

STATE OF IDAHO MILITARY DIVISION, BUREAU OF HOMELAND SECURITY TRAINING AND EXERCISE PROGRAM

RFQ09574

Learning Management System—HTTPS Web Application hosted by the Idaho Military Division Servers

1 General Information:

The State of Idaho Military Division, is requesting quotes for a Learning Management System for the State of Idaho, Bureau of Homeland Security Training and Exercise Program. This system requires a data/HTTPS web application hosted by customer servers (Idaho Military Division) to administer, schedule, track, and report training and exercise events sponsored by the agency. This system is used by Idaho's first responders, emergency management personnel, community preparedness partners and the general public. This system must have a web-presence that is inviting and intuitive to the end-user yet robust enough to generate detailed reports for the administrators.

The contact for this RFQ is Steve Vinsonhaler, Idaho Military Division, phone: 208.422.5922, fax: 208.422.6789, e-mail: svinsonhaler@imd.idaho.gov.

2 Timeline

Quotes Due (by 3:30 p.m. MT)

October 23rd, 2012

3 Specifications

See Exhibit A

Contractor will deliver the Learning Management System, FOB Destination as designated by the Idaho Military Division - near I-84 in Boise, ID. The State of Idaho Bureau of Homeland Security contact for delivery is Coleen Rice at 208-422-3095.

4 Award Basis

The quote will be awarded to the responsive responsible vendor with the lowest Total Cost.

Note: In accordance with Paragraph 5 of the State of Idaho Standard Terms and Conditions, "Administrative Fee," an Administrative Fee of 1.25% of the awarded value of the contract will apply to the contract (and must be accounted for in your pricing) if the awarded value of the contract is \$50,000 or more.

5 Response: For your quote to be considered as a responsible and responsive quote, the following documents are mandatory for submittal

5.1 Enter your pricing on **Exhibit B**, the Price Sheet, and fax, e-mail, mail, hand-deliver/courier or submit your quote via IPRO (<http://ipro.sicomm.net/IPRO>) so that it is received by the State of Idaho Military Division prior to the deadline established above (submit **Exhibit B** and the Signature Page).

5.2 If submitting via IPRO enter your Total Cost in IPRO and UPLOAD Exhibit B.

List of Attachments:

Exhibit A – Specifications

Exhibit B – Price Sheet

State of Idaho Signature Page

Exhibit A

Specifications for the Learning Management System—HTTPS Web Application hosted by the Idaho Military Division Servers

Your offer must meet or exceed the following minimum specifications:

The following Capacity and Technical Requirements for this RFQ are Mandatory for RFQ submission:

Capacity and Technical Requirements

- Allows for enrollment of 50,000 + users hosted by BHS
- SQL 2008 or higher database
- Microsoft Exchange 2010 compatible
- Secure logon requirement, self service password reset via email run on windows server 2008r2 or higher, PII encryption
- Has scheduling capability for multiple training and exercise events
- Includes course/exercise description, objectives, audience, etc..
- Training and exercise schedules are displayed on-line in calendar and list style formats
- Ability for a student to register in a course as well as de-register if necessary
- Register from calendar or list display
- Registration confirmation: approved, pending, waitlist, cancelled or denied status
- Produces transcripts and certificates for each student
- Bulk data import for data from other systems
- Advertise courses with broadcast emails to target groups
- Instructor/Student Management (sign in/out, course assignment, certifications)
- Manage attendance, add and delete students in real-time
- Report data by region, town, county, tribe, participation and discipline
- Online registrations, enrollments, certificates, cancellations, and transcripts

Must have 50% of the cumulative features from the following sections (Scheduling and Registration, Transcripts, Web Interface, and Reporting) for RFQ submission

SCHEDULING AND REGISTRATION

- Has capability for scheduling different offerings (dates & times) of the same course
- Course offerings displayed in local, county and state groupings
- Integrated registration for courses indicating prerequisites or dependencies
- System automatically reviews prerequisite completion
- Includes automatic movement from waitlist when seats become available
- Ability for administrators to batch enroll students

TRANSCRIPTS

- Includes ability to create different types of certificates (i.e., exercises vs. training courses)
- Allows for capture and reconciling of duplicate records for example, long first name and short first name (i.e. Bob and Robert), change of names.
- Integration with EMI(Fema Emergency Management Institute) data [ability to create a record from EMI data for students without a profile]

WEB INTERFACE

- Customer features (links)
 - Post course evaluations
 - New course offerings
 - Instructor evaluation
 - Special needs students
 - Reference Library
 - Online help
- Administrative functions
 - Instructor packet materials library
 - Ability to attach documents to emails and on calendars (course flyers, hotel info)
 - Instructors can submit documents as attachments such as invoices, class rosters, POST rosters

REPORTING

- Tracking of training related costs
- No-show history attendance reporting
- Low course enrollment

ANNUAL LICENSE & MAINTENANCE

For the license and maintenance costs, include the first year license and maintenance cost with this RFQ and an additional cost for annual license and maintenance up to four years of (1) year each. The RFQ will be awarded based on the total cost that includes the both the software and annual license and maintenance over a period of five years.

