



MINNESOTA STATE

MINNESOTA STATE COLLEGES AND UNIVERSITIES

SOUTH CENTRAL COLLEGE

REQUEST FOR PROPOSAL (RFP) FOR CURRICULUM MANAGEMENT SYSTEM

JANUARY 2023

REQUEST FOR PROPOSAL (RFP)

FOR CURRICULUM MANAGEMENT SYSTEM

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees, or South Central College (hereinafter “SCC”) to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

South Central College also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in SCC’s sole discretion. SCC also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the [Vendors and Suppliers at Minnesota State page](#). Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of South Central College.

School: South Central College

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor: The firm selected by Minnesota State as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and South Central College

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 340,000 students each year. Minnesota State employs more than 15,000 dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

South Central College (SCC), part of the Minnesota State system, is a comprehensive community and technical college that serves more than 4,000 students annually on two campuses (North Mankato and Faribault) and via online instruction. With more than 50 academic programs offered, SCC provides educational opportunities in the liberal arts and sciences, technical careers and professional programs, and workforce development. For more information, please visit the school's website at www.southcentral.edu.

Authority

This RFP is undertaken by South Central College pursuant to the authority contained in provisions of [Minnesota Statutes § 136F.581](#) and other applicable laws. SCC will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. SCC reserves the right

to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of SCC. This RFP does not obligate SCC to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

SCC is requesting proposals from qualified Vendors to provide a Curriculum Management System and related implementation services. This Curriculum Management System will be used to streamline curriculum processes, help to build Guided Learning Pathways, map and document course and program outcomes, develop courses and programs, customize workflow and reporting options, and provide capabilities that align with [SCC's Strategic Plan](#) and goal areas, [Just 1 More priorities](#), and HLC accreditation criteria. The Curriculum Management System must be user-friendly with ample training opportunities for staff and faculty. SCC prefers a singular system in which to house all curriculum projects.

Technical/Functional Requirements

SCC is seeking a singular solution to curriculum development, management, and processes. A successful proposal will describe how they will address each of the following areas (please see Attachment A for the checklist).

Curriculum Processes

- Provide a single designated place for all documentation relating to the curriculum process.
- Promote effective collaboration between faculty, staff, and administration through recording comments, actions, and decisions.
- Streamline workflow processes by providing audit trails for all course and program modifications (including dates, comments, and approvals), automation of workflow steps such as notifications sent to assigned individuals during workflow process, and the ability to track progress of curriculum projects.
- Promote ease-of-use by providing the ability to view the progress of curriculum items.
- Support Curriculum Committee with the ability to create or upload meeting agendas and minutes, create and use online forms for submitting curriculum development requests or link to existing forms, and generate a report of all pending/proposed curriculum development projects.
- Customizable and transparent workflows.

Curriculum Development

- Support curriculum development by providing course and program development templates, documentation capabilities for comments and suggestions by course/program reviewers, and the ability to design courses, including module level lesson plans, student assessments, and instructional materials.
- Measure course/program effectiveness and bolster achievement of student learning outcomes with the ability to identify learning gaps within courses and programs, where skill sets are being taught within a course or program, and to what degree.
- Provide a holistic view of the academic landscape at SCC by including visualization capabilities to see the relationships between courses within a program, the impact of courses to others outside of their program, and the connection between programs.
- Promote stakeholder buy-in with a user-friendly interface with functionalities such as the ability to copy, merge, and expire a course or program.
- Provide the ability to link to accreditation standards, institutional outcomes, and course building supports like Bloom's Taxonomy.

Curriculum Mapping

- Provide robust mapping capabilities that can link institutional outcomes, program learning outcomes, course level outcomes, and module level outcomes in addition to the ability to see the depth to which each outcome is addressed.
- Support Guided Learning Pathways work by providing clear methods for identifying academic pathways, including transfer pathways.
- Provide the ability to create course alignment maps to include assessments, learning activities, and instructional materials.

Reporting

- Monitor and track progress of courses and programs through powerful and customizable reporting capabilities.
- Create efficient workflow processes through the ability to automate reports and send reports to assigned individuals at assigned intervals as well as triggered by specific events.
- Provide convenience features such as the ability to export to an external format.

