

**Request for Information**  
**Enterprise Learning Management Solution**  
**November 8, 2018**

This Request for Information (RFI) is issued for information and planning purposes only and does not constitute a solicitation nor does it restrict the Government as to the ultimate acquisition approach. In accordance with (IAW) Federal Acquisition Regulation (FAR) 15.201(e), responses to this notice are not offers and cannot be accepted by the Government to form a binding contract. The purpose of this RFI is to obtain market information on capable sources of supply, industry practices, and input specific to the information provided. The Government is not responsible for any cost incurred by industry in furnishing this information. All costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future Request for Proposals, if any is issued. Any information submitted by respondents to this RFI is strictly voluntary. All submissions become Government property and will not be returned.

The Department of Veterans Affairs (VA) Technology Acquisition Center is issuing this RFI to determine Contractors capabilities in executing the Government requirements identified in the attached - Enterprise Learning Management Solution Business Requirements Document (BRD).

**BACKGROUND**

The Department of Veteran Affairs (VA) is seeking information from industry regarding moving towards an innovative agile single platform to manage talent development activities across the Department. This solution shall consist of the following Core Modules & Associated Capabilities:

- **Accreditation & Certification Management** – Allows the VA to support a variety of accreditation needs, spanning the requirements of the healthcare industry, the financial industry, government, professional organizations, and VA-specific professions.
- **Learning Management** – Enables a full-range of features required to develop, launch, deliver, complete, and track all learning and developmental content and activities accessed by users.
- **Competency Assessments & Individual Development Planning** – Allows the organization to manage employee development, support self-assessments, capture 180- and 360-degree feedback, establish and manage competency families and competency profiles, and plan employee development activities that align with those competencies, organizational strategies, and goals.
- **Reporting & Analytics** – Enables the organization to aggregate and analyze workforce and development data using a reports warehouse, custom and ad-hoc reporting capabilities, and customizable business intelligence dashboards.

- **Social Learning** – Allows employees to communicate collaboratively to enrich the learning and development opportunities available in VA, including Department approved social media integration, threaded discussion boards and blogs specific to courses or content interest areas, and audiovisual capabilities.
- **Workforce Planning** – Allows the organization to perform career planning and workforce succession, tying associated competencies to learning activities, leadership roles, and Federal occupations.

The VA has completed a BRD which consists of high level business requirements and capabilities.

## **QUALIFICATIONS**

- Only vendors capable as prime contractors should respond.
- Interested companies must have a Commercial and Government Entity (CAGE) code and be registered in the System for Award Management (SAM).
- The contractor team should collectively possess the following skills:
  - Ability to independently produce written assessments, source documentation, and summary briefings in response to tasking.
  - Significant and documented expertise in specific industries, locations, or functional areas of interest to the Federal Government.
  - Significant and documented experience supporting a single customer with an active user base of greater than 100,000.
  - Significant Program Management expertise.

## **RESPONSE**

Generic capability statements will not be accepted or reviewed. Your response must address capabilities specific to the specifics listed below and the attached BRD. VA is trying to determine vendor capability to provide a solution that meets the minimum Government requirements of the BRD.

The capability package must be clear, concise, and complete. VA is under no obligation to provide feedback to the company, or to contact the company for clarification of any information submitted in response to this request. However, VA may contact certain respondents to seek further information as market research.

Be advised that set-aside decisions may be made based on the information provided in response to this RFI. Responses should be as complete and informative as possible.

**As part of your RFI response, please provide the following information:**

- a. Can the requirements (as written in the BRD) be supported by industry today? Discuss capabilities currently available on the market and the various format options available.
- b. Discuss how potential solutions could provide interoperability, scalability, and flexibility into other/future systems/capabilities.
- c. Describe the best practices associated with a phased implementation approach.
- d. Discuss different scenarios available for contract structure, pricing, add-ons, etc. What would be considered the best approach for a system of this type?
- e. Based on your experience, discuss additional value-added capabilities the Government has not included in its BRD.
- f. Discuss current industry roadmaps for future learning and talent development.
- g. Describe metrics and success measurement tools applicable to this project.
- h. Describe best options for solution framework and infrastructure engineering.
- i. How would potential solutions successfully meet federal requirements for accessibility and information security? What might be some challenges?
- j. Indicate if your company would be interested in attending an industry day event. This does not commit the Government to hosting an industry day, however, it is a consideration at this time.
- k. Have you performed similar work to include scope and complexity as described in the BRD? Have you performed this type of work with the Federal Government? Provide supporting detail. Indicate whether you were the prime contractor or subcontractor.
- l. **If a small business, what type of small business are you?** For SDVOSB or VOSB interested parties, address the intent and ability to meet the set aside requirement in accordance with VAAR 852.219-10 (JUL 2016) (DEVIATION) VA Notice of Total SDVOSB and 13 CFR §125.6, which states the contractor will not pay more than 50 percent of the amount paid by the Government to it to firms that are not SDVOSBs as defined by VAAR 852.219-10 (JUL 2016) (DEVIATION).?
- m. Are the requirements sufficiently detailed to describe the solution to be provided under this effort? If “NO”, please provide your technical comments/recommendations on elements of the BRD that may contribute to a more accurate proposal submission and efficient, cost effective effort.

- n. Identify existing contract vehicles (GSA, NASA SEWP, T4NG etc.) in which you are a contract holder that can be utilized to procure the ITFM tool and integration services.

The page limit for the response is 15 pages. Responses should also include the company profile (to include, but not limited to, history, business size and socioeconomic category, applicable North American Industry Classification (NAICS) [541519]. The response should also include a list of all subcontractors proposed and their respective role in the performance of this requirement.

Your response should clearly mark any information that is proprietary. Faxed copies are not acceptable. Please send your responses or questions to Contract Specialist, [Gary.Throckmorton@va.gov](mailto:Gary.Throckmorton@va.gov) and Contracting Officer, [Christopher.Minetti@va.gov](mailto:Christopher.Minetti@va.gov) regarding this announcement.

**Responses are due no later than 12:00 PM Eastern Standard Time (EST) via email on Friday, November 30, 2018.**

**Contracting Office Address:**

Department of Veterans Affairs  
Office of Acquisition Operations  
Technology Acquisition Center  
23 Christopher Way  
Eatontown, NJ 07724

**Primary Points of Contact:**

Gary Throckmorton, Contract Specialist  
Email: [Gary.Throckmorton@va.gov](mailto:Gary.Throckmorton@va.gov)

Christopher Minetti, Contracting Officer  
Email: [Christopher.Minetti@va.gov](mailto:Christopher.Minetti@va.gov)