



# ***YORK COUNTY COMMUNITY COLLEGE***

**YORK COUNTY COMMUNITY COLLEGE**

**112 College Drive**

**Wells Me. 04090**

**REQUESTS FOR PROPOSALS**

For

**An Online Course Evaluation Platform**

YORK COUNTY COMMUNITY COLLEGE (YCCC): Our Purpose is to inspire and empower our students and communities to thrive. YCCC is on a mission to re-imagine the educational experience so that it works better for everyone. We aim to be a game-changer for our students and a growth engine for our community. We succeed when our students succeed because they have the life skills necessary to improve their quality of life and contribute to the vitality of our community.

**York County Community College is requesting written proposals for a vendor to provide a course evaluation platform. See the listing below under scope of information on page 2.**

## **PROJECT INFORMATION**

- A. The RFP due date is **4:00 PM, Friday, May 6, 2022.**
- B. Proposals are to be submitted to the attention of Sam Ellis at YCCC in a sealed envelope plainly marked **RFP for a Course Evaluation Platform** or via email to [ysellis@yccc.edu](mailto:ysellis@yccc.edu) with a subject heading of **RFP for a Course Evaluation Platform**. The mailing address is YCCC Nursing proposal, 112 College Drive, Wells, ME 04090. Proposals shall remain firm for ninety (90) days from date of submittal.
- C. Questions should be directed to Amber Tatnall by e-mail at [atatnall@yccc.edu](mailto:atatnall@yccc.edu). Please allow sufficient time for questions to be answered prior to the RFP due date. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The College will not be bound by oral responses to inquiries or written responses other than addenda.
- D. By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.
- E. The bidder shall be responsible for all costs associated with this proposal up to and including any contract that may result from this proposal.

F. The proposals will be evaluated, and selection made, on the basis of cost to the College, inventory age, turnaround time, quality and stability of lessor, experience, references, best value to the College and other criteria as deemed appropriate by YCCC. **YCCC reserves the right to reject any or all proposals, to waive any formality in any proposal, and generally take such actions as shall be in their best interest(s).**

**ALL BIDS NEED TO INCLUDE ASSOCIATED COSTS WITH AGREEMENT AS WELL AS ANY OBLIGATIONS BY YORK COUNTY COMMUNITY COLLEGE.**

**Items:** An online course evaluation platform

### **SCOPE INFORMATION**

YCCC Academic Affairs is looking for a vendor to provide an online course evaluation platform. The vendor must provide terms of any additional costs.

YCCC is asking that the vendor provide the following information within the RFP and the College will rank the following for consideration of acceptable proposal.

### **REQUIREMENTS**

Bidders shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the College. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities. Responses to each requirement below should be in order and clearly marked.

The course evaluation platform will provide the following:

#### **Survey creation features:**

- Access to a bank of standard, validated questions,
- Access to standard templates, or the ability to create templates, for effective survey design,
- Ability to create questions with branching logic,
- Ability to create custom questions that are asked of all classes,
- Ability to create questions based on class features such as size, academic program, course level, and/or course modality or format,
- Ability for instructors and department chairs to add questions specific to their interest or need areas, in an easy-to-learn, user-friendly interface,
- Ability to provide institutional branding.

#### **Survey administration features**

- Survey administrator hierarchy at multiple levels (institution and academic program)
- Automated evaluation scheduling across full and sub-term semesters, based upon course start/end date,
- Automated notifications for students and instructors, including initial invitations and reminders for individual tasks.
- Automatic notification to students who have not completed an evaluation prior to the evaluation close date using a customizable message,
- Mechanisms for ensuring the highest possible student response rates.
- Ability for students to save an evaluation to complete later,
- Ability for students to easily see which evaluations are incomplete, which are complete, which are saved,
- Ability to administer, review, and respond across multiple platforms such as mobile, tablet, etc.
- Provide customized onboarding for survey administrators,
- Provide ongoing training opportunities for instructors and students.

### **Technical integrations and Security**

- On-premise or Cloud setup options,
- Seamless integration into our current LMS (D2L Brightspace) and SIS (Jenzabar) systems, with automated data connection and importation, including initial registration data, late registrations, and withdrawals.
- Support for setting up API integration.
- Native integration with security infrastructure (LDAP, SSO),
- Seamless integration with Microsoft Azure Active Directory single sign-on system.
- Preferences given to respondents that have static IP Addresses assigned to email servers. Respondents should be utilizing SPF/DMARC/DKIM as part of their email security and be able to send emails without ECU whitelisting entire hosting provider ranges of IP Addresses.

### **Reporting, Data Export, and Analytics**

- Ability to create user-friendly, meaningful reports of collected survey data, preferably user-driven, with interactive dashboards and text analytics,
- Ability to display basic statistics results (e.g., mean, standard deviation, etc. of the score for the questions asked) for every class, customizable at both the institution and program level,
- Ability to have data normed or compared with courses within a department or across degree programs, so that comparisons could be drawn,
- Ability to have data comparisons by instructor to identify trends in multiple classes over multiple terms.
- Ability to create additional institutional hierarchies for reporting (e.g., grouping like subject codes for reporting to program chairs),

- Ability to provide a variety of customizations (e.g., demographics, assessments by major, faculty views, etc.),
- Availability of results or report building capabilities within 48-72 hours following course end date,
- Ability to export the data from the course evaluation, including comments, in multiple formats,
- Granular permissions for survey report access for instructors, department chairs, and administrators,
- Ability to retain and access results for at least 10 years.

Bidders who can provide alternate solutions are encouraged to do so but are also cautioned to provide at least one response that meets the minimum stated criteria of this RFP.

A. The following must accompany your proposal:

1. Business Profile:
  - a. A statement of qualifications including a detailed history and description of your company and any published reports about your company;
2. Annual Pricing for all Costs
3. References:
  - a. A list of three references is required to be submitted with your proposal. These references should be colleges and/or universities.

### **ADDITIONAL REQUIREMENTS**

- A. The cost and compensation for **all** services and items shall be clearly indicated.
- B. Description of all proposed services and time requirements shall be clearly described in the proposal.
- C. It is the vendor's responsibility to confirm they have sufficient information required for the proposal. Any additional information required is to be brought to YCCC's attention.
- D. This RFP shall be referenced in, and considered part of, any final contract.
- E. All applicable costs are to be built into the RFP. No separate costs for items not included in the RFP will be accepted unless agreed to by YCCC in advance.
- F. YCCC is exempt from sales, property and excise taxes. Such taxes shall not be included in quoted prices. If any taxes are known by the Vendor to apply they shall be considered an expense of the Vendor and deemed a part of the quoted prices.
- G. The following MCCS Standard Terms and Conditions apply to all contracts with YCCC.

**NOTICE TO VENDORS AND BIDDERS:  
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively “MCCS”). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys