and survey creation engine			
Ability to set passing scores for tests			
Tests can be auto-graded by system			
Ability to set prerequisites for courses and classes			
Courses can be grouped into curriculum and topic areas			
Ability to reserve rooms, equipment and other resources for ILT			
Activate/deactivate users from system			
Create custom tests, surveys and opinion polls			
Create learning plans			
Create employee reports from a Web browser			
Create class reports from a Web browser			
Assign classes and deadlines for employees			
Send reminder notices via e-mail			
Batch registration option			
Individual (manual) registration option			
Search for courses and materials by title, keyword, etc.			
Assign students to groups or departments			
Collect student feedback and surveys			
Student transcripts (viewable and printable)			
Student certificates (for completion)			
Web-based student notes			
Create, change and view student and instructor biographies			
Customizable naming conventions and rating systems			



System is modular, allowing deployment of only required functionality			
Security (passwords and user IDs determine authentication)			
Automated system to help users who have forgotten their password			
Live Classroom Management			
Schedule, register for, and track live classroom training (ILT)			
Waiting list function			
Facility management			
Equipment and resource management			
Automatic resolution of scheduling conflicts			
Manage physical inventory of training materials (product library of CD-ROMs, videos, books, etc.)			
LMS Reporting			
Web-based reporting interface			
Standard reports included (describe)			
Ability to export report data (i.e. to Excel)			
Reports can be printed			
Access to reports determined by user's access level			
Integration with legacy HR/HRIS systems			
Ability to import user data from other systems/sources			
Server-level user authentication			
Online library of physical training materials			
Online library of electronic documents (Word, Excel, PPT, PDF, etc.)			
Competency Management			
Tool integrated with LMS; tracks progress			
ASP delivery model			
Ability to develop learning paths or plans			
Ability to modify learning paths or plans			
Ability to track progress along a path or plan (i.e. via the LMS)			
Can manage a blended learning environment (i.e. tracks online, CBT/WBT, classroom/ILT, physical materials, events, etc.)			
Ability to assign multiple paths or plans to a user			
Can assign paths to selected group of users simultaneously; also globally			
Ability to set deadlines for individual task assignments			
Ability to set deadlines for completion of entire learning path or plan			
Ability to send e-mail reminders for approaching deadlines and overdue tasks			
Tracks certification deadlines and regulatory compliance			
Includes built-in search function			



Learning Content Management System			
Integrated with LMS			
ASP delivery model			
Support reusable learning objects			
Learning objects are searchable			
Learning content can be created using HTML			
Learning content can be created using Adobe PDF files			
Learning content can be created using Macromedia Flash files			
Learning content can be created using Java			
Learning content can include high quality visuals and interactivity			
Ability to create pre- and post-testing for each course module			
Learner can review answers and results			
Each question is linked to corresponding content screens so learner can easily review needed material			
Interactive review questions can be placed throughout the body of the course			
Course reporting provides learners with the ability to monitor and evaluate their own progress			
Can set passing grades for test			
Course can be modified/updated			

