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LEARNING PLATFORM RFP TEMPLATE *PART A*

INSTRUCTIONS:
This portion of the RFP is to be completed by the client.

The goal of this Learning Platform RFP template is to allow LMS vendors to provide more information about their system and offerings based on a client's learning, technical, security, and implementation requirements for their intended learning management system.

Complete the following fields below and submit to the vendors you wish to evaluate, along with the learning requirements spreadsheet (PART B).

COMPLETE THE FOLLOWING FIELDS

COMPANY INFORMATION	
COMPANY NAME	
ADDRESS	
WEBSITE	
PARENT COMPANY	
INDUSTRY	
CONTACT NAME	
CONTACT EMAIL	
CONTACT PHONE #	

LEARNING OBJECTIVES	
COMPANY DESCRIPTION	
TOP 3 CHALLENGES WE WISH TO RESOLVE WITH A LEARNING PLATFORM SOLUTION	1
	2
	3
SUMMARY OF KEY FEATURES	Select all that apply: ○ APIs ○ Advanced Reporting ○ Ecommerce ○ Scalability ○ Certifications and Retraining ○ Gamification ○ White-labeling and Customization ○ Languages and Localization ○ Automated Admin Tasks ○ ILT Classroom ○ Mobility ○ Notifications ○ Import and Create Courses ○ Audit Trail and 21 CFR Part 11
INTEGRATIONS List the tools that need to share information with the Learning Platform.	

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USAGE	
PRIMARY AUDIENCES	Select all that apply: ○ Employee Training ○ Partner Training ○ Compliance Training ○ Mobile Learning ○ Customer Training ○ Social Learning
USE CASE(S) Provide any additional details about your specific use case(s).	
PROJECTED # OF LEARNERS	
PROJECTED LEARNER GROWTH	
USAGE BEHAVIORS Frequent/Monthly/ Infrequent/etc.	
AMOUNT OF CONTENT:	
A - Storage	
B - # of Courses	
BUDGET	

TIMELINE	
QUESTION SUBMISSION DUE DATE	
QUESTION RESPONSE DATE	
REQUESTED RFP DUE DATE	
RFP RESPONSE DATE	
TARGET IMPLEMENTATION DATE	
DEMONSTRATION DATE	
AWARD NOTIFICATION DATE	

Learn how Docebo Learning Platformcan help you reach your learning goals **CONTACT US**

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