

STATE OF HAWAII  
 Department of Human Resources Development  
**BID FORM**  
**Content for Self-Directed Learning Library (1 year contract)**

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The Department of Human Resources Development (DHRD) seeks a one (1) year contract for a learning library with training content to include, but not limited to trainings related to Microsoft Office products and other IT related topics. Specifications are as follows:

- The operating system must be able to integrate with current Learning Management System (LMS) – Adobe Learning Manager for tracking purposes.
- Must be compliant with Aviation Industry Computer-Based Training Committee (AICC).
- Provides hands-on and/or virtual on-going training for up to three (3) administrators of the program. Capacity to view product on the web.
- Provided a budget not to exceed \$25,0000, including shipping, handling and Hawaii General Excise Tax (GET), fill out the table below by indicating for each topic: the number of training modules the vendor will provide; if a presentation with quiz is included (Yes or No); and video and on-demand capabilities (Yes or No). All stated specifications must be met by the proposed vendor. Additionally, provide the total quoted price for all modules combined.

Microsoft Topic	DHRD's Required Minimum number of training modules available	Minimum number of training modules vendor will provide	Presentation with Quiz: Indicate Yes or No	On-Demand Course: Indicate Yes or No	Price
Excel	25				
Word	25				
Powerpoint	25				
Teams	25				
Other products – Office 365, Sharepoint,etc.	50				
Total Price					\$

- Vendor must agree to a pricing structure not entirely based on total users registered in the LMS. The vendor must be able to fulfill the following conditions:
  - DHRD Training will work with the vendor to choose appropriate titles that will be available for up to 5,000 users possible within the limits of our budget.
  - DHRD is unable to expend more than the amount of the award.
  - As previously stated, the total estimate for all titles must include shipping, handling and Hawaii General Excise Tax (GET).

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- All content provided must be accessible by visually impaired individuals with appropriate audio or with assistance of a reader device. It must also be accessible to hearing impaired individuals by providing a text version of the script and/or closed-captioned.
- DHRD Training must have the ability to revise title offerings as new content becomes available and/or when curriculum is updated.
- Content shall remain current for the duration of the contract.
- Content provided must engage in high-end interactive video presentations with variety in length of programs – i.e. short videos to courses requiring more than 4 hours to complete. These courses must feature multidimensional graphics with voiceover audio features or simulation exercises to maximize learner engagement.
- Vendor must attach catalog of all courses available.
- Vendor must also provide coursework or written materials/supplement handouts to support application of training in at least 40% of their courses offered.
- Vendor must have over three (3) years of experience in adult education/learning and development with an emphasis in eLearning. (Please indicate in the Additional Question No. 2 below.)

**Additional Questions:**

1. Provide the contact information (name, number, email) of three (3) or more state agencies or government entities with whom you have provided similar product and services.
  
  
  
  
  
  
  
  
  
  
2. Describe your company background and experience in the delivery of on-demand, self-directed learning products including length of time in this business area.
  
  
  
  
  
  
  
  
  
  
3. Describe how updates to the product or available content will be delivered to us as the client.

Provide your price quote for all materials and areas listed including shipping, handling and Hawaii General Excise Tax (GET). Price includes remote IT technical support, available at times compatible with hours of operation: M-F, 7:30am – 5:00pm HST for the duration of the contract.

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Should the contract be terminated for failure to deliver desired product or if unable to attain complete compatibility with LMS, credit for any unused time shall be issued on a prorated basis. Please note that DHRD has the right to reject any bids that do not meet these minimum specifications. All bids shall be submitted on the attached Bid Form through HiePRO, as an attachment.

Vendors shall meet the compliance requirements (103D-31(c), HRS) and register with the State of Hawaii's Hawaii Compliance Express, <https://vendors.ehawaii.gov/hce/splash/welcome.html>

Award is based on Best Value. When the award to the lowest responsive, responsible offer is not practicable, award shall be made to the offeror whose quote provides the best value to the State. "Best value" means that the most advantageous offer determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best services DHRD is selected. Criteria may include, but not limited to, the total cost of ownership, performance history of the vendor, quality of goods, services, delivery and proposed technical performance.