

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
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1.888.ASK MODOT (275.6636)

February 2, 2015

RE: REQUEST FOR INFORMATION AND CONCEPT CONFERENCE

Dear Valued Vendor:

On behalf of the Missouri Department of Transportation (MoDOT), the State of Missouri Office of Administration (State) will soon be bidding an e-Learning Catalog for the Missouri Department of Transportation. The state's goal is to develop a streamlined RFP that will maximize competition among Offerors resulting in manageable, cost and quality-effective contracts and IT solutions for MoDOT.

As an initial step in preparing the requirements for the solicitation document, the State requests your participation in this effort in two important ways:

- (1) **OPPORTUNITY FOR VENDOR TO PROVIDE PRODUCT DEMONSTRATIONS:** We request vendor provided demonstrations based on the set of information provided below. Each vendor's demonstration shall last no more than an hour and a half. The vendors will be given fifteen minutes before the scheduled start time to set up the demonstration. The demonstration times will be scheduled on one of the following dates:

February 17, 2015 between 8:00 a.m. and 4:00 p.m. CST
February 18, 2015 between 8:00 a.m. and 4:00 p.m. CST
February 19, 2015 between 8:00 a.m. and 4:00 p.m. CST
February 20, 2015 between 8:00 a.m. and 4:00 p.m. CST

Product Demonstrations will be held at the **Human Resources-Training Room B, 601 West Main Street, Jefferson City, MO**. Presentations can be done in person or thru a WebEx demonstration. In addition to the state receiving valuable vendor ideas and suggestions, the Product Demonstrations will provide the vendor community an opportunity to ask questions and provide input pertaining to the drafting of the RFP. Please bring this RFI document to the Product Demonstrations as this document will serve as the agenda. At a minimum, the vendor's product demonstration should address the topics identified in **Attachment 1**. Please review the RFI document prior to the Product Demonstrations and come prepared to discuss the RFI document and to share your ideas. Your participation and comments are appreciated and welcomed.

NOTE: Attendance is not required in order to submit an RFI response or to participate in the subsequent RFP process; however, vendors are encouraged to provide a demonstration during the Opportunity for Vendor Product Demonstrations.

- (2) **REQUEST FOR INFORMATION (RFI) RESPONSE:** You are invited to submit a response to the attached RFI document. Written comments and suggestions in response to the RFI document are welcome prior to and/or following the Product Demonstrations. The RFI response should address the topics identified in Attachment 1. RFI responses may be sent to me as follows:



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

- By **mail**: ATTN: Lori Tackett, Buyer, Missouri Department of Transportation, General Services, 830 MoDOT Drive (physical address zip code 65109), P.O. Box 270 (mailing address zip code 65102), Jefferson City, MO
- By **email**: lori.tackett@modot.mo.gov.

Final RFI responses are requested no later than February 26, 2015.

NOTE: Submission of an RFI response is not required in order to participate in the subsequent RFP process.

Following the Product Demonstrations and the state's review of the written RFI responses, the Division of Purchasing and Materials Management will competitively bid the e-Learning Catalog by issuing a formal Request for Proposal (RFP) document.

BACKGROUND:

The Missouri Department of Transportation believes that the key to employee success is to provide the opportunity for a wide range of training programs. This includes training on both hard and soft skills, for day to day use as well as personal growth of the employee. MoDOT has taken a traditional approach to training, providing classroom and on-line training outlets for our employees.

In an attempt to attract, train, and retain, good employees, MoDOT has recently implemented a new Learning Management System (LMS) from LearnSoft.

MoDOT would like to identify e-learning catalog options to address the following development areas (not limited to this list): Leadership, Supervision, and Coaching/Mentoring; Conflict Resolution; Compliance; Diversity and Inclusion; Computer Software and Languages; Safety; and Career Planning and Professional Skills.

SUMMARY:

On behalf of MoDOT, thank you for your interest in these important services. If you should have any questions prior to the concept conference or prior to submitting your response, please call me at (573) 522-9481 or e-mail me at lori.tackett@modot.mo.gov. MoDOT looks forward to your participation and input into this important information gathering process and sincerely appreciates your efforts in helping us determine options for an e-Learning Catalog. Should special accommodations need to be arranged for any disabled persons planning to attend the Product Demonstrations, please contact me immediately so appropriate arrangements can be made.

Sincerely,

Lori Tackett, General Services Specialist
Missouri Department of Transportation
General Services Division

Attachment 1

Missouri Department of Transportation Requirements for E-Learning Course Content

The chosen E-Learning provider(s) must be compatible with Missouri Department of Transportation's (MoDOT's) current learning management system (LMS), LearnSoft. Courseware must be AICC and SCORM 1.2 and 2004 (or greater) compliant for delivery of online training. The chosen vendor shall allow for a tailored, targeted selection of courses to be chosen by the MoDOT LMS administrator. It is highly desirable that package options be available in (but not limited to) the following **development areas** (with example courses listed below most):

Leadership, Supervision, and Coaching/Mentoring

- Reasonable Suspicion for Supervisors
- Being a Leader at any Level (leading from where you are)
- Performance Management and Measurement
- How to Give Good Feedback

Conflict Resolution

- Dealing with Difficult People
- Stress Management
- Change Management

Compliance

- Equal Employment Opportunity
- Workplace Security
- Drug and Alcohol

Diversity and Inclusion

Computer Software and Languages

- Microsoft Suite Products (Excel, Word, PowerPoint, Publisher, Outlook, harmon.ie)
- SharePoint (basic user training, site owner/admin, page editing, wiki authority, file management, best practices, etc.)
- COGNOS
- Dot Net (.Net)
- SQL
- Web (html/graphics)
- Common Computer Languages
- Best Practices for programming/documenting and wiki development
- SIMS

Safety

- Night Shift training (aimed at drivers, how to stay awake and be well when working nights)
- Office Safety
- Respirator training
- Defensive Driving
- Safe Lifting/Back Safety
- Hearing Protection
- Blood-borne Pathogens

Career Planning and Professional Skills

- Interview Skills
- Building and Updating Your Resume
- Professional Communication Skills
- Business Writing
- Giving Effective Presentations
- Active Listening Skills
- Negotiation
- Customer Service
- Call Center Operations
- Teamwork
- Time Management
- Continuous Quality Improvement

Demonstration/Presentation:

Areas we would like to see demonstrated/discussed with-in the presentation:

- Log-in/Access
- Process of signing up, taking a course, evaluation/assessment and final credits uploaded
- Process for updating material in e-catalog
- Support provided
- Minimum computer requirements to run courses
- Mobile capability (Android and iOS)
- Typical length of courses

Presentation of product should be limited to no longer than 1 hour with an additional half hour to allow for questions. Presentations can be done in person or thru a WebEX.

An example of presentation breakdown is as follows:

- First 30 minutes – Overview and interface with LearnSoft
- Second 30 minutes – Present package options of courses and what sets your product apart
- Final 30 minutes – questions from panel