NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **10:00 A.M. Local Time TUESDAY, MAY 20, 2014** for **LEARNING MGMT SYSTEM/COMPLIANCE MGMT SYSTEM PROVIDER**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.

2.

Background:

The Sumner County Board of Education is a local K-12 public school district. Sumner County is located approximately fifteen miles North of Nashville, TN. The Board serves over 28,000 students in 45 schools. The Board also employs approximately 4,000 individuals in numerous positions, including roles in teaching, transportation

qualified LEARNING MANAGEMENT SYSTEM (LMS) providers and COMPLIANCE MANAGEMENT SYSTEM (CMS) providers who can deliver comprehensive e-Learning training solutions for our employees. The Board defines these as follows:

- o A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of e-Learning training for employees. The Board is only seeking a LMS for use with employees – not students.
- o A Compliance Management System (CMS) is a software application for the distribution of policy/procedure updates. Its purpose is to ensure that employees are aware of policy/procedure updates, which impact their role/responsibilities, and track/report employee notification of updates. Ideally, the Board desires for policy/procedures to be distributed through the LMS or CMS and the system report when the employee certifies they have "read" the update. Additionally, updates only need to be sent to specific employees who are impacted by the update; for example, changes in Finance or HR policy/procedures only need to be sent to employees in Finance and HR – not to every ERP and HRIS system. **The bidder must certify and pro guarantees in writing in its quote** that the reporting functions of the proposed sy integrate with Tyler Technologies' MUNIS software. Integration is defined as: cor e-Learning courses and completed CMS updates are documented by the LMS/CM

  employee personnel files are automatically updated with the new training completion data, without manual input or intervention by HR staff.

2. Loading employees into the LMS/CMS should be automated through a regularly scheduled EDI

turnover, manual input of employees and employee data management cannot be completed by HR staff. **The bidder must certify and provide guarantees in writing in its quote** that adding newly hired employees into the system will be automated (will not require manual input by HR staff) and such automation is included in the quote.

3. The Board desires the quoted LMS/CMS system to be capable of Single Sign-On (SSO). Employees will be accessing the LMS/CMS system through a link in MUNIS' Employee Self-Service (ESS) node. Employees will have already entered their Employee ID/Login and password to access ESS and the Board does not desire for the employee to have to enter that data again to access the LMS/CMS system. **The bidder should provide clarification in writing in its quote** whether SSO is available, integrates with MUNIS, and included in the quote.

4. **Specify what e-Learning content, if any, is included in the quote.** If courses are included, the bidder should provide a catalog, which includes authors and presenters of each course. The Board desires the bidder to provide e-Learning courses in the following subjects <u>and</u> for the content to specifically relate to the K-12 school environment:

    a) Discrimination and Sexual Harassment Training (separate courses for employees and supervisors)
    b) Reasonable Suspicion
    c) Bloodborne Pathogens (HepB) Training
    d) TN Drug Free Workplace
    e) Employee Handbook – updates sent by LMS/CMS and system confirms the update is both opened and certified as "read" by the employee, then reported in the LMS/CMS system and updated in MUNIS
    f) Acceptable Use Policy – updates sent by LMS/CMS and system confirms the update is both opened and certified as "read" by the employee, then reported in the LMS/CMS system and updated in MUNIS
    g) General Safety Training in Schools (slips, trips, falls)
    h) Reporting of Occupational Injuries – policy notices sent by LMS/CMS and system confirms the update is both opened and certified as "read" by the employee, then reported in the LMS system and updated in MUNIS
    i) CPR & AED Training

5. **The bidder should certify and provide guarantees in writing in its quote** that external audio/video content, either purchased through another source or created by the Board itself, can be uploaded for use in the LMS without any additional charge.

6. **The bidder should provide quotes for both SaaS and on-site hosting options.** Both options should be capable of being branded as a "Sumner 0 Td(351a4t92-6.1( )1l8(d)-0.7(a)-3.2( )]d.4350 Tw 13.574065 0 0.006 Tw

if any, for use in its LMS as a means of providing Olweus materials to specific schools where Olweus is already implemented. Any costs associated with this option should be quoted separately.

Sumner County Board of Education
Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME   _____

ADDRESS   _____

_____

TELEPHONE   _____

EMAIL   _____

AUTHORIZED COMPANY
REPRESENTATIVE   _____*SIGNATURE*

AUTHORIZED COMPANY
REPRESENTATIVE   _____*PRINTED*

DATE   _____

BID TITLE   LEARNING MANAGEMENT SYSTEM / COMPLIANCE MANAGEMENT SYSTEM PROVIDER

DEADLINE   Tuesday, May 20, 2014 @ 10:00 a.m.

BID AMOUNT $_____

BID GOOD THRU   _____