



Request for Proposal Number #509-11

Learning Management System

Due:

October 13, 2011 at 4:00pm

Buyer:

Steve Boyd
Purchasing and Contracts Manager
831 Grand Avenue
Glenwood Springs, CO 81601
sboyd@coloradomtn.edu

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #509-11
Learning Management System

I. INTRODUCTION

Colorado Mountain College (CMC) serves nine counties on the western slope of Colorado including Chaffee, Eagle, Garfield, Grand, Jackson, Lake, Pitkin, Routt, and Summit. The 12,000-square-mile district includes international resorts, ranches, wilderness areas and former mining towns. Each year, nearly 25,000 students (approximately 4,500 FTE / 6,000 Blackboard users) take classes at CMC's 11 locations and online. Colorado Mountain College offers two-year academic programs guaranteed to transfer to all four-year colleges and universities in Colorado and starting in the 2011-2012 academic year, will also offer two four-year programs, a Bachelor of Science in Business Administration (BSBA) and a Bachelor of Arts in Sustainability Studies (BASS).

CMC currently uses Blackboard version 8.0.494.5, a version which will expire in fall 2012. Additionally, our contract for Blackboard Enterprise software version 8.0.494.5 and hosting of the production environment ends on May 31, 2012. For this reason, Colorado Mountain College is seeking proposals from qualified firms to provide a secure, robust online learning management system (LMS). This selection process does not indicate dissatisfaction with the incumbent. The LMS should complement our existing and future information systems and provide feature-rich, up-to-date online teaching and learning tools to the entire CMC population of users. The winning proposer's product will also interface efficiently with Datatel (Colleague). The LMS also should provide a welcoming, user-friendly online learning environment for instructors and students. The LMS must be a proven packaged product and must be reliable and scalable. The LMS must be ready to pilot by the 2012 summer term and be fully operational at the beginning of the 2012 fall term. CMC is seeking a vendor with demonstrated reliability in customer support and training.

All proposals will be carefully evaluated by the CMC selection committee. Based on this evaluation, CMC will determine which entities will be selected for step 6 interviews. There is no limit on the number of firms selected for this stage, all offerings determined to be viable candidates will be extended an interview invitation. CMC will award the contract to the responsible firm whose proposal is determined to be the best value for CMC based on the evaluation factors outlined in this RFP document.

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.

	LEARNING MANAGEMENT SYSTEM RFP TIMELINE	DATE	TIME
1	ISSUE DATE	09-14-2011	4:00 PM
2	QUESTIONS DUE FROM PROSPECTIVE VENDORS VIA EMAIL (OPTIONAL)	09-21-2011	4:00 PM
3	ADDENDUM RELEASED WITH ANSWERS TO OUTSTANDING QUESTIONS (IF NECESSARY)	09-27-2011	4:00 PM
4	REQUEST FOR PROPOSALS (RFP) DUE VIA EMAIL	10-13-2011	4:00 PM
5	SHORTLIST FOR INTERVIEWS AND AGENDA RELEASED	10-20-2011	4:00 PM
6	WEB-BASED CANDIDATE PRESENTATIONS TO CMC SELECTION COMMITTEE <i>*DATES SUBJECT TO CHANGE WITHIN WEEK OF 11-07-2011</i>	11-09-2011 & 11-10-2011	TBD
7	FINALISTS ANNOUNCED	11-11-2011	4:00 PM
8	FINALIST INTERVIEWS (IN-PERSON PREFERRED, PLAN ON MINIMUM 1/2 DAY PRODUCT DEMONSTRATION) <i>*DATES SUBJECT TO CHANGE WITHIN WEEK OF 11-14-2011</i>	11-16-2011 & 11-17-2011	4:00 PM

NOTES:

- ALL QUESTIONS IN STEP 2 WILL BE COMPILED AND ANSWERED IN AN INFORMATIONAL ADDENDUM POSTED TO THE CMC WEBSITE. PLEASE SUBMIT YOUR QUESTIONS, IF ANY, TO SBOYD@COLORADOMTN.EDU PRIOR TO THE DEADLINE ABOVE.
- PURPOSE OF STEP 4 SUBMITTAL IS TO INDICATE INTEREST IN THE PROJECT AND DEMONSTRATE BASIC QUALIFICATION OF YOUR FIRM.
- PLEASE ALLOW 60-90 MINUTES FOR STEP 6 INTERVIEWS. WEB-BASED DEMOS ARE ENCOURAGED AND FIRMS MAY PROVIDE POWERPOINT OR OTHER PRESENTATION MATERIALS TO THE COMMITTEE FOR REVIEW PRIOR TO OR DURING YOUR INTERVIEW.
- FIRMS ARE WELCOME TO TRAVEL TO GLENWOOD SPRINGS, COLORADO FOR STEP 8 INTERVIEWS BUT WILL NOT BE REQUIRED TO DO SO.
- ROCKY MOUNTAIN E-PROCUREMENT WILL BE USED TO COLLECT RESPONSES IN STEP 4 ONLY.

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 all of these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums cannot be considered by the Selection Committee.
- Proposing firms must submit the following for its Proposal to be considered:
 - Electronic copies of relevant marketing and product explanation materials. Active links to websites are fine. Please submit as much as necessary for the CMC selection committee to establish your offering as a credible alternative, but as little information as possible. Qualified firms will have ample opportunity to demonstrate product features in detail during subsequent interviews.
 - List of organizations currently using your offering. Comprehensive lists (without divulging proprietary information) are encouraged, particularly where your client resembles CMC in size and other characteristics. Please provide contact information for any client that you are authorizing CMC to contact as a reference at the time of this submittal. CMC respects the competitive position of our prospective partners and will not formally contact your clients without your prior permission, and will not contact clients in any way if you indicate that preference.
 - Confirmation that you can meet the implementation and transition requirements outlined above.
 - Number of years in business and general description of your ownership structure (public, private equity participation, employee-owned, etc.) Do not feel compelled to respond with confidential information, CMC is seeking only to understand your firm's general market position at this point.
 - Whether you can host your solution and/or provide the product to run on your client's servers.
 - Valid email address for inclusion in this RFP's email distribution list (optional).
 - Signature Block
- 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. 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. Rocky Mountain Bidnet may not contain the most recent addendums and/or other information related to this project.
- Questions regarding this RFP should be directed to the Purchasing Manager, Steve Boyd, via email at sboyd@coloradomtn.edu. The College will attempt to answer all legitimate questions related to this RFP that

are submitted to this email address. However, inquiries seeking information that is already posted on the College website will not be answered. Answers will be posted to the college website and may not appear on Rocky Mountain e-Procurement, or any other platform by the date indicated in the timeline. Please do not contact other College personnel or Selection Committee members directly regarding this solicitation. Any attempt to do so may result in disqualification.

- 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 initial response for this project. 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.

IV. SELECTION CRITERIA

Our selection committee for this project will evaluate submittals to identify the best value for the College. Specifically, the selection committee will select the winning proposer based on the following criteria in **no order of importance or weighting**:

- A. Quality of submittal
- B. Company experience and other indications of qualification
- C. Pricing
- D. References and list of current clients similar to Colorado Mountain College
- E. Features
- F. Fit with CMC's student and faculty objectives

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. Responses that do not address ANY of the required items requested in this RFP's introduction section (III) above CANNOT BE CONSIDERED.
- 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. CMC will take all reasonable steps to avoid distributing any information that may impair a submitter's competitive position.
- 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 may ask highly ranking firms to attend one or more interviews.
- 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)