

**11-2024SE RFP Professional Learning System  
Questions and Answers  
Part 1**

What is the current Professional Learning Management System in use? Eduphoria

Is the current system used for staff, teachers, and students? If not for all, please indicate which user groups it is used for. Staff, Teachers, Administrators

Scope of Work states platform should track proficiency level over time. Please provide additional information to include one or two examples of a proficiency that you will want to track and ideally how you would want this tracked. Tracks staff members' progress of completing course work. The ability to create levels within professional development to create a continual learning process.

Scope of Work 4.4 Mandatory Requirements #5 states "Describe how the proposed solution can be personalized for staff, teachers, and students." Will the solution be used for students? If a vendor solution can only be used for staff and teachers, will you consider the vendor's platform as a solution for the RFP? The programs primary focus will be for teachers and staff. However, how does the program impact student learning and can support teacher growth.

Scope of Work 4.4 Mandatory Requirements #7 states "Describe the content available to both students and teachers to support professional development." Please provide additional information on the professional development content needs you need for students. Specific professional development that impacts students, not necessarily for students to take themselves.

For General Requirements #5 Manual archival system and #6 Automatic, data-driven archival system, please provide additional information on compliance expectations for the platform for each item. Seeking additional explanation from our Technology Services.

For Functionality #11 Tables, graphics, charts, etc. can be entered easily by user, please provide additional information on when or how these items will be entered into the LMS. Creation of tables, graphics and charts for data purposes with the data from completed courses. Not necessarily entering a table or graphic into the system, being able to create.

For Functionality #17 Ability to share Outlook based calendars, please clarify how the District will integrate or utilize Outlook; what are the goals of the integration or sharing feature? The ability to sign up for courses and it send calendar invites directly for staff members.

For Course Creation #11 Tracks ability to audit the course, do you want the platform to enable staff to either audit the course for no credit or to earn credits for a course? How do you want this functionality to ideally work in the platform?\_ Essentially course evaluation and feedback. In addition, do you have the capability for user to take a course without assigning credit.

Please confirm that if a vendor does not meet all requirements in Section 4.4, their proposal will not be considered. All vendors will be considered, 4.4 gives a comprehensive view of what we are looking for but know that not all programs will have everything.

Section 4.2: Scope of Work #4: Are there standard or custom reports that the District most often uses? No, the current system we are using is limited in its ability to create reports.

Is the chart in Section 4.4 part of the mandatory requirements? Must a vendor respond C (compliant) or PC (partially compliant) to be considered for an award? Either

Section 4.4 #3: What kind of automated notifications and workflows is the District using now that are preferred? We currently have access to K12 workflows which allows for multiple steps and signatures if need be.

Section 4.4 #6: What kind of communication, collaboration, and discussion capabilities is the District using now that the District would like to continue using in the future? Are there additional features that would be helpful here? What we are asking here is how does your system interact with the end user and allows them to receive communication (reminders, certificates, badges, etc.), is there capability for collaboration (PLCs, direct PD suggestions that can be made, feedback) and is there functionality to have good feedback discussions.

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Provided training library and help documentation. – Is the desired training library on how to use the professional learning system or role-based training for staff? Yes, it's there to guide others navigate the program.

Is it acceptable that vendors use digital signatures on forms required by the RFP? yes

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Part 3**

How many users, in total, will have access to LMS ? The RFP specifies that the LMS audience includes Teachers, Administrators, and District Personnel. Could you clarify if students will also be granted access to the LMS? - Roughly 4500+ employees

What are you currently using for your HRIS, Performance Management, and ATS? - Eduphoria

Is Pre-built content important to you? If so, what topics do you need content in? Who is in charge of creating company specific content? Not a deal breaker, if you have pre-built content it would be reviewed to determine what content specifically.

Who is the current vendor for your LMS? This is not our LMS, we use Eduphoria for our PD platform.

How many years of historical data do you need to migrate and is it for all the users you mentioned in the RFP? That would be a collaboration of our HR and PD departments once we pick a product.

Who on your team will be in charge of implementation? - Implementation should be a collaboration of the program and LCISD PD department.

Are there multiple team members dedicated to this project or how many folks are in charge of the rollout process in your organization for this initiative - Director of Innovative Learning

Will this system sit within HR or Operations? Who will be the owner of the system within your organization? This is a Professional Development product, so it will be house with PD.

What are your goals with this LMS platform that you are hoping to achieve - Streamlined PD management system.

What made you want to change now versus sooner? Ability to pull data and provide effective professional development.

What are the top 3 things you are struggling with today that we can ensure that you have a better experience to make sure our partnership is successful? - data, user ease, reporting

What authoring tools are you using today? What has your experience been with those? - would need more clarification on. This question.

Are there any language restrictions that we should be aware of? No

Are you open to a multi-year term together or what are you looking for from an agreement term perspective? year to year agreements

What is your budget for this project? That depends on the product and what is provided.

How do you handle company communication? Do you use slack, teams, or are all important employee communication happens through emails? Teams and email

Do you have a document management system like Sharepoint or where do your company SOP or any important documents reside? Yes

How do employees know what tools they will be using for their roles? The program should allow for us to set those roles.

Are all employees on site? Or do you work Hybrid? On site

What is your current on-boarding process for when a new hire joins the business? We have a team that handles on boarding.

Do you celebrate work anniversaries, birthdays etc. or how do you announce those? We have a team that does that.

What are some employee engagement activities that you currently do? Not relevant to the RFP

How frequently do you run surveys/ polls? Again, not relevant to this RFP.

Who is going to be in charge of ensuring the LMS rolls out appropriately internally? Do you have a dedicated Administrator? How many people from your team will be working on creating content and do you have 1 administrator? Yes