

**University of the Free State  
205 Nelson Mandela Drive  
P.O Box 339  
Bloemfontein  
9300**

## **TO WHOM IT MAY CONCERN**

**Dear Sir/Madam**

### **INVITATION: PRE-REGISTRATION OF CONSULTANTS WITH EXPERIENCE IN THE REVIEW OF LEARNING MANAGEMENT SYSTEMS (LMS) FOR HIGHER EDUCATION**

The University of the Free State (UFS) is inviting experienced service providers based in South Africa to submit their company or individual profiles and contact details. These details will be used to invite providers for the provision of services pertaining to the review of the institutional Learning Management System (LMS) at the UFS.

These services include but are not limited to:

**1. LMS review: Project management:**

Provides overall project management expertise in terms of the development of the overall LMS review project plan, execution of the project plan, project monitoring and evaluation, as well as all project reports and documentation.

**2. LMS review: System evaluation specialist:**

The LMS review system evaluation specialist will be responsible for research, benchmarking and costing in the field of LMS in higher education, as well as developing business specifications and criteria for evaluation and review. This includes documentation and writing of business specification and criteria, but also assisting the institution in evaluation of systems during the different phases of the review (including RFI and RFP) process.

Successful service providers will report to the UFS LMS institutional steering committee.

#### **Minimum requirements:**

- Proven experience in the past 3-years as project manager and/or system evaluation specialist -specifically in the review of a Learning Management System in a South African Higher Education Institution. – provide detail Curriculum Vitae or Case Study.
- Please provide dated reference letter/s of services of a similar nature including contact numbers.

## Please Note

- You or your company cannot participate in this process should you have interest to participate in the procurement of the LMS System of the UFS at a later stage.
- This will not be an exclusive list, the UFS still has the discretion to invite any service providers it deems appropriate.

**Closing Date: 04 December 2024**

**Closing Time: 23:59**

**Electronic submission: [Tenders4provisioning@ufs.ac.za](mailto:Tenders4provisioning@ufs.ac.za)**

**No late submissions will be accepted.**

Interested service providers are invited to send their Information including proven experience and references to Theresa Potgieter at [Tenders4provisioning@ufs.ac.za](mailto:Tenders4provisioning@ufs.ac.za) .