



## Request for Proposals: Learning Management Systems Consultant

### Introduction

Survivor Justice Center (“SJC”), a non-profit organization that provides free legal services to survivors of domestic violence and sexual assault, is seeking proposals from qualified consultants to convert some of its training materials into digital learning modules and implement an effective online learning infrastructure that can be accessed by audiences outside and within the organization. The selected consultant will assist with:

- Converting a selection of SJC’s static training content into engaging digital learning modules that incorporate adult learning principles, accessibility standards, and a trauma-informed learning framework;
- Assessing organizational needs and recommending a Learning Management System (LMS) platform that meets SJC cost and technical specifications;
- Configuring and implementing the selected LMS platform;
- Uploading and deploying online trainings;
- Providing technical support during the LMS implementation and rollout;
- Delivering staff training and change management support; and,
- Providing recommendations and documentation to support long-term sustainability and future scaling.

This project was made possible by a grant from the California Access to Justice Commission. The intention is for this project to serve as a pilot for a broader modernization effort of all SJC’s trainings and learning infrastructure. All project work and deliverables must be completed no later than March 15, 2027.

### Scope

The selected consultant will work closely and collaboratively with Survivor Justice Center staff to complete the following activities:

#### *Discovery & Planning*

- Meet with organizational stakeholders to understand short and long-term training goals and audiences.

- Review the existing trainings (approximately 3-6, 60-90 minute live or static trainings) prioritized for digital conversion.
- Develop a project work plan and timeline.

### *Instructional Design & Development*

- Translate existing training content into engaging, interactive digital learning experiences that incorporate trauma-informed and equity-centered instructional design principles.
- Develop learning objectives and incorporate into the training content: knowledge checks, assessments, scenario-based activities, surveys, and reporting systems.
- Ensure modules are accessible and compatible with common learning management systems (LMS).

### *LMS Evaluation & Recommendations*

- Provide a thorough analysis of multiple LMS platforms with a recommended solution that can meet SJC's long-term training goals.
- Configure and deploy the selected LMS platform, including branding, participant access, course enrollment, and administrative settings.
- Upload/integrate the newly converted training modules (including assessments, surveys, reporting systems, multimedia content, etc) into the LMS.

### *Pilot Testing & Revisions*

- Support pilot implementation with staff and external participants.
- Gather user feedback and evaluation data.
- Revise modules based on feedback and usability testing.

### *Documentation, Knowledge Transfer & Long-Term Sustainability*

- Provide documentation and instructions for SJC staff to support in-house maintenance of the LMS at the end of this project, including user guides for how to modify and create new training within the LMS platform.
- Deliver editable source files and related training documentation.
- Develop recommendations for scaling future module development.

## **Key Deliverables**

The selected consultant will provide:

- A detailed project work plan with timelines for deliverables;
- Instructional design strategy and recommendations;
- Fully configured and operational Learning Management System (LMS);
- Conversion of a minimum of three (3) existing 60 to 90-minute trainings into digital, interactive learning modules that include pre/post-training assessments and evaluation tools;

- Accessibility review and compliance recommendations;
- Final editable files and documentation; and,
- A final report summarizing pilot outcomes and recommendations and information for future scaling including user guides to support edits and additions to trainings within the LMS platform.

## Proposal Submission Guidelines

Please email proposals no later than Monday, June 15, 2026, to: Jill Stamp, Director of Operations [jill@survivorjusticecenter.org](mailto:jill@survivorjusticecenter.org) with a subject line of “RFP Response – LMS Consultant”. Proposals should include:

1. Cover letter expressing interest and qualifications;
2. Overview of relevant experience and approach to the project;
3. Examples or portfolio of similar work;
4. Proposed project timeline;
5. Proposed budget and fee structure;
6. Resumes or biographies of key project personnel;
7. At least two client references, preferably from clients in the nonprofit sector; and,
8. A statement on whether the business is considered a small business, a minority-owned business, and/or a women’s business enterprise (2 CFR Ch. 11 200.321).

## Budget

The anticipated budget for this project is \$25,000-\$35,000 depending on the final number/volume of trainings that are converted into digital learning modules. This budget is inclusive of all consultant fees and costs as well as all expenses related to the purchase, subscription, and deployment of the selected LMS platform for a minimum of one-year after all project deliverables have been transferred to SJC.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Completeness of proposal submission;
- Relevant experience and qualifications;
- Demonstrated understanding of the project goals;
- Quality and creativity of proposed approach;
- Experience with trauma-informed and accessible learning design;
- Ability to complete the project within the proposed timeline; and,
- Budget reasonableness and value.

Survivor Justice Center will also take business type into consideration pursuant to 2 CFR Ch. 11 200.321.

## Additional Information

Survivor Justice Center reserves the right to reject any or all proposals, request additional information from applicants, and negotiate project scope and budget with the selected consultant. SJC encourages proposals from consultants and firms with demonstrated commitments to equity, accessibility, and culturally responsive practices.

## Questions

Please email questions regarding this RFP to Jill Stamp, Director of Operations at [jill@survivorjusticecenter.org](mailto:jill@survivorjusticecenter.org).

