

SWC# 199, Acadis Software and Support

Contract Information and Usage Instructions

Contract Period: Two-year initial term, with 3 one-year renewal options

Start Date: January 1, 2016

Initial End Date: December 31, 2017

Final End Date: December 31, 2020

Summary/Background Information: This contract is used to purchase Acadis software, annual software assurance, and professional services. Acadis software is a solution that allows agencies to implement a statewide system to track the training history of emergency responders and emergency managers on one consolidated system. Acadis software can also be used to provide a web-based portal for viewing and registering for public safety courses. Envisage holds the exclusive right to sell all Acadis software, annual software assurance, and professional services. Acadis was designed specifically to service public safety organizations. Envisage is not permitted to host State data through the use of this contract.

Access to Contract Documents Online:

- 1. Please check the following URL to ensure you are viewing the most recent version of the usage instructions:**

<https://www.tn.gov/content/tn/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html>

- 2. Click on the "Statewide Contract (SWC) Search" The link below will take you to the Statewide Contract List.**

https://sso.edison.tn.gov/psp/paprd/SUPPLIER/ERP/c/TN_PUBLIC_SUPPLIER.TN_ACTIVE_SWC_CMP.GBL?Page=TN_ACTIVE_SWC&Action=U&ExactKey=s=Y&TargetFrameName=None.

- Scroll down the list of contracts and locate the contract number you need. Click on the picture of a folder under the “Details” column.
- You will get a rectangular box and one of the columns (to the right) will say “Contract Documents”, and below will be a picture of a file folder, click on it and you will get a new box with multiple contract documents shown. Click on the picture of the document to view the attachment.

State Contact Information

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Vendor Contact Information:

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Edison Contract Number #48564

Vendor ID #140495

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State Agency Usage Instructions:

1. There are three separate price sheets regarding various Acadis products and services. For pricing on Acadis software and software assurance, please review attachment “SWC 119 Acadis Software Catalog - New Software, Software Assurance, & Bundles”. For pricing on Acadis training services, please review attachment “SWC 119 Acadis Software Catalog - Training Services”. For pricing on Acadis implementation, configuration, and

development, please review attachment "SWC 119 Acadis Software Catalog - Professional Services".

2. Bundles: You can bundle several software products and training classes together to receive deeper discount pricing. Specific information of bundle pricing can be found on the pricing sheets above.
3. If you need assistance selecting Acadis products and services, please contact the vendor
4. Once you have determined what your agency needs, please contact the vendor for a quote. Follow your normal requisition/purchase order process to complete the order.

Local Government Entity Instructions:

1. Local governments and other eligible entities are encouraged to use this contract.
2. Local entities should contact the vendor with respect to how they would like to conduct business transactions.
3. The State requires Envisage to report all sales to Local Government entities making use of the State contract.

Access to Contract Documents Online:

3. **Please check the following URL to ensure you are viewing the most recent version of the usage instructions: <http://tn.gov/generalservices/article/cpo-statewide-contract-usage-instructions> "**
4. Click on the "Statewide Contract (SWC) Search" link at the top of the page under "Statewide Contract Information".
https://sso.edison.tn.gov/psp/paprd/SUPPLIER/ERP/c/TN_PUBLIC_SUPPLIER.TN_ACTIVE_SWC_CMP.GBL?Page=TN_ACTIVE_SWC&Action=U&ExactKeys=Y&TargetFrameName=None
 - Scroll down the list of contracts and locate "Acadis Software". Click on the picture of a folder under the "Details" column.

- You will get a rectangular box and one of the columns (to the right) will say “Contract Documents”, and below will be a picture of a file folder, click on it and you will get a new box with multiple contract documents shown. Click on the picture of the document to view the attachment.

Acadis Software Module Descriptions

Acadis Training - Commercial Description

The Acadis Readiness Suite is a Commercial-off-the-Shelf (COTS) Blended Training Management System. The software is designed specifically for high-risk training environments including law enforcement, public safety, military and homeland security. It enables training organizations to manage the entire training lifecycle for personnel, including basic and advanced training, in-service training and professional development, online and distributed learning, and practical exercises, creating a complete detailed, lifelong training record.

Acadis is a comprehensive, modular training management solution. It facilitates the effective management of curriculum, officers, instructors, grades, qualifications/certifications, and management reporting. It provides real-time access to critical training and human resources information using your existing PC and a secure Internet connection. As the leading software solution for high-stakes training, Acadis is currently the training system of record for numerous premier State, Federal, and Military training organizations.

Acadis LMS - Commercial Description

The Acadis LMS is designed to deliver online, interactive courseware in a widely distributed manner via the Acadis Portal. It delivers SCORM-compliant (versions 1.2 through 2004r4) online training courses, allows the assignment or self-registration to online training and tracks the successful completion of the training event in the person record. If the online course includes a certificate or test, Acadis allows you to set parameters to update the learner record with these data points upon completion of the course. This Acadis LMS module provides a low-cost delivery vehicle for online, pre- or post-basic training courses and supports a fully blended training approach. In contrast to generic, stand-alone LMS platforms, Acadis LMS augments residential and skills-based training management, aggregating all dimensions of lifelong learning in legally defensible training records.

