REQUEST FOR INFORMATION

by

The University of Texas Southwestern Medical Center

for a

Learning Management System

November 6, 2015

EXTENDED Submittal Deadline: 4:00 p.m. CST on Tuesday, December 1, 2015
UT Southwestern Overview

The University of Texas Southwestern Medical Center ("UT Southwestern") ranks among the world’s leading academic medical centers, patient-care providers, and research institutions. Its faculty members, who are responsible for a broad array of groundbreaking biomedical research and patient care advances, are respected for their dedication to teaching, research, and clinical care.

UT Southwestern includes three degree-granting institutions: UT Southwestern Medical School, UT Southwestern Graduate School of Biomedical Sciences, and UT Southwestern School of Health Professions. These three schools train more than 4,700 medical, graduate and health professions students, residents and postdoctoral fellows each year.

RFI Objectives

UT Southwestern has recently redesigned and implemented a new medical school curriculum. This initiative has emphasized the need for an enterprise learning management system (LMS) capable of meeting the comprehensive needs of our three degree-granting programs. The purpose of the RFI is to gather information about commercial and open-source offerings in the LMS market.

From the information we hope to better understand the LMS market, and become familiar with the products that best fit our functional needs. Cost, and specifically, Total Cost of Ownership is an important factor in our consideration. We understand responders will not be able to deliver a detailed product cost using this document. However, we do expect responders to provide general information concerning product cost, normal operating costs, and software license options (e.g. Cloud subscription, per seat, etc.).

Once we have evaluated information gained from this RFI, we may invite select vendors to provide product demonstrations.

RFI Terms

Expenses incurred by the vendor in developing the response to this RFI and/or attending meetings directly or indirectly related to this RFI are entirely the responsibility of the vendor and may not be charged to UT Southwestern.

This RFI is for information only. No award for any products or services will result from this RFI. If UT Southwestern determines to acquire any products or services based on the information submitted in response to this RFI, UT Southwestern will prepare and advertise bid or proposal documents for competitive responses.

Responses to this RFI will be kept confidential by UT Southwestern staff unless prior permission is received from the respondent to treat as a public document.
**University Contact Person**

Responders will direct all technical questions or concerns regarding this RFI to the contact listed below on or before Wednesday, November 18, 2015.

Melody Bell  
Sr. IR Manager  
melody.bell@utsouthwestern.edu

All responders should restrict contact and questions regarding this RFI to email communications, addressed to the contact person listed above.

**Review Process**

This RFI is issued with the intent to gather LMS industry information, which will guide UT Southwestern in the next step of selecting an enterprise LMS.

The evaluation team at UT Southwestern may need additional information regarding this RFI for the purpose of clarifying a response that was provided. The team may ask responders to provide this information in the form of verbal communication by telephone, electronic communication or a presentation to the review team.

**Information Requested from Vendors**

In addition to supplying product brochures or other company literature, vendors shall respond to this RFI by supplying the information requested below.

To facilitate UT Southwestern's information gathering process, a response is required for every item below.

**Company Background**  
Provide a brief profile of your company, and description of your products and services. Please provide a list of current customers, highlighting any medical schools and or academic medical centers that use your product.

**The Product**  
Provide a description of the key modules of your product, including (but not limited to): teaching and learning tools; course design and delivery; and assessment. Include a brief description of the associated functionality. When describing these modules, please be sure to include information such as supported file types, third-party tools that can be used in course design and ease of use. Describe any technical, operational or functional factors you feel differentiate your LMS product from others.
**Reporting**
Describe your LMS administrative and student reporting capabilities. Explain how your reporting capabilities align with or exceed your competitors in the industry.

**Collaboration and Communication Tools**
Describe the communication tools that are offered with your LMS product, noting those options that are available for providing feedback to students. Be sure to list any third party tools with which the LMS will integrate (e.g. Microsoft OWA, Google Apps).

**Technical Requirements**
Please describe the technical environment (hardware, wired/wireless network, cellular) required to successfully operate your product. Note any required ‘layered’ product/license (e.g. database, report writer).

**Data Accessibility**
A key requirement for our LMS will be our ability to access data, as we will move data from this platform to an Enterprise Data Warehouse (EDW) for analysis. Describe how we would access ALL data stored by your product, and transfer this data to an EDW. The ability to import data from our existing systems will also be required.

Another key requirement for our LMS will be the ability to import data from our existing systems.

**Support**
Please describe your support structure for various groups of users. This includes providing support for three specific groups: Local Administrators (key admins that provide local support), faculty, and students.

**Cost**
As stated earlier, cost is a key factor in our consideration of RFI responses. We understand responders cannot deliver a detailed cost proposal from this RFI. However, we do ask that you provide a description of your company’s typical licensing arrangement, as well as general prices for hardware and software. In addition, please provide a typical price (monthly or annual) for maintenance. If you offer time-and-materials support, please include a typical rate.

Please let us know if your product is operating in any other State of Texas institution or if you have purchasing agreements with any State of Texas offices (e.g. The Texas State Department of Information Resources).

We understand your time is valuable, and we appreciate your efforts in responding to this RFI. Your thoughtful input will help us reach our goal – a sound technology assisting in the training of our future physicians, scientists, and health professionals.
**RFI Submission Requirements**

One (1) copy of each response is requested. The response can either be mailed or submitted electronically. Mailed responses should be typed on 8½ x 11 inch paper with all pages sequentially numbered, and either stapled or bound together, and mailed to the address below. If sending electronically, send a PDF of the response to melody.bell@utsouthwestern.edu.

UT Southwestern Medical Center  
Melody Bell  
Sr. IR Manager, Office of Academic Information Systems  
5323 Harry Hines Blvd., MC: 9106  
Dallas, TX. 75390-9106

If you have further questions regarding this RFI, please contact Melody Bell at melody.bell@utsouthwestern.edu.

**All responses to this RFI should be received by the University no later than 4:00 p.m. CST on Tuesday, December 1, 2015.**