

## **The South Carolina State Election Commission Is Seeking A Company That Specializes In The Development And Support Of Training Management Systems**

This is a REQUEST FOR INFORMATION. Our request is for informational and planning purposes only and shall not be construed as a solicitation or as an obligation or commitment by the South Carolina State Election Commission (SEC).

The SEC is seeking proposals for a Training Management System that will permit the SEC to record, track, and report certification progress for election officials.

One of the missions of the SEC is to provide a training and certification program for election officials. Our current system consists of the following:

- Approximately 750 trainees (county and municipal election officials)
- A curriculum that consist of approximately 100 courses (including 2 online courses)
- Approximately 25 courses are offered per year
- Outside of the T&C program, the SEC conducts various other types of training classes, workshops, and other events for the same group of users

Components should include but should not be limited to:

- Track by Municipality/County
- Track by Commissioner/Director/Staff
- Multi-level courses. We have general electives, mid-level election electives, and core classes.
- Online course registration
- Registration confirmations
- Online payment
- Online tracking of progress
- Training requirement reminders
- Upcoming training date reminders
- Dynamic reporting
- Certificate production/issuing
- Tracking of test results with pass/fail notifications (some users don't get credit for a course if they don't pass a knowledge assessment).
- Class full alert and standby lists
- Class announcement emails
- Multiple administrators
- Not limited to the T&C program, should be able to apply to all training, workshops, events, etc. conducted by SEC
- Must be able to import current data from an Access database

The SEC is seeking vendors who are qualified and have had prior experience developing this type of application. COTS applications that can meet requirement are acceptable for proposal.

Vendors who believe they have the capability to successfully deliver these services are invited to submit information concerning their company's capabilities to the SEC. Responses should include rough cost estimates and technical proposals.

Questions can be directed to Brian Keith Leach 803.734.9059 or [bleach@elections.sc.gov](mailto:bleach@elections.sc.gov) .

Electronic responses to this RFI should be submitted directly to: Heather Sherman ([hsherman@elections.sc.gov](mailto:hsherman@elections.sc.gov)) and Chris Whitmire ([cwhitmire@elections.sc.gov](mailto:cwhitmire@elections.sc.gov)) no later than January 17, 2014.