**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses.**

* + 1. **General Requirements and Definitions**
       1. Please list any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation.

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* + - 1. Please confirm you have carefully reviewed all requirements listed in RFP Section 1.4. Should your company have any exceptions, substitutions, or conditions for the State’s consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after the award, during contract finalization and implementation.

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* + - 1. Review the State’s [Information Security Framework](https://www.in.gov/iot/iot-vendor-engagement/) at <https://www.in.gov/iot/iot-vendor-engagement/> and either confirm that your company conforms to the policy or provide explanation to the areas for which your company does not conform. Please be advised that Respondents will be required to sign a Non-Disclosure Agreement (NDA) to access the IOT Information Security Framework.

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* + 1. **Provision of Learning Management System** 
       1. Please provide the name and a full description of the Learning Management System (LMS) respondent would use.

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* + - 1. Is the LMS respondent’s own LMS or a commercially available LMS platform? If commercially available, provide a description of the platform and respondent’s intended licensing agreement.

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The respondents’ LMS must provide substantially the same training that is currently available at [www.SafeDigIndiana.com](http://www.SafeDigIndiana.com). Please describe how respondents will provide substantially the same training through their LMS and describe any deviations.

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Detail the methodology respondent will use to populate its chosen LMS with the existing content and ensure proper ordering, organization, and functionality of the training modules, the content, and quizzes.

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Explain how you will include text, close captioned videos, and quizzes in each module.

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Describe how the respondent will be able to edit or allow the IURC to edit all modules to allow for changes if there is new legislation or updated best practices.

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Explain the functionality that will generate a user certificate at the completion of each module that the user can save or print.

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Provide full detail for the respondent’s hosting plan to host the LMS at SafeDigIndiana.com. Will respondents use a third-party hosting service? If so, state the service and the hosting service respondent intends to utilize.

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Provide information to show that respondents can provide a minimum of 3,000 licenses and it shall be made available for active users at any time. These licenses automatically move between users as they login and log out.

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Explain how the respondent will be able to capture the following data:

Emails address for users that have taken each training module

Number of users

Searchable database of testing results that can be exported

Number of visits to the website and each module categorized by device type

Data from each user as part of the free registration process, including name, email address, type of used, company name and type, address, age, gender, level of education, level of excavation experience, testing results, and how the user heard about SafeDigIndiana.com

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* + - 1. How will respondent provide an LMS that will be operating system independent and that all training shall be similarly functional on Mac and PC, desktop, as well as Android and Apple mobile platforms. Also describe how the respondent will ensure the content will auto-scale to fit different devices

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* + - 1. Describe how respondents will migrate existing content to the respondent’s LMS. The respondent must ensure the modules properly function, including but not limited to tests and quizzes, videos, and completion certificates.

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* + - 1. Explain the method the respondent will use to ensure compliance with the following:

• Periodic software updates to the website to maintain current browser standards.

• Data backups of all dates at least every 24 hours.

• A monthly report summarizing the captured data listed above.

• Inclusion of a user survey inside the course programming.

• The ability to provide follow up messaging to users upon request of the IURC.

• The ability for users to register for the training modules for free at SafeDigIndiana.com with a valid email address.

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* + 1. **Creation of New Modules**

Describe in detail how respondents will create new modules. All created content shall be created in a portable, universal LMS format such as SCORM, XAPI or equivalent.

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Provide the intended method respondent will use to procure actors and produce video content

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Explain how respondents will generate a draft script using SMEs, if applicable.

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Explain how respondents will produce graphics as needed for the new module.

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Provide the method by which respondent will allow review of the content by the IURC at regular intervals, or at minimum after each section of a module is created. Content must be approved by the IURC before the respondent may start working on the next section’s content creation. A module must be approved by the IURC before the respondent publishes the module online.

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Describe how respondents will create quizzes and testing for each module that will ensure the trainee understands the material.

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