

REQUEST FOR PROPOSALS

(RFP) 23-10

Learning Management System (LMS)

I. Introduction

Collaborative For Children, hereinafter referred to as "the Organization," is soliciting proposals for the implementation and customization of a Learning Management System (LMS) to support our educational and training initiatives. We invite qualified vendors to submit their proposals in accordance with the requirements and specifications outlined in this Request for Proposal (RFP).

II. Background

The mission of the nonprofit Collaborative for Children (CFC) is to meaningfully improve the quality of early childhood education and care for Greater Houston's children through those who are most influential in their lives. The Collaborative for Children staff works every day toward the goal of strengthening families, improving the quality of child care programs, and educating the community about the importance of the early years in a child's life.

Since its founding in 1987 as Initiatives for Children, we have helped parents in the Houston area find child care for their children through our resource and referral service, now online at www.FindChildCareNow.org. Additionally, to ensure that more young children have the secure, stimulating home environments they need to develop, we provide families with parenting education and home visitation services.

For child care providers, we offer a variety of quality improvement initiatives and professional development opportunities designed to improve the quality of child care environments. We bridge the gap in resources and standards by providing child care professionals with hands-on training and leadership development, curriculum development, one-on-one coaching/mentoring, classroom materials and equipment, and scholarships for continued education in the field of early childhood. As a result, thousands of young children throughout our community are in the care of higher-quality child care programs and teachers with the resources to ignite an early love of learning.

Knowledge fuels action, which is why we are committed to educating the community about the critical importance of a child's development during the years between birth and five. We also work closely with our partners to advocate for state and national policies that raise standards and increase resources for early care and education in our community.

III. Objectives

The primary objectives of this project are as follows:

1. **Implement a Customized LMS:** To install and configure a Learning Management System tailored to our specific needs, which should be user-friendly, accessible, and provide a seamless learning experience.
2. **Content Management:** Develop a content management system within the LMS for easy uploading, organizing, and updating of educational materials, including text, multimedia, and interactive content.
3. **User Management:** Create a system for managing user profiles, including registration, user roles, access control, and user data management.
4. **Learning Paths and Progress Tracking:** Enable the creation of learning paths, courses, modules, and quizzes, as well as the tracking of learners' progress and performance.
5. **Reporting and Analytics:** Implement a robust reporting and analytics system to track learner engagement, completion rates, and other relevant metrics.
6. **Integration:** Integrate with our existing software systems (if applicable), such as our website, CRM, and HR systems.
7. **Support and Maintenance:** Provide ongoing support and maintenance services, including troubleshooting, updates, and technical assistance.

IV. Proposal Submission

Interested vendors should submit their proposals, including the following documents:

1. **Cover Letter:** A brief introduction and overview of the proposal.
2. **Company Profile:** An overview of the vendor's company, experience, and expertise in developing and implementing LMS solutions for nonprofit organizations.
3. **Solution Overview:** A detailed description of the proposed LMS solution, including features, technology stack, and customization options.
4. **Budget:** A detailed budget breakdown, including software licensing, development, customization, training, and ongoing support costs.

5. **References:** Contact information for at least three nonprofit organizations for which the vendor has provided LMS solutions.
6. **Technical Specifications:** Technical details, including system requirements and compatibility.
7. **Data Security and Compliance:** Information on data security measures and compliance with relevant data protection regulations (e.g., GDPR, HIPAA).

V. Proposal Evaluation

Proposals will be evaluated based on the following criteria:

1. **Vendor Experience:** The vendor's experience in developing LMS solutions for nonprofit organizations.
2. **Solution Fit:** The extent to which the proposed LMS aligns with our specific needs and objectives.
3. **Cost-Effectiveness:** The competitiveness of the budget in relation to the proposed features and services.
4. **References:** The quality of references provided and past client satisfaction.
5. **Technical Competence:** The technical expertise and compatibility of the proposed solution.

VI. Proposal Submission Deadline

All proposals must be received by October 27 and sent via email to

bpremeaux@collabforchildren.org

VII. Inquiries

For inquiries or clarification regarding this RFP, please contact Bill Premeaux at

bpremeaux@collabforchildren.org or 713-600-1142.

VIII. Conclusion

The Organization looks forward to receiving your proposals and exploring potential partnerships to enhance our educational and training efforts. We thank you for your interest and your commitment to our mission.

CONDITIONS OF BID

Right to Make No Awards- COLLABORATIVE FOR CHILDREN also reserves the right to cancel all or portions of the RFP, and to reject any contract or request to pay any of the vendors' cost in preparing or submitting a response as a result of this RFP. COLLABORATIVE FOR CHILDREN is not obligated to contract with any respondent to this request.

Documentation Requirement- All required documentation requested by this RFP must be submitted in the proposal.

