



LARAMIE COUNTY COMMUNITY COLLEGE
Cheyenne Wyoming

Request for Proposals

to provide

Campus Portal Solution

compatible with

Ellucian Colleague Student Information System

RFP-18089

Solicited by:

Department of Administration and Finance
Division of Contracting and Procurement
1400 East College Drive
Cheyenne, WY 82007

December 21, 2017

**Laramie County Community College
Request for Proposals – Campus Portal Solution**

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I. Proposal Overview

A. Solicitation Intent

Laramie County Community College (*hereinafter referred to as LCCC*) is seeking to evaluate enterprise level Campus Portal Solutions (CPS) are available; therefore, LCCC is requesting formal proposals for the CPS that will be used institution-wide. LCCC prefers a cloud based Software as a Solution (SaaS) CPS that will need to integrate with Ellucian's Colleague Student Information System (SIS). LCCC will also consider a locally hosted CPS. LCCC desires to partner with a vendor/firm who has expertise and experience in CPS for institutions of higher education, specifically with community colleges.

B. LCCC Background

The current CPS is used for communicating with students and employees about campus events, providing online student/employee services and some single sign-on functionality. Our student FTE (*full time equivalency*) for July 1, 2016 to June 30, 2017 is 2,634.33 with an unduplicated headcount of 5,966 students.

C. Scope of Services

LCCC desires a new commercial of the shelf CPS solution that provides complete single sign-on functionality to various student and employee applications and resources such as our Learning Management System (Canvas), Email (Office 365), Enterprise Resource Planning (Colleague), etc. The selected solution will be easy to: navigate, search and locate important internal documents; use from multiple devices and platforms.

1. Required Characteristics and Functionality

- a) ADA accessibility and compliance. The successful vendor represents and warrants that their product shall be fully accessible to persons with disabilities in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
- b) User friendly navigation (user's ability to customize individual experience through settings, ability to easily search for files and resources)
- c) Ability to easily update and maintain department content
- d) Use Microsoft Active Directory for LDAP solution
- e) Integrate Ellucian Colleague WebAdvisor and Ellucian Self-Service
- f) Integrate Microsoft Office 365 for email, calendaring and back office software
- g) Easily integrate single sign-on with third-party websites and software applications
- h) Multiple constituency based communication methods
- i) Constituency based content and administration
- j) Responsive design to accommodate multiple device types and platforms
- k) Agnostic browser support
- l) Easy to brand for LCCC needs
- m) Administrative and user reporting functionality
- n) Ability to identify different constituent groups by their roles (students, faculty, and staff) and locations
- o) Scalability to need

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2. Desired Characteristics and Functionality

- a) Anonymous survey capabilities
- b) Design, creation, and administration of workflows
- c) Online payment functionality and administration
- d) Form creation with data storage and reporting
- e) Website publication functionality and administration
- f) LTI Integration of multimedia
- g) Ability to work across multiple campuses
- h) User controlled local time setting
- i) Multiple language settings
- j) Group based collaboration (clubs, teams, committees)
- k) Ellucian e-Check-in
- l) Integrate with College’s Event Calendaring system (S25/R25) to provide within CPS

II. RFP Schedule of Events

Event	Date and Time
Issue Request for Proposal (RFP)	December 21, 2017
Question Period Ends	January 15, 2018
Proposal submittals due	January 22, 2018
Proposal evaluation Period	February 9, 2018
Select short-list firms (3 to 5)	February 12, 2018
On-Site presentations	Week of February 26, 2018
Award RFP to successful firm	March 9, 2018
Test portal available	April 1, 2018
Full implementation and migration to CPS	Prefer July 1, 2018; no later than August 1, 2018

Schedule Notes: 1) The above dates and times are subject to change at the discretion of LCCC and selected vendor; and 2) Extensive training on the CPS has to occur prior to implementation.

III. Selection Criteria

An LCCC “Selection Committee” shall be designated to evaluate all received proposal submittals, therefore the award of this RFP will be made to the firm whose proposal best meets the specifications of this RFP, is in the best interests of, and most advantageous to LCCC. The weight to be given to each of the evaluation factors is set forth below. The inclusion of cost as a factor is not intended to require LCCC to select the lowest cost proposal; therefore, cost **will not** be the sole basis for selection.

- 20%: CPS expertise, experience in higher education, and ability to perform specific services as requested
- 50%: Features, functions, and capabilities of proposed CPS; its ability to integrate with college systems, and its ability to meet college “required” and “desired” characteristics and functionality expectations
- 20%: Total cost of ownership (five-year projection for proposed solution)

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- 10%: Software upgrade and client support programs; reference check feedback

A second evaluation (*onsite presentations and interviews*) will be conducted with a short-list of respondents (*3-5 firms*) as described per the above project schedule. Additionally, LCCC reserves the right to conduct further and final negotiations concerning all aspects of a subsequent engagement with one or more respondents.

LCCC reserves the right to reject any or all proposals, including without limitation, if they are in its sole discretion judged unacceptable, non-responsive, non-conforming, conditional, to waive any technical or formal defect therein, to accept or reject any part of any proposal.

