

Request for Information No. II

RFP No. 17/18-03IT PROFESSIONAL LEARNING MANAGEMENT PLATFORM

APRIL 18, 2018

Response to Proposers' Questions

- 1.1 Question: Can you please help me understand the role of people from Learning department in this project?

Answer: Currently, we provide professional learning through in person trainings as well as through on-demand modules created using Canvas, Office 365, Nearpod, Kaltura, and G-Suite products. We anticipate using the professional learning management system primarily to facilitate teacher training. Over the course of a year, each teacher may participate in 4-10 different professional learning opportunities. Last year we created over 200 different professional learning opportunities. We develop and create almost all professional learning content in-house using our curriculum and instruction department staff (approximately 30 staff).

- 1.2 Question: Is this mission critical for you or you are certain that you would need a LMS for your requirement?

Answer: Our objective is to secure a professional learning management system that provides tools for organization and management of both in-person and online professional learning, allows for the development and hosting of custom on-line content, and facilitates collaboration between staff members.

- 1.3 Question: Content type ? How many courses in a quarter? And how do you look forward to create content with how many people using our eLearning Authoring tool - Captivate 2017?

Answer: Please see the Answer to Question 1.1

- 1.4 Question: How many learners are there in the organization? Do you also have learners outside your organization (External partners)?

Answer: We anticipate that we will have approximately 2,000 certificated users (employees) and perhaps 1,500 classified users (employees). We do not anticipate having any non-employees or outside users for the system.

- 1.5 Question: Is there a lot of new employee influx (Hiring/ M&A)? Onboarding Program or similar learning programs usage? What is the frequency of the training?

Answer: We are a growing district and have added approximately 200 new staff per year. We may develop several orientation modules to use with new staff that is customized to general role (teacher, administrator, classified, etc.). We anticipate using the professional learning management system primarily to facilitate teacher training. Over the course of a year, each

teacher may participate in 4-10 different professional learning opportunities. Last year we created over 200 different professional learning opportunities.

1.6 Question: Can you help me understand nature of Training Methods that you follow?

Answer: Our primary goal is to increase instructional knowledge of content and pedagogy for instructional staff in order to positively impact student learning. We incorporate best practices for adult learners with an emphasis on modeling instructional strategies that can be utilized within the classroom with students as well.

1.7 Question: What authoring software you use to develop learning content? If not what does your content constitutes of?

Answer: Currently, we use Canvas, Office 365, Nearpod, Kaltura, and G-Suite products to create content.

1.8 Question: How important is it to measure/track learning impact for you? How are you keeping track of all of your course content currently? What all parameters do you Track?

Answer: We currently use SchoolNet simply to track attendance for professional learning events and to record historical data of attendance by participant and by event. It is a high priority that any professional learning management system adopted be able to track participation by participant and event at a minimum.

1.9 Question: If you are not using any LMS right now, how are your providing trainings?

Answer: Currently, we provide professional learning through in person trainings as well as through on-demand modules created using Canvas, Office 365, Nearpod, Kaltura, and G-Suite products.

1.10 Question: Please mention the top 3 problems/concerns that you want to cover with the LMS?

Answer: Some of the high priority challenges that we would like our professional learning management system to address are increasing motivation to pursue continuing education through incentives such as micro-credentialing or badging, creating a central repository for professional learning content that is easy for users to access, and providing a platform to create new content that is engaging and current.

1.11 Question: Are you learners engaged? Do they self-Enroll? Completion rates?

Answer: Some of our professional learning opportunities are required and some are optional or self-selected. All participants self-enroll for all professional learning offerings. Completion rates are varied for optional opportunities and we make adjustments to content or outreach based on the popularity of individual offerings.

1.12 Question: Do you do Gamification?

Answer: We use elements of gamification in our professional learning and would open to expanding this element for future professional learning offerings depending on the features of the program available.

1.13 Question: What is the time-frame you are looking at to implement such a solution?

Answer: Per Section 1.4 of the RFP “The target implementation timeline shall be August 2018.”

1.14 Question: Are currently evaluating any other LMS?

Answer: All Proposals submitted to the RFP will be reviewed and evaluated by the District.

1.15 Question: The names, email addresses and the designations of your colleagues who would be attending this demo.

Answer: The District is unable to provide this information at this time. All questions and information related to the RFP should be directed in writing to Michelle Bennett (MichelleBennett@iusd.org).

1.16 Question: Two options for date and time for the demo (preferably next week)

Answer: Per the Calendar of Events listed at <https://iusd.org/about/departments/business-services/purchasing/current-bids-and-requests-proposals-rfps/professional> the Provider Presentations shall be by invitation only, and shall be conducted on May 8 – 11, 2018.

