



Colorado Mountain College

Request for Proposal Number # 413-08 Web Content Management System

Due: July 31st, 2008
At close of business

Deliver to:
Colorado Mountain College
Attn: Linda Ouellette, Purchasing Manager
831 Grand Avenue
Glenwood Springs, Colorado 81601

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COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSALS 413-08
DATED, July 7, 2008
Content management System

I. INTRODUCTION

Colorado Mountain College (CMC) is a two-year public college established in 1967, and includes three residential campuses and four commuter campuses. The Colorado Mountain College District covers all or part of six counties in north central Colorado, encompassing 12,000 square miles.

Colorado Mountain College is seeking proposals from vendors who can provide a Content Management System (CMS) for the College to manage its public-facing web presence.

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Should the due date for proposals be changed, all prospective proposers shall be notified.

- ⌚ Request for Proposals 07/09/08
- ⌚ Proposals Due Date 07/31/08
- ⌚ Short List Presentations if needed (to be scheduled)
- ⌚ Notification of Award to Successful Proposer 08/15/08
- ⌚ Contract Term 08/16/08 – 06/30/09 with option to renew

CMC may schedule short list Vendor Presentations from those vendors whose submittal's best satisfy the College's needs.

III. Scope of Work

Colorado Mountain College is seeking proposals from vendors who can provide a Content Management System (CMS) for the College to manage its public-facing web presence. This system will produce content that is W3C compliant (ADA sec. 508); provide distributed content management, including robust, user-friendly editing and the ability to centrally manage 100+ users; the CMS will function at current industry standards with flexibility for future adaptation. Preference will be given to systems that provide a full demonstration site with admin privileges.

Proposals should include the following information about how the CMS would provide:

1. **User Experience:** Show multiple presentation/user environments developed with your system, from simplest to most sophisticated websites.
2. **Systems/Multi-Site Integration:** Describe how your system manages and integrates websites in multiple environments. (In addition to the new CMS, the College will continue to maintain a combination of static pages and dynamic (cfm) pages in multiple domains and subdomains.)
3. **Process:** Explain how your company approaches and completes the following –
 - a. Project Assessment
 - b. Deployment
 - c. Training
 - d. Overall project management

Pricing & Completion: Provide an estimated price range and timeline for purchase and implementation of a CMS to maintain a “simple website” (basic editing/user management functionality, approval process, static navigation, static media, limited interactivity, less than 50 contributors, limited web application programming) to a very “sophisticated website” (robust editing/ user management functionality, approval process with versioning, dynamic navigation with fly-outs, multi-media, multiple options for interactivity, 100+ contributors, rich web application programming).

4. IV.SUBMITTALS

A. Format

All proposals should include the following, in the order listed:

1. *Transmittal Letter:* Include a brief introduction to your firm and your interest in this contract; give main contact name, phone number, fax number, and email address, if available.
2. *Information package:* Full and complete set of product items for 1-4 above. Include color brochures, optional installation costs and maintenance agreements if any. Pricing information is requested so a budget request can be made to the college for the services described.
3. *References:* Please provide references of colleges and universities that presently use your product.
4. *Signature page :* Include the completed signature page.

V. EVALUATION CRITERIA

All proposals shall be evaluated by a committee comprised of appropriate CMC personnel using a standard evaluation form. Proposals shall be evaluated on the following general criteria, not necessarily listed in order of importance:

1. Compatibility with the College IT systems.:
 - a. Open source acceptable only as a hosted solution, written on the Microsoft .NET platform
 - b. Microsoft IIS (web server) compatible (for systems hosted by the College)

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- c. Microsoft SQL Server 2005 is the supported database, if applicable (for systems hosted by the College)

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2. Ease of use: admin and content owner
3. Functionality
4. Product recognition, reputation
5. Documentation and user community
6. Company reliability
7. Support for online marketing strategies
8. Costs, both hard and soft
9. Currency of Technology

Interested vendors should obtain a detailed list of evaluation criteria from Colorado Mountain College by contacting: Doug Stewart, Director of Marketing & Communications, 970-384-8502, dstewart@coloradomtn.edu.

