

**Request for Information
For
Learning Management System**

May 23, 2013

© 2013 Enhance Systems Private Limited. All rights reserved.

No part of this document may be reproduced in any form or by any means including photocopying or recording, for any purpose, without the written consent of Enhance Systems Private Limited.

1. Organizational Information

1.1 *Please supply a brief description about your company, including the number of years in operation.*

1.2 *Describe what you think differentiates your organization from other LMS or e-learning providers.*

1.3 *Provide the Organization web site link. Share the link for demos related to LMS.*

1.4 *Please list and briefly describe any products and services that you provide outside of your Learning Management System (LMS).*

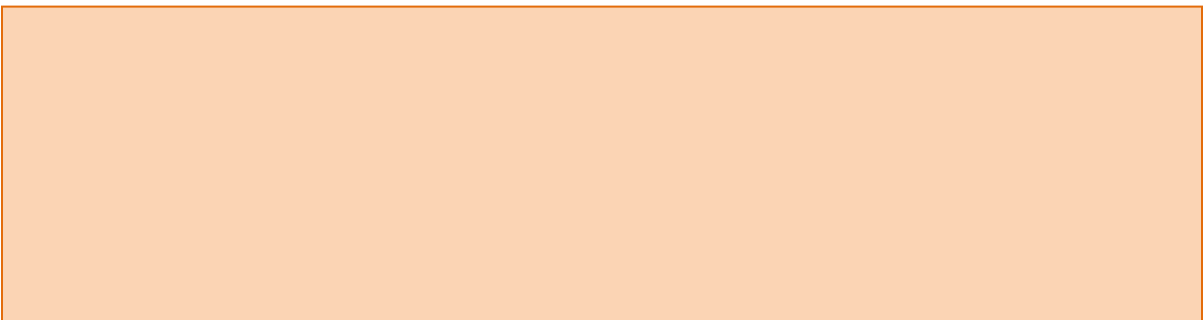
1.5 Please supply a sample list of your active corporate clients, if possible please provide a brief description of the project



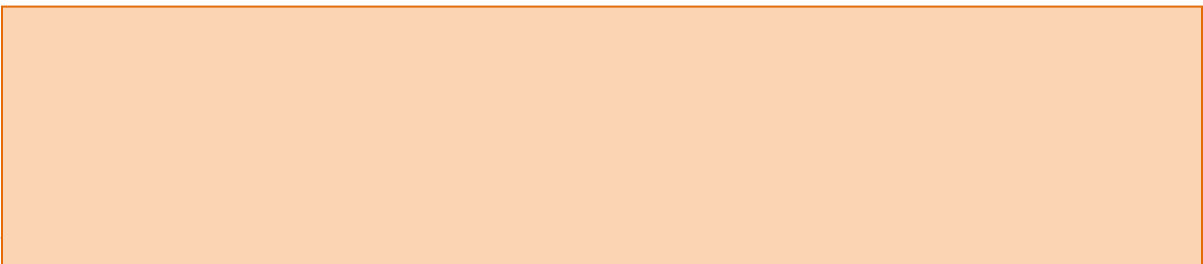
1.6 Please supply a brief description about the number of offices and employee size.



1.7 What is the Organization annual revenue?



1.8 Do you use licensed software for software development? If yes, then what all licensed software you use in development of software?



1.9 Share with us the CVs of key resources of your organizations.(List their names below and attach their CV's as Annexures).

1.10 Describe any third party alliances/relationships.

1.11 Provide atleast three customer references with whom your Organization has provided Learning Management System. Include contact detail, email ids, telephone numbers and a brief overview for the services delivered to such organizations.

| <u>Reference Details</u> | | | |
|-------------------------------|--|--|--|
| Organization | | | |
| Name of the Individual | | | |
| Designation | | | |
| Contact Number | | | |
| Email – ID | | | |
| Services Provided | | | |

2. Learning Management System Specifications

| S.No | Features | Availability Yes or No | Customization Man Hour | Comments |
|-------------|--|-----------------------------------|-----------------------------------|-----------------|
| 1 | User Interface | | | |
| | a) Can the user interface be customized to the corporate branding details? | | | |
| 2 | Search Engine | | | |
| | a) Can the LMS able to search for courses on the basis of name of courses? | | | |
| 3 | End-User Reports | | | |
| | a) Can the User see reports on usage and certifications? | | | |
| | b) Can the User take out printout of certificates on-line? | | | |
| 4 | Courses | | | |
| | a) Is there interfaces for both the entire catalog of courses and courses assigned for the user? | | | |
| | b) Can end user apply for courses from the catalog? | | | |
| | c) Can end user be able to see the course completed status? | | | |
| | d) Does the system support SCORM 1.2 and SCORM 2004 courses? | | | |
| | e) Is it easy to navigate sections like my favorite courses and recent courses available? | | | |
| | f) Will it be possible to play videos, xls, pdf, docs, ppts as courses? | | | |
| | g) Does the entire set of questions come as a collapsible set of roadmap? | | | |
| 5 | Help Desk | | | |
| | a) Does the system support an email help desk which allow the users to ask both technical and content questions? | | | |
| 6 | Announcements | | | |
| | a) Can the user see announcements regarding | | | |

