

ILLINOIS TOLLWAY

RFP 24-0063

Learning Management System(LMS)

Pre-Proposal Meeting

BidBuy Bid # 25-557THA-ADMIN-B-46240

Procurement Department

Thursday April 30, 2026, at 02:00p.m. CT

Please sign into the TEAMS chat with name and company affiliation



AGENDA

- **Solicitation Response Format**
 - Tollway Goods and Services Procurement Department, Shakeyla Taylor
- **Business Enterprise Program and Veteran Business Program**
 - Tollway Compliance Department, Donielle Hines
- **RFP Specifications, Scope, and Pricing**
 - Tollway Administration Department, Morenike Basurto
 - Tollway Information Technology Department, Dana McGregor
- **Questions**



ATTENDEE INSTRUCTIONS

- All attendees please sign into TEAMS via chat with name and company affiliation.
- Questions can be posted to the TEAMS chat during this pre-proposal presentation.
- Please mute your audio feature until the end of the presentation.



SUBMITTAL OF WRITTEN QUESTIONS

- Questions in writing, are due May 5, 2026, at **2:00PM CT**, shall be sent via email to smtaylor@getipass.com
- All contact by offerors shall be sent to the Senior Contract Negotiator, Shakeyla Taylor, at smtaylor@getipass.com.



BID SUBMISSION DUE DATE AND TIME

- May 22, 2026, at 10:30 AM Central Time (CT)
- All proposals must be submitted electronically in BidBuy:
 - B-46240 for Technical Proposal and All Required Forms
 - Please see CPO Notice 2023.12 Electronic Submission of IFBs and RFPs.
<https://cpo-general.illinois.gov/content/dam/soi/en/web/cpo-general/general/documents/cpo-notice-2023.12-electronic-submission.pdf>
- Proposals received after the due date/time will not be accepted.
- For assistance with BidBuy, contact the BidBuy Help Desk: il.bidbuy@illinois.gov

Please Do Not wait until the final hour to access bid buy, prior to the proposal due date.



SUBMISSION HIGHLIGHTS

Bid Packet Organization

- Offerors are required to follow without exception the offeror response organization as outlined RFP document.
- Offers are to be submitted and uploaded into BidBuy, all packet title and content requirements are listed and detailed in the RFP. All files shall be submitted in BidBuy Bid #B-46240, See Section F of the RFP document.
- Pricing shall be submitted in BidBuy Only. There will be no additional pricing sheet required.



BID BUY SUBMISSION HIGHLIGHTS

This solicitation does not require an additional pricing document. However, if any of your documents contain pricing/discounts then you need to follow the procedure below.

Attachments Tab	<p>For each required quote attachment listed:</p> <ul style="list-style-type: none">📎 “Upload” (next to each required attachment)📎 “Choose File” <p>Note: If a pricing document is required, mark the box next to the question, “Does this Attachment contain any pricing, cost, or discount information?”</p> <p>Failure to mark this box when attaching a pricing document may result in disqualification.</p>
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RFP Section C.1

The Offeror shall submit the listed documents in Bid Buy under the Attachments tab in the appropriate “Required Attachments” spaces.

- Vendor Disclosure or IPG Active Registered Vendor Disclosure
- Offer to State (Including Subcontractor Disclosure and Where Services are to be Performed, found in Bid Buy Attachments.)
- Technical Response
- Commitment to Diversity
 - BEP Utilization Plan
- References-Questionnaire –Attachment D to be emailed to contact listed in BidBuy
- Pricing in BidBuy



Vendor Disclosure (Formerly Forms A) or IPG Active Registered Vendor Disclosure (Formerly Forms B)

- Vendors utilizing “Forms B” must be registered specifically with the Illinois Procurement Gateway to be deemed responsive.
 - Verify that you are registered with the Illinois Procurement Gateway (IPG) on the IPG homepage (<https://ipg.vendorreg.com>). Search for your Business Name. If your company does not appear in the search results, you are not registered in the IPG.
 - To use FORMS B, vendors must be listed in the “Registered Vendor Directory” and provide a valid registration number with expiration date from the Illinois Procurement Gateway. Registration information from other government entities will not be accepted.
- If your company is not listed in the IPG Registered Vendor Directory, you must utilize the “FORMS A” option to meet the certification and disclosure requirements



REQUIRED DOCUMENTS TO COMPLETE AND SUBMIT Financial Disclosures cont.

