PUBLIC NOTICE

PURCHASING AGENCY: Saint Cloud State University

TITLE: Maintenance & Support Renewal

REFERENCE #: 201100 – 01132021

RESPONSE TO THIS SOLICITATION IS DUE NO LATER THAN 02/1/2021 AT 2:00 PM Central Time

SHIP TO INFORMATION (email only):
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TO RECEIVE A PRINTED COPY OF THE SOLICITATION, email: Ted Mears at ejmears@stcloudstate.edu, Attn: Ted Mears

NOTES: This is a single source posting notification; there are no solicitation documents. Saint Cloud State University intends to enter into 3-year maintenance and support agreement with QuantumIT. QuantumIT provides software and support for their proprietary software; InPlace. InPlace software is designed to place and track student experiences in the field as well as fulfilling data collection needed to meet federal and state required reporting as well as assessment data related to licensure and accreditation. The product will be tailored to School of Education, Saint Cloud State University. For this reason, this software has been deemed a single source due to the customization of the software package. If anyone has any concerns regarding this single source opportunity you must contact Edward Mears via e-mail to ejmears@stcloudstate.edu before 02/1/21 AT 2:00PM Central Time. Note: All correspondence must include reference number.
SOW Overview

This Statement of Work (SOW) encompasses the proposed design, planning, installation, configuration, enhancement development and training details pertaining to the InPlace student placement system implementation at the CUSTOMER.

InPlace Software will work with the CUSTOMER to configure and deploy InPlace throughout all defined in scope disciplines. This is achieved by imparting sufficient capability to the CUSTOMER’s staff to set up and manage the process independently. InPlace Software will work with the CUSTOMER resources to configure the system for the in-scope disciplines with the result that the CUSTOMER has sufficient capability to manage the placement process end to end.

2. SOW Scope

2.1. Stages in scope

- Technical Delivery Stage
- Data Migration Stage
- Plan and Analyze Stage
- Deployment Stage

2.2. InPlace Licensed Software

InPlace is an on-line, end to end student placement solution for allocating and managing students in work placements for Education providers. It will integrate with the CUSTOMER’s existing Student Records System (SRS), and links to third party services which provide additional functionality such as SMS and Fax messaging, proximity-based placement rules, email and active directory security.

InPlace will be used to manage the student placement lifecycle.

The system will provide the following key requirements:

- A framework for managing the placement lifecycle.
- A data-store of information about placements and placement providers.
- Facilities to generate reports about current, future and past placements.
- A channel through which all the participants in the placement process can communicate.
- A document storage and retrieval system that will be used for various forms and legal contracts.

InPlace is a scalable application that can be readily expanded to service additional faculties or disciplines should this be required.
2.3. Project Deliverables

Key Deliverables that will form part of the InPlace deployment:

Stages Description/Deliverables:

**Technical Delivery**

The description of the Technical Delivery tasks are as follows:

- InPlace Licensed Software will be installed in a Cloud Hosted environment by InPlace Software and access provided to CUSTOMER users through the internet.
- SFTP integration.
- Integrate InPlace with the local services to provide SMS, email server, geographical mapping and SSO.
- Implement licenses.
- Test implementation.

**Data Migration**

The description of the Data Migration tasks are as follows:

- Data Migration from existing systems, spreadsheets and other data repositories. The CUSTOMER will use the Data Migration tools provided by InPlace Software to complete the Migration exercise. InPlace Software will support the CUSTOMER in the use of the tool and the formatting of the data into the required structure. InPlace will provide a tutorial to the CUSTOMER on the use of the data migration tool.
- CUSTOMER to work with InPlace Software to complete the SRS interface extract.

**Plan and Analyze**

The description of the Plan and Analyze tasks are as follows:

- Project Planning to deliver Implementation Plan.
- Determine Security Mapping and training needs.
- InPlace features presentation sessions.
- Business process mapping against the InPlace workflow.

**Training and Deployment**

The description of the Training and Deployment tasks are as follows:

- Configuration, deployment and training activities for the business deployment of the software.
- Demonstrate the InPlace workflow.
- Completion of the InPlace Application deliverable.