



International Association of Directors
of Law Enforcement Standards and Training

Request for Proposal

Title: IADLEST/NLEARN Website Development

And

IADLEST Online Sourcebook

Responses to Written Questions Submitted March 18, 2025 B

General Questions

1. What does "**modernizing the website**" include—UI redesign, improved navigation, better performance, a new CMS, backend upgrades, or all the above?

All the above.

2. Are there **specific compliance standards** required, or is general best-practice security sufficient?

General Best-Practices Security.

3. Should the Website (Part 1) and Sourcebook (Part 2) **share the same system**, or will they be **separate portals**?

Same System

4. Will the same users (e.g., IADLEST Admins, IADLEST Members, POST Directors) need access to **both systems with a single login**?

Yes

Part 1 – IADLEST/NLEARN Website

Legacy Systems

1. Please confirm if the following **legacy systems are expected to be modernized**, including:
 - Instructor Certification Program
 - National Certification Program (NCP)
 - Public & Member-Only Informative Pages
 - Membership & Organization Management
 - NLEARN Resource Repository & Blog
 - Email Notifications
 - Stripe Payment Processing
 - Online Store (Wix Payment Processing)
 - **Any other systems?**

No changes required to the Wix Online Store

Data Migration

2. Can existing data (content, documents, database schema/records) **be exported for migration** from the existing systems?

Yes

3. Will migration be **one-time**, or will **ongoing syncing with legacy systems** be required?

One time migration.

4. How much **historical membership/payment data** needs to be retained? Should all records be migrated, or only **active ones**?

Yet to be determined.

5. Is there a **required data retention** period for any records?

No

6. Are there any **duplicate records, inactive users, expired documents, old NLEARN blogs** that should be **cleaned** during migration?

We may set an expiry date on inactive users with no need to retain them. There are only about 7,000 users so retaining inactive users would not be a problem.

Once links to the active web pages have been transferred the rest of the files will be left behind.

7. **Besides users, static pages, and media, are there other data types that need migration** (e.g., custom tables, member comments, product details, membership records)?

Nothing that would not be included in the database.

Membership Management

8. Should **POST and Corporate Members** manage their **own** members internally via an admin portal?

No.

9. Will IADLEST staff need an **override function** to manually adjust **complimentary** memberships or listserv auto-additions?

Yes.

10. If a Corporate Member demotes (e.g., from Large to Medium), how should excess **complimentary membership** be managed?

I don't think this has ever happened. We can delete them manually.

11. Do **regular and complimentary memberships renew automatically**, or do members need to confirm renewal?

Memberships do not renew automatically.

12. Should **complimentary members** have the **same access** as regular memberships, or are there restrictions?

No restrictions

13. Is there **any members-generated data** (e.g., comments) stored, or is the **members' access view-only**?

No.

Content & Document Management

14. Are **NLEARN and IADLEST** pages managed under the same **DotNetNuke (DNN) CMS**, or do they require separate administration?

All under DotNetNuke

15. Are there any **custom (third-party) DNN modules** used for:

- NLEARN Blog Management
- Invoices & Payments
- Email Notifications & Alerts
- **Any others?**

To my knowledge, no custom DNN modules.

16. Should the system allow **scheduled or automated blog posting**?

Not necessary.

17. Can **end-users subscribe** to **blog** content? If so, how is this managed, and should it be included in the new system?

No subscriptions. Users simply log in to view blog content.

18. Should the system have **version control and document expiration rules** (e.g., tracking policy updates, training materials, etc.)?

No.

NCP & Certified Instructors Management

19. The RFP briefly mentions **police academy accreditation**—is this process different from **instructor certification**? Should it be included in this rework?

These are both off-platform manual processes. Only the results get posted to the website.

20. How is the **certification/accreditation process** currently managed? Are there **automated workflows** for police academies and instructors to apply?

Not online functions.

21. Should **accredited police academies** be listed in a public directory, like Certified Instructors?

No

22. Should **course providers and certified instructors** have **portal access** to manage their courses, or will IADLEST manage this manually?

- Can **Certified Instructors** log in to track their certification status?
- Can **Course Providers** log in to manage their courses?

Another example of off-platform manual processes. Only results get posted to the website.

23. Is there are **link between NCP-certified courses and Certified Instructors**?

None.

24. Are there any **approval workflows** required for **certifications** or **course submissions**?

None

25. Are there **specific reports** or analytics needed to **track certification trends**?

No

26. Should the system integrate with **third-party databases or APIs** (e.g., external training systems, accreditation bodies, First Forward)?

No

User Roles & Permissions

27. Identified user roles so far:

- IADLEST Admin
- IADLEST Member
- NLEARN Member
- POST Director
- POST Co-Admin

- **Any additional roles?**

The only roles to consider are:

IADLEST Admin

IADLEST Member

NLEARN Member

28. Should **all identified roles** be able to login into the system and access personalized portals based on their access rights?

All IADLEST Members have identical rights in spite of their classification. There are online resources reserved for them only. They also have access to NLEARN.

NLEARN Members only have access to NLEARN pages.

Language & Translation

29. The RFP states that **translation is required**:

- a. How many **languages should be supported**?
- b. Should translation apply to **static** or **dynamic** content?
- c. Google Translate was mentioned – should we use it, or should we use a **dedicated translation service**?

Google Translate has been sufficient for our purposes.

Reports & Analytics

30. Besides **membership reports**, are any **other custom reports** expected?

No

31. Should we **prioritize any specific performance KPIs** beyond Google Analytics?

Not a huge issue. Google Analytics has served us well. However, it does not track file downloads. DNN has a checkbox for that, but I have not been able to get it to work.

Online Store

32. Should the **IADLEST online store** (currently using Wix) be integrated, reworked, or remain separate?

No changes to the online store. It is just a hyperlink.

Part 2 – Online Sourcebook

1. Should Sourcebook include **version control** (track survey response changes over time)?

No

2. Should historical **print editions** be digitized, or only the most recent edition?

Only the most recent edition.

3. Should **historical survey responses** be fully retained, or only the latest entries?

Only last entries.

4. Should **POST Directors** be able to **export survey responses as CSV/PDF**?

Yes.

5. Should Sourcebook allow **bulk data imports (CSV uploads)**, or will all data be manually entered?

Data will be manually entered.

6. Would **members be able to view all Sourcebook content** or only the content for their **state**?

All content.

7. It was mentioned that **POST Directors and Co-Admins** can **edit** content for their state, but could they **view** the other states' content?

Yes. They can view all content.