

KANSAS CITY KANSAS COMMUNITY COLLEGE

NOTICE OF

REQUEST FOR PROPOSALS

Issued Date: May 25, 2023

Sealed proposals will be received by 4:00pm on June 22, 2023, for the following:

**Student Engagement Platform**

All questions regarding this RFP and the program it represents must be submitted in writing via email to the following Contact Person:

Linda Burgess, Purchasing Specialist  
Kansas City Kansas Community College, 7250 State  
Avenue, Kansas City Kansas 66112  
Finance Department, Jewell Building  
Email: [lburgess@kckcc.edu](mailto:lburgess@kckcc.edu)

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

**Respondent is REQUIRED to complete, sign, and return this form with their submittal.**

|                |                           |
|----------------|---------------------------|
| Company Name   | Authorized Person (Print) |
|                |                           |
| Address        | Signature                 |
|                |                           |
| City/State/Zip | Title                     |
|                |                           |
| Telephone #    | Date                      |
|                |                           |
| Fax #          | Tax ID #                  |
|                |                           |
| Email Address  |                           |

TABLE OF CONTENTS

RFP NO. 23-009

PROFILE OF KANSAS CITY KANSAS COMMUNITY COLLEGE

INSTRUCTIONS FOR SUBMITTING PROPOSAL

SCOPE OF SERVICES / PROPOSAL REQUIREMENTS

GENERAL TERMS AND CONDITIONS

## **RFP INFORMATION, INSTRUCTIONS, FORMS**

REQUEST FOR PROPOSALS NO. 23-009

### **PROFILE OF KANSAS CITY, KANSAS COMMUNITY COLLEGE**

Kansas City Kansas Community College is a centrally located public 2-year institution in the Kansas City metropolitan area, northeast Kansas. The College is accredited by the Higher Learning Commission and with a long history being founded in 1923. Within the city limits of Kansas City, Kansas, the College is conveniently located within Wyandotte County near State Avenue and College Parkway for the main campus and the Technical Education Center near State Avenue and North 65th Street. The College also serves Leavenworth County as part of its service area with a satellite center, the Pioneer Career Center.

## INSTRUCTIONS FOR SUBMITTING PROPOSALS

### A. GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

1. Must submit three (3) original paper copies of the submittal response in a sealed envelope, labeled with the project number and project title. One (1) electronic copy of the submittal response should be provided in the sealed envelope with the original paper copies.  
Deliver or mail to 7250 State Avenue, Kansas City, Kansas 66112, Attention: Linda Burgess, Purchasing Coordinator.
2. The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College, in its sole discretion.
3. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of ninety (90) days after the submittal.
4. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 23-009**. If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.
5. Questions and information pertaining to any item of this request may be obtained by submitting a request via email. No communication will take place between respondents and staff that comprise the College during the RFP process, except in writing.
6. Services shall **not** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.
7. Each respondent is responsible for becoming familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.
8. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**
9. The College will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.

10. In all cases, no verbal communication will override written communication and only written communications are binding.
11. The College shall not be obligated to return the respondent's submittal once submitted, whether the submittal is withdrawn or not.
12. Successful respondents will be required to comply with Section 6 of the Scope of Services and the General Terms and Conditions.

**B. EVALUATION CRITERIA**

| Identification Number                         | Evaluation Criteria  | Basis for Evaluation   |
|---|--|--|
| <b>1.0 Experience and Past Performance</b>    |  | Weight 40%   |
| 1.1 Ability to provide software and services  | The Proposers should have extensive experience, the ability, capacity and skill in Campus Engagement Platform software. Furnish three (3) examples of previous projects similar to the requirements stated in the scope of work. The information should include the following:<br>a. Name and location<br>b. Name, address, email address and telephone number of owner's representative<br>c. Project description | The previous work experience for the firm will be evaluated for its similarity to the requirements of KCKCC as stated in the scope of work. In addition, customer satisfaction will be evaluated.  |
| <b>2.0 Approach to Providing Deliverables</b> |  | Weight 30%   |
| 2.1 Approach                                  | Proposer should confirm the approach that they will utilize to provide the required deliverables as described in the scope of work.  | Overall methodology to be employed; analytical procedures to be used; problem solving techniques used to provide deliverables  |
| 2.2 Resume                                    | Proposer is to provide resumes for all proposed key personnel that would include their education, qualifications / certifications, tenure with the company, and experience with projects of this size and complexity   | Resumes will be evaluated to determine the adequacy of the individual / firm being offered. Adequacy will be determined by reviewing such factors as:<br>Applicable experience towards the position proposed<br>Education<br>Experience/Qualifications with projects similar in nature |
| <b>3.0 Cost</b>                               |  | Weight 30%   |
|   | Proposals should include sufficient cost detail to provide the service requirements of this RFP. Cost  | Cost will be considered in the overall evaluation of proposals regarding cost consciousness, cost realism, probable  |

|  |   |  |
|--|---|--|
|  | <p>assumptions made by the Offeror should be explained in sufficient detail to confirm the Offeror's understanding of the financial risks and cost elements to meet the requirements of the scope of work.</p> <p>The cost should be broken down between initial implementation costs and ongoing annual maintenance costs.</p> | <p>costs, cost reasonableness, financial adequacy, and understanding of the contract requirements as reflected in the cost and financial information. Proposals which do not reflect a reasonable relationship of cost to the work to be performed may be viewed as a failure to comprehend the contract requirements.</p> |
|--|---|--|

Selection will be made based upon the lowest and most qualified bidder, and is in the sole discretion of the College.

