



City of Cleveland  
Frank G. Jackson, Mayor

Department of Public Safety  
Division of Police  
Calvin D. Williams, Chief  
1300 Ontario Street  
Cleveland, Ohio 44113-1648  
216/623-5005 • Fax: 216/623-5584

March 31, 2016

To Whom It May Concern:

The City of Cleveland, through its Director of Public Safety, is requesting proposals for a learning management system for use by the Division of Police. The system shall provide policy delivery and the administration, documentation, tracking, reporting and delivery of both pre-produced and in-house produced electronic educational technology.

Companies of interest may submit to the City an original and five (5) complete duplicates of your technical proposal along with fee, in hard copy form as well as an electric version via e-mail no later than 12:00 noon, Eastern Time, Friday, May 6, 2016. Submit the technical copy and fee proposal in separate sealed envelopes marked appropriately on the outside, preferably enclosed in one package. Proposals **will not be accepted after that date and time** unless the City extends the deadline by a written addendum.

Sealed proposals may be mailed or delivered to the address below and must be identified on the outside of the envelope(s) as follows:

**Daniel Fay, Commander  
Bureau of Support Services  
Cleveland Division of Police  
1300 Ontario Street, 8<sup>th</sup> Floor  
Cleveland, Ohio 44113  
Attention: "RFP Response - Provide a Learning Management System for the City of  
Cleveland."**

Hand-delivered proposals should be addressed as above and taken to **Commander Fay's office, Bureau of Support Services, Cleveland Division of Police, 1300 Ontario Street – 8<sup>th</sup> Floor, Cleveland, Ohio 44113**. Fax submissions will not be entertained.

The City reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the City's best interests. The Director may, at his/her sole discretion, modify or amend any provision of this notice or the RFP.

Should you have any questions regarding this RFP please contact Commander Daniel Fay at 216-623-5138 or by email: [dfay@city.cleveland.oh.us](mailto:dfay@city.cleveland.oh.us).

Sincerely,

Calvin D. Williams, Chief  
Division of Police

CDW/df