IV. Proposal Content

- A. All participating firms shall provide the following information in their Proposals, sorted and organized in either “Tabs” or “Headings” as defined below. Proposals shall address each item specified below per the respective Tabs or Headings, and **Tab #5 must be submitted with your proposal in a separate sealed envelope, NO exceptions.**

Cover Letter: Provide a cover letter indicating the name of the firm making the submission (*or firms in the case of a joint venture*) indicating your interest in being selected for this opportunity. Include a brief description of why your firm is well suited for, and can meet the needs of this opportunity. The letter shall be signed by the individual(s) authorized to bind the respondent or group to any statements or representations made therein and to represent the information presented as authentic.

Tab/Heading #1 –Firm Profile:

- Provide firm’s name, business address, telephone, fax and e-mail address.
- Describe the number of years in business, experience with higher education clients; experience with learning management systems; and other applicable and relevant experience.
- Provide a detailed description of firm’s business partners, capabilities and resources.

Tab/Heading #2 – Proposed Campus Portal Solution:

- Describe in detail your proposed campus portal solution and its abilities to accomplish the scope of services described above under Article I, Paragraph C, subparagraphs “1” and “2” (*refer to pages 2 & 3*).
- Describe any suggested alternatives or enhancements you recommend for this proposal.

Tab/Heading #3 – Ellucian Colleague Experience:

- Describe your firm’s experience with Ellucian Colleague, WebAdvisor and Self-Service.
- In the event you have no experience with Ellucian Colleague, describe how you will provide interface capabilities with other LCCC programs and systems.
- Describe the security levels associated with the system.

Tab/Heading #4 – Project Calendar

- Provide and describe your proposed project calendar for this opportunity, specifically addressing at a minimum the following milestones: purchase of

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system, design and installation, go-live, and training of LCCC students and employees.

Tab/Heading #5 – System Cost and Support Services / NOTE: Tab #5 must be submitted with your proposal in a separate sealed envelope, NO exceptions:

- LCCC prefers to enter into a multi-year contract, provide a detailed five-year total cost of ownership for your proposed solution. Include an itemized breakdown, which includes at a minimum the following: a) initial system purchase, b) integration programming, c) start-up, consulting and training, d) annual cost for updates and licenses (maintenance), e) and any applicable hosting costs. Specifically, itemized costs shall include:
 1. Total initial purchase price for Campus Portal Solution; and,
 2. Total cost for start-up, consulting, installation, and set-up; and,
 3. Total cost for migration services from current CPS;
 4. Annual cost for support, maintenance, upgrades, and licensing; and
 5. Any other cost not identified above, please describe.
 6. Identify cost savings to LCCC if we sign a multi-year contract
- Describe your warranty program.
- Describe available migration services and recommendation for process of migrating from existing CPS
- Identify any assumptions the above costs are based upon.
- Identify any exceptions or exclusions your firm will apply to the CPS.

Tab/Heading #6 – Voluntary Product Accessibility Template:

- Each vendor/firm who desires to submit a proposal shall complete the “Voluntary Product Accessibility Template” and submit this under Tab #6.

V. Submission of Proposals

1. Participating firms shall submit one (1) original of their proposal either in electronic format via e-mail, or hard-copy via courier service to the address below. **All submittals must be received no later than 4:00 p.m. (prevailing local time) on January 22, 2016.** Proposals shall be sent to:

Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
1400 East College Drive
Cheyenne, WY 82007
Office: (307) 778-1280 / Fax: (307) 778-4300 / E-mail: jspezzano@lccc.wy.edu
2. Proposal submissions may be e-mailed, hand delivered, mailed, or sent via courier. Each respondent is solely responsible for the timely delivery of its proposal by the deadline prescribed above. LCCC will not be responsible for lack of timely delivery regardless of the reason. Failure to meet the submission deadline will result in removal from consideration.
3. Minority business enterprises will be afforded full opportunity to submit a proposal and will not be subject to discrimination on the grounds of race, creed, national origin, sex, or handicap in consideration for an award.

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4. **Proposals shall be limited to a maximum of fifteen (15) printed pages of content, excluding the cover letter and Tabs/Headings and the “Voluntary Product Accessibility Template requested per Tab #6.**

VI. General Requirements

A. Acceptance of Submissions

LCCC reserves the right to accept or reject any or all submissions received as a result of this solicitation if they are judged to be unacceptable, non-responsive, non-conforming, or conditional; to waive minor irregularities; or to negotiate with any respondent, in any manner necessary, to serve the best interests of LCCC.

B. Certificate of Insurance

Awarded firm will be expected to meet the minimum insurance coverage requirements of LCCC per Appendix “A”. No work will begin until LCCC is in receipt of an approved Certificate of Liability Insurance form.

C. Conflict of Interest

The undersigned firm certifies, under penalty of perjury, that to the best of their knowledge and belief, no member of the firm has a direct or indirect interest, financial or otherwise, in the award of this Proposal or in the services to which the Proposal relates. **Additionally, the firm shall identify whether any conflict of interest or known potential conflict exists regarding the future relationship between LCCC and your firm. This conflict shall be detailed and listed under Tab #1.**

D. Firm Representation

Firm’s, by the act of submitting their proposal, represent that: They have read and understand the RFP document and their submittal is made in accordance therewith; They have familiarized themselves with the local conditions under which the work will be done to their satisfaction; and their submittal is based upon the requirements described in the RFP without exception.

E. Form of Contract

LCCC uses a standard contract for these services and award is contingent upon available funding and approval of this RFP. LCCC reserves the right to negotiate with the firm or entity who proposal best meets the needs of LCCC.

F. Incurred Expenses

Any costs incurred by the respondent in preparing and submitting a response to this solicitation will be the sole responsibility of the respondent and will not be reimbursed by LCCC.

G. Non-Collusion

The undersigned firm hereby certifies that is, its officers, partners, representatives, agents, or employees has not in any way colluded, conspired, or agreed, directly or indirectly, with any other firm, potential firm or person, in connection with this RFP, to

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submit a collusive proposal, or to secure through any unlawful act an advantage over other firms or LCCC.

H. Property of LCCC

Submitted Proposals and any other information submitted by respondents in response to this RFP shall become the property of LCCC. Such proposals, as property of LCCC, are subject to public disclosure as prescribed by Wyoming Statutes. Proprietary information must be clearly identified in writing and will be protected to the extent allowable by Wyoming Law and College Policy.

I. Public Information

All information, except that classified as confidential and/or proprietary, will become public information at the time that the Proposal is awarded in accordance with applicable sections of the federal "Freedom of Information Act (FOIA) and Wyoming State Statutes §16-4-201.

J. Respondent Inquiries

To ensure uniformity and consistency, strict rules shall apply to the communication process throughout the RFP process, therefore all questions and inquiries concerning this solicitation shall be submitted in writing, either as a signed original, legible facsimile, or electronic mail transmission. Oral questions and inquiries will not be allowed nor responded to. Questions and inquiries for this RFP shall be directed to:

Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
1400 East College Drive, Cheyenne WY 82007
E-mail: jspezzano@lccc.wy.edu

K. Submission of Proposals

It is the responsibility of the proposer to carefully examine this RFP and be familiar with all of the requirements, stipulations, provisions and conditions of the RFP project. All changes, additions, alterations, or clarifications shall be done so via a written instrument known as an Addendum. Oral or telephone interpretations shall not be binding on LCCC.

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Professional Services Insurance Requirements

Appendix “A”

CERTIFICATE OF LIABILITY INSURANCE

A. Insurance Coverage / Limits:

Consultants and/or their sub-consultants shall at its own expense, obtain insurance as detailed below from reliable insurance companies acceptable to Laramie County Community College (LCCC) and authorized to do business in the State of Wyoming in which the Work is to be performed, with limits as specified in U.S. currency or equivalent. Such insurance shall be in force at the time the Work is commenced and shall remain in force for the duration of this Contract, unless a later date is specified below.

1. **Workers’ Compensation and Employer’s Liability Insurance:** Workers’ Compensation insurance or its’ equivalent, including Occupational Disease coverage, as required by law for all employees, agents, design engineers, design consultants, and subcontractors. Employer’s Liability insurance (including Occupational Disease coverage) in the amount of **\$1,000,000.00 per accident**. Such insurance shall provide coverage in the location in which the work is performed and the location in which the Consultant is domiciled. The Consultant expressly agrees to comply with all provisions of the Workers’ Compensation Laws of the state of Wyoming (*County of Laramie*) wherein said work is being performed.
2. **Professional Liability:** This Agreement requires independent rendering and/or independent implementation of specific professional services, consequently the Consultant and their sub-consultants shall provide professional liability insurance coverage with a **minimum limit of \$1,000,000.00 per claim with an aggregate limit of \$2,000,000.00**.
3. **Automobile Liability:** Liability coverage insurance on each motor vehicle used by Consultant shall be provided in the amount of \$1,000,000 each accident on a combined single limit basis for bodily injury and property damage.

B. Policy Requirements

1. **Certificate Proof:** Prior to the commencement of the respective Contract and/or Agreement, the Consultant shall deliver certificates of insurance evidencing such policy or policies to the LCCC Director of Contracting and Procurement. Said “Certificate” may be mailed, faxed or e-mailed to:
 - E-mail: jspezzano@lccc.wy.edu
 - Fax: (307) 778-4300, Attn: Director, Contracting and Procurement
 - Mail: 1400 East College Drive, Cheyenne WY, 82007. Attn: Director, Contracting & Procurement
2. **Additional Insured Clause:** LCCC shall be listed as the “Certificate Holder” on all policies, but only with respect to operations of successful firm under the Contract.
3. **Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be canceled or non-renewed except after thirty (30) days prior written notice has been given to the LCCC, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **LCCC, Director of Contracting and Procurement**.