

NON- COMPETE SOLE SOURCE



Date Issued

Event No.

Title

Sole Source Description

Response Due Date Information

Date

Time

Location

Via E-Procure: [CHA Supplier Portal](#)

Manual Submission Drop Off:

60 E Van Buren

Chicago IL, 60605

Contact Information

Contact the following Procurement Specialist/ Associate for any inquiries regarding this solicitation:

Name

E-mail

Phone

Fax

Special Instructions

[Click Here To Access The CHA Supplier Portal](#)

**EXHIBIT A. LMS REQUIREMENTS
NON COMPETE RESPONSE FORM**

PLATFORM CHECKLIST	Required Features	Indicate Name of LMS Platform Name: _____
Multiple administrative users.	Required	
No less than 650 learners (Ideal system would allow 1,500 learners).	Required	
An ability to create and assign users to multiple learning groups.	Required	
Ability to assign users to specific group level.	Required	
Self-enrollment, user enrollment & ability to assign users to a group.	Required	
Detailed reporting, ability to track and record online and offline user engagement. Must have a function for accessing & tracking all learning events and activities.	Required	
Customizable (e.g., White label domain that allows custom Branding and creation of URL, customized fields for reporting).	Required	
Unlimited storage on hosted files.	Required	
Unlimited amount of content file storage.	Required	
Scalable - the ability to scale to address an organization's ongoing needs	Required	
Built in quizzing with the tracking process.	Required	
Ability to build quizzes and surveys.	Required	
Multi-office organizations (Admins can schedule and belong to multiple offices).	Required	
Functionality to upload and store worksheets, off-the shelf content, audio files, videos, other images such as HTML files, PDF files, PowerPoint, Spreadsheets and other content.	Required	
Functionality to embed PowerPoint presentations, videos, or other media into courses.	Required	
Course search engine.	Required	
Push and in platform notifications.	Required	
Mobile responsiveness.	Required	
Single Sign-on enablement. Multi Factor Authentication	Required	
Reporting functionality, KPI & Dashboards.	Required	
Self, & administrator enrollment	Required	
Publish authoring software SCORM, xAPI	Required	
Publish authoring software SCORM, xAPI, HTML5, SPI TINCAN AICC, & cmi5 directly or SABA, or any PENS-able LMS	Required	
Convert non-Scorm related content (e.g. video, PowerPoint and PDF files) into a usable format.	Required	
Encryption features to protect from data breach	Required	
Align with Web Content Accessibility Guidelines (WCAG).	Required	
Enable the sharing of content between courses and learning paths	Required	
Rule-based permissions with the automatic assignment of roles based on user profile.	Required	

Check all boxes applicable

**EXHIBIT A. LMS REQUIREMENTS
NON COMPETE RESPONSE FORM**

Cloud-based application and application security	Required	
Have a function for creating collaborative threads, activity feeds, and other ways for users to interact.	Required	
Import or export user profile data from CSV, XLS, and other formats.	Required	
Integrate other business applications, such as Lawson, SharePoint, Salesforce, Customer Relationship Management (CRM), or enterprise resource planning (ERP) systems.	Required	
Accesible by CHA staff remotely or in-office	Required	
AI-enabled design features.	Optional	
AUTHORING SOFTWARE		
Standard Built in-course authoring software	Required	
Access to content and design tools such as CenarioVRa and Lectora	Required	
ReviewLink - Streamlined review and feedback system for collaboration.	Required	
Social media integration for broader reach	Optional	
Collaborative Authoring and automatic versioning & Review tool	Required	
Cloud-based unlimited storage and desktop versioning	Required	
Minimum 5 authoring licenses	Required	
Unlimited storage	Required	
Detailed reporting function for accessing, tracking, and recording online and offline learning events	Required	
Screen Recorder & Video Editing Tool	Required	
Full Publishing content SCORM, xAPI, HTML5, AICC, cmi5.	Required	
Full Publishing content SCORM, xAPI, HTML5, AICC, cmi5, or any PENS-enabled LMS, PPT, PDF external Links	Required	
Advances tools to create micro-training	Required	
Meet the Web Content Accessibility Guidelines (WCAG)	Required	
Build custom scripts and includes custom libraries, fonts, or CSS.	Required	
Built-in mobile testing	Required	
Built-in screen recorder and editor	Required	
Ability to review content, gather feedback, and add comments.	Required	
Use triggers, scenarios, conditional branching, sequenced events, and embedded videos to create lessons.	Required	
Asset Library (people, icons, vectors Template Library) Unlimited downloads	Required	
Off the shelf content library with a variety of topics and PowerPoint Templates Unlimited downloads	Required	
Content library with the ability to house an unlimited number of uploaded content, videos, and courses.	Required	
eLearning template library. Unlimited downloads	Required	
PowerPoint import capabilities	Required	
Must have screen capture functionality.	Required	
Must have a function for accessing, tracking, and recording online and offline learning events.	Required	
Text to speech functionality with multiple voice choices	Required	

**EXHIBIT A. LMS REQUIREMENTS
NON COMPETE RESPONSE FORM**

3 D video design capability with SCORM, xAPI, cmi5, & HTML Formats	Required	
Authoring software must have the capacity to create immersive and responsive content for mobile learning and VR training, as well as capture 360-degree photos or video footage.	Required	
SUPPORT		
The vendor must offer support services to train employees on using the system, provide implementation support by phone, live, bug reporting, and	Required	
The vendor will assist with initial data management, import, export, and help set up a data management system.	Required	
The vendor must provide customer support from implementation to rollout. As applicable, the onboarding process should include such phases as project kick-off, scoping, configuration, testing, and approval.	Required	
Ongoing customer support should include any of the following:		
· A customer account manager		
· Training portal with product videos and tip sheets or other training resources		
· Structured customer service email support		
· Ongoing phone support		
· Ongoing live chat		Required
Ongoing product updates with active license.		Required
Knowledgebase of articles, tutorials and user community	Required	
LICENSE STRUCTURE		
The price quote must include an annual license fee based on five authoring licenses, 650 - 2,000 users, multiple admins, asset libraries, content library(s), set-up fee user training (initial and ongoing), data migration, system updates (continuous), unlimited storage, and bandwidth, and any other related costs.	Required	
	3 YEAR PRICING TOTAL	

Non-negotiable Requirement - must Included
NO additional cost

Signature of Authorized Company Representative	Date	Telephone Number
Print Name of Authorized Representative	Title	
Name of Company	E-mail Address	

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