| | | | | |
|----------|--|--|--|--|
| | <i>the organization and learning?</i> | | | |
| 7 | Assessment | | | |
| | <i>a) Does the assessment engine supports random questions coming from a database of questions?</i> | | | |
| | <i>b) Does the options of each question come in an random order?</i> | | | |
| | <i>c) Is It possible to have sections for different types of questions?</i> | | | |
| | <i>d) Is it possible to time the the questions and quizzes and set a minimum pass percentage?</i> | | | |
| | <i>e) Does the questions come in the form of a roadmap on the screen and the user able to attempt any question in any order?</i> | | | |
| 8 | Administrator | | | |
| | <i>a) Can multiple profiles of administrators be added for different functions and roles?</i> | | | |
| | <i>b) Can Various masters be added, deleted and edited by the admin?</i> | | | |
| | <i>c) Can the forum, feedback and announcement be manage?</i> | | | |
| | <i>d) Can the admin import SCORM 1.2 and SCORM 2004 courses?</i> | | | |
| | <i>e) Can in each course, the admin choose to allow random navigation?</i> | | | |
| | <i>f) Can the course be scored or not scored</i> | | | |
| | <i>g)Can the Parameters like pass percentage, maximum attempts, maximum score and window size of the course be fixed by the admin?</i> | | | |
| | <i>h) Can the Courses be made active or inactive by the admin?</i> | | | |
| | <i>i) Can the admin assign a course to a group like company and department etc.?</i> | | | |
| | <i>j) Can the admin upload users in bulk through an xls file?</i> | | | |
| | <i>k) Does the reports include</i> <ul style="list-style-type: none"> ➤ <i>Enrolled learners</i> ➤ <i>Registered courses</i> ➤ <i>Course wise certification</i> | | | |

| | | | | |
|--|--|--|--|--|
| | <ul style="list-style-type: none"> ➤ Learner wise certification ➤ In progress learners ➤ Failed learner reports | | | |
| | l) Can the reports be generated on both active and inactive learners? | | | |
| | m) Can the reports downloadable in xls formats? | | | |

3. Training Management System

| S.No | Features | Availability Yes or No | Customization Man Hour | Comments |
|------|---|---------------------------|---------------------------|----------|
| 1 | End User | | | |
| | a) Can the end user see the calendar of courses assigned? | | | |
| | a) Can the end user able to send nominations for programs | | | |
| | c) Can he/she change the profile? | | | |
| 2 | Admin | | | |
| | a) Is it possible to link the training to various roles, designation, grade, department, function, skills and competencies? | | | |
| | b) Is it possible to add, edit modify various organization and learner data? | | | |
| | c) Does the Training include venue, trainer and material for training? | | | |
| | d) Is it possible to add specifications, session details, schedules of programs, trainer, venue and material in each training? | | | |
| | e) Can the admin allow training employee wise or by groups? | | | |
| | f) Is It possible to add attendance and scores | | | |
| | g) Can Post training actions be possible? | | | |
| | h) Can the Feedback for the courses added individually or in bulk? | | | |
| | i) Can Coaching program be monitored and evaluated? | | | |
| | j) Can the Vendor invoices be monitored? | | | |
| | k) Does the Reports include <ul style="list-style-type: none"> ➤ Attendance ➤ Training Needs vs Programs ➤ Faculty vs feedback | | | |

| | | | | |
|--|--|--|--|--|
| | <ul style="list-style-type: none"> ➤ Training calendar ➤ Training feedback ➤ Month end report on feedback, score and needs ➤ Year end report on feedback, score and needs ➤ Training needs vs coverage ➤ Material required ➤ Nominated vs attendance ➤ Training cost above a certain figure ➤ Trainer cost per month ➤ Training opportunities missed ➤ Skill and Competency Inventory | | | |
|--|--|--|--|--|

4. Other Modules Which Can be Added?

| S.No | Other modules which can be added | Yes or No | Customization Man Hour | Comments |
|------|-----------------------------------|-----------|------------------------|----------|
| 1 | Talent Management Systems | | | |
| 2 | Content authoring | | | |
| 3 | Content management | | | |
| 4 | Integration to HRIS | | | |
| 5 | Need analysis | | | |
| 6 | Virtual classroom | | | |
| 7 | Needs analysis | | | |
| 8 | Simulations and games integration | | | |
| 9 | 360 degree feedback | | | |
| 10 | Succession planning | | | |
| 12 | CD based courses | | | |
| 13 | Mobile based search engine | | | |

| | | | |
|--------------------|--|--------------------|--|
| <i>For</i> _____ | | <i>For</i> _____ | |
| <i>Name</i> | | <i>Name</i> | |
| <i>Designation</i> | | <i>Designation</i> | |
| <i>Date</i> | | <i>Date</i> | |
| <i>Place</i> | | <i>Place</i> | |
| <i>Signature</i> | | <i>Signature</i> | |