

REQUEST FOR PROPOSAL RFP19-006

FOR

Faculty Management Solution

Submission Deadline: June 21, 2018 2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu). All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until 2:00pm on June 7, 2018. Questions received after this date may not be answered. Please reference the RFP19-006 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

**introduction**

The Craig School of Business & Technology (CSBT) at Missouri Western State University (MWSU), a public higher education institution, seeks proposals for a faculty management solution primarily for faculty evaluation and AACSB accreditation reporting.

This *Request for Proposals* (RFP) is to facilitate CSBT’s search for a faculty management solution that will increase the efficiency of data gathering for custom faculty evaluation, preparation of five-year curriculum vitae, and preparation of AACSB Tables for CIR reporting. The intended use of a faculty and staff activity database is to assist faculty and staff in creating necessary reports effectively and efficiently while forming a database with complete and valuable information regarding how the CSBT positively impacts associated stakeholders.

**Purpose**

The purpose of this RFP is to solicit specific costs and comments for an existing or slightly modified computer-based software system, which meets CSBT operational needs detailed in this RFP. The selected system must take advantage of current MWSU hardware and software technologies. The CSBT is interested in choosing a faculty management solution, which will carry out the functions specified in this document in an efficient and cost-effective manner. This RFP is for software, hosting and support services.

**School Structure**

Detailed information regarding Missouri Western State University may be found at <http://www.missouriwestern.edu/about/>

The CSBT currently has 28 faculty lines (including the Dean) and eight staff members. Only faculty evaluations will be conducted using the system. The School operates as a single unit with no departmentalization.

The Office of the Dean and select staff are responsible for development of all reports to AACSB for ongoing Continuous Improvement Reviews.

**Bidder Instructions**

* Proposals may not be accepted if the RFP number is not on the outside of the envelope.
* Proposal must be prepared in accordance with Submission Material (described below). Those proposals, which are not in compliance, may be deemed non-responsive.
* The last day for questions regarding this RFP is June 7, 2018 2:00 p.m. Central Time. These should be submitted to [purchase@misssouriwestern.edu](mailto:purchase@misssouriwestern.edu).
* RFP should be submitted no later than June 21, 2018 2:00 p.m. Central Time to:

**Missouri Western State University**

**Purchasing, Popplewell Hall 221**

**4525 Downs Drive**

**St. Joseph, MO 64507**

**Submission Materials**

ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Request for Proposals Bid Number **(RFP19-006)** shall also be clearly marked on the outside of the envelope or package. The following items should be mailed to MWSU by June 21, 2018 by 2:00pm Central Time.

* Invitation to Bid Page: Complete the required vendor contact information for RFP19-006.
* Introduction: Briefly introduce your company, indicating whether the company is local, regional, national or international. Provide a profile of the company including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the company, their titles, addresses and phone numbers.
* Beginning on page 2 provide detailed responses to each point addressed in IT/SYSTEM REQUIREMENTS & INTERFACE Section and ending with OPTIONAL SERVICES page 4.
* References (3) specifications found on page 5.
* Pricing: Include page 6, pricing page to provide a brief overview of your proposal pricing. Specifications found on page 2, under the Proposal Term.
* Addendum: Include any addendums for verification of receipt.
* Include one (1) original plus four (4) copies of all proposal submission materials for a total of five (5) hard copy documents.

**Proposal Term**

MWSU is seeking a multi-year contract for full implementation beginning on July 1, 2018 running until June 30, 2022.

Upon mutual agreement by the vendor and MWSU, the contract may be renewed by MWSU on a year-to-year basis following the initial contract period until June 30, 2022.

A Purchase Order will be issued for each fiscal year, July 1 to June 30.

**IT/SYSTEM REQUIREMENTS & INTERFACE**

System specifications should include, but are not limited to, the items below.

1. System must be web-based, requiring no software installation on local client machines.
2. Describe additional add-ons (if any) that are necessary to run the web based software, e.g. installation of Active X, Java, or Flash components.
3. Describe compatibility features with Windows, Mac, mobile devices, etc.
4. Must support current and recent-past versions of major browsers such as Chrome, Firefox, Internet Explorer, Safari, Microsoft Edge and Opera.
5. Must be able to integrate with Ellucian’s Banner student information system.
6. If applicable, list and describe all data interface options available for transporting data between the Banner system and the software solution. Describe any and all additional work that must be performed by Missouri Western staff or by vendor staff in order to make any of the interface options fully functional with the Missouri Western Banner environment. Describe frequency of data pushes from Banner to vendor’s software (every 5 minutes, 1 hour intervals, 1 day intervals) and from vendor’s software to Banner.
7. Describe the physical hardware required to support your software solution and database(s).
8. Describe the data backup options and the options available for selecting the frequency of backups.
9. Describe the sign on process with regard to using the MWSU Luminis Portal system and how Single Sign On (SSO) can be incorporated for logging into the software solution. Identify any additional software required to support SSO.
10. Describe the data encryption and security measures used while transporting data from Banner to the software solution and from the software solution to Banner.
11. Must provide access to a test environment to test new functionality and integrations.
12. Explain bandwidth/storage quotas included with the basic system, and cost of additional storage and/or bandwidth.
13. Explain processes for protecting data security, including FERPA compliance.
14. Describe the technical infrastructure associated with hosting/SaaS services, including SLA thresholds, descriptions of redundancies, storage capacity, network throughput requirements, and other pertinent hosting information.
15. Explain downtime procedures, planned and unplanned.
16. Describe how, in the event of contract termination, data would be extracted and provided to MWSU.

