

# COLORADO MOUNTAIN COLLEGE



## Request for Proposal Number #503-11

### Colorado Mountain College Electronic Catalog

Due: 06/24/11

**Buyer:**

Steve Boyd

Purchasing and Contracts Manager

831 Grand Avenue

Glenwood Springs, CO 81601

[sboyd@coloradomtn.edu](mailto:sboyd@coloradomtn.edu)

**COLORADO MOUNTAIN COLLEGE**  
**REQUEST FOR PROPOSAL #503-11**  
**COLORADO MOUNTAIN COLLEGE ELECTRONIC CATALOG**

**I. INTRODUCTION**

Colorado Mountain College (CMC) is a two-year public College established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The Colorado Mountain College District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles.

**Colorado Mountain College Electronic Catalog**

Colorado Mountain College is seeking an electronic catalog solution that will provide clear navigation, robust searching and greater efficiency for production. It will be built on a relational database, providing maximum flexibility for presenting catalog information in multiple venues within the catalog and on the college's web pages.

From this solution, staff and students will be able to print individual pages or a simple layout for limited run printing for hard copy editions. Following are the key project requirements:

**Database**

- Built in a relational database, enabling universal, dynamic updates
- Ability to import course information using Datatel Informer reports with automatic updates for each instance of the data (e.g., course descriptions, program requirements, etc.)
- The System shall treat course information in a relational manner in the database. Specifically, a course shall exist as a distinct "object" in the database, which can be referenced throughout the catalog, particularly in programs. In practice, this means the system allows a course to be edited or modified in a single location, and then automatically be updated wherever it is referenced in the system. This must also apply to any published e-catalog: correcting a typographical error in a course in a published e-catalog should require only that the correction be made to the course in a single location, and the correction being reflected in every location in which the course is referenced. This must happen in real time after the correction has been made.
- Catalog data is extractable into a universal format (CSV, XLS, etc.), not proprietary.
- Preferred to be compatible with MS-SQL and use .NET coding

**Administration & Production**

- Ability to archive and serve previous versions of the catalog, with production history
- Tracking of changes by author with comments and history for all releases of the catalog
- Greatly increase efficiency of production from current practices
- WYSIWIG text editor for catalog authors.

- Multi-user access allowing staff and depts. to make changes with review process
- Email notifications to users based on section availability for edit or review.
- Multi-level production authorization (editor, manager, publisher)
- Accommodate 2 and 4 year catalog info in same publication
- Conversion process from current catalog that is low impact on college staff
- Staff training and robust online training resources included

### UI & Data display

- Course information can be exploded full detail when listed by title (eg., a course title displayed in program curriculum could be expanded to show course details on the same page with a single click)
- Ability to dynamically pull catalog information into college's website and other online media through xml or other technology (e.g., course descriptions, program requirements, etc.)
- Print on demand or for limited run, without web page graphics
- The e-catalog shall provide a comprehensive search function within the portal and outside of the coloradomtn.edu website where the public may access the catalog.
- Integration with College's website using CSS, including catalog navigation elements
- Optimized version for mobile (html5)

### Hosting & Licensing

- Hosted solution, or ability to host externally
- License purchase or ability to purchase preferred
- The System shall provide a secure environment that prevents attempts at Internet hacking and reports on any such attempts. The software must support industry-standard initiatives, protocols and encryption such as SSL.
- Hosting site shall provide high-level of security using industry standard best practices including backups, disaster recovery, secure data center, networks, firewall redundant power and cooling.
- The system provider must provide high-level of communications related to planned outages and targeted notifications to CMC administrative staff in the event of service interruptions.
- The System shall have demonstrated ability to support LDAP authentication.
- The e-catalog System shall be integrated with Web analysis software to provide Internet site statistics and reports for administrative users for the e-catalog system within the administrative system.

**II. TIMELINE**

CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department’s website as soon as the information is available. All times are Mountain.

<b>REQUISITION STEP for RFP 503-11 Electronic Catalog</b>	<b>DATE</b>	<b>TIME</b>
<b>ISSUE DATE</b>	<b>05-27-2011</b>	<b>4:00 PM</b>
<b>REQUESTS FOR INFORMATION FROM VENDORS DUE – NON-MANDATORY</b>	<b>06-10-2011</b>	<b>4:00 PM</b>
<b>ADDENDUM 001 RELEASED (IF NECESSARY)</b>	<b>06-15-2011</b>	<b>4:00 PM</b>
<b>REQUEST FOR PROPOSALS (RFP) DUE - MANDATORY</b>	<b>06-24-2011</b>	<b>4:00 PM</b>
<b>SHORT LIST OF VENDORS ANNOUNCED (IF NECESSARY)</b>	<b>06-28-2011</b>	<b>4:00 PM</b>
<b>INTERVIEWS OF SHORTLISTED CANDIDATES (IF NECESSARY, VIA PHONE)</b>	<b>07-05-2011</b>	<b>TBD</b>
<b>TARGET AWARD DATE (SUBJECT TO CHANGE, WILL BE EARLIER IF INTERVIEWS ARE NOT NECESSARY)</b>	<b>07-11-2011</b>	<b>4:00 PM</b>

