

## **REQUEST FOR QUOTATION FOR SUPPLY OF LEARNING MANAGEMENT SYSTEM**

The Managing Director of ZEP-RE invites the supplier to revamp the ZEP-Re Academy Learning Management system.

The eligibility criteria and scope of work are shown below.

### **1. Eligibility Criteria**

The supplier should confirm the following capabilities: -

- **Experience in LMS Development:** The supplier must have proven experience in revamping or developing Learning Management Systems.
- **Custom Solution Capability:** The supplier must demonstrate the ability to customize and enhance existing LMS functionalities to meet specific organizational needs.
- **Track Record of Similar Projects:** The supplier should provide evidence of successful completion of similar LMS revamp projects.
- **Capability to Integrate with Existing Systems:** The supplier must be able to seamlessly integrate the revamped LMS with existing systems and platforms.
- **Agile Project Management:** The supplier must have a strong track record of delivering projects on time and within budget using agile methodologies.

### **2. Scope of work**

The consultant or firm will be responsible for the following tasks:

**Requirement Gathering:** Conduct detailed discussions with stakeholders to understand their needs, goals, and expectations from the customized Moodle platform.

- **Customization Planning:** Create a comprehensive plan outlining the customization project's scope, timeline, and resource requirements.
- **System Analysis:** Evaluate the existing Moodle instance to identify the areas that need customization and assess the technical feasibility of the requested features.
- **Custom Development:** Implement the required customizations in line with the technical requirements mentioned above. This includes developing new Moodle plugins, modifying existing modules, and integrating third-party tools.
- **User Interface (UI) Design:** Customize the Moodle theme to match the ZEP-RE's branding and ensure a user-friendly interface.
- **Testing and Quality Assurance:** Thoroughly test the customized features to identify and resolve any bugs or issues. Conduct user acceptance testing (UAT) with stakeholders.
- **Deployment and Integration:** Deploy the customized Moodle platform on the ZEP-RE's servers, ensuring seamless integration with the existing IT infrastructure.

- **Training and Documentation:** Provide training sessions to administrators, instructors, and learners on using the new features. Create comprehensive documentation for reference.
- **Ongoing Support:** Offer post-implementation support to address any issues or concerns that may arise after the project's completion.
- **Project Management:** Assign a dedicated project manager to oversee the customization project, ensuring timely delivery and effective communication between the consultant/firm and ZEP-RE.
- **Security and Privacy:** Implement security best practices to safeguard user data and ensure compliance with relevant data protection regulations.
- **Scalability and Performance:** Optimize the customized Moodle platform for scalability and performance to handle a growing number of users and courses.

**A:** Feature/functionality.

**C:** Customisation is required to achieve this requirement - In the comment/reference column indicate reference to annexure that propose the cost and time man-months for creating that customisation.

**N:** Feature/functionality is **Not** available/supported on the current system version.

**Note:**

1. Choose the response that accurately and honestly describe your system
2. All **C** entries must be accompanied by references to annexure on proposed cost and time

Detailed requirements are in the attached technical requirements document.

Feature / Functionality Requirement		Availability	Remarks / Reference to proposal annexure
	<b>System Requirements</b>		
1	Course Management. Creation and Management of Online courses, upload and organisation of materials and assessments.		
2	Communication and collaboration between instructors and students		
3	Tracking of student progress and feedback including the ability to grade assignments and tests		
4	Learning Progress Tracking. Monitor student progress, coursework, test scores and certification status		



Feature / Functionality Requirement		Availability	Remarks / Reference to proposal annexure
5	Assessment and evaluation. The ability to create and administer quizzes, exams and other assessments		
6	SSO		
7	User Management. Registration (including self registration) track user accounts, enrolments and progress		
8	Reports generations		
9	Audit trail		
10	Customisability and brandable.		
11	Accessibility. Options for users with disability.		
12	Mobile and Offline Support		
13	Ability to generate certificates automatically after course completion		

**Those interested may submit their bids via email to [procurement@zep-re.com](mailto:procurement@zep-re.com),  
Deadline is 16:00 hours Kenyan time on 26<sup>th</sup> June 2024.  
Proposal should be addressed to the CTO, ZEP-RE (PTA Reinsurance Company), P.O.  
Box 42769 00100 Nairobi, Kenya.**

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