United States Energy Association
Request for Proposal: Integration of a Learning Management System (LMS) for USEA

REQUEST FOR PROPOSAL – Integration of a Learning Management System (LMS) for USEA

Questions due: **August 28, 2020**
Closing date of RFP: **September 11, 2020**

The United States Energy Association (USEA) is inviting prospective organizations or individuals through this Request for Proposals (RFP) to submit proposals for integrating a learning management system (LMS) for USEA.

Proposals are due by 5:00 PM ET of the closing date. Please submit all proposals with a read receipt to Mr. Jake Swanson, Program Coordinator, at jswanson@usea.org. Proposals must be in digital format (PDF).

As this is a USAID-funded program, the RFP follows USAID Procurement Regulations and Laws. All bidder details will be kept confidential.

I.   INTRODUCTION

The United States Energy Association, headquartered in Washington, DC, is an association of public and private energy-related organizations, corporations, and government agencies. USEA represents the broad interests of the U.S. energy sector by increasing the understanding of energy issues, both domestically and internationally.

Through a cooperative agreement with the USAID Bureau for Economic Growth, Education and Environment (E3), USEA implements the Energy Utility Partnership Program (EUPP), available to all USAID-assisted countries and USAID Missions. EUPP supports the efforts in USAID-assisted developing countries to increase environmentally sustainable energy production and to improve the operational efficiency and increased financial viability of their utilities and related institutions, with the goal of increasing the access of these countries to safe, reliable, affordable and environmentally sound energy services.

II.   BACKGROUND

USEA will primarily utilize the LMS to centralize resources such as webinars and documents for our global working groups. USEA currently uses a number of different webinar platforms and requires a capacity of at least 200 users on the LMS platform.

Questions to be addressed by the developer in the proposal:
- What are the internet requirements for using the platform?
- What is the maximum size of videos and what format do they need to be in?
- What is the maximum capacity of the platform (how many videos can be stored/shown there)?
- What kind of reports does the platform generate?
- What are the maximum number of logins/participants for the platform? Can we increase this number on an as needed basis?

III.   SCOPE OF WORK

Tasks: The tasks to be performed by the external LMS developer ("Developer") under this Scope of Work shall include the following:

Task 1: Implementation of LMS

The Developer will implement an LMS for, and under the direction of, USEA.

Key capabilities and features for the new LMS **that are required** include:

- Ability to upload webinars, documents, and text to LMS
- Ability to track which students viewed webinars uploaded to LMS and create reports on student progress/attentiveness
- Simple/easy to use user interface
- Ability to change language of LMS interface: which languages can this platform support? Can the user switch languages at will?

Key capabilities and features for the new LMS **that are preferred** include:

- Ability to conduct live training/discussion sessions with students and manage up to ten breakout rooms
- Ability to issue training certificates to those who have attended all webinars
- Availability of a mobile app
- Ability to download webinars and documents for offline viewing
- Ability to generate surveys and tests

Please list all capabilities and functions for your organization's base-level LMS package. Additional capabilities and features should be noted in the proposal and if they are an additional cost, that cost should be noted in the detailed budget.

Task 2: Ongoing LMS maintenance and training for USEA staff

Online training and continued support should be included to ensure the LMS will remain functional and fully utilized by USEA staff. Please note training and support costs if it is not already included in the budget.

Focus Areas for Task 2:

The Developer will, on an ongoing basis, provide LMS assistance or support, including:

- Managing the LMS updates and maintenance under the direction of USEA; and
- Distributing training manuals or videos to help onboard new USEA staff.

IV.   IMPLEMENTATION AND APPROACH

The purpose of this RFP is to solicit proposals from various candidate organizations or individuals, conduct a fair evaluation, and select the organization deemed most suitable to undertake the project.

Subcontract Agreement Management and Oversight

A subcontract agreement between USEA and the Consultant shall be subject to all USAID Special Terms and Conditions, including all mandatory FAR Flow-Down clauses, where applicable, and the provisions included in 2CFR200 and 2CFR700. All bidders are strongly encouraged to review these provisions prior to submitting a proposal.

- Standard Provisions for U.S. Nongovernmental Organizations: https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf
- 2CFR200: https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf
- 2CFR700: https://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part700.pdf

Subcontract agreement management, oversight, and payment will be carried out by USEA.

V.   PROPOSAL CONTENT

The proposal must contain the following:

a) A cover letter to the proposal, including:
- A bidder's Data Universal Numbering System (D-U-N-S) number and proof of a current registration in the System of Award Management (SAM). *Proposals without a DUNS number or proof of SAM registration will not be considered. USEA will accept a proposal if it includes proof that the company is in the process of obtaining a DUNS number and SAM registration (see evaluation criteria for more information).*
b) A technical proposal, including:
  a. A technical section detailing how the proposed LMS complies with the required and preferred capabilities and features, including additional capabilities and features as requested in task 1, as well as the training requirements of task 2;
  b. Proposed project schedule to perform the tasks under this project;
  c. Bio sketches of personnel, including at least 1 Developer or Implementer that will be dedicated to the project;
  d. Summary of relevant experience of each proposed team member for (not beyond) the past 5 years. Relevant experience should be listed chronologically (starting with the most recent). Not to exceed 2 pages for each proposed team member;
  e. Summary of the work to be performed by each employee proposed for this project.
c) A financial proposal, including:
- Detailed budget justification (i.e. line item budget);
- Labor, other direct costs, indirect costs, and level of effort for each employee proposed for this project.

VI.   EVALUATION CRITERIA

All bidders are required to provide a DUNS number and maintain a current SAM registration. Proposals without a DUNS number or proof of SAM registration will not be considered (see below).

Note: USEA will accept a proposal if it includes proof that the company is in the process of obtaining a DUNS number and SAM registration. A PDF copy of an email from "notification@sam.gov" to the bidder stating that the bidder "successfully submitted the entity registration for NAME OF COMPANY in the U.S. Government's System for Award Management (SAM)" will be considered an acceptable proof. Please keep in mind that the winning bidder must have both before the contract is signed.

Selection of an offer for a subcontract award will be based on an evaluation of proposals against qualifications, subject matter expertise and budget justification. Proposals shall first be evaluated from a technical standpoint (qualifications and subject matter expertise) without regard to proposed budget justification. For those proposals determined to be technically acceptable, budget justification will be evaluated.

Evaluation Criteria: 40%:   Quality/Functionality
                        30%:   Cost
                        20%:   Technical approach
                        10%:   Experience with similar projects

VII.   QUESTIONS AND CLARIFICATIONS

All questions and clarification requests related to this RFP should be submitted via email to Mr. Jake Swanson, Program Coordinator, at jswanson@usea.org no later than 12:00 PM August 28, 2020. Questions will be answered and posted publicly on the USEA website no later than 5:00 PM EST on August 28, 2020.

END OF RFP