Customization

- Customized permissions per user.
- Ability to customize terminology to be SCC-specific.
- Ability to add customized fields.
- No restrictions on the number of users.

Support and Training

- A guaranteed timeline for implementation.
- Ongoing, no-cost training.
- After-hours and in-time support.
- Training and support available during and after implementation (identifying the number of training hours and support provided).
- Robust document library of self-help and training resources.

Miscellaneous

- Ability to create documents such as syllabus, academic program plan, or other documents specifically used at SCC.
- Inclusion of word processing features such as spell check, grammar check, and automatic save.
- Ability to attach external documents.
- Robust search capabilities.

Technical

A successful proposal will include the following technical capabilities:

- Provide a fully-hosted, cloud-based SaaS solution.
- Provide an uptime guarantee.
- Documented backup and retention policies and procedures for hosted data.
- Support full data export capability in a variety of nonproprietary formats (CSV, XML, etc.).
- Allows South Central College to solely and exclusively own and retain all rights, title, and interest, whether express or implied, in and to any and all hosted data.
- Provide single sign on (SSO) capability via Azure integration.
- Include a robust API for integration with D2L Brightspace and other systems used at SCC.
- Provide client-side backup and archive capabilities (just-in-time and/or access to regularly scheduled backups).
- Allow for granular ability to revert to previous versions of courses, programs, etc.

RFP Information Contact

An authorized representative of SCC for purposes of responding to inquiries about the RFP is:

Name: Darci Spangler

Title: Curriculum and Instructional Design Specialist

Address: 1920 Lee Boulevard, North Mankato, Mn 56003

Telephone: (507) 389-7312

E-mail address: darci.spangler@southcentral.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and SCC shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between SCC and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Terms and Conditions

This RFP includes and incorporates SCC's Terms and Conditions. Vendors should be aware of the terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with SCC is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

| Key Dates | Timeline |
|---|---|
| Monday, January 23, 2023 | Publishes RFP notice on MinnState.edu/Vendors webpage |
| Monday, February 6, 2023 at 5pm CST | Deadline for Vendors to submit clarifying questions |
| Monday February 13, 2023 at 5pm CST | Deadline to publish responses to RFP questions |
| Wednesday, March 1, 2023 at 3:00 p.m. CST | Deadline for RFP proposal submissions |
| Wednesday, March 29, 2023 | Vendors invited for oral presentations |
| Wednesday, March 01, 2019 | Oral presentations by selected Vendors |
| Wednesday, April 5, 2023 | Vendor(s) selected and notified |
| Monday, May 15, 2023 | Deadline for executing contract |
| Monday, July 3, 2023 | Implementation of program |
| Tuesday, August 15, 2023 | Go Live and Faculty training |

SCC may require all or some responding Vendors to present demonstrations or participate in an interview (to be held virtually).

SCC reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

South Central College desires to enter into a contract with the successful vendor(s) effective Friday, June 30, 2023. The length of such contract(s) shall be two (2) years with the option to extend for up to three (3) years. If South Central College and the vendor is unable to negotiate and sign a contract by Thursday, June 1, 2023, then South Central College reserves the right to seek an alternative vendor(s).

Proposal Deadline

Proposals must be received at the following email address not later than Wednesday, March 1, 2023, 3:00 p.m. CST.

Institution: South Central College

Name: Darci Spangler

Title: Curriculum and Instructional Design Specialist

Email Address: Darci.spangler@southcentral.edu

Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachments may be no larger than 20 MB. If file sizes are too large, please create multiple smaller files and email them separately. Hyperlinks to submissions in cloud storage will not be accepted. All pages must be numbered, and font size must be no smaller than 10 points. SCC's email receipt time stamp will be used for consideration, not the senders. Submissions by any other method (e.g., fax or mail) will not be considered. Proposals received after the Proposal Deadline date and time will not be considered.

Fax and mail responses will not be considered. Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to the price quoted. The use of "white-out" is considered an alteration.

Proposal Content

All Vendors must submit a proposal that follows the below format.

