Learning Management System (LMS) Migration
Request for Proposals

I.   **Introduction**
The Charlie Life and Leadership Academy (CLLA) is seeking proposals from qualified vendors to support the migration of our online course portfolio (21 courses housed in SCORM files inclusive of high-quality aesthetics, integrated activities and animations to maximize user engagement, high-resolution graphics and videos, badging assessments, and course guides) to a new Learning Management System (LMS) that will reduce costs, maintain our current functionalities, and ensure a smooth transition of our course content. We aim to select a vendor with proven expertise in LMS migration, ideally with experience in the educational and leadership development sectors.

II. **Project Overview**
The project encompasses the selection, customization, and implementation of a new LMS that will serve CLLA's needs for effective and engaging online learning. The new system should align with our commitment to high-quality, accessible leadership education while optimizing cost efficiency and enhancing the learner experience.

III. **Scope of Services**
The scope of work for this RFP includes, but is not limited to, the following:
1. LMS Requirements Analysis
    o Conduct a thorough review of our current LMS and educational needs.
    o Identify and document the essential features and functionalities required for CLLA's leadership curriculum.
2. System Recommendations
    o Recommend a cost-effective LMS solution that meets CLLA's needs.
    o Provide a transparent breakdown of licensing, maintenance, and ongoing support costs.
3. Migration Plan
    o Develop a comprehensive migration strategy to transfer CLLA's course content, user data, and media assets to the new LMS.
    o Provide a timeline that ensures minimal disruption to ongoing programs and clear communication of milestones.
4. Customization and Configuration
    o Customize the LMS to meet specific requirements for CLLA's branding, integrations, and instructional workflows.
5. Training and Support
    o Deliver detailed training for administrators, instructors, and support teams.
    o Provide post-implementation support to ensure CLLA's staff can operate the new LMS effectively.
6. Compliance and Security
    o Ensure the new LMS complies with relevant data privacy regulations and maintains high-security standards.

IV.   **Proposal Requirements**
Interested vendors are requested to submit a detailed proposal that includes the following elements:
1.   Executive Summary
    - Brief introduction of the vendor, including relevant experience in LMS migrations and an understanding of CLLA's project goals.
2.   Technical Solution
    - Detailed description of the proposed LMS solution, its core features, and alignment with CLLA's requirements.
    - Explanation of the migration process and expected outcomes.
3.   Implementation Plan
    - A timeline with milestones for LMS setup, customization, and migration.
    - Risk mitigation strategies to address potential migration challenges.
4.   Cost Proposal
    - Detailed breakdown of all costs associated with LMS licensing, customization, migration, training, and ongoing support.
    - Any potential cost-saving measures or options for long-term savings.
5.   References
    - Provide references from organizations with similar LMS migration projects, particularly in education or leadership training contexts.

V.   **Evaluation Criteria**
Proposals will be evaluated based on the following criteria:
1.   Alignment with CLLA's project goals and functionality needs
2.   Cost-effectiveness and total cost of ownership
3.   Vendor experience and technical expertise
4.   Quality and feasibility of the migration plan
5.   Level of post-implementation support and training provided

VI.   **Submission Instructions**
Please submit your completed proposal by **December 20, 2024 at 11:59 PM MST.**
Proposals should be sent electronically to programs@charlieacademy.org with the subject heading "LMS RFP Submission | [Insert Organization Name]"

VII.   **Project Timeline**
- RFP Released: November 15, 2024
- Proposal Submission Deadline: Rolling Review with a **Closing Date of December 20, 2024 at 11:59 PM MST**
- Vendor Selection: January 10, 2024
- Project Start Date: January 24, 2024
- Expected Project Completion: March 31, 2024

VIII.   **Contact Information**
For any questions related to this RFP, please contact:
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IX. **Confidentiality**
All information provided in response to this RFP will be treated as confidential and used solely for the purpose of this evaluation.