



# Learning Platform RFP Template

## Instructions:

This section of the Request for Proposal (RFP) is designated for completion by the client.

The objective of this Learning Platform RFP template is to facilitate LMS vendors in furnishing comprehensive details about their system and services, tailored to the client's learning, technical, security, and implementation prerequisites for their prospective learning management system.

Kindly complete the following fields below and forward them to the vendors you intend to assess.

### Company Information

Company Name	
Address	
Website	
Parent Company	
Industry	
Contact Name	
Contact Email	
Contact Phone #	

### Learning Objectives

<b>Company Description</b>																					
<b>Top 3 Challenges we Wish to Resolve with a Learning Platform Solution</b>	1 2 3																				
<b>Summary of Key Features</b>	Select all that apply: <table border="0"><tr><td><input type="checkbox"/> APIs</td><td><input type="checkbox"/> Mobility</td></tr><tr><td><input type="checkbox"/> Advanced reporting</td><td><input type="checkbox"/> Notifications</td></tr><tr><td><input type="checkbox"/> Ecommerce</td><td><input type="checkbox"/> Import and create courses</td></tr><tr><td><input type="checkbox"/> Scalability</td><td><input type="checkbox"/> Audit trail and 21 CFR part 11</td></tr><tr><td><input type="checkbox"/> Certifications and retraining</td><td><input type="checkbox"/> Intuitive, collaborative authoring</td></tr><tr><td><input type="checkbox"/> Gamification</td><td><input type="checkbox"/> Guided courses</td></tr><tr><td><input type="checkbox"/> White-labeling and customization</td><td><input type="checkbox"/> Checklists, forms &amp; surveys</td></tr><tr><td><input type="checkbox"/> Languages and localization</td><td><input type="checkbox"/> Progression/retention tracking</td></tr><tr><td><input type="checkbox"/> Automated admin tasks</td><td><input type="checkbox"/> On-the-job reference accessibility</td></tr><tr><td><input type="checkbox"/> ILT classroom</td><td></td></tr></table>	<input type="checkbox"/> APIs	<input type="checkbox"/> Mobility	<input type="checkbox"/> Advanced reporting	<input type="checkbox"/> Notifications	<input type="checkbox"/> Ecommerce	<input type="checkbox"/> Import and create courses	<input type="checkbox"/> Scalability	<input type="checkbox"/> Audit trail and 21 CFR part 11	<input type="checkbox"/> Certifications and retraining	<input type="checkbox"/> Intuitive, collaborative authoring	<input type="checkbox"/> Gamification	<input type="checkbox"/> Guided courses	<input type="checkbox"/> White-labeling and customization	<input type="checkbox"/> Checklists, forms & surveys	<input type="checkbox"/> Languages and localization	<input type="checkbox"/> Progression/retention tracking	<input type="checkbox"/> Automated admin tasks	<input type="checkbox"/> On-the-job reference accessibility	<input type="checkbox"/> ILT classroom	
<input type="checkbox"/> APIs	<input type="checkbox"/> Mobility																				
<input type="checkbox"/> Advanced reporting	<input type="checkbox"/> Notifications																				
<input type="checkbox"/> Ecommerce	<input type="checkbox"/> Import and create courses																				
<input type="checkbox"/> Scalability	<input type="checkbox"/> Audit trail and 21 CFR part 11																				
<input type="checkbox"/> Certifications and retraining	<input type="checkbox"/> Intuitive, collaborative authoring																				
<input type="checkbox"/> Gamification	<input type="checkbox"/> Guided courses																				
<input type="checkbox"/> White-labeling and customization	<input type="checkbox"/> Checklists, forms & surveys																				
<input type="checkbox"/> Languages and localization	<input type="checkbox"/> Progression/retention tracking																				
<input type="checkbox"/> Automated admin tasks	<input type="checkbox"/> On-the-job reference accessibility																				
<input type="checkbox"/> ILT classroom																					

### Learning Objectives Cont.

#### Integrations

List the tools that need to share information with the learning platform.

### Usage

#### Primary Audiences

Select all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Employee Training   | <input type="checkbox"/> Partner Training |
| <input type="checkbox"/> Compliance Training | <input type="checkbox"/> Mobile Learning  |
| <input type="checkbox"/> Customer Training   | <input type="checkbox"/> Social Learning  |

#### Use Case(s)

Provide any additional details about your specific use case(s).

#### Projected # of Learners

#### Projected Learner Growth

#### Usage Behaviors

Frequent/monthly/  
infrequent/etc.

#### Amount of Content:

A - Storage

B - # of Courses

#### Budget

### Timeline

Question Submission  
Due Date

Question Response Date

Requested RFP Due Date

RFP Response Date

Target Implementation  
Date

Demonstration Date

Award Notification Date