Learning Management System (LMS)
Pre-Proposal Conference Call
March 10, 2016

Attendee List

Vendors
- Blackboard – Jorge Salinas
- Canvas – Jeff Sotelo
- Cornerstone – Christine Hurst
- eThink – Josh Mitchell
- Gyrus Systems – Viren Kapadia
- LCMS Plus – Allison Wood
- Learnsoft – Kevin Devaney
- LoudCloud – Fred Ditmars
- Monarch Media – Chris Bush
- Moodlerooms – Andy Weisner
- Schoology – Jennifer Dunn

UTSW
- Christopher Faulkner, Office of Medical Education
- Daniel Casillas, Office of Graduate Education
- Darr Oney, Office of Purchasing
- Deb Evalds, Graduate School
- Fotis Triantafillu, AIS
- Jennifer, Graduate School
- Johnny Almanza, General Store
- Kelly Briseno, Office of Purchasing
- Kim Hoggatt, School of Health Professions
- Martha Buckbee, Office of Medical Education
- Melody Bell, AIS
- Rebecca Kuykendall, AIS
Q1. Can you provide more definition regarding the RFP, Section 5, Question 4.11? – Can the LMS support the development of interactive activities and learning modules? (Allison Wood, LCMS Plus)

A1. UTSW is looking for what can be done within the system and any eLearning activities that the LMS can support, such as Captivate or Articulate. What development/lesson development can you do in your LMS platform? For instance, we can develop using HTML in our current platform.

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Q2. Can you provide examples regarding Question 4.14? – Can the LMS support team and class collaborations? (Allison Wood, LCMS Plus)

A2. Include any collaborative activities between learners that the LMS will support. For example, we are interested in the LMS’s ability to allow learners to collaboratively edit a document, or to participate interactively in a video conference.

Also, are there options in the LMS to make an active, face-to-face learning session more active, as in a team-based learning environment.

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Q3. What is the total number of users on an annual basis? (Chris Bush, Monarch Media)

A3. In total, we currently have approximately 4,500 students and faculty

- Medical School (UME) – Potentially 1,000/year
- Medical School (UME) – 200+ concurrent users
- Medical School (GME Residents and Fellows) – 1,400/year

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Q4. Will this LMS be for all 3 schools, simultaneously? What is the proposal acceptance date? What is the expected implementation date? (Allison Wood, LCMS Plus)

A4. At this time we have not identified the above dates. UTSW will evaluate the RFP responses by March 23, 2016. Vendor demos will be scheduled in the month of April, possibly into May depending on scheduling availability. The LMS will not be implemented in 2016.

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Q5. How many current courses is UTSW planning to move to the new system? (Andy Weisner, Blackboard)

A5. There will be roughly 800 to 1,000 courses.

- Medical School (UME) – about 250 (this is 2 years’ worth and includes historical data)
- Medical School (GME) – at most, 50
- School of Health Professions – 200 to 300
- Graduate School – 200 to 300
Q6. What systems will integrate into the LMS? (Andy Weisner, Blackboard)

A6.

Must integrate:

- LDAP system
- PeopleSoft/Campus Solutions

Would like to integrate:

- ExamSoft
- Mediasite (Lecture Capture)
- Digital Portfolio – We are also interested in any information you may have regarding digital portfolio systems.
- Synchronous System, e.g. GoToMeeting and MS Lync

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Q7. Do you have a list of systems with which your LMS currently integrates? (Andy Weisner, Blackboard)

A7. We are also interested in the integration available with synchronous session systems. (Go To Meeting, Microsoft Lync). What can you tell us about these capabilities?

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Q8. What features are you using in PeopleSoft/Campus Solutions? (Chris Bush, Monarch Media)

A8.

- Enrollments
- Course Creation
- People Creation for students and faculty
- Grade integration (if entered in the LMS, it can push to their records in Campus Solutions)

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Q9. Is there overlap among programs? Are they under the umbrella of one system or how are the programs otherwise related? (Allison Wood, LCMS Plus)

A9. Generally speaking, UTSW utilizes cohorts and offers lockstep programs but there exists some current overlap and will require future overlap, for students and faculty. Some Medical Students transfer to the Graduate Student program and some Health Professions students in LMS are registered with Medical Students in their clerkship rotations. On the Medical School side, there is an MDPhD program and, currently, students are enrolled manually if they are a Medical Student and a Health Profession Graduate Student. There is also faculty crossover.

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Q10. Is it important that the LMS brand differ among the programs? (Allison Wood, LCMS Plus)
A10. Yes, currently we have separate branding.

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Q11. Is UTSW looking for one system utilized independently by each school? *(Allison Wood, LCMS Plus)*

A11. Currently, our schools use the same LMS with the same global settings but the system is subdivided by enrollments/what courses the student is enrolled in. Students may see all of the courses that are offered (Medical School, School of Health Professions, and Graduate School); however, they can only access the courses that they are enrolled in.

