

STATE OF TENNESSEE
TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE
SEEKING A SOLUTION FOR LEARNING MANAGEMENT SYSTEM

STATEMENT OF PURPOSE:

The Tennessee District Attorneys General Conference (hereinafter TNDAGC) was created by the State Legislature in 1961 with its mission, in part, being to represent the interests of the State's prosecutors and to promote the fair and efficient administration of justice. It is comprised of the District Attorneys General from the State's 32 judicial districts.

Through this process, the TNDAGC seeks to procure a contract for the best learning management system at the most favorable, competitive price and to give all qualified respondents an opportunity to do business with the state.

TNDAGC has hundreds of employees who participate in online learning for continuing education and human resource purposes. We are looking for the most efficient tools to use to complete and manage these courses. We are issuing this Request for Solutions (RFS) to find a company that can provide innovative tools for learning management systems at an effective price point for our agency.

We appreciate your input and participation in this process.

SOLUTION SOUGHT:

The TNDAGC is seeking a company to provide a learning management system. Specifically, the ideal vendor would be able to meet the following needs:

1. An interactive video platform with polling capabilities for presentation of pre-recorded continuing legal education and human resources training courses
2. Clear and smooth video presentation
3. Detailed reporting including timestamps and interaction records.
4. Single sign on capabilities
5. Ability for external staff to self-register
6. Certificate exclusion until completion of all modules
7. Multi-year storage of completion records

COMMUNICATIONS:

- Please submit your response to this RFS to Sherri Harper (sjharper@tndagc.org), Training Director; Michael Dunavant (dmdunavant@tndagc.org), Deputy Executive Director of Legal Services and Policy, and Brittany Lavalley, Deputy Executive Director of Operations, blvalley@tndagc.org.
- You are welcome to contact TNDAGC with any questions regarding this RFS. The main point of contact for all inquiries will be Sherri Harper, Training Director.
- Please reference RFS – Learning Management System with all communications regarding this RFS

RFS SCHEDULE OF EVENTS:

1. Request for Solutions Issued – January 3, 2025
2. Written “Questions and Comments” Deadline – January 15, 2025
3. TNDAGC Responses to Written Questions and Comments Deadline – January 24, 2025
4. RFS Response Deadline – January 31, 2025
5. Notice on final round advancements sent out to all respondents. Those who are advancing will be provided with more details on the virtual presentations schedule. – February 10, 2025
6. Virtual Presentations – February 18-21, 2025
7. Notice of Intent to Award Release – February 28, 2025

GENERAL INFORMATION:

Please note that responding to this RFS is not a prerequisite for responding to any future solicitations related to this project and a response to this RFS will not create any contract rights. Responses to this RFS will become property of TNDAGC.

The information gathered during this RFS is part of an ongoing search. To prevent an unfair advantage among potential respondents, the RFS responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other methods. In the event that the TNDAGC chooses not to go further in the process and responses are never evaluated, the responses, including responses to the RFS, will be considered confidential by the State.

TNDAGC will not pay for any costs associated with responding to this RFS.

INFORMATIONAL MATERIAL FOR PROPOSALS:

The State is requesting the following information from all interested parties. Please provide the following information as part of the proposal:

- **TECHNICAL INFORMATIONAL**
 1. Respondent legal entity name
 2. Respondent contact person: name, title, address, phone number, email
 3. Detailed description of the services your agency provides and why you believe your team is best equipped to meet the needs of the TNDAGC.
 4. Brief description of your agency’s experience in providing a similar scope of services/products.
- **COST INFORMATION**
 - Provide an explanation and description of your agency’s preferred payment structure for this type of work.
 - Provide a cost estimate for:

- Learning Management System tools 1000-1500 individuals

ADDITIONAL CONSIDERATIONS:

Any information provided regarding additional services, alternative approaches, or supplementary information that can help the Conference with our learning management process may be considered.