Request for Proposals: E-Learning Series Design

RFP release date: Tuesday, January 27th, 2015

Organizational Partners: Resource Sharing Project (RSP), National Network to End Domestic Violence (NNEDV)

The Resource Sharing Project (RSP) was created to help state sexual assault coalitions across the country access the resources they need in order to develop and thrive as they work to support survivors and end sexual assault. The RSP is designed to provide technical assistance, support, and the dissemination of peer-driven resources for all state and territorial sexual assault coalitions. The RSP recognizes the needs of all coalitions, especially those designated as new or emerging, regarding issues of organizational growth, professional development, and policy/protocol development. The RSP believes in the importance of peer-to-peer technical assistance and the voices of survivors as guiding principles. The RSP is led by the Iowa Coalition Against Sexual Assault with project partners, the North Carolina Coalition Against Sexual Assault, and the Washington Coalition of Sexual Assault Programs. The RSP is made possible by a grant from the Office on Violence Against Women, United States Department of Justice.

The National Network to End Domestic Violence (NNEDV) was created in 1995 as the membership organization of state and territorial domestic violence coalitions. NNEDV empowers survivors and their children through a network of national, state, and community-based organizations. NNEDV provides leadership in the movement to end domestic violence, advocates for effective public policy, improves institutional and cultural systems, shares knowledge nationally and internationally, and changes societal attitudes about domestic violence.

Eligibility

Organizational Partners seek an applicant with documented prior experience in creating E-Learning modules that adhere to industry standards. The applicant should be innovative, able to meet all deadlines, and willing to work collaboratively with the Organizational Partners, when needed. The applicant must be available to begin work upon award and to complete the project prior to the June 30, 2015 launch date.

Deadlines

This is an open and competitive process.

Proposals due by: 5pm (EST) on Friday, February 13, 2015 (During this time we may require phone interviews.)

Submission of Questions on RFP: Friday, February 6, 2015
Response to Questions: Wednesday, February 11, 2015

Send Proposals and Inquiries to: Lindsay McDaniel Mapp at lmm@nnedv.org

Anticipated Date of Award: on or around Friday, February 27, 2015

Summary of Project: E-Learning Series Design

The E-Learning Series Design project aims to create a series of e-Learning modules to be accessible on the Organizational Partners’ websites. The intended audience for this series is boards of directors and staff of local nonprofit service providers and statewide coalitions.

The Organizational Partners seek to create a dynamic, cost-effective, interactive e-Learning series that maximizes adult learning, comprehension, and retention.

The Organizational Partners would be responsible for providing content in Microsoft Word format to the applicant and the applicant would be responsible for inputting said content into the E-Learning Module as well as contributing to design and interactive features of each section. The Organizational Partners will be responsible for collecting analytics and ongoing hosting of the series.

Solution Requirements

Applicants will be responsible for inputting the provided content and design module interface using Articulate E-Learning Studio ‘13. The design will include question and answer tests, images, charts, and stock photos. Some images including logos will be provided by the Organizational Partners. The applicant will be expected to furnish the remaining images and design.

Deliverable Specifications

Beta series must be completed for review by the Organizational Partners by: Monday, April 27, 2015

The entire Project must be completed prior to the launch date: Monday, June 30, 2015

The budget for the entire project is $15,000

Below is a further description of the Project’s requirements:

- The E-Learning Series has eleven (11) sections. Ten (10) of the sections will have multiple-choice comprehension reviews at the end of each. Each section ranges from three (3) slides to ten (10) slides, for a total of approximately fifty-five (55) slides, not including the comprehension reviews.
- Support for specific technologies and browsers in: Internet Explorer, Firefox, Safari, and Chrome.
- Users should be able review as many or as few sections as they choose in whatever order they choose.
- Comprehension reviews do not need to have answer storage capacity or “gate-keeping” capacity.
• Before entry to the E-Learning, users will need to take a two-question survey to gain access and those answers would need to be stored so that it can be reviewed by Organizational Partners for the purpose of grant reporting.
• Users should have the ability to resize text.
• Users should be able to successfully participate in the series using a screen reader.
• Applicant can suggest any additional features that could assist in meeting our goals.

**Deliverable Review & Testing**

• Organizational Partners will review and provide feedback on creative design and the overall look and feel of the E-Learning modules created.
• Applicant will implement changes identified by Organizational Partners within 1 week of receiving feedback.
• Final approval process by the Organizational Partners and the Organizational Partners’ funders can take up to one to two months.
• Prior to the series’ formal launch, Organizational Partners will have agreed-upon milestones and corresponding periods of testing. These milestones will be agreed upon during contract negotiation.

**Profile of Preferred Applicant**

• Expertise and experience in designing and developing a wide variety of interactive features or exercises for content-heavy E-Learning modules for not-for-profit organizations.
• Attentive to detail, service, available budget and deadlines.

Organizational Partners reserve the right to amend the specific requirements and deliverables detailed in the RFP for necessary time constraints, the availability of approved funding, or for any other reason.

Organizational Partners and the applicant will agree upon a contract payment schedule based on successful implementation of the stated objectives. Organizational Partners and the selected applicant Vendor may negotiate the final description of work tasks and deliverables within the scope of what is advertised here, for inclusion in the resulting contract.

**Application Submission Requirements**

Please submit your response by 5pm (EST) on Friday, February 13, 2015. Your submission must include:

1. Organizational capacity, including company history, number of staff, experience, and qualifications to create a series that meets the requirements detailed in this RFP.
3. Links to E-Learning work that you have personally created that best reflects your work and relevancy to this project with a similar budget range.
4. Describe your company’s access to stock images and designs.
5. Project budget, including number of hours needed to complete the project.
6. Up to three letter(s) of support that speak to your ability to complete the tasks listed in the RFP.

Send Proposals and Inquiries to: Lindsay McDaniel Mapp at lmm@nnedv.org
Contract Terms

Organizational Partners will negotiate contract terms upon selection. All contracts are subject to review by the Organizational Partners and the Organizational Partners’ funder. A contract will be awarded to the selected applicant, which will outline the specific terms, scope, budget and other necessary items to complete the deliverables in the proposal.

Organizational Partners reserve the right to:

1. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential applicant.
2. Accept any offer that the Organizational Partners decide to accept, even if it is not the other than the lowest-priced offer.
3. Modify or adopt any parts of a bidder’s proposal.
4. Negotiate with selected applicants responding to this RFP within the RFP requirements necessary to serve the best interests of Organizational Partners.
5. Award a contract on the basis of initial offers received, without discussion or requests for best and final offers.

Selection Criteria

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of an applicant:

1. Completion and inclusion of all required materials.
2. The extent to which applicant’s proposed solution fulfills stated requirements as outlined in this RFP.
3. An assessment of the applicant’s ability to deliver the indicated service in accordance with the specifications as outlined in this RFP.
4. The applicant’s stability, experiences, and record of past performance in delivering such services.
5. Overall cost of applicant’s proposal.

Notification of Award/Contract

Organizational Partners will notify the selected applicant and a contract will be negotiated between Partners and the selected applicant. The contract will, among other provisions, incorporate this RFP and the selected applicant’s proposal. Upon execution by the applicant and Organizational Partners, the contract will be submitted for final approval. Organizational Partners will notify unsuccessful Vendors in writing.

Liability

The Organizational Partners are not liable for any costs incurred by an applicant in the preparation and production of a proposal or for any work performed prior to the issuance of a contract.