Executive Summary

Provide an executive summary that summarizes the proposal including implementation services.

Vendor Profile

Provide the following information:

- Name of Vendor
- Vendor's mailing address, phone number, FAX number, and website address
- Vendor's primary contact person (include title)
- Brief overview of company, product, and services
- A description of the Vendor's background and experience with examples of similar work done by the Vendor

Functional and Technical Requirements

In addition to completing the Functional and Technical Requirements Checklist (attachment A), provide response to each item describing how the product meets the criteria "out of the box", or how the product can be customized to meet the criteria. If the product does not meet the criteria and cannot be customized, please state that as well.

Implementation Plan

Provide a description of the deliverables to be provided by the Vendor along with a detailed work plan that identifies the major tasks to be accomplished, a timeline to be used as a scheduling and managing tool, as well as the basis for invoicing.

Implementation will begin at the beginning of the 2024 fiscal year on July 1, 2023, and go live for faculty training no later than August 15, 2023. Level of Participation by SCC

Describe the level of participation expected from SCC in the contract, as well as any other services to be provided by SCC, and details of cost allowances for this participation.

Pricing and Contract Terms

Provide a proposal for a two (2) year contract term with the option to extend for up to three (3) years.

Include a complete itemized price list or cost/rate of the services and products to be provided under the resulting contract. The prices and terms of the proposal as stated must be valid for the length of the resulting contract. In your pricing, include:

- Annual fee
- Implementation fee
- Training fees
- Other miscellaneous costs and fees

Adherence to Minnesota State Terms and Conditions

A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract. All exceptions are determined and approved by the Office of General Counsel.

Terms of Payment

Payment shall be made by SCC promptly after Vendor's presentation of invoices for services performed and acceptance of such services by an authorized representative of SCC. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of SCC, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by SCC to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. **All** vendors must complete the [Affidavit of Non-Collusion](#) and submit it with the response.
2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.
3. Workforce Certificate. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$100,000**, vendors are required to complete the Minnesota Department of Human Rights [Workforce Declaration Form](#) and submit your certification with the response (including extension options). Attach
4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$500,000**, vendors are required to complete the Minnesota Department of Human Rights [Equal Pay Declaration Form](#) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).
5. Preferences for TG/ED/VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its cost proposal as outlined below. Submit your certification with the response.
6. Accessibility: A completed response to the linked [Voluntary Product/Service Accessibility Template\(s\)](#)[®](VPAT) for all software, hardware, and websites as applicable (guidance available in the 'Products' tab). The response must contain adequate information to evaluate the responsiveness to the accessibility standards (i.e. a completed [VPAT](#) or equivalent).

Selection Process

The selection process includes the Curriculum and Instructional Design Specialist, Assessment Coordinator, Instructional Technology Specialist, and Curriculum Committee Chair. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

| Evaluation Factors: | Weight |
|--|---------------|
| SCC Terms and Conditions: Vendor will score all of the points if they accept our terms and conditions without modification, and zero points if they make any material exceptions. Contact OGC to determine if an exception is material. | 5% |
| Functional and Technical Requirements: How well does the Vendor meet the requirements outlined above? (Curriculum processes, Curriculum Development, Curriculum Mapping, Reporting, Customization, Support and Training, and Miscellaneous) | 35% |
| Pricing and Contract Terms: Does the Vendor provide an itemized rate of services provided? | 36% |
| Implementation Plan: Does the Vendor agree to adhere to the timeline required by SCC? | 8% |
| Background and Experience: Vendor details their qualifications and provides information on the personnel who will be working with SCC. | 8% |
| Level of Participation: The expected level of participation and other services to be provided by SCC. | 8% |
| Total Possible: | 100% |

SCC reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

SCC does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that a Vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.

Preference to Small TG/ED/VO Businesses and Individuals

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. §16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. The points are applied to the final cost of the evaluation of the project. Eligible, verified, small businesses currently listed in the [Directory of Certified TG/ED/VO](#) are eligible for the preference.

Vendors interested in becoming a certified should refer to the [Office of Equity in Procurement](#) with the State of Minnesota.