Conflict of Interest- Vendors submitting proposals may expect that COLLABORATIVE FOR CHILDREN will assure adherence to its own code of ethical conduct and conflict of interest policies.

Negotiation Requirement- COLLABORATIVE FOR CHILDREN reserves the right to clarify, explain, verify or alter any aspect of a proposal in negotiating the contract.

Changes in Request for Proposal- COLLABORATIVE FOR CHILDREN may change any part of this request at any time prior to the submission deadline.

Expenses outside of contract- COLLABORATIVE FOR CHILDREN will not pay for any expenses incurred prior to the execution date of a contract or any expenses incurred after the termination date of the contract.

Sub-contracts- The primary bidder (lead contractor) assumes full responsibility for ensuring that work which is subcontracted is complete and delivered on-time.

Submitted materials- Materials submitted to COLLABORATIVE FOR CHILDREN as a part of this proposal are considered public information unless otherwise noted in the proposal itself as trade secret or proprietary information. COLLABORATIVE FOR CHILDREN is not responsible for the return of any part of a submission, including creative examples of work.

Lobbying- No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this Request may have any contact outside of the formal review process with any employee of COLLABORATIVE FOR CHILDREN or any member of the COLLABORATIVE FOR CHILDREN Board of Directors for purposes of discussing or lobbying on behalf of bidder's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. COLLABORATIVE FOR CHILDREN will reject proposals of those bidders who violate this condition.

Notification and Protest

Firms who wish to protest the results of this procurement must contact the **COLLABORATIVE FOR CHILDREN procurement manager at twest@collabforchildren.org**

in writing no later than five (5) days after the date of the written notification to the RFP respondents of the selection results.

Respondent may request to review the scoring sheets for their proposal, but not proposals submitted by others. Proposals will not be photocopied or removed from COLLABORATIVE FOR CHILDREN offices. The scoring of the proposal and other grievance will be discussed and appropriate action taken.

Respondents who wish to further pursue their protest must contact COLLABORATIVE FOR CHILDREN President/CEO Dr. Melanie Johnson, or in her absence, an appointed representative, in writing no later than five (5) days following notification of the decision of the Director of Program Innovation and Research.

ASSURANCES AND CERTIFICATIONS

Use the forms provided in this RFP. Be sure to include all required forms (cover page, lobbying, certifications for debarment, and drug-free workplace; Texas state assessments; the general assurances and certifications; Texas franchise tax; and the conflict of interest questionnaire), and be sure that all are properly signed by an authorized representative of your organization.

Certification Regarding Lobbying

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The Contractor executing this contract certifies that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure For to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Name of Applicant or Organization

Name and Title of Authorized Representative

Signature and Date

**Certification Regarding Debarment, Suspension
and Other Responsibility Matters**

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The Contractor executing this contract certifies that neither it nor its principals:

- 1) Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity with commission or any of the offenses enumerated in Paragraph (2) of this certification; and,
- 4) Have not within a three-year period preceding this contract had one or more public transaction terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in the certification, such prospective recipient shall attach an explanation to this certification.

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Signature and Date

State Assessment Certification

The authorized representative of the corporation contracting herein by executing this contract certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

The corporation certifies that:

- It is current in Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

- It has outstanding Unemployment Insurance overpayment balance payable to that State of Texas.

Name of Applicant or Organization

Name and Title of Authorized Representative

Signature and Date

Certifications Regarding Assurances and Certifications

Contractor will render performance in accordance with all applicable provisions of the Workforce Investment Act of 1998 [WIA] (29 U.S.C. 2801 et seq.), American Recovery and Reinvestment Act of 2009, Wagner-Peyser Act (29 U.S.C. §49 et seq.), portions of the public welfare programs under the Social Security Act (42 U.S.C. §301 et seq.), the Child Care and Development Block Grant Act of 1990 and section 5082 of the Omnibus Budget Reconciliation Act of 1990, P.L. 101-508, as amended (42 U.S.C. 9858 et seq.), and the Personal Responsibility and Work Opportunity Act of 1996 [PRWORA] (7 U.S.C. §201.1, et seq.), and applicable federal regulations, state rules, and COLLABORATIVE FOR CHILDREN policies and rules.

When submitting a proposal, organizations are required to assure and certify the following:

- 1) **Non-discrimination and equal opportunity.** As a condition of the contract, the applicant assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:
 - Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I and financially assisted program or activity;
 - Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
 - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the applicant makes to carry out the WIA Title I-financially assisted programs or activities. The applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- 2) **Environmental compliance.** Applicant assures and certifies that to the extent required by law, it will comply with applicable provisions of the Clean Air Act (42 USC §7401 et seq) the Federal Water

Pollution Control Act, as amended (233 USC §1251 et seq), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the Environmental Protection Agency regulations at 40 CFR Part 15.

