

Missouri Department of Transportation
David B. Nichols, Director

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November 8, 2013

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 a Learning Management System 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 two hours. The vendors will be given fifteen minutes before the scheduled start time to set up the demonstration. These demonstrations can be scheduled on one of the following dates:

November 18, 2013 between 7:30 a.m. and 1:00 p.m. or
November 19, 2013 Noon through 2:30 p.m.

Product Demonstrations will be held at 601 West Main Street, Jefferson City, MO. 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:



- By **mail**: ATTN: Beth Rodeman, 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**: elizabeth.rodeman@modot.mo.gov.

Final RFI responses are requested no later than November 26, 2013.

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 Learning Management System 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 begun the process of exploring the various training options available on the market and how those might be successfully implemented in our environment. This includes taking a new look at how employees learn and retain information.

MoDOT would like the solution to address the following areas of interest: Reporting, Ease of Administration, Targeted Training Ability, Agile Training Approach, Certification/Licensing Tracking, and Employee Lifecycle Management.

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) 526-2744 or e-mail me at elizabeth.rodeman@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 a Learning Management System. 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,

Beth Rodeman, General Services Specialist
Missouri Department of Transportation
General Services Division

Attachment 1

Reporting/Data Needs	Would like ability to run complex and integrated reports, with ability to export/import data from other data sources within MoDOT. Would like solution to include easy, robust, and intuitive reporting tool/capability, including some pre-determined canned reports. Would like ability to convert historical data currently stored in MoDOT LMS system. Ability to run Gap Analysis reports for the requirements based on various criteria. Including position, years of service, prior training history, etc. This should be done in a decentralized manner, with levels of admin, and include wild card search capability.
Bar Code Ability - Potential Mobile - Check In Check Out Training	For large class room training, would like to ability to utilize bar coding technology for instant input into LMS system. Would also feature check-in/check-out functionality.
Conference and Large Training (Scanning) Functionality, Bar Code, Scan w/ Reader, Instant LMS input	Would like ability to implement bar coding check-in/check-out technology at conference and large training events, which has immediate integration and entry into the LMS system, eliminating the need for post conference/training completion data entry.
USER/Manual Guide Training	Require that a User/Manual and Guide are provided.
One Premise - Cloud Svc - etc Need System Requirements	MoDOT is open to both Cloud/Svc or On-Site offering.
System Configuration & Set Up	Vendor to provide services for system configuration, setup, training, etc.
Login Capabilities	Would prefer secure login to not include employee sensitive data such as SSN. (Active Directory perhaps)
Decentralized Admin Rights Levels: Easy Admin, IT Side, Admin User	Easier administration, with level options, that allows for a more decentralized approach.
Access to Data & Access to Data Tables (we want to own our own data)	Access to back end data source. Ability to export data to other MoDOT applications/repositories.
Page / Interface Personalization	Allow for personalization by district perhaps.
3rd Party Course Catalogue Integration	Ability to use 3rd party Course Catalogues of various types.
Systems to Talk to existing state systems(Sam II, MAPS, RiskMaster, Calendars, AD)	Would like to be able to have data export to other MoDOT systems. Such as SAM II, MAPS, RiskMaster, Outlook Calendars, AD. This can be accomplished with access to data and data tables.
Tracking & Accountability	Would like for the tracking and accountability to be seamless, and very timely, with little to no required data entry from module to module. Would like for the systems modules to work in concert with one another, with no data entry or manual process. Would like to be able to add external training certification, transcripts, and licensing, easily, which provides for a one stop shop on tracking and accountability.

Being Able to Copy and Past Class Roster Lists	Would like to be able to copy and paste class roster lists from one class to another, rather than having to re-enter people.
Integrated Class & Course Creation	Once enrolled in a class, would like to be able to use that roster in course creation and use again.
Course Enrollment Status Clarity	Would like easy to identify enrollment status.
Course Qualifications Options	Would like easy to identify course qualification options.
Grouping of Courses & Training Packages	Would like to be able to put together training series, training packages, for those courses that are dependant or similar to another. Would like to do maybe a focused feature for training, allow courses to be grouped.
Targeted Training Package Creation	Would like to be able to hit a group of employees during a specific time or after a major event with a targeted training program. Examples: close calls, mowing season, quick response.
Easy Supervisor Views & Functions w/targeted training ability	Easy to use features for supervisors that allows them to target their own specific employees with training options.
Collaborative Training Approach	Would like to allow for a collaborative training approach, to include various methods, rather than the standard classroom training approach.
Pull Learning	Would like ability to implement Pull Learning approach, allowing for employees to pull the training that they need, when they need it, at the time and location that works best for them.
Self-Enrollment	Would like to allow employees to be able to self enroll, rather than having to have specific staff only allowed to do entry.
Development/Planning Feature	Would like a planning feature, ability to plan out, schedule.
Calendar Views	Would like to do training calendars, this would be what training is looking for by org, location, job title, etc.
Scheduling Assistant (Calendar integration, options, etc.)	Would like to schedule training and have it integrate with calendars, etc.
Alerts	Would like employees to be able to sign up for training alerts, or push training alerts to employees.
Print Certificates	Would like to be able to print certificates.
Discussion Boards	Have a discussion board capability.
Mobile Application	Would like to be able to access on a mobile device, receive training on mobile devices, alerts, etc.
Course Evaluation Feature	Would like to have course evaluation feature within system, rather than capturing outside and requiring data entry.