

# Request for Proposals

Dynamic eForms – RFP 2020-007

Bishop State Community College

351 North Broad Street

Mobile, AL 36603

**Purpose:** Bishop State Community College is a state supported two-year college in the Alabama Community College System. The purpose of this RFP is to solicit proposals from specialized Ellucian-partner software providers who can offer customized dynamic e-Form development and integration services.

**RFP Response:** Please provide a brief response to the following 4 categories - addressing your capabilities to meet the college's expectations.

	Weight
1) <i>Describe capabilities</i> to complete projects	15%
2) Confirm prior experience and Ellucian partner status	50%
3) Wet-signed <i>formal RFP response sheet</i> w/pricing listed as noted	35%
4) Complete all <i>items</i> noted on the RFP checklist	Pass/Fail

**Capabilities:** Describe your capabilities for supplying customized dynamic e-Form development and integration services.

**Experience and Ellucian Partner:** Confirm your Ellucian partner status and prior experience supplying customized dynamic e-Form development and integration services with other organizations and specifically include any prior experience with colleges and universities in the state of Alabama.

**Formal RFP Response Sheet:** Propose annual pricing for the services more fully described on pages 3 and 4. The formal RFP response sheet should be filled out electronically, then printed and wet-signed and included in your proposal package.

**Required Forms:** Please complete and return the RFP checklist and all properly signed and/or notarized forms and affidavits as required by the state of Alabama's laws and regulations regarding procurement with public funds, and any federal guidelines that may apply.

*Sealed*, mailed or hand-delivered proposals will be received until Tuesday, August 11<sup>th</sup>, 2020, 1:00pm. At 1:30, the college will unseal all proposals and begin evaluation with the goal, but no guarantee, that a decision will be made the same week. As a member of the public you are invited to attend the unsealing at the address below. However no decision will be made at the public meeting.

*Sealed* proposals should be clearly labeled and directed to:

Bishop State Community College  
Business Office  
Adam Merkle, *Purchasing Agent*  
**SEALED RFP 2020-007**  
351 N Broad Street  
Mobile, AL 36603  
(251) 405-7128  
amerkle@bishop.edu

## Specifications: e-Form Services

<b>Building Forms</b>	
- Forms Designer	Drop and Drag
- ADA/508 Compliance	X
- Mobile / Responsive Forms	X
- Pre-built Form Templates	X
- Customize your own Form Templates	X
- Prefill fields automatically	X
- Prebuilt field edits for validation	X
- Conditional Form Logic – Rules engine	X
- File Uploads	X
- Electronic Signatures	X
- ReCaptcha	X
- Prebuild or Custom Stylesheets	X
- Save as draft optional	X
<b>Form Routing</b>	
- Multiple participant workflow	X
- Broadcast, Sequential and limited conditional routing	X
- Customized messaging to participants	X
- Participants routing based on input or API	X
- School Use Only sections	X
- Reject form functionality	X
- Conditional Routing to serve Enterprise	X
- Auto-reminders to participants in workflow	X
- Routing to Groups/Surrogate	X
<b>Payment Forms</b>	
- Prebuilt payment integrations with TouchNet, CashNet, Nelnet, 5 other payment vendors	X
- Ensures PCI Compliance	X
- Custom E-mails to Payers	X
- Payment totaling fields	X
<b>Integrations – API/SSO/Imaging</b>	
- Restful API Infrastructure supports any API ready integration – read and write	X
- API integrations can drive rules on form and conditional routing on forms	X
- Single Sign On Integrations – CAS, ADFS, InCommon, Shibboleth, most all.	X
- Imaging Integration with schedulable forms mover	X
- Move images and/or data through exchange process	X
<b>Security</b>	
- All forms utilize https encryption	X
- All data confidential – no sharing period	X
- Data encrypted throughout lifecycle	X
- Multiple third party audits, including SOC	X
- FERPA and HIPAA Compliant	X

Itemize any optional pricing for the below services. Please describe what is included in annual licensing fees and what is “above and beyond” the base proposal pricing:

API Set-up Fee
API Annual Fee

On-site Custom Training
Beyond 2 Post Implementation Training sessions via Web
Forms Workflow Consulting
Build form for you

Confirm that base proposal pricing includes all of the following:

**\* Set up Includes:**

- Experienced Next Gen Project Manager runs implementation
- All tasks associated with getting institution up, running and successful with Dynamic Forms
- All single sign on integration work, along with the API infrastructure
- All back-end integration – data/images prepped to return to SIS, Imaging or other backend systems
- Creation of 5 forms to get you started
- All initial implementation training for all users via web conferences

**\*\* Annual License Fee Includes**

- All features shown on Page 1
- All form hosting and storage
- All support for product across the institution
- Two annual training classes for any organizations at institution – pre-recorded online training available anytime
- All product upgrades
- Consultations on initial forms and workflows

## ADDITIONAL PROVISIONS

1. For the purpose of this RFP, the College designates a preference zone to include those entities operating within Mobile, Washington, and Baldwin counties and a secondary preference zone for those entities operating within the state of Alabama.
2. The College reserves the right to accept bids in any combination, or reject any bid or part thereof and waive information that might be in the best interest of the College. The College expressly reserves the right to reject all bids if, in its sole discretion, the College believes the rejection of all bids would be in the best interests of the College.
3. After the bids are opened, all bids become the property of the College and will be made available for public inspection.
4. The proposal is to be made without connections with any other person, company, or party making a bid proposal and is to be in all respects fair and in good faith, without collusion or fraud.
5. Bishop State Community College is tax-exempt under number: 49-1557. Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. **BY SUBMITTING THIS RFP or RFP, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557.** They are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.
6. Bid awards are subject to change or cancellation due to unanticipated decrease in funding (including tuition, local, state or federal). Bid awards are also subject to change or cancellation due to changes in local, state, federal laws, regulations or policies or in changes in the policies of the Alabama Community College System Board of Trustees.
7. Act 2001-955 requires the Disclosure Statement (included with this bid request) be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.00.
8. Alabama laws require that, as a condition for the award of a contract by a college to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-

Verify Memorandum of Understanding must be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site [www.uscis.gov/everify](http://www.uscis.gov/everify). The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

9. Invoicing frequency should generally be no more than once per month at the end of the billing period. Payment terms are net 30.

**If Contract is awarded, the following conditions will apply and shall take precedence over any and all contrary or conflicting provisions of the agreement between the parties and shall govern the rights and obligations of the parties:**

10. This agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice- or conflict- of- laws, provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.
11. It is further agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void. Vendor understands, acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.
12. By signing this contract, the contracting parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
13. The relationship between the parties is that of independent contractors. Nothing contained herein shall be construed as creating any agency, partnership, joint venture,

or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

14. This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.
15. In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.
16. In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.
17. This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.

**Federal Funding Provisions, because a portion of the funding may come from the federal government, federal contracting regulations could apply.**

18. By submitting a proposal you agree to comply with all federal guidelines including but not limited to:
  - a. Equal Employment Opportunity
  - b. Davis-Bacon Act, Copeland Anti-Kickback Act
  - c. Contract Work Hours and Safety Act
  - d. Rights to Inventions Made Under a Contract or Agreement
  - e. Clean Air Act and Federal Water Pollution Control Act
  - f. Energy Policy and Conservation Act
  - g. Debarment and Suspension Clauses
  - h. Byrd Anti-Lobbying Amendment