Request for Proposals (RFP 22-01) for Student Information System

PURPOSE-

CISCO COLLEGE is seeking proposals to replace its current Student Information System (SIS)/ Enterprise Resource Planning (ERP) with a vibrant, integrated, Software-As-A-Service (SAAS) information system. The new system will provide up-to-date information to students, employees, and the public in an online format that is accessible by remote and mobile devices. It will also provide accurate and real-time information needed by employees to manage the student services, financial aid, business, and other activitiesTw 2w 0 Tw 0.87 0 Td (a)6.1 (hc)4.1 (e)-11eeded J0

GENERAL INFORMATION ABOUT CISCO COLLEGE-

Education on the "hill" in Cisco began in 1909 when O. C. Britton, prominent early-day educator, gained the support of far-sighted Cisco citizens in opening a private school known as Britton Training Institute. The school operated successfully until military involvement in World War I so depleted the number of students that it was forced to close.

In 1923, the Christian Church of Texas reopened the institution as Randolph College and operated it until 1932 as a four-year church related school. Financial difficulties plagued the college, and from 1932 until 1936 officials tried to keep the school open as a two-year junior college. When this effort ultimately failed, the college again was closed.

Information Technology Used by College Currently

Software Programs Connected to Jenzabar POISE system SIS/ERP

Since 1998 CISCO COLLEGE has used the Jenzabar POISE system for its SIS/ERP. The functions supported by this SIS/ERP are:

Financial Aid
Campus Connect Advisor Access
Campus Connect Faculty Access
Campus Connect Payroll Advisor
Campus Connect Student Access
CBM/TASP Reporting
CONNX ODBC Driver
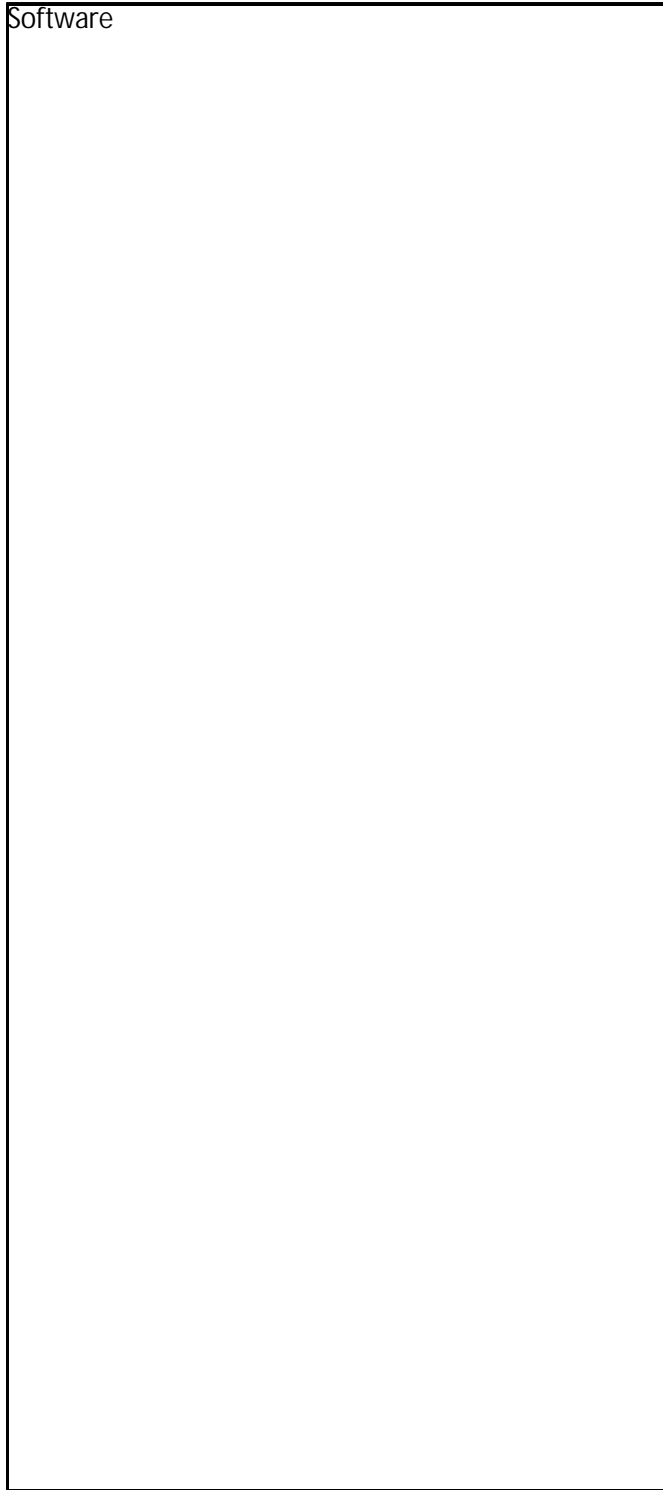Course Maintenance System (CMS – Academic Schedule Builder) CRM
– Staff
Data Management System (DMS)
Student Billing (Credit and Continuing Ed.)

In addition, the college uses a variety of other software solutions for various functions. These include:

Software

CISCO COLLEGE may elect to: (1) purchase some of these solutions as part of the purchase of a new SIS, and (2) purchase some of these solutions from other vendors, and (3) purchase other solutions in addition to those shown. Vendors should identify external modules or software packages that are included or must be purchased separately

SCHEDULE FOR RFP PROCESS

The

ADDENDUMS

In the event that the college must revise this RFP, it will issue an addendum. Each vendor will be asked to acknowledge the receipt of each addendum in writing. The RFP and all addendums will be posted on the college website www.cisco.edu/purchasing&paymentservices/RFP

METHODS OF SUBMISSION/ADDRESS

In order to be considered, a proposal must be in writing, enclosed in a sealed envelope and clearly marked on the outside of the envelope as follows: "PROPOSAL FOR SIS/ERP."

