

MISSOURI WESTERN STATE UNIVERSITY

REQUEST FOR PROPOSAL 20-027

FOR

COMPLIANCE TRAINING SERVICES

Submission Deadline: August 29, 2019, 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 12:00pm on August 15, 2019. Questions received after this date may not be answered. Please reference the RFP# on all correspondence. Answers to the submitted questions will be emailed 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.

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**Introduction**

In collaboration with Missouri Western State University (MWSU), the vendor will provide compliance training materials via a web interface in a hosted environment with a Learning Management System (LMS). The vendor will implement the hosted service by installing the software, training the MWSU users and technical staff, configuring the software based upon MWSU requirements, establishing a test environment for system testing prior to going live in a production environment, developing all interfaces between the MWSU hosted Benner ERP system and the vendor’s hosted software solution, transferring data from the Banner system to the hosted software solution, cutting over the test system to a live production system, and closing out the implementation phase and beginning the maintenance/support phase of the project. MWSU currently uses the Ellucian Banner ERP system with the Luminus Portal, Student, Finance, Human Resources and Financial Aid modules in an Ellucian hosted services environment supported by application managed services from Ellucian.

MWSU requests that the vendor provide computer/web based training modules with an LMS for data management and reporting capabilities. We request that the programs be interactive to reinforce the comprehension of materials. The vendor should ensure the programs are ADA compliant. The vendor's LMS should provide status and completion reports electronically upon request. The vendor should ensure that programs provide separate offerings for multiple groups of individuals (I.e. employees, students, athletes-preferred). MWSU requests offerings of initial training and refresher training.

Requested programs include the following; however please provide a full catalog of offerings:

* Title IX/Campus SaVE
* Harassment Prevention
* FERPA
* Diversity
* Cyber Security
* Cash Handling

MWSU has approximately 800 employees and 5,000 students who will need to complete initial and/or refresher training.

**School Overview**

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

**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 12:00 p.m. Central Time, August 15, 2019. These questions should be submitted to [purchase@misssouriwestern.edu](mailto:purchase@misssouriwestern.edu).
* RFP should be submitted no later than August 29, 2019 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 (RFP20-027) shall also be clearly marked on the outside of the envelope or package. The following items should be mailed to MWSU by August 29, 2019 by 2:00pm Central Time.

* Invitation to Bid Page: Complete the required vendor contact information for RFP20-027.
* 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 4 provide detailed responses to each point addressed in Proposal Section.
* References (3) specifications found on page 8.
* Pricing: Include page10-11, pricing page to provide a brief overview of your proposal pricing. Specifications found on page 4, under the Proposal Term & Pricing Ceiling section.
* 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. Also, include one (1) non-returnable flash drive with your entire proposal.

**Proposal Term & PRICE CEILING**

MWSU is seeking a multi-year contract for full implementation beginning on January 1, 2020 running for three and a half (3.5) years until June 30, 2023. In addition, pricing for set-up is desired, which will allow for set-up and testing of the LMS beginning October 1, 2019 or sooner if deemed fitting MWSU’s timeline for installation until the main contract begins on January 1, 2020. Our current LMS is effective until December 2019. It is our desire not to pay for two LMSs. Request for pricing of a prorated term of January 1, 2020 to June 30, 2020 to align with our fiscal year (July 1 to June 30) is requested (See pricing sheet beginning on page 10).

Upon mutual agreement by the vendor and MWSU, the contract may be renewed by MWSU for an additional two (2) years (ending June 30, 2025) following the initial three and a half (3.5) year contract period.

**Bid Response Requirements**

All responses must include a point-by-point response to each of the sections above. Response may be described in detail under requested section or on a separate page. Failure to respond to all sections may be grounds for rejection of the proposal. MWSU reserves the right to request additional information and /or presentations, if clarification is needed. This request does not obligate MWSU to complete the proposed project and MWSU reserves the right to cancel this solicitation if it is considered to be in its best interest.

**IT/SYSTEM REQUIREMENTS & INTERFACE**

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

1. Must be a vendor hosted service solution. Vendor shall describe the type of environment that will host the software. Vendor shall describe or provide documentation showing compliance with industry standard physical and cybersecurity safeguards, including compliance with data security baseline standards, regulatory standards, and operational standards. Examples include SSAE 16, FERPA, GLBA, ISO 27001, and SOC.
2. Vendor must provide documentation describing disaster recovery and business continuity planning, such as backup frequency and system redundancies.
3. Describe how the programs are ADA-compliant.
4. Describe how users are established and what access levels and programs are available based upon the needs of each user.
5. Describe the Disaster Recovery/Business Continuity features of your proposal.
6. System must be web-based, requiring no software installation on local client machines.
7. 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.
8. Describe compatibility features with Windows, Mac, mobile devices, etc.
9. Must support current and recent-past versions of major browsers such as Chrome, Firefox, Internet Explorer, Safari, Microsoft Edge and Opera.
10. Must be able to integrate with Ellucian’s Banner information system.
11. 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.
12. Describe the sign on process and how Single Sign On (SSO) can be incorporated for logging into the software solution. Identify any additional software required to support SSO.
13. Describe the data encryption and security measures used while transporting data from Banner to the software solution and from the software solution to Banner.
14. Must provide access to a test environment to test new functionality and integrations.
15. Explain bandwidth/storage quotas included with the basic system, and cost of additional storage and/or bandwidth. Describe the Internet bandwidth connection size and redundancy provisions.
16. Explain processes for protecting data security, including FERPA compliance.
17. 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.
18. Explain downtime procedures, planned and unplanned.
19. Describe the network infrastructure and associated security measures, monitoring, and auto notification of system failures.
20. Describe how, in the event of contract termination, data would be extracted and provided to MWSU.