1.17 Question: Who all would be signing off the contract?

Answer: Contracts must be board approved and signed by an authorized District signatory.

1.18 Question: Any budget constraints?

Answer: A placeholder budget has been established for this project. However, the final project budget will be determined based on the proposal deemed to be the best fit for IUSD needs. The District does not intend to share the placeholder budget with Providers. Providers may include tiered offerings an optional additions on the pricing form. The District will evaluate Provider costs based on the most likely of those options to be selected as part of the contracted offerings. The price of proposals will be weighted as twenty percent (20%) of the total score.

1.19 Question: What is the budget for this project?

Answer: Please see the Answer to Question 1.18

1.20 Question: Is there interest in content being offered as a part of the response or included in an addendum of optional services?

Answer: Please include optional content offerings on the optional/additional features section in the pricing form. Include a detailed description of the offering as an addendum to the Provider's response.

- 1.21 Question: Please confirm the number of employees that will be using the Learning Management System? Will this be the number at initial launch or will there be a ramp up period for usage counts?

Answer: Please see the Answer to Question 1.4. We anticipate using the program with all users from the initial launch.

- 1.22 Question: What is the desired date to be live with the solution?

Answer: Please see the Answer to Question 1.13

- 1.23 Question: In Part 8. Required Supplementary Materials – Is the desire to have a list of our standard reports and training options or are you requesting sample reports and other details?

Answer: For the supplementary materials, please include a list of standard reports AND a few sample reports that are illustrative of the system's reporting capabilities. Sample reports should provide the selection committee with a fair idea of the data available for reporting and options for data representation (text, charts, and infographic styles). Please also include screenshots or other supporting materials to show the report writing and customization capabilities available to power users and end users.

- 1.24 Question: Section 1.2 Bullet 2 - Please provide more detail about how the District is looking for supports and options to foster collaboration.

Answer: Features that foster collaboration between staff would include live and/or asynchronous chatrooms, resource storage, file sharing, and file collaboration tools.

- 1.25 Question: Section 1.2 Bullet 3 - Please provide more detail about how the District is looking to integrate multimedia and a variety of digital materials.

Answer: We anticipate developing professional learning modules that may contain multimedia elements such as voice over, video, screen capture, sound and music. The programs we currently use to create professional learning content include a variety of G-Suite, Nearpod, Kaltura and Office 365 programs in addition to Canvas.

- 1.26 Question: Section 1.2 Bullet 5 - Please provide more detail about the current IUSD data and systems the District is looking to integrate with.

Answer: We currently use SchoolNet simply to track attendance for professional learning events and to record historical data of attendance by participant and by event. We use IRIS as our Human Resource employee management system (SQL based) for staff records and history and Aeries as our Student Information System. IUSD also uses Decision Ed, a Cognos-based data

warehouse and analytics tool. Additionally, we would like the option of integrating existing course content developed using G-Suite, Canvas, Nearpod, Kaltura and Office 365 programs.

- 1.27 Question: Section 5 Part 3 P3.5, P3.6, P3.7 - Does the District plan to continue supplementing the new PDMS with Canvas and G-Suite for professional learning content sharing and organizing (as is referenced in 1.3 Current Environment)?

Answer: We anticipate continuing to use both G-Suite and Canvas to develop, present and share professional learning content. Ideally, the Professional Learning Management System that we adopt will become the primary vehicle for hosting and sharing professional content.

- 1.28 Question: Section 5 P3.10 *Course Materials - Allows for the creation of course content using a variety of materials (multimedia, file formats, third party content, etc.).*

Answer: Please see the Answer to Question 1.25

- 1.29 Question: Section 5 Part 3 P3.17 - Does the District have a Master Plan/Timeline for incorporating micro-credentialing and badging into the District Professional Learning landscape? Please provide more detail

Answer: At this time, we do not have a master plan/timeline for implementation of micro-credentialing and badging into the district professional learning landscape. We anticipate that we would begin implementation of micro-credentialing and badging on a small scale and independent of formal connection to salary schedule. Overall, the timing and scale of implementation will depend on the features and structure of the available options with the program.

- 1.30 Question: On page 11 of the RFP, Part 8, Service and Maintenance Agreement. There isn't a form, and I don't know what this is. Can you describe it for me?

Answer: A Service and Maintenance Agreement is listed as one of the Required Supplementary Materials in Part 8 on Page 19 of the RFP. Often Contractors have a separate agreement that incorporates service and maintenance terms; these terms may also be incorporated into a master agreement, Service Order, Quotes, etc. The Service and Maintenance Agreement should minimally include the providers' service level and response time commitments, description of included product upgrades, licensing terms, and process for escalating issues and resolving disputes. The District requires a sample of the service and maintenance terms that Contractor's clients agree to.