



Questions and Answers

RFP No. 25-01

Online Training Courses

April 4, 2025

Question 1: How many internal vs. external users will be using the LMS? How often do they access the LMS?

Answer: Current internal users - approximately 50 of the 260 total TMLIRP employees.

Total staffing for TMLIRP Members is approximately 200,000 employees. For the period 10/1/21 through 2/28/25, there were 14,493 individual users.

Access 24/7/365. Some users complete only Member assigned courses while others complete multiple courses.

Question 2: Are you looking to have a content developer create courses or will you be creating the courses?

Answer: The Risk Pool is seeking turn-key training content specific to our Members' operations.

As stated in Section 1.1 (Statement of Purpose), "TMLIRP is requesting proposals for online training services in various loss prevention topics such as risk management, human resources, safety, and law enforcement." Additionally, as stated in Section 2.2 (Submission of Proposal), "The purpose of the proposal submitted is for the proposer to provide online training course on loss prevention topics that best meets the overall needs identified in Section 1.1 and the project scope described in Section 3". Finally, Section 3.1.3 states "The program will have the capability of hosting TMLIRP-authored content".

Question 3: Will the Texas Municipal League Intergovernmental Risk Pool be the subject matter expert (SME) for the project and/or will they be able to supply training materials and content that the vendor can reference while building the online training? Or;

Is the Texas Municipal League Intergovernmental Risk Pool looking for the vendor to be the SME?

Answer: The Risk Pool is seeking turn-key training content specific to our Members' operations.

As stated in Section 1.1 (Statement of Purpose), "TMLIRP is requesting proposals for online training services in various loss prevention topics such as risk management, human resources, safety, and law enforcement." Additionally, as stated in Section 2.2 (Submission of Proposal), "The purpose of the proposal submitted is for the proposer to provide online training course on loss prevention topics that best meets the overall needs identified in Section 1.1 and the project scope described in Section 3". Finally, Section 3.1.3 states "The program will have the capability of hosting TMLIRP-authored content".

Question 4: Features TAB, Compliance and Regulatory Section – Item #19

Workflow features (please provide details)

Would you clarify what you mean by "workflow features"? If you are able to provide an example, that may be helpful too.

Answer: Generally, we want to ensure adequate workflows and processes related to user enrollment, course assignments, reminders, tracking, reporting, etc.

Question 5: "A blank Form CIQ can be found after the last page of this Request for Proposal."

Can you please provide a copy of this form? We can't seem to find it.

Answer: Attached to this response is a copy of the Conflict of Interest Questionnaire (Form CIQ).

Question 6: "Reporting for Law Enforcement training hours to Texas Commission on Law Enforcement (TCOLE)"

Is your team capable of reporting these hours if our team provides the reporting tools to do so?

Answer: No. As noted in the TMLIRP Comments column on the Vendor Questionnaire, "TCOLE has stipulated that LMS vendors are responsible for reporting hours and ensuring that content meets TCOLE standards." Additionally, as noted at the end of Section 3.1 of the RFP, "The program/system/provider must be capable of collecting data necessary for accurate Texas Commission on Law Enforcement (TCOLE) credit submission and completion of the reporting process directly through the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS)."

Question 7: “Regarding law enforcement training hours, course learning objectives and lesson plans are approved by TCOLE and provided as required”

Can you please expand on your expectations of the vendor for this requirement?

Answer: As noted in the TMLIRP Comments section in the Vendor Questionnaire, “TCOLE has stipulated that LMS vendors are responsible for reporting hours and ensuring that content meets TCOLE standards.”

Question 8: “TCOLE approved courses are designated with the assigned TCOLE program number in the description.”

Who is designing these courses?

Answer: It is the expectation that the provider is designing/developing all course content.

Question 9: Can your platform integrate with other third-party applications (e.g., CRM, HRIS, RMIS)? If so, which ones?

Are there any particular platforms that you’re looking to integrate with?

Answer: No