LMS RFP TEMPLATE: READ ME

In this document you will find two resources: an 'LMS RFP Template - Client Info' and a link to our 'LMS RFP Template - Spreadsheet'. These are the two documents you'll be sending to prospective LMS vendors. BUT FIRST, you'll need to fill out some information on what you're needing.

Here's what you'll need to do for each document PRIOR to sending it off to the LMS vendors:

LMS RFP - CLIENT INFO

This fillable document (found on page 2) is a chance for you to layout your wants and must-haves in regards to your future learning management system. You'll fully complete this document with your:

- Company Information
- System and Business Needs
- Usage
- Timeline

LMS RFP - SPREADSHEET

We've included a direct link to the spreadsheet on page 3. There are a few different components to the spreadsheet. Here are the ones you'll need to complete before sending this off to any LMS vendors:

1. Client Information Tab
2. Learner Projections Tab
3. Features Tab - the 'Client Responses' column has a drop down menu so you can select whether the feature is something you are going to need, are not going to need or might need. The 'Client Comments' tab is where you can expand if more information (maybe parts of a use case) can be included.

And that's it! Hopefully these documents will give you a better idea of all the features and functionality within the LMS vendors you're contacting.

If you have any questions, please don't hesitate to reach out to sales@elogiclearning.com and we'll be more than happy to help you out.

LMS RFP CLIENT INFO

Below you will find the basic company, learning objectives, usage and timeline information needed in order to gain insight into our company's particular learning management system needs.

Please use these responses to iterate how your solution best fits our needs in the attached spreadsheet.

COMPANY INFO	
COMPANY NAME	
ADDRESS	
WEBSITE	
INDUSTRY	
CONTACT NAME	
CONTACT EMAIL	
CONTACT PHONE	

SYSTEM/BUS. NEEDS	
COMPANY DESCRIPTION	
DESIRED BUSINESS GOALS & OUTCOMES	
INTEGRATIONS	
DETAILS AROUND DATA TO BE MIGRATED (# OF YEARS OF DATA, ETC.)	

USAGE	
PRIMARY AUDIENCE(S)	☐ INTERNAL ☐ B2B ☐ B2C
USE CASES (SPECIFIC INFO ON HOW SYSTEM WILL BE USED Need help with use cases? Download our free use case template here.	
PROJECTED # OF LEARNERS	
PROJECTED LEARNER GROWTH	
USAGE BEHAVIORS (FREQUENCY)	
PREFERRED DELIVERY METHOD	☐ ON-PREMISE ☐ CLOUD
BUDGET	

TIMELINE	
RFP RESPONSE DUE DATE	
TARGET EVAL PERIOD	
TARGET "GO LIVE" DATE	

LMS RFP - SPREADSHEET

Below you will find a link to the LMS RFP Spreadsheet. You can copy and paste the information you included in the Client Info portion of the previous page and insert it into the Client Info section of the spreadsheet.

The only other section you'll need to complete is on the Learner Projections tab. You can also add any additional comments in the other sections where the LMS vendors will be inserting their information.

Send the Client Info document along with the partially-completed RFP Spreadsheet to your potential LMS providers.

GET YOUR LMS RFP SPREADSHEET HERE:

http://bit.ly/eLL-LMS-RFP-spreadsheet