

Appendix A
Submission Requirements
Suggested Format

COVER SHEET

Organization Name:

Address:

Website:

Primary Contact:

Title:

Phone:

Email:

Authorized Representative:

Title:

Signature: _____

Date: _____

ORGANIZATIONAL QUALIFICATIONS

About Your Organization

- Year Founded
- Number of Employees
- Number of Instructional Designers
- Number of Learning Experience Designers
- Number of Assessment Specialists
- Number of Multimedia Developers
- Number of Project Managers

Relevant Experience

Describe your experience:

1. Developing online learning experiences.
2. Working within LearnWorlds LMS.
3. Designing skills-building activities.
4. Creating behavioral assessments.
5. Measuring learning outcomes.
6. Supporting nonprofit or public health organizations.

Sample Projects

Provide at least three examples including:

- Client name
- Project description
- Audience served
- LMS platform used
- Outcomes achieved

TECHNICAL APPROACH

Describe:

1. Your instructional design methodology.
2. How you convert existing content into engaging digital learning.
3. Your approach to creating interactive learning experiences.
4. Your process for developing skills assessments.
5. Your process for developing behavioral assessments.
6. Your approach to learner engagement and retention.
7. Your quality assurance process.

REFERENCES

Provide three (3) professional references including:

- Organization Name
- Contact Name
- Title
- Email
- Phone
- Scope of Work
- Dates of Engagement

BUDGET AND PROJECT TIMELINE

Include:

- Total project cost
- Pricing assumptions
- Staffing allocations
- Estimated hours
- Milestone schedule
- Optional services and rates