**III. INSTRUCTIONS TO PROPOSERS**

- CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums will not be considered by the Selection Committee.
- Proposing firms must submit the following for its Proposal to be considered:
  - Signature Block from this RFP
  - Links to live samples of your work on similar projects
  - A resume from the project managers whom you expect to work on this project
  - A range of expected college expenditure; please include the estimated number of hours and the cost per hour
  - At least three references from recently completed work that is related in scope
  - Other information that demonstrates your firm’s capabilities
- All information related to this Proposal will be posted in the Bids, RFP’s... section of the Purchasing Office’s website at [www.coloradomtn.edu/Purchasing](http://www.coloradomtn.edu/Purchasing). Please click on “Bids, RFP’s...” and find this solicitation. This location will hold the most current and accurate documentation available for this project. Please look to this link for answers to your questions.

- Questions regarding this RFP should be directed to the Purchasing Manager, Steve Boyd, via email at [sboyd@coloradomtn.edu](mailto:sboyd@coloradomtn.edu). The College will attempt to answer all legitimate questions related to this RFP that are submitted to this email address. Answers may be delivered via subsequent addendums and/or posted to the college purchasing website. However, inquiries seeking information that is already posted on the College website will not be answered.
- To promote sustainability and a fair Proposal process, CMC utilizes Rocky Mountain BidNet to generate awareness and collect responses. **Therefore, <http://www.govbids.com/scripts/CO1/public/home1.asp> will serve as the ONLY way to submit a qualified response.** Proposers must have an existing Rocky Mountain BidNet account or may establish one (currently) free of charge. Please be sure to allow time for technical difficulties in submitting responses. CMC will only consider submittals that have been placed successfully with BidNet **PRIOR TO CLOSING**, there are no exceptions to this. Proposers may contact Rocky Mountain BidNet staff directly or the Buyer via email if you are experiencing difficulty. The Buyer also encourages feedback on your BidNet experience. Please note that the CMC Purchasing website will contain all information related to this project. Updates and other information may or may not be posted to BidNet, The CMC Purchasing website listed above is the official venue for information.
- No bid bond is required for this project.
- **Please do not contact any member of CMC's staff, faculty or Selection Committee directly regarding this proposal. Any attempt to do so will result in your firm's disqualification at the discretion of the Purchasing Manager.**

#### IV. SELECTION CRITERIA

Our Selection Committee for this project will evaluate submittals to identify the best value for the College. This will not be an “all-or-none” award. The Selection Committee may also, at its discretion, give preference to firms that are able to service many or all of our campuses and administrative locations.

Specifically, the selection committee will select the winning proposer based on the following criteria in no order of importance:

- A. Quality of submittal
- B. Company experience and ability to innovate, including previous experience with the College if applicable, at a minimum this will include examples of prior work and resumes of involved personnel
- C. Pricing
- D. References

*Criteria may be modified in subsequent Addendums.*

#### V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All submittals must adhere to the instructions provided above to be considered by the Selection Committee.
- B. *Copies:* No electronic or paper copies of submittals are required other than your post to BidNet.
- C. *Proprietary Information:* If you are submitting any information you consider proprietary, please clearly mark it “Proprietary Information.” If the Purchasing Manager concurs, this information will not be considered public information. At the discretion of the Purchasing Manager, submittal information may be posted to the College Purchasing website upon award. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Purchasing Manager may make your entire submittal public information at his or her discretion.
- D. *Signature Block:* All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.
- E. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.
- F. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.
- G. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate price changes and other terms at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding Proposal submittals other than (in some cases) the number of qualified proposals the College received and the name of the Proposer.

- H. *Award:* Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. CMC reserves the right to ask for the “Best and Final Offer” from any or all Proposers.
- I. *Pre-award Presentations:* The College reserves the right to require presentations from the highest-ranking proposers, in which they may be asked to provide additional information and answer questions from the Selection Committee.
- J. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College that will include the College’s standard terms and conditions attached to all purchase orders.
- K. *Indemnification:* Successful Proposers shall indemnify and save CMC harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.
- L. *Insurance:* Successful Proposers shall have their insurance company send the CMC Purchasing Department a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the Proposer. “Colorado Mountain College” shall be named as an additional insured. The Proposer shall be responsible for notifying the CMC Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.
- M. *Illegal Aliens:* By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.
- N. *Limitation of Multiple-Fiscal Year Obligations:* All financial obligations of Colorado Mountain College (CMC) under this contract subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

**VI. SIGNATURE BLOCK**

*Note: Please return this page with your proposal.*

The undersigned, an authorized agent of his/her company, hereby certifies:

- ( ) the receipt of \_\_\_\_\_ addendums,
- ( ) familiarization with all terms, conditions, and specifications herein stated,
- ( ) vendor is qualified to perform work and services as proposal,
- ( ) that the proposal is valid until \_\_\_\_\_ (date).

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

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

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Employer ID Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Type of Entity (S-Corp, LLC, etc?)

\_\_\_\_\_  
Official EMAIL Address

\_\_\_\_\_  
Web Site, if available

\_\_\_\_\_  
Solicitation Number (from cover page)