Acadis Scheduling - Commercial Description

Acadis Scheduling streamlines complex scheduling tasks, using automated business rules. This module is capable of scheduling individual training programs or forecasting pre-scheduled training programs simultaneously. The sophisticated rules-based scheduling engine intelligently applies sequencing, priorities, dependencies and resource requirements for each block of instruction via highly-configurable model schedules. Upon completion of business rules, this tool automatically schedules instructors, resources, and identifies conflicts for automated resolution. Acadis Scheduling reduces scheduling time and cost by up to 90% and institutionalizes scheduling workflows.

Acadis Registration - Commercial Description

Acadis Registration manages registration for scheduled training courses, tracks student pre-requisites, and wait lists. Prerequisites automatically ensure that students are authorized to take courses. Acadis can manage over-bookings by placing students on a waitlist. Registrars can easily enroll students into active classes and their data will automatically transfer to the class roster. User-defined fields allow for the capture of additional custom information (such as dietary requirements, uniform size, etc.) during the registration process. The registration module is designed to maximize class fill-rates with students who have met defined pre-requisites. At a glance monitors provide an overview of registration status and waitlists for all scheduled and planned classes.

Acadis Housing - Commercial Description

Acadis Housing uses an easy-to-navigate web interface to capacity plan and manage all facets of your student housing. Easily create and manage custom building, floor, dorm room configurations (e.g., number of beds) and current status for each room. It allows user-customization for adding specific information about the customer facility and then, based on reservations and availability, automatically assigns students to rooms/beds based on dynamic business rules, ensuring optimal use of student housing facilities or barracks. The business rules include housing types, class proximity, same-gender room assignments, seniority rules, and cost rules. Americans with Disabilities Act (ADA) requirements and other special needs rules are also available.

Acadis Testing - Commercial Description

The award-winning Acadis Testing automates numerous testing functions. It includes a full-featured test builder, question repository, and randomization engine. Acadis Testing supports the linking of Terminal and Enabling learning objectives to individual exam questions, and allows instructors to quickly pinpoint learning objectives and questions students are missing. Users can select between three discrete delivery methods for exams: fully online (via web browser), via Paper and OMR (optical mark reader) scanner, or paper only. In addition, testing allows for the randomization of test questions, ensuring that exam security is maintained. Test scores are automatically graded and applied to individual students.

Acadis Inventory - Commercial Description

Acadis Inventory allows organizations to track, manage and certify critical resources such as vehicles, weapons, communication gear, services animals and other resources. This module provides the ability to track inventory by owner and person assigned. Once the asset is defined, including NIMS typing if applicable, organizations can maintain an accurate chain of custody record. Organizations and training academies can maintain the records throughout the lifecycle of the resource, and ensure accurate stock of various NIMS resources to be deployed for training, operations and incident response.

Acadis Documents - Commercial Description

Acadis Documents enables training organizations to upload, store and retrieve vital training and HR documents related to persons (certificates, counseling forms, etc.), curriculum (lesson plans, teacher's guides, PowerPoint presentations, etc.) and compliance documentation. Acadis will maintain these documents historically thus eliminating the need for paper storage and ensuring that documents are available for easy access by authorized administrative staff, HR, compliance officers and training personnel when needed. In addition, the module assists high-liability training organizations in maintaining legally defensible records, supporting unique compliance requirements and streamlining accreditation.

Acadis Performance Evaluations - Commercial Description

Acadis Performance Evaluations allows agencies to capture supervisory reviews (Field Training Programs-FTP or Field Observation Reports [FOR]) for personnel during basic, advanced and on-the-job training programs. This capability ensures individual competencies are aligned with personnel job roles and are adequately tracked. When necessary, remediation actions for individual competencies can be input and stored with the personnel records. Competencies can be tracked across multiple user-defined dimensions which can be configured to mirror essential job tasks and provides user-defined acceptable ratings.

Acadis Compliance - Commercial Description

Acadis Compliance is designed to simplify compliance management for personnel, organizations, facilities and resources (such as vehicles). It allows users to track candidates by individual job role for qualification/certification completions against defined (re)certification criteria. The module automates the time-consuming process of managing new application information and tracking complex recertification requirements. In addition, Compliance ensures that the workforce fulfills all recertification or periodic audit requirements. Automated alerts via the management dashboard and reports ensure that that all personnel, facilities and resources are in compliance with re-qualification/certification policies and requirements.

Ongoing qualifications and certifications to be tracked are completely user configurable, allowing compliance officers to track readiness of almost any person, asset or facility. This module will allow Headquarters to access summary information for each division to ensure compliance policies are being met and essential certifications and required periodic audits remain current.

