

**National Criminal Justice Association  
Office for Victims of Crime Center for Victims of Crime Act Administrators  
(OVC VOCA Center)**

REQUEST FOR PROPOSAL (RFP)  
The Requested Services are Outlined in the Attached Content Document

LEARNING MANAGEMENT SYSTEM  
National Criminal Justice Association, OVC VOCA Center  
A completely remote company with staff throughout the United States

Prepared by: Janelle Melohn  
Date: May 10, 2024

PROPOSAL SUBMISSION DEADLINE: June 3, 2024  
QUESTION SUBMISSION DEADLINE: May 24, 2024

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## **INTRODUCTION**

The National Criminal Justice Association, OVC VOCA Center invites and welcomes proposals for their Learning Management System Project. Based on your work experience, your company has been selected to receive this RFP and is invited to submit a proposal. Please familiarize yourself with the proposal requirements. All proposals submitted for consideration should be received by the date and time specified above under “PROPOSAL SUBMISSION DEADLINE.”

***BIDDERS SHOULD NOTE THAT ANY ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTED MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS – NO EXCEPTIONS***

## **PROJECT AND LOCATION**

The project anticipated with this RFP is intended to be located virtually since the OVC VOCA Center is a completely remote operation.

## **RFP QUESTIONS**

The National Criminal Justice Association, OVC VOCA Center will accept questions related to this RFP and answers will be provided to all proposed bidders that submit a Letter of Intent to Bid. Questions must be received by May 24, 2024, at [vocacenter@ncja.org](mailto:vocacenter@ncja.org).

## **PROJECT SCOPE AND SPECIFICATIONS**

The project Scope and Specifications are detailed in the attached Content Document.

## **SCHEDULED TIMELINE**

| <b>MILESTONE</b>                               | <b>DATE</b>      |
|--|------------------|
| Release Procurement                            | May 10, 2024     |
| Notice of Intent to Bid                        | May 17, 2024     |
| Provider Questions Due                         | May 24, 2024     |
| Responses to Provider Questions Sent Out       | May 29, 2024     |
| Proposals Due                                  | June 3, 2024     |
| Vendor Demonstrations                          | June 10-14, 2024 |
| Select an LMS Provider; Notice to Providers    | June 17, 2024    |
| Contract Executed                              | June 24, 2024    |
| Project Kickoff Meeting with Selected Provider | June 28, 2024    |
| Have the LMS System Ready for Testing          | November 1, 2024 |
| Have the LMS System “go live”                  | January 1, 2025  |

## **PROJECT PROPOSAL EXPECTATIONS**

The National Criminal Justice Association, OVC VOCA Center shall award the contract to the proposal that best accommodates the various project requirements. National Criminal Justice Association, OVC VOCA Center reserves the right to (i) award any contract to the presentation of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract. The National Criminal Justice Association will determine which proposals provide the greatest value to the agency, which may not necessarily align with the proposal(s) with the highest evaluation scores.

### **INTENT TO SUBMIT PROPOSAL**

All invited Bidders must submit a “Letter of Intent” no later than May 17, 2024, to inform the National Criminal Justice Association, OVC VOCA Center of their intent to either submit or decline to submit a proposal. Letters of Intent should be emailed to Janelle Melohn at [jmelohn@ncja.org](mailto:jmelohn@ncja.org).

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by the National Criminal Justice Association, OVC VOCA Center no later than 5:00 pm ET on June 3, 2024, to Janelle Melohn at [jmelohn@ncja.org](mailto:jmelohn@ncja.org) for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based on the information provided in the submitted proposal. In addition, cost and performance will be considered. Criteria in the attached Content Document marked “REQUIRED” will be given considerable weight in the proposal selection process. Additionally, the following criteria will be reviewed:

1. Proposals received by the specified deadline must be in the correct format.
2. Bidder’s alleged performance effectiveness of their proposal’s solution.
3. Bidder’s performance history and alleged ability to timely deliver proposed services.
4. Bidder’s ability to provide and deliver qualified personnel with the knowledge and skills required to effectively and efficiently execute the proposed services.
5. Overall cost-effectiveness of the proposal.

National Criminal Justice Association, OVC VOCA Center reserves the right to cancel, suspend, and/or discontinue any proposal at any time without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information the Bidder should include in their proposal submission:

#### **Summary of Bidder’s Background**

1. Bidder’s Name(s)
2. Bidder’s Address
3. Bidder’s Contact Information (and preferred method of communication)
4. Legal Formation of the Bidder (e.g., sole proprietor, partnership, corporation)
5. Date Bidder’s Company was Formed
6. Description of Bidder’s company in terms of size, range, and types of services offered and clientele

7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidders Federal Employee Identification Number (FEIN)
9. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal
10. Organization chart showing key personnel that would provide services to the National Criminal Justice Association, OVC VOCA Center.

### **Financial Information**

1. Provide a copy of the most recent audited financial statement or an annual report by a certified public accountant.
2. State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
3. State whether the Bidder or its parent company (if any) has ever received any sanctions (including suspension or debarment), or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

Summary of timeline and work to be completed.

### **Equipment or Service**

1. List any and all equipment or services required for this proposed project and the number of each that will be purchased.
2. Detailed estimated cost for each piece of equipment or service.
3. List any equipment or services required of a subcontractor, along with a brief explanation.
4. List any accommodation, services, or space required from the National Criminal Justice Association, OVC VOCA Center along with a brief explanation.

### **Cost Proposal**

1. A detailed list of any and all expected costs or expenses related to the proposed project.
2. Summary and explanation of any other contributing expenses to the total cost.
3. Brief summary of the total cost of the proposal.

### **LMS Specifications**

All proposals must include a fully completed "LMS Specifications – Spreadsheet" outlining which requirements and recommendations will be met and the individual cost for each.

### **Licensing and Bonding**

Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

Details of any liability or other insurance provided concerning the staff or project.

**References**

Provide three (3) references.

By submitting a proposal, Bidder agrees that the National Criminal Justice Association, OVC VOCA Center may contact all submitted references to obtain any and all information regarding Bidder's performance.