- *Secretary of State File Detail Report*
 - Offerors must be registered with the Illinois Secretary of State when submitting their proposal. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity prior to submitting a bid and authorized to transact business or conduct affairs in Illinois prior to execution of the contract. For more information, see Authorized to Transact Business or Conduct Affairs in Illinois in Forms A, Part 3.
 - https://www.ilsos.gov/departments/business_services/home.html
- *Illinois State Board of Elections*
 - Offeror may be prohibited from making political contributions and be required to register with the State Board of Elections. For more information, see State Board of Elections in Forms A, Part 5.
- *Illinois Department of Human Rights Public Contracts Number:* Offeror shall complete and return the IDHR Public Contracts Number form in Forms A , Part 2.
 - Must have the IDHR # if firm has 15 or more employees.
 - <https://www2.illinois.gov/dhr/Pages/default.aspx>



References

- Attachment C, References - must be submitted with proposal with references listed.
- Attachment D Reference Questionnaire Form – is submitted directly to the Illinois Tollway contact.
 - Prior to the opening date, offeror should send the Attachment D, Reference Questionnaire Form, to the reference entity for each firm listed below. The reference entity should complete the form and submit it directly to the Illinois Tollway contact at smtaylor@getipass.com prior to the opening date.



BID EVALUATION/SCORING

Proposals will undergo a responsiveness review to determine compliance with submittal document requirements. All proposals that successfully pass responsiveness review will be eligible for scored evaluations.

- Total number of points achievable: 2414 points
- Technical Responsiveness Elements: 790 points
- Commitment to Diversity Elements: 322 points
- Oral Presentation Elements: 820
- Pricing: 482 points

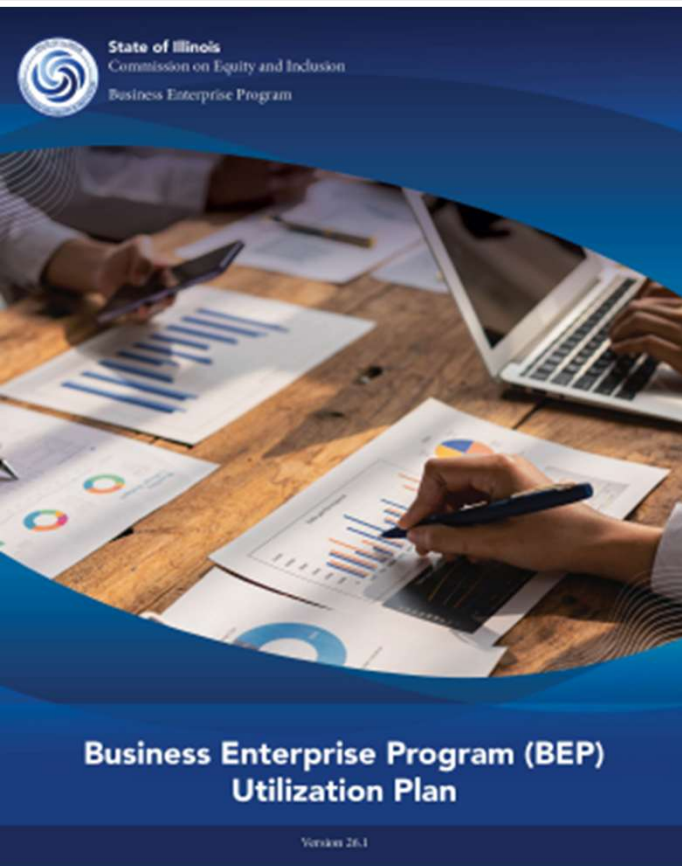
A minimum of 890 points to be considered for oral presentation, price evaluation and award.