Acadis Surveys - Commercial Description

Acadis Surveys is a fully integrated survey builder module that affords instructional designers the ability to develop and automate key aspects of student surveying. This module provides the ability to customize and automatically distribute electronic surveys, collect student reaction to training and instruction, and store data in Acadis for evaluation. Together with Acadis Testing and Acadis Performance, the Suite now supports Kirkpatrick Levels 1, 2 and 3 evaluations, allowing assessment of reaction, learning, and behavior. In addition, the module is also flexible enough to support non-instructional surveys.

Acadis Forecasting - Commercial Description

Acadis Forecasting is designed to help managers track progress towards organizational readiness goals and more effectively utilize limited resources by targeting specific readiness gaps. It enables critical response managers to define numbers and types of qualified personnel needed to achieve a specific goal and track these resources against defined targets to better align the organization's training plans to specific NIMS plans or Preparedness Goals.

Acadis Portal - Commercial Description

The Acadis Portal provides the foundation for the distribution of Acadis functionality across a wide geography. The Portal Framework includes distributed In-Service Reporting by field offices and agencies, to provide tracking of non-Academy training.

The Acadis Portal is required to implement any of the associated portal modules including the Personal Portal, Instructor Scheduling Portal, Performance Evaluations Portal, Online Registration, the Workforce Portal and Online Testing. The framework provides a web-based architecture for a training organization to collect information from agencies and field offices critical in view of maintaining accurate, comprehensive and legally defensible training records.

Acadis Personal Portal - Commercial Description

The Acadis Personal Portal provides secure access to individuals across a wide geography. In conjunction with the Acadis Portal, the Acadis Personal Portal allows all personnel to review and edit their contact information and view training assigned to them (individual training plan), training history, and qualifications and certifications earned. In addition, the portal immediately flags certifications that are out of status or about to expire and allows individuals to print their training history and individual certificates.

Acadis Instructor Scheduling Portal - Commercial Description

In conjunction with the Acadis Portal Framework, the Acadis Instructor Scheduling Portal allows designated training staff to review their schedule, manage their individual availability and view their instructor calendar including any resulting conflicts. The Acadis Instructor Scheduling Portal makes published teaching opportunities available for instructors to see. Acadis Instructor Portal is integrated into Acadis Scheduling allowing academy staff to immediately be notified of conflicts arising from leave or changes in instructor availabilities. The automated scheduling technology will take these availabilities into account when automatically scheduling instructional staff for training events.

Acadis Performance Evaluations Portal - Commercial Description

Acadis Performance Evaluations Portal allows agencies to capture supervisory reviews (Field Training Programs [FTP] or Field Observation Reports [FOR]) for personnel during basic, advanced and on-the-job training programs directly from field offices. This capability ensures continuity of learning and professionalism in individual competencies are aligned with personnel job roles and are adequately tracked. When necessary, remediation actions for individual competencies can be input and stored with the personnel records. Competencies can be tracked across multiple user-defined dimensions which can be configured to mirror essential job tasks and provides user-defined acceptable ratings.

Acadis Online Registration - Commercial Description

In conjunction with the Acadis Portal Framework, Acadis Online Registration allows individuals and designated training coordinators to view available training events and register personnel to attend them. Acadis Online Registration automatically calculates available seats and can put students on the wait-list for unavailable classes. The module is integrated with Acadis Registration, allowing registrars to review new registrations and ensure that pre-requisites are met prior to enrollment.

Acadis Online Testing - Commercial Description

In conjunction with the Acadis Portal Framework, Acadis Online Testing allows students to login to an online test with their student ID and Exam ID and take approved tests. The tests can be timed and include automatic save-as-you-go features when questions are answered. Tests results are automatically calculated and provided to the test taker. The Online Testing portal appends question and test results to the student record. The Testing Portal is integrated with Acadis Testing, where tests are created and published to the Testing Portal.

Acadis Workforce Portal - Commercial Description

In conjunction with the Acadis Portal Framework, Acadis Workforce Portal allows individual agencies to view full training and certification records for all their personnel. Each designated agency representative can be granted access to view their personnel, contact information, training and certification information, and manage hiring/separation events. Further, the Workforce Portal provides a compliance monitor so the agency representative can see personnel and their certification expirations to plan for recertification.

Authorized Users -- Statewide Contract. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b) Tennessee local governmental agencies;
- c) the board of trustees of the University of Tennessee system, the Tennessee board of regents system, or the State university boards;
- d) any private nonprofit institution of higher education chartered in Tennessee; and,
- e) any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of

Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users.

Local Government Entity Instructions:

4. Local governments and other eligible entities are encouraged to use this contract.
5. Local entities should contact the vendor with respect to how they would like to conduct business transactions.
6. The State requires Envisage to report all sales to Local Government entities making use of the State contract.