**INSTALLATION, HELP DESK & DOCUMENTATION**

1. Describe all installation process options and data conversion options and provide a typical installation time schedule.
2. Describe suggested training and any additional cost for institution’s technical staff and end-users.
3. Describe implementation support services, including delivery and installation, customization support, integration support, consulting support etc.
4. List documentation provided, including technical documentation, online guides, etc.
5. Describe the process in which functional users and administrators receive ongoing support once the implementation process has been completed (e.g. on-line support, phone-in support, vendor provided help desk services, documentation).
6. Describe the service offerings and frequencies for software updates, new releases, corrective patches, etc.

**WARRANTIES, SOFTWARE AND TRAINING**

Describe all warranties, software maintenance, and training options that will be available with the purchase of the software.

**Optional Services**

Vendor should provide MWSU with any related services, enhancements or features that it feels would be beneficial to MWSU as well as related costs. Such optional services may be included in the proposal with a detailed description.

**rfp TIMELINE**

RFP Issued May 31, 2018

Deadline for Submission of Questions June 7, 2018

RFP Open Date June 21, 2018

Presentations by Finalists (if requested by committee) Week of June 25, 2018

Selection Review Committee Recommendation no later than June 28

Contract Awarded June 28, 2018

**Evaluation**

For vendors who meet the minimum qualifications their proposals shall be evaluated by the Selection Review Committee.

* User friendly and easy to learn for faculty and administrators.
* The solution should integrate with existing MWSU administrative information system (Banner).
* Ability to produce annual faculty activity reports (some customization may be required).
* Ability to produce individual five-year rolling faculty curriculum vitae.
* Ability to produce all required AACSB accreditation tables and reports.

**REFERENCES**

Please provide at least three (3) references, which reflect a successful implementation of similar scope and size. References should include the following information:

* Customer name and address
* Contact person and telephone number
* Description of the Project

**On campus or WEB interviews**Finalists may be interviewed on campus or via Web (1 hour limit for presentation), allowing vendors to present a summary of their qualifications and proposals. These presentations will be at a mutually agreed time and date. Vendors will be informed about details of the presentation and be given sufficient time to prepare for the presentation.

**Selection Criteria**

The CSBT’s intention is to procure the most functionally complete, cost-effective faculty management solution available. Within the framework of the priorities in the previous section, responses to this RFP will be evaluated by members of an evaluation committee in consultation with their respective constituencies. The following criteria will be evaluated and weighted most heavily:

* Functionality
* Cost of the system
* Installation and training plan (including uploading existing accreditation data)
* Faculty ease of use
* Continuing support
* Software performance record in higher education
* Vendor financial stability
* Ability to interface with Missouri Western’s Administrative Information System (Banner)



**Pricing Page**

Please include information regarding your pricing structure for the Faculty Management Software for initial and subsequent years. Include all initial implementation cost in initial year. Complete Alternate option pricing as well.

**Pricing for quantity of 35 CSBT Faculty**

Initial year pricing (7-1-18 to 6-30-19) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second year pricing (7-1-19 to 6-30-20) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third year pricing (7-1-20 to 6-30-21) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fourth year pricing (7-1-21 to 6-30-22) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fifth year pricing (7-1-22 to 6-30-23) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ALTERNATE**

**Pricing for entire University approximately 250 faculty**

Initial year pricing (7-1-18 to 6-30-19) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second year pricing (7-1-19 to 6-30-20) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third year pricing (7-1-20 to 6-30-21) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fourth year pricing (7-1-21 to 6-30-22) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fifth year pricing (7-1-22 to 6-30-23) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONDITIONS OF BID AND SALE:

The vendor must comply with all Federal, State and Local regulations and laws.

Proposals received after the deadline will not be accepted or considered.

Missouri Western State University reserves the right to reject any and all proposals received in response to this RFP and to waive any minor irregularity or informality.

Pricing must be FOB Missouri Western State University

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_