Proposals may be submitted in person, via the U.S. Mail Service, or via overnight delivery service. **Proposals submitted by any other means will not be considered. This includes submissions via facsimile (fax) or e-mail.**

Proposals must be delivered to the following address:

Beverly Massey
Director of Purchasing & Payment Services
CISCO COLLEGE
717 East Industrial Blvd
Abilene, Texas 79602
beverly.massey@cisco.edu

COPIES

Each proposal must include one (1) signed original hard copy and one (1) copy

DEADLINE

In order to be considered, a proposal must be received by the college no later than 12 p.m. CST

Those proposals that meet the minimum requirements for consideration will be judged by the following criteria:

Access/ease of use in online & onbposals

COMPANY INFORMATION

Each proposal should include a general description of the proposing company that

If not included in the proposal, CISCO COLLEGE will expect this information prior to signing any contracts.

FORMER CLIENTS

CISCO COLLEGE requests that a complete, unabridged list of all entities that have been clients of the proposing company within the last five years, but that are no longer clients, be part of each proposal. That list should also include contact information for each of these entities and an explanation for the cessation of the business relationship. If not included in the proposal, CISCO COLLEGE will expect this information prior to signing any contracts.

PROPOSED OPERATING SYSTEM/HOSTING/HARDWARE

Each proposal must include a description of the operating systems that are included in the proposal and the minimum technology requirements for user stations (including Apple computer products).

Although data backup systems may be physically present within Cisco College's data centers, this proposal is limited to cloud-based (SAAS) s0 Tc

implementation, and timetable for that implementation.

PROPOSED MAINTENANCE AND SUPPORT

Each proposal must provide an explanation of the support and maintenance services to be provided. Of special note is any support to be provided for the reports that the college must provide to the State of Texas. Further, any enterprise

INSTRUCTIONS FOR COMPILING A PROPOSAL(L)4 (I)-1.9 (NG)1(I)

PROPOSAL FORM FOR RFP ENTERPRISE RESOURCE PLANNING (ERP)

RFP OF: _____

<div align="center">(Name of Company)</div>

TO: CISCO COLLEGE
               Attn: Mrs. Beverly Massey
               Director of Purchasing & Payment Services
               717 East Industrial Blvd., Abilene, Texas
               79602

The undersigned Company, having carefully examined the RFP documents and being familiar with all requirements and conditions affecting the Services to be provided hereby offers to provide the Services at the rates attached hereto, in strict conformance with the RFP documents.

1. Company hereby acknowledges that it

City/State/Zip: _____

Signature: _____

Printed Name: _____

Officer Title: _____

Telephone #: _____

<div align="center">

PROPOSAL FORM
CISCO COLLEGE

Provision of a Student Information System (SIS)/ Enterprise Resource Planning (ERP)

Issue date: May 5, 2022

Closing Time: Proposal must be received **before** 12 p.m. CST on May 31, 2022

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DELIVERY OF PROPOSALS:

One (1) signed original and 1 copy must be delivered by hand, U. S. Postal Service or courier to:

Date:	*Authorized Representative phone, fax and e-mail address:*

COVER LETTER FROM PROPOSING COMPANY

Each proposal must include a cover letter to CISCO COLLEGE from the proposing company.

TABLE OF CONTENTS

Each proposal must include a table of contents that is organized as shown in the RFP and that provides page numbers to the appropriate required sections.

INFORMATION ABOUT PROPOSING COMPANY

The proposing company is to provide information about itself. Minimum requirements are:

1) the location(s) of the company's office(s),
2) the year it began business,
3) its form of business (corporation, partnership, sole ownership)
4) any related business operations, such as its parent company or any subsidiaries
5) a discussion of each of the company's lines of business
6) its history of and plans for updating its products
7) any bankruptcy proceeding to which the company has been party
8) any changes in ownership within the last ten years
9) A full description of its product development, including how any future products will be made available to CISCO COLLEGE.

INDEPENDENT EVIDENCE OF FINANCIAL CAPABILITY

The company must include within its proposal sufficient

BID BOND

PROPOSED HARDWARE AND OPERATING SYSTEMS

Some proposals may require the purchase of hardware. For those proposals, the proposed system must meet or exceed the following minimum standards:

1.

REFERENCES

The proposal must include at least three community colleges that are similar to CISCO COLLEGE, that are currently using a solution that closely resembles the one proposed to CISCO COLLEGE, that have agreed to discuss that solution with CISCO COLLEGE representatives, and that may potentially agree to host CISCO COLLEGE representatives to view the proposed solution in an active setting.

LOCAL DISCLOS **GOVERNMENT OFFICER CONFLICTS SURE STATEMENT**

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of

6   SIGNATURE   I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government
Officer

Please complete either option below:

(1)   Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by _____ this the ____ day of _____,

20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath   Printed name of

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. Name of Local Government Officer. Enter the name of the local government officer filing this statement.

2. Office Held. Enter the name of the office held by the local government officer filing this statement.

3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code. Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.

4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.

5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds $100. List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed $100 in value.

6. Signature. 005 .25 0 Td(p .002 7j0j/TT2)6 s05 0.001 Tw 4.55 0 9(p)-14 (e)-11 (r)w 0.24 0 Td(by)T20 Tc 0 Th

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

Local Government Code § 176.003(a)(2)(A):

    A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

        ***

      the vendor:

        has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:

            a contract between the local governmental entity and vendor has been executed; or

            the local governmental entity is considering entering into a contract with the vendor.

COMPLIANCE DISCLOSURES