- 3) **Labor Standards.** Applicant agrees and certifies that it will comply with applicable provisions of the Davis-Bacon Act (40 U.S.C. 276a- 276a-7), the Copeland Act (40 U.S.C. 276c), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332), as set forth in Department of Labor Regulations at 20 CFR 5.5a.
- 4) **Texas Family Code.** Applicant certifies that the individual or organization submitting the proposal is not ineligible, pursuant to Texas Family Code §231.006, to receive the specified payment and acknowledges that if the certification is inaccurate, no contract will be made with Applicant.
- 5) **Unfair business practices.** Applicant certifies and assures that it has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The Applicant further certifies and assures that no officer of the Applicant has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year.
- 6) **Criminal Convictions.** Applicant certifies that it will disclose to Collaborative for Children and any applicable federal or state agencies the name of any person who has an ownership or control interest in or is an agent or managing employee of the Applicant who has been convicted of a criminal offense related to the person's involvement in any program under Title XVIII, SIX, or SS of the Social Security Act since the inception of these programs.
- 7) **Identity Change.** Applicant certifies that it will notify Collaborative for Children immediately in the event of any significant change affecting the Applicant and Applicant's identity, such as ownership or control, name change, governing board membership and vendor identification number.
- 8) **Immigration Reform and Control Act.** Applicant certifies that it will comply with the requirements of the Immigration Reform and Control Act of 1986 regarding employment verification and retention of verification forms for any individuals hired on or after November 1, 1986, who will perform any services under the proposed contract.

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Name and Title of Authorized Representative

Signature and Date

Texas Corporate Franchise Tax Certification

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contact with for-profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation making this contract is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The contractor executing this contract certifies that the following statement is true and correct and that the Contractor understands making a false statement is material breach of contract and is grounds for contract cancellation.

- Not applicable. Contractor is not a corporation.

Indicate the certification that applies to your corporation:

- The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.
- The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name of Applicant or Organization

Name and Title of Authorized Representative

Signature and Date

Vendor Conflict of Interest Disclosure Form

Disclosure Statement

All business (“Vendors”) that wish to conduct business with Collaborative for Children (“Company”) must complete and return this form. Please note that all Vendors are subject to Company’s Code of Ethics, which prohibits Company employees and Board of Directors members from having certain relationships with persons or entities conducting (or proposing to conduct) business with Company and which prohibits the acceptance of gifts from Vendors. The code and its definitions are incorporated by reference into this disclosure form. If a Vendor has a relationship to disclose, the Vendor should assume that the relationship may pose a conflict of interest until notified to the contrary in writing by a Company staff member authorized to confirm that a determination has been made that a conflict does not exist. A principle of the Code of Ethics is to endure that relationships do not influence any official decision or judgment of Company’s employees or Board of Directors members. Accordingly, disclosure also should be made for any person connected with Vendor (e.g., officer, director, employee, sub-contractor) that is likely to: (i) materially contribute to Vendor’s preparation, drafting, or presentation of a proposal or bid for services, (ii) materially contribute to Vendor’s negotiation of a contract with Company, or (iii) perform material services under a contract with Company. Below, these persons are referred to as “Disclosable Persons.”

Certification

I hereby certify that, except as disclosed below, to Vendor’s knowledge, there is no conflict of interest involving the Vendor named below that would violate the Company’s Code of Ethics, including that (a) after inquiry, neither Vendor nor any Disclosable Person is involved or engaged in any private business venture or enterprise, directly or indirectly, with any Company employee or Board member or his or her family member; (b) no Company employee or board member or his or her family member owns or has a material personal financial interest (directly or indirectly) in Vendor is engaged in a material personal business transaction with Vendor; and (c) no Company employee or Board member or his or her family member is employed by Vendor.

I further certify that, during any period prohibited by an applicable Request for Proposal, neither the Vendor nor anyone acting on its behalf has requested that any employee or Board member of Company exert any influence to secure the appointment of Vendor under a contract or proposed contract.

Vendor Disclosure Statement

I believe that the name(s) referenced below do not have a (potential) conflict of interest with a current or potential Company employee(s), or Company Board of Directors member(s).

_____ Yes, the above statement is true

_____ No, the above statement is not true

If you checked "Yes" above, please provide the following information:

List name(s) of Company's employee(s), Board of Directors member(s), or Company employees' or Company Board of Directors' family member(s) with whom there may be a conflict of interest.

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Provide a brief description of the nature of the potential conflict(s) of interest.

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Vendor Information

Name	
Phone	
Address	
Federal ID	
State of Incorporation or Domicile	

Vendor Signature

By my signature below, I certify that I am the Authorized Representative for the Vendor named above, and that all of the information provided above by signor is true and complete to the best of the signor's knowledge:

Print Name of the Vendor's Authorized Representative

Print the Position Title of the Vendor's Authorized Representative

Signature of Vendor's Authorized Representative

Date