**SCOPE OF SERVICES**

**SECTION 1: INTRODUCTION TO PROJECT**

KCKCC seeks proposals from student engagement platform providers to support Kansas City Kansas Community College's overall and strategic enrollment management goals and priorities. The desired solution is intended to capture data on student interactions, promote student events, centralize the data into unified profiles, generate holistic insights, and coordinate action between all stakeholders to drive student co- and extra-curricular engagement. Services may be terminated by either party as stated in the final contract between entities.

**SECTION 2: SCOPE OF WORK**

KCKCC is a state supported, educational institution offering undergraduate degrees, technical certificates, and continuing education opportunities. Campus locations include three sites in the heart of Wyandotte County, one in Leavenworth County, and more coming soon. Kansas City metropolitan area has a population of 1,725,000. KCKCC has a student population of approximately 4,000 and an employee population of 830.

\*Please include additional information that will explain in greater detail your response above. Please do not include marketing materials.

**SECTION 3: CONTRACTOR RESPONSIBILITIES**

- 3.1 The Contractor will conduct activities that shall include but not limited to the following:
- A. Provide direct support for the project scoping, deliverables, and timeline for implementation.
  - B. Provide end-user training based on specific roles identified in the project scope.
  - C. Select, contract, supervise and direct work of team members for approval by KCKCC.
  - D. Provide and manage schedule.
  - E. Schedule and conduct weekly progress meetings.

### 3.2 CONTRACTOR MINIMUM QUALIFICATIONS

- A. Demonstrated engagement software capabilities in all areas listed in this proposal and access to all services listed in this proposal.
- B. At least 5 years of experience working with higher education clients.
- C. Provide at least two case studies showing experience and conversion rates from service implementation to applied/enrolled.

## SECTION 4: SPECIFICATIONS

### 4.1 FINAL ACCEPTANCE

- A. Prior to final acceptance, the Respondent shall submit to KCKCC two (2) copies of Maintenance Manuals, which will include all necessary instructions for the proper care and preventative maintenance IF APPLICABLE.

## SECTION 5: PROPOSAL REQUIREMENTS

5.1 Three (3) hard copies of the proposal must be submitted and one (1) electronic copy on a thumb drive. Proposals must be placed in a sealed envelope and clearly marked RFP [xxxx]. KCKCC cannot accept faxed proposals.

5.2 FORMS (available on the KCKCC purchasing website on the right).

- 1. Form A – Firm Interest
- 2. Form B – Related Experience & References
- 3. Form C – not required
- 4. Form D - Project Approach
- 5. Form E – not required
- 6. Form F – Pricing (included in the RFP document)
- 7. Form G – Software Specifications (included in the RFP document)

## Section 6. CONTRACT TERMS

- 6.1 **Governing Law.** A standard contract document will be negotiated once the successful respondent(s) has been selected. Per state statute, Form DA-146a is required and the State of Kansas will be the governing law.
- 6.2 **Costs.** The costs agreed will be a fixed price and are not subject to increases unless mutually agreeable to both parties. The respondent shall provide all equipment, products, materials, supplies and services necessary for the proper execution and implementation of the agreement.
- 6.3 **Independent Contractor.** The respondent is now and shall remain a separate and independent entity from the College.
- 6.4 The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the College and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the College and executed by both parties.**

#### **GENERAL TERMS AND CONDITIONS**

1. **Contract Documents.** This Request for Proposals and any completed forms required under the RFP, and College's Notice of Award letter shall form a binding agreement and shall be made a part of any Agreement (the Agreement) executed between College and the successful Contractor regarding the subject matter herein.
2. **Services.** The respondent agrees to provide professional services to College outlined in the RFP.
3. **Term.** The Agreement shall include the term through the project schedule and acceptance of the final product.
4. **Insurance.** While performing its services, for installation, contractor will maintain the following minimum insurance coverage:



| <u>Type of Coverage</u>         | <u>Limits of Liability</u>  |
|---------------------------------|-----------------------------|
| Workers' Compensation           | Statutory                   |
| Employers' Liability            | \$500,000                   |
| Comprehensive General Liability | \$1,000,000 per occurrence, |
| Automobile Liability            | \$2,000,000 aggregate       |
| Umbrella                        | \$1,000,000 per occurrence, |
| Professional Liability          | \$2,000,000 aggregate       |
| Errors & Omissions              | \$2,000,000                 |

The College will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the College as an additional insured shall not in any way nullify coverage for claims or actions the College may have against the Contractor. The Consultant will provide the College certificates evidencing the required coverage prior to commencing services.