Business Enterprise Program and Veteran Business Program
Tollway Compliance Department
Donielle Hines, Contract Compliance Analyst



BUSINESS ENTERPRISE PROGRAM and VETERAN BUSINESS PROGRAM



Business Enterprise Program (BEP) goal: 11%
Veteran Business Program
(VBP) goal: 1%

Utilization Plan can be found at:

<https://cei.illinois.gov/purchasing-entity-resources/compliance.html>

Vendor search of certified firms at:

<https://supplierdiversitymanagementportal.illinois.gov/home.aspx>



BUSINESS ENTERPRISE PROGRAM and VETERAN BUSINESS PROGRAM

Special Note: U-Plan

- For details, please reference the **Utilization Plan V.26.1**



BUSINESS ENTERPRISE PROGRAM and VETERAN BUSINESS PROGRAM

BEP/VOSB/SDVOSB Certifications

Illinois Department of Central Management Services

- Commission on Equity and Inclusion (CEI)

Required Documentation:

Vendors must submit a Utilization Plan for each goal program

- Indicate how they will meet the goal or provide good faith efforts
- Complete Letter of Intent for each vendor in the plan

Utilization Plan form can be found at: <https://cei.illinois.gov/purchasing-entity-resources/compliance.html>

Vendor search of certified firms found at: <https://supplierdiversitymanagementportal.illinois.gov/home.aspx>



BUSINESS ENTERPRISE PROGRAM and VETERAN BUSINESS PROGRAM

BEP Liaison: Yvette Riley

Phone: 312-814-1089

Email: Yvette.riley2@Illinois.gov

VOSB Liaison: Elias Ricks Ngwayah II

Phone: 331-238-0334

Email: Engwayah@getipass.com



RFP Specifications and Scope

Tollway Administration Department

Morenike Basurto, Professional Learning Manager

Tollway IT Department

Dana McGregor, ITS Project Manager



RFP SPECIFICATIONS: GOAL AND EXPECTATIONS

Goal

- Vendor will implement a cloud-based Learning Management System (LMS) that is scalable, user-friendly, and secure. The LMS should support enterprise learning, onboarding, and skills development.
- The LMS will allow the Tollway's Administration and various departments to:
 - Create overall Tollway and department specific online training, on-boarding and off-boarding.
 - Organize and share specific policies and procedures within departments.
 - Share information with Tollway staff that use departmental services.



RFP SPECIFICATIONS: GOAL AND EXPECTATIONS

Expectation

- The Illinois Tollway expects to receive a multi –tenant LMS that is fully configured, tested, and meets all requested functional and technical requirements, and is production ready by the “Go-Live” date.
- The LMS will be utilized for tracking, attendance reporting, and data analytics.
- The LMS will serve as a central repository knowledge management system to document processes and procedures throughout the Tollway organization.
- The desired outcome of the LMS will develop project plans, implement software, establish SLA’s, create learner reporting, must have compatibility with Survey Monkey, provide learning content management, maintain course inventory reporting, and obtain Tollway approval on milestones and deliverables.
- Deliver comprehensive training to ensure all users can navigate and use the system with confidence. This includes role specific training and support.



RFP SPECIFICATIONS: BACKGROUND

Background

- Currently, training is delivered in-person and virtually with no e-learning options.
- Tracking, attendance and data analytics are manual and often inefficient. The use of multiple Excel sheets makes comparing data laborious and time consuming.
- Currently, there is no Central Repository or a knowledge management process to capture processes and procedures throughout the organization.



RFP SPECIFICATIONS: PRICING

- All Pricing MUST be submitted in BidBuy.
- **There is not an additional Price sheet for this solicitation, all pricing must be entered into BidBuy in the line items tab.**
- The pricing on BidBuy line items locks automatically.
- Price entries on the Items tab will be locked automatically upon submission of the quote. Entering cost, pricing or discount information in the Alternate Description may result in disqualification. If the agency requires pricing to be submitted in an attachment, Offeror shall upload pricing under the “Required Documents” section on the Attachments tab and check the box “Does the attachment contain any pricing, cost or discount information?”. Failure to check this box allows your pricing to be viewed when bids are opened and will result in disqualification of your offer. NOTE: Do not check “Does the attachment contain any pricing, cost or discount information” if the attachment does NOT include pricing, cost, or discount information.



QUESTIONS

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Presented on April 30, 2026

SUBMITTAL OF WRITTEN QUESTIONS

- Questions in writing, are due May 5, 2026, at **2:00PM CT**, shall be sent via email to smtaylor@getipass.com
- All contact by offerors shall be sent to the Senior Contract Negotiator, Shakeyla Taylor, at smtaylor@getipass.com.





THANK YOU