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**REQUEST FOR PROPOSAL: Learning management system (LMS)**

The College of Physiotherapists of Ontario (“College") is inviting submissions for a learning management system to support our organization to deliver, manage, track and report on training courses and compliance monitoring programs. We are a health regulator looking to adopt a product that can expand with our needs over time.

Submissions must be received by **July 8, 2024.**

**The College**

The College of Physiotherapists of Ontario is the regulatory body responsible for registering and governing the 11,500+ physiotherapists in Ontario. The College’s mandate is to protect the public interest by ensuring that College registrants are qualified, competent, and ethical practitioners.

The College has approximately 40 staff who work remotely across Ontario and support a Board, Committee members, physiotherapists involved in College’s remediation processes, and independent contractors who act as examiners, assessors, and coaches.

**Project** **Background, Description, Requirements and Deliverables**

**The College’s is seeking a learning management system (LMS) to support different areas of our work as a regulator. We require an LMS that can support two areas of the business in its first year, with the ability to scale up over the coming years to support additional areas and organizational needs.**

**Our desire is to implement a cloud-based product to house, track and manage annual required learning for approximately 40 Board and Committee members. Content would be imported in from Articulate/Rise/Storyline or other sources. At a high level we need the ability to assign, track, send reminders and keep a record of completed training for this group.**

**Our second need for the LMS is to manage approximately 150 external individuals undergoing compliance monitoring and coaching as a mandated remediation exercise by their regulator. Everyone has a unique learning path that requires the ability to automate reminders, track completion and ensure documentation of mandatory tasks.**

**We require an LMS that is user-friendly in both the front and back ends and has the capability to be expanded upon for additional users in the future. Cost per user is of the utmost importance.**

LMS Requirements

* Ability to integrate with other systems (for example PowerBI, Azure, MS Dynamics 365, Articulate/Storyline/Rise)
* Export of audit logs
* Ability to generate and modify administrative dashboards
* Reporting and analytics capabilities
* Ability to set due dates and automated email reminders
* Notification of completion of training
* Ability to issues certificates of completion
* Ability to host both live and pre-recorded training
* Gamification opportunities
* Ability to complete learning in a specific order
* The ability to create unlimited custom fields
* Ability to accept e-signatures
* Ability to brand
* Simple user interface that works on all platforms
* Ability to provide content in French or another language
* Pricing models that is scalable and allows for seats to be reassigned – please indicate if it a monthly or annual payment model, as well as any reoccurring fees or extra costs

**Proposed Timeline**

* Proposal Submission Deadline: **July 8, 2024**
* Shortlisted vendors will be contacted: **July 11, 2024**
* Interview shortlisted Vendor: **July 18, 2024**
* Contract awarded: **August 5, 2024**

**Submission Requirements**

1. All proposals will be treated in confidence.
2. Quoted prices and discounts should be guaranteed for at least 120 days from the due date.
3. Proposals should be succinct yet comprehensive and include:

* Product name, product summary and description, year product was released, latest version and date, what other products and services you provide (if any) and the approximate number of customers you serve and the profile of a typical customer (size and industry).
* An outline of your proposed approach to implementation.
* The defined components of the process and a timeline for completion of each part of the process.

1. The costs associated with each part of the project.
2. A minimum of 3 references, including name, position, organization, phone, and email contact information.
3. A sample of your work.

**Budget Guidelines**

Proposal must include a detailed breakdown of the project components including:

* Approximate number of days proposed and cost for:
  + The background review and work
  + Development work
  + Implementation rollout plan
  + Training plan for administrators
  + Testing and launch
  + Vendor support process

**Vendor Selection Criteria (criteria is subject to change)**

* Demonstrated expertise and experience with LMSs
* Quality of previous work
* Thoroughness/quality of the submission
* Reasonableness of cost
* Ability to meet timelines as determined

**General Terms of Proposal Process**

* The project will be tendered at the College's discretion.
* Nothing in this request for proposal mandates that the College is obliged to award a contract under this RFP (Request for Proposal).
* The College shall not be responsible for any costs involved in or associated with preparing the submission or any meeting, discussion or negotiation following submission that could lead to acceptance of the proposal.

**Deadlines**

Anticipated timeline for project completion: **January 1, 2025**

Proposals must be submitted on or before **July 8, 2024 @ 4:00pm EST** to:

Tom Aitas, IT Manager

[IT@collegept.org](mailto:IT@collegept.org)

All enquiries related to this RFP should be directed, by email only to Tom Aitas at [IT@collegept.org.](mailto:IT@collegept.org)

Only the shortlist vendors will be contacted.

Unfortunately, we cannot respond to all questions individually and will not respond to any phone calls.

We look forward to receiving your response.