VI. QUESTIONS

Should you have any questions regarding the material contained in this RFP, please contact Linda Ouellette, Purchasing Manager at (970) 945-8691 x8400. Amendments will be issued for clarification should the Purchasing Manager deem it necessary to do so. Questions technical in nature must be directed to Doug Stewart at dstewart@coloradomtn.edu and cc to the Purchasing Manager.

VII. TERMS & CONDITIONS

- A. *Submittal Instructions:* All submittals must be delivered to:

Colorado Mountain College/RFP-413-08
Attn: Linda Ouellette, C.P.M., A.P.P.
Interim Purchasing Manager
831 Grand Avenue
Glenwood Springs, CO 81601

on or before July 31st, 2008. Mail or email proposals. Email to louellette@coloradomtn.edu with copies to follow as requested. Facsimile submittals will not be accepted. No exceptions will be made for proposals arriving after the due date and time.

- B. *Copies:* Please submit 1 original plus 3 copies of your proposal.

C. *Proprietary Information:* If you are submitting any information you consider to be proprietary, you must clearly mark in "Proprietary Information." If the Purchasing Manager concurs, this information will not be considered public information. Pricing information cannot be considered proprietary.

- D. *Minority/Women-Owned Businesses:* No provision is made for minority nor women-owned businesses. It is, however, the policy of the CMC Purchasing Department to make a

special effort to solicit and encourage minority and/or women-owned business participation for purchases or contracts.

E. *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.

F. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.

G. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.

H. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding proposal submittals. Upon the execution of a contract, the proposals will become public record and contents will be disclosed upon request.

I. *Award:* The award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to CMC based on the evaluation factors described in the Request for Proposal. Price, although a consideration, may not be the sole determining factor. CMC reserves the right to as for the "Best and Final Offer".

J. *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.

K. *Protests:* Any actual or prospective bidder, offeror, contractor, or citizen who is aggrieved in connection with the solicitation or award of a contract may protest in writing to the Purchasing Manager. A protest shall be submitted within three (3) working days after the aggrieved person knows or reasonably should have known of the facts giving rise to the protest. Protest procedure time limit may be extended upon mutual agreement of the Purchasing Manager and the aggrieved party.

Protestors may file a protest on any phase of solicitation, bid, proposal, or award, including but not limited to procedure, specification, or award.

The written protest shall include, as a minimum, the following: The name and address of the protestor, appropriate identification of the procurement document, a statement of the reasons for the protest and any available exhibits, evidence, or documents substantiating the protest.

The Purchasing Manager shall provide a written determination to the protestor within three (3) working days after receiving all relevant requested information. In the event that such written response from the Purchasing Manager sustains the prior position of the College, the protestor may resubmit the protest to the Vice President of Administrative Services within three (3) working days after receipt of the written ruling by the Purchasing Manager. Both response and appeal procedure time limits may be extended upon mutual agreement.

L. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College.

M. *Indemnification:* The successful bidder 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 bidder 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.

N. *Insurance:* The successful bidder shall furnish the CMC Purchasing Department with a 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 bidder. "Colorado Mountain College" shall be named as an additional insured. The bidder 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.

O. *Illegal Aliens.* By submitting a bid, the bidder certifies pursuant to C.R.S. § 8-17.5-102 that, at the time of bid submission, it does not knowingly employ or contract with an illegal alien and that the contractor has confirmed the employment eligibility of all employees newly hired for employment to perform work under the public contract for services through participation in either the E-Verify Program of the Department Program.

P. *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 is 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).

VIII. SIGNATURE BLOCK

Note: Please return this page with each copy of your submittal.

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

- () familiarization with all terms, conditions, and specifications herein stated;
- () vendor is qualified to perform work and services as included;
- () that the pricing contained in this submittal is valid until _____(date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip Code

Title

Federal Employer ID Number

Phone Number

Is Company a Corporation?

Fax Number

E-mail address