5. **Equal Employment Opportunity Clause.** The respondent hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at [41 CFR Chapter 60](#), which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

- (1) The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The respondent will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

The respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for

employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

The respondent will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

6. **Executive Order 11246.** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The respondent will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders when requested.

7. **Noncompliance.** In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. **Subcontractors.** The respondent will include the nondiscrimination provisions of paragraph (6) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.
9. **Secretary of Labor.** The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

10. **Debarred Contractors.** The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.
  
11. **Wages & Working Conditions.** Wages billed must be computed on a standard 40-hour work week in compliance with 40 USC 3702. Work in excess of 40 hours per week is permissible if the worker is paid no less than 1.5 of their standard pay for hours over 40 in one week for nonexempt employees. Depending on the funding source, federal wage rates may be required from time to time. **Federal wage rates do not apply to this project.**
  
12. **Safe Working Environment.** No worker must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.
  
13. **No Smoking Campus.** The respondent agrees to abide by the smoke-free policy of the College for all employees and subcontractors while on site of the Project.
  
14. **Sales Tax Exemption.**- The College is exempt from sales tax and should be excluded from all proposals.

**FORM G: Software Requirements**

Software Requirements:

|   | REQUIREMENTS   | Does your software meet the requirement (Yes or No)* |
|---|--|--|
| 1 | Student Organization/Club Registration                   |  |
| 2 | Attendance Tracking                                      |  |
| 3 | Online Event Registration                                |  |
| 4 | Easy Online Form Development                             |  |
| 5 | Email/Social Media Integration/Campus-Wide Communication |  |
| 6 | Scan QR codes or event check-in                          |  |

|    |  |  |
|----|--|--|
| 7  | Self-Contained websites for student clubs/organizations  |  |
| 8  | Event Calendar   |  |
| 9  | Co-Curricular Transcripts  |  |
| 10 | Ability to build a portfolio/career management   |  |
| 11 | Ticket purchasing  |  |
| 12 | Event management/reservations  |  |
| 13 | Integration with Colleague, Handshake, Blackboard, Ad Astra Schedule   |  |
| 14 | Ability to upload all document types, including media files  |  |
| 15 | Ability to send out individual or batch/listserv email messages  |  |
| 16 | Data access must be accomplished using Microsoft Office Suite of tools, including Access, Excel, Word, and other Microsoft Products                    |  |
| 17 | Email Integration must be compatible using Microsoft Outlook. Ideally, integration should use Microsoft API's and be automated                         |  |
| 18 | Authentication and authorization should support SAML Authentication with support for Microsoft Azure Active Directory.                                 |  |
| 19 | KCKCC should be able to utilize its own data reporting tools for reporting and extraction (i.e. MS Excel, Tableau, SQL Server, Dynamics 365 platforms) |  |
| 20 | Access to all KCKCC data should be permitted   |  |
| 21 | Access to any database views and stored procedures should be permitted to KCKCC  |  |
| 22 | Ability to pull all fields from application for docx, xls, csv, etc. formats   |  |
| 23 | Ability to create derived or calculated columns in reports   |  |
| 24 | Access to on-demand/online training provided by the vendor   |  |
| 25 | Vendor provided online help and documentation  |  |
| 26 | Short learning curve for end users and technical developers  |  |
| 27 | Intuitive web and form navigation  |  |
| 28 | Web-based application administration including ability to brand the delivered look to KCKCC Standards  |  |
| 29 | Web-based application administration including clean, simple, and intuitive to use application and review system                                       |  |
| 30 | Web-based application administration including web content management of the delivered software  |  |

|    |   |  |
|----|---|--|
| 31 | Web-based application administration including ability to customize applications in an easy-to-use web form (without need to request changes via technical support) |  |
| 32 | Security Model includes role-based security   |  |
| 33 | Security Model includes administrator authority/role definition   |  |
| 34 | Security Model includes auto encryption for outgoing email and attached documents containing Personal Identifiable Information                                      |  |
| 35 | Security Model includes compliance with FERPA, HIPPA, and Kansas regulations  |  |
| 36 | Security Model includes ability to use API connection with SFTP secondary   |  |
| 37 | Security Model includes Transaction Tracking / Logging / Auditing / Reporting   |  |

**Form F: Pricing**

| <b>Proposed Pricing Template</b>              |  |         |                  |
|---|--|---------|------------------|
|   |  | Pricing | Optional Pricing |
| Total:  |  |         |                  |
| Annual Service Fee (by year, if multi-year)   |  |         |                  |
| Ad Astra Integration (if applicable)          |  |         |                  |
| Implementation Fee (if applicable)            |  |         |                  |
| Budget Management Module (if applicable)      |  |         |                  |
| Application Program Interface (if applicable) |  |         |                  |
| Co-curricular pathways (if applicable)        |  |         |                  |