



Solicitation Information

Date: July 13th, 2012

RFP # 7457845

TITLE: RFP – Academic Course Scheduling Software - RIC

Submission Deadline: 8/8/12 @ 2:00 PM (Eastern Time)

Pre Bid Conference: No

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gary.mosca@purchasing.ri.gov no later than **7/25/12 @ 12:00 NOON** (Eastern Time). Please reference the RFP # on all correspondence and send questions in a *Microsoft Word format*. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Gary P. Mosca
Buyer

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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- The Rhode Island Department of Administration/Division of Purchases, on behalf of **Rhode Island College** requests of proposal from qualified vendors to provide a software solution for academic course scheduling for Rhode Island College. This solicitation is issued in accordance with the State's General Conditions of Purchase, which is available at www.purchasing.state.ri.us
- INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:
- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. FAXED PROPOSALS, to the Division of Purchases, WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime vendor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This is a requirement only of the selected vendor.*
- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

1.0 Introduction

1.1 Background

Rhode Island College has decided to evaluate a software solution for managing academic courses schedules. This software/system should allow the college to manage RIC's academic classes efficiently by enforcing the standard RIC schedule patterns for all academic classes. The system must include the capability to integrate the schedule data to our PeopleSoft Campus Solutions (CS) system.

1.2 Summary

Rhode Island College is seeking proposals from qualified software providers for a turnkey software system that must be easy to implement, have a single point of support, and meet RIC academic scheduling requirements. The solution vendor should offer an ASP licensing agreement. This RFP will be used to acquire the software, implementation services, customer support, and any required hardware devices.

The primary function of this system is to provide an out-of-the-box solution that will enable Rhode Island College to allow academic departments to propose classes, and the RIC registrar office to manage/schedule all of the academic classes efficiently. It should boost operational efficiencies for the academic departments and the registrar office with reasonable cost. Further, it should meet today's guidelines and requirements for the safeguarding of sensitive college information.

1.3 Requirements Overview

The system must not only provide easy to use user interface for academic departments (chairs or faculty) for proposing academic classes, but also allow the registrar office to manage and create the optimal schedule for all academic classes. As part of the feature, the system should have sufficient reports for both academic departments and the registrar office to view or analyze the schedule data. In

addition, the system should be able to integrate the application data with RIC's PeopleSoft CS system.

The solution must:

- Be a turnkey installation with configuration and support originating from one source;
- Be easy and fast to install without placing a demand on RIC's resources;
- Data integration with PeopleSoft CS system;
- Be scalable to allow future expansion (either the increase of the number of classrooms at RIC, or the increase of the volume of potential courses);
- Provide a central application gateway capable of handling class scheduling requests (from academic departments) and optimizing the class schedules.
- Have a proven track record with institutions of Higher Education that use PeopleSoft CS system;
- Provide web-based usage, reporting, and management tools.

1.4 Projected Environment

RIC envisions an environment in which all academic departments use the same class schedule patterns to propose their classes. The system must be capable of handling exceptions, and allowing the registrar office to make administrative adjustment when managing/scheduling classes, and enabling data integration with the class scheduling module of the PeopleSoft CS system.

1.5 RFP Evaluation

An evaluation committee comprised of RIC representatives will evaluate responses and determine the firm(s) best suited to fulfill our requirements. The responses to the RFP will be evaluated using the following criteria including but not limited to:

- Is the system secure and reliable?
- Years in Higher Education
- Knowledge of PeopleSoft
- Timeline
- Use within other Higher Education institutions that uses the PeopleSoft CS system
- Detailed response to questions
- Customer support for administrative staff and for students

1.6 RFP Response Guidelines

- Submit one original marked "Official Proposal" and nine copies shall be mailed or delivered to the following address with the name and number of this RFP

#7457845: "Academic Course Scheduling– Rhode Island College" clearly marked on each:

By Courier: By Mail:
RI Dept. of Administration
Division of Purchases, 2 nd floor
One Capitol Hill
Providence, RI 02908-5855

- NOTE: Responses received after the above-referenced due date and time will not be considered. Responses misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will Not be considered. Proposals faxed to the Division of Purchases will not be considered.
- **Proposals received after the closing date/time may not be considered.** In addition to responding to the items specifically requested, Vendor(s) are encouraged to offer innovative or creative proposals that address the needs of Rhode Island College.

Pre-Submission Questions

- Questions concerning this solicitation may be e-mailed to the Division of Purchases at gary.mosca@purchasing.ri.gov no later than **7/25/12 @ 12:00 noon (EDT)**. Please submit questions in Microsoft Word format and reference the RFP #7457845 on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If computer technical assistance is needed, please call the Help Desk at 401 222-2142, ext 134.

Submissions Due

Responses to this solicitation are due no later than 8/8/12 @ 2:00 PM (Eastern Time).

2.0 Academic Scheduling Software

2.1 System Integration Requirements

- How much of your data elements in your system can be mapped to the college's (CS) system?

- How much of your data elements can be configured by the college's administrators? If yes, will such configurations/modifications incur additional cost?
- How do you deliver your application upgrades?
- What is the maintenance release schedule for your product upgrade?
- Do you have the integration tools to allow the college to integrate your application with PeopleSoft CS System? Please explain (from CS to your application and from your application to CS).
- Do you have the integration tools to allow the college to integrate your application with other facility scheduling system? Please explain (RIC currently uses the EMS scheduling software for managing non-academic events).
- Do you provide documentation (business process flow diagrams, and database diagrams, etc) to the college?

2.2 Academic Scheduling Business Requirements

- How do you handle schedule proposals submitted by the academic departments?
- How do the college's registrar office manage the course schedule proposals submitted by departments?
- Can your system enforce the standard class schedules across the campus? Or, can your system block the academic departments the ability to propose non-standard class schedules?
- Can your system allow for exceptions when scheduling classes?

2.3 System Support Requirements

- How do you provide support for the college's system administrators (IT)? Please explain.
- How do you provide support for the college's registrar offices (business)? Please explain.
- Do you provide training? If yes, will that be additional cost?

3.0 Company Information

- Please give a short history of your company to demonstrate your experience in providing software solutions to Higher Education.
- Does your company utilize sub-contractors? If so, list them and describe the role each will play in providing services under this contract.

- Please provide sufficient information to demonstrate the financial security and stability of your company.
- Describe your company's position and participation in the industry as a whole. For example, of what organizations are you a member? How do you help to educate your customers on regulations and other issues within the industry?

4.0 Evaluation for Final Consideration

- A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Vendors may be invited to appear before the Committee for in-person or Web presentations. The committee will forward a recommendation (s) to the college's senior administration for making the final award decision.
- Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.
- Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.

4.1 Evaluation Factors

- **Project Approach & Understanding of Scope (Maximum of 20 points)**
The vendor shall demonstrate in the proposal an understanding of the project and provide a description as to how the project will be managed and completed. Include the names and resumes of all key personnel who would work on project.
- **Experience in installing and maintaining a commerce management system in Higher Education Institution (Maximum of 40 points)**
The Vendor will be evaluated on their demonstrated experience in installing and maintaining the system in other higher education institution. This experience should include at least five (5) similar projects, verified by references.
- **Fees (Maximum of 40 Cost points)**
The fee will be evaluated along with the above items as a factor in selection. Fee response should include any cost that is part of the implementation, as well as the annual maintenance cost.