Exhibit B
Price Sheet for Learning Management System—HTTPS Web Application hosted by the Idaho Military Division Servers

Name of Vendor: _____

Learning Management System offered (manufacturer/model no.):

Provide your TOTAL COST for the Learning Management System—HTTPS Web Application hosted by the Idaho Military Division Servers, meeting the specifications outlined in **Exhibit A**. Your TOTAL COST must be fully burdened to include all costs associated with providing a Learning Management System meeting the required minimum specifications, including delivery FOB Destination, Boise, Idaho and delivery, as described in the RFQ.

Base Costs include Learning Management System and first year license & maintenance:

\$ _____

Optional: Annual license & maintenance cost for four added years:

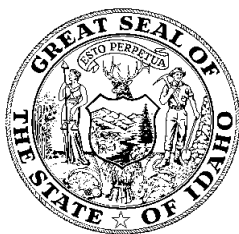
Annual license and maintenance \$ _____ x 4(yrs)= _____

Total annual license and maintenance (Base Cost + 4 yrs optional)= _____

Determination of award will be based on Base Cost plus Optional (4) year license and maintenance cost.

Delivery must be by November 13th, 2012. If awarded the contract, will you meet this time line? YES _____ *NO _____

*A 'NO' response may disqualify you from consideration for award. If a longer delivery time is required, please provide an explanation:



THE STATE OF IDAHO
MILITARY DIVISION
4040 W. Guard Street
BOISE, IDAHO 83705-5004

Phone: 208.422.5922
FAX: 208.422.6789
E-mail: svinsonhaler@imd.idaho.gov

SIGNATURE PAGE For Use with a Manually or Electronically Submitted Request for Quotation (RFQ)

pricing information shall be prepared by typewriter or in ink and shall be signed in ink by an authorized representative of the submitting vendor. Two (2) copies of the quote shall be submitted, one (1) original and one (1) photocopy of the original, unless the RFQ solicitation instructions specify otherwise. AT LEAST ONE QUOTE SUBMITTED BY THE VENDOR MUST BE AN ORIGINAL (NOT PHOTOCOPIED) SIGNATURE.

NO LIABILITY WILL BE ASSUMED BY THE MILITARY DIVISION FOR A VENDOR'S FAILURE TO OBTAIN THE TERMS AND CONDITIONS AND ANY PROPERLY ISSUED SOLICITATION ADDENDUMS IN A TIMELY MANNER FOR USE IN THE VENDOR'S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE VENDOR TO CONSIDER THE TERMS, CONDITIONS, AND ANY ADDENDUMS IN THE VENDOR'S RESPONSE TO THE SOLICITATION.

To insure that your Quote is handled properly, the following information must be placed in the lower left corner of your quote package:

Send your quote package to:

Purchasing Agent
4040 W Guard St., Bldg 600
Boise, ID 83705 -5004

When sending packages by FedEx, UPS, or other Couriers:

Purchasing Agent
4040 W Guard St., Bldg 600, Room 211
Boise, ID 83705 -5004

This RFQ response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed below. By my signature below I accept the STATE OF IDAHO STANDARD CONTRACT TERMS AND CONDITIONS and the SOLICITATION INSTRUCTIONS TO VENDORS in effect at the time this RFQ was issued, as incorporated by reference into this solicitation. As the undersigned, I certify I am authorized to sign and submit this response for the Offeror. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

Please complete the following information:

OFFEROR (Company Name) _____ RFQ Number: _____

ADDRESS _____ RFQ Title: _____

CITY, ST, ZIP _____

TOLL FREE _____ PHONE _____

FAX _____ E-Mail _____

FEIN/SSN# _____

THIS SIGNATURE PAGE MUST BE SIGNED WITH AN ORIGINAL HANDWRITTEN SIGNATURE EXECUTED IN INK AND RETURNED WITH YOUR REQUEST FOR QUOTATION TO BE CONSIDERED!

Original Signature (Manually Signed in Ink)

Date

Please type or Print Name

Title