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Q12. Does UTSW have more interest in a cloud-based or in-house solution, i.e. hosting your own server? *(Chris Bush, Monarch Media)*

A12. We are still open at this point. We are allowing for flexibility and creativity by the vendors for presenting options.

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Q13. Can you provide examples regarding Question 6.27 – Describe the LMS’s ability to collect grades from multiple faculty and calculate/prioritize outcomes. *(Allison Wood, LCMS Plus)*

A13. Looking at students on a global scale, as grades are entered to evaluate how they are doing at various points in the curriculum.

Multiple faculty grading similar projects may want to give weights to grading and would like to be able to access multiple levels of assessment.

Curriculum mapping is important for the Medical School and School of Health Professions.

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Q14. Under Section 2.3 of the RFP, 8 criteria for vendor selection are listed. Do you have specific weighting for how the vendor responses will be graded? *(Andy Weisner, Blackboard)*

A14. We do not have specific weights assigned at this point, however, costs plays a major role in these types of procurements. Though we do not have to go with the lowest price, as a general guideline, price typically accounts for 50% of the decision making.

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Q15. What is the term length vendors should price in their proposals? *(Andy Weisner, Blackboard)*

A15. In general, UTSW does not do contracts over 4 years. UTSW may contract with a vendor for 2 years, with an option to extend out to 5 years. If you can delineate the total cost of ownership, you can include that information in your proposal.

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Q16. Regarding grading and evaluating vendors, will there be a penalty for not meeting one of the requirements? *(Jorge Salinas, Blackboard)*
A16. The Subject Matter Experts will review and determine what impact not meeting specific requirements will have on the selection process. In general, requirements not being met would be strongly scrutinized. Because the turnaround time for submitting a response to the RFP is so short, we ask that vendors respond to the best of their ability. As we are meeting with vendors during the demo sessions and we are able to see the system and ask questions, we will be able to communicate to the vendor if not meeting a specific requirement will be a deal breaker.

Q17. **What type of help and support are you looking for?** *(Chris Bush, Monarch Media)*

A17. We want to know every resource offered for your LMS, from implementation to ongoing support. For example:

- Help files
- Call Centers
- Easy to follow tutorials for students and faculty
- Examples of features offered that faculty can easily follow

Q18. **Is the PeopleSoft/Campus Solutions integration a batch job and if so, how frequent?** *(Josh Mitchell, eThink Education)*

A18. It is a nightly job, designed to meet conduit requirements. It sends all enrollments for students or enrollment statuses for students. No course creation or grades are sent at this time. Current LMS is not linked to the Registrar’s data at this time. This integration in the new LMS is important. The same instance of PeopleSoft/Campus Solutions is used for all of the schools (Medical School, School of Health Professions, and Graduate School)

Q19. **How long will the new and old LMS systems function in parallel? How long will it take to transition off of the old system after the new LMS implementation?** *(Andy Weisner, Blackboard)*

A19.

Medical School (UME and GME) – Up to one year

Graduate School/School of Health Professions – Transition faster and be able to run classes year-round

Q20. **Will the selected vendor be working with UTSW as three different clients – each school being one client?** *(Allison Wood, LCMS Plus)*

A20. The vendor will work with UTSW as one client. The Academic Information Systems department at UTSW, under Melody Bell, will serve as the single point of contact for the vendor.
Q21. Should we articulate designing new courses in the RFP response? (Andy Weisner, Blackboard)
A21. We are interested in ALL services offered from vendors.

Q22. Is there additional information UTSW can provide regarding Question 7.29? – Does the LMS have the ability to offer continuing education courses to external users and accept payments for these courses? (Jorge Salinas, Blackboard)
A22. The School of Health Professions has a number of external users for continuing education. They use an external instance of the current LMS and offer PayPal as the course payment method. What options are available in your LMS to handle these external users?

Q23. Do you need to export from one LMS to another LMS? (Chris Bush, Monarch Media)
A23. The School of Health Professions is looking to expand to multiple campuses. We are interested in the ability to integrate a payment system. Do you offer collaborative learning through tools such as Adobe Connect? Do you offer portfolio systems?

Q24. What campuses will use the LMS and where are they located? (Allison Wood, LCMS Plus)
A24. They will be local to North Texas and potentially nationally but not internationally.

Q25. Are you looking for the new LMS to solve any problems you are encountering with your current LMS? (Chris Bush, Monarch Media)
A25. Pain points, per the School of Health Professions:

- Exporting from one LMS to another
- Integration with a payment system
- Collaborative learning
- Integration with Adobe Connect

Other schools have no comment.

Vendors attending the call were asked to send an email to Kelly Briseno. This will confirm attendance on the call, and will provide the purchasing office with contact information so that vendors are certain to receive any communications that may be sent out regarding the RFP.