**LMS SOFTWARE REQUIREMENTS**

Please specify whether each of the following components are part of your base system or whether they are an add-on feature and detail costs for add-on features in bid response.

**A. Data Management**

Describe processes and capabilities the system provides for tracking and managing program participation and completion including a system for generating dashboards and ad-hoc reports as well as any canned reports that are delivered.

**B. Communications**

Describe processes and capabilities the system provides for customizing the content and appearance of the training material, as well as email reminder communications.

**C. Record Imports**

Describe the processes and capabilities the system provides for importing records including the ability to create additional file imports for non-delivered templates.

**D. Scalability**

Describe the pricing structure for scaling up this system across campus in terms of maximum number of users, maximum number of records and the availability of add-on features or modules to support training.

**E. Reporting**

Describe the processes and capabilities the system provides for generating dashboards and ad-hoc reports as well as any canned reports that are delivered.

**F. Warranties, Software Maintenance, Training, Data Breach Liability**

Describe all warranties, software maintenance and training that will accompany the software. Describe vendor’s liability coverage in the event of a data breach that exposes confidential, protected, or personally identifiable information.

**INSTALLATION, HELP DESK & DOCUMENTATION**

1. Describe all installation process options and data conversion options and provide a typical installation time schedule.

1. Describe suggested training and any additional cost for institution’s technical staff and end-users.
2. Describe implementation support services, including delivery and installation, customization support, integration support, consulting support etc.
3. List documentation provided, including technical documentation, online guides, etc.
4. 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).
5. Describe the service offerings and frequencies for software updates, new releases, corrective patches, etc.

**ADDITIONAL POINTS TO BE ADDRESSED**

* MWSU prefers to have little or no additional programming requirements beyond the packaged training module.
* Vendor should state how often the training material is updated and by whom.
* Vendor should indicate the types of learner- skills needed appropriate to the module (i.e. low to high computer skills)
* Vendor should detail the process of customizing the content and appearance of the training content
* Vendor should detail the accuracy of the content based upon current federal and state laws.
* Vendor should detail whether the program has the capability to be presented to a group in lieu of individualized training.
* Vendor should detail the cost per training program with any applicable discounts if multiple training packages are selected; in addition to multi-year subscription rates.
* Vendor should detail how much preparation time is typically needed prior to implementing the training program as well as any additional costs.
* It is preferred that the program content be tailored to a higher education setting for applicability.

**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 agreement with a detailed description.

**REFERENCES**

Every vendor must 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
* Number of employees/students

**rfp TIMELINE**

RFP Issued August 8, 2019

Deadline for Submission of Questions August 15, 2019

RFP Open Date August 29, 2019

Zoom Presentations by Finalists (if requested by committee) 2 weeks beginning September 3

Selection Committee Recommendation No later than September 20, 2019

Contract Awarded September 23, 2019

**Evaluation and Selection**

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

Responses to this RFP will be evaluated upon the features and functionality stated in the proposal and the related costs as well as the responses provided.

Factors that will be considered during the assessment and decision process include:

1. Bids for services added by the vendors if the added services are judged to be desired by MWSU.
2. Information from references provided by prior and current customers of the vendors.
3. Cost
4. Experience and Reliability
5. Proposed Method of Performance
6. Compliance Training Materials

**On campus or ZOOM interviews**

Finalists may be interviewed on campus or via Zoom (1 hour limit for presentation), allowing vendors to present a summary of their qualifications and proposals.



**Compliance Training Services**

**PRICING PAGE**

Complete all of the following fields to be considered for this bid.

Set-up costs October 1, 2019 to December 31, 2019 $\_\_\_\_\_\_\_\_\_\_\_

Initial purchase cost of the software (Prorated 1-1-20 to 6-30-20): $\_\_\_\_\_\_\_\_\_\_\_

Initial purchase cost of maintenance and support: $\_\_\_\_\_\_\_\_\_\_\_

Cost of implementation of software: $\_\_\_\_\_\_\_\_\_\_\_

Additional cost for data integration with Banner: $\_\_\_\_\_\_\_\_\_\_\_

All other costs detailed by line item that pertain to the successful implementation and ongoing use of your hosted application service. (These costs should include, but not be limited to, any third party software costs that are required to make your solution functional):

Additional cost for Single Sign On (SSO) software: $\_\_\_\_\_\_\_\_\_\_\_

**TOTAL COST FOR INITIAL IMPLEMENTATION PRORATED** (1-1-20 to 6-30-20): $\_\_\_\_\_\_\_\_\_\_\_

Total cost of maintenance/support/hosting with estimated proposed increases

**Year 2** (7-1-20 to 6-30-21): $\_\_\_\_\_\_\_\_\_\_\_

Total cost of maintenance/support/hosting with estimated proposed increases

**Year 3** (7-1-21 to 6-30-22): $\_\_\_\_\_\_\_\_\_\_\_

Total cost of maintenance/support/hosting with estimated proposed increases

**Year 4** (7-1-22 to 6-30-23): $\_\_\_\_\_\_\_\_\_\_\_

OPTIONAL (if renewed) Total cost of maintenance/support/hosting with

estimated proposed increases **Year 5** (7-1-23 to 6-30-24): $\_\_\_\_\_\_\_\_\_\_\_

OPTIONAL (if renewed) Total cost of maintenance/support/hosting with $\_\_\_\_\_\_\_\_\_\_\_

estimated proposed increases **Year 6** (7-1-24 to 6-30-25):

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.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Home Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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