



Department of Education
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Solution Selection Criteria and Analysis

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Executive Summary

SFA University has primary responsibility for delivering “best-in-business” training services to SFA employees and external customers. Currently, SFA University has minimal resources available to support the new responsibilities it acquired during its reorganization into a model “corporate university”. The current manual processes and limited computer systems do not support the critical activities necessary for SFA University to provide a level of service consistent with the modernization objectives.

A Learning Management System (LMS) will support the administration, delivery and integration of training throughout SFA. The LMS is the critical component in SFA University's strategy to improve the delivery of training services to SFA employees and external customers. When implemented, customers will be able to access targeted learning more accurately and more quickly while enabling SFA to deliver these services in a proactive manner with greater consistency and efficiency.

The first segment of work, Requirements Analysis, involved working with SFA University, the Channels and the Enterprise Units to identify the functional, technical, and business needs to manage training administration and delivery. The second segment of work involved identifying LMS vendors, creating a Request for Information (RFI), sending the RFI to the vendors, and creating a scorecard to score the vendor responses to the information. The scoring will be used to compare the LMS vendors.

Immediately following is a brief description of each of the activities listed above.



Approach

Create Vendor Short List

While gathering the preliminary set of requirements, the team gathered a list of best in breed LMS vendors in order to see what capabilities were available on the market. The team reviewed these vendors and their respective LMS packages in order to compare the available functionality with the critical list of requirements. From this comparison, a short list of possible LMS vendors was determined. Please see the LMS Short List Analysis for this information, found in Appendix A.

Create RFI

A request for information (RFI) was developed using the requirements that were determined in the first segment of work. The RFI provided background on SFA, SFA University, and their need for an LMS. Each requirement was restated in a question form for the vendors to answer. The RFI requested that the vendors responding also include costs, financial data, references, and a sample implementation plan. Please see Appendix B for the RFI.

Create Scorecard and Score Responses

A scorecard was developed that contained all of the requirements. Each requirement was given a weight based on its relative importance. The scorecard was completed using the responses to the RFI received from the vendors. Please see Appendix C for a blank scorecard and a completed scorecard.

Create Cost Comparison

Based on the costs provided by the vendors, a high level cost comparison was completed. Please see Appendix D for the Cost Comparison.



Appendices

Appendix A

Appendix B

Appendix C

Appendix D

Short List Analysis

RFI

Scorecards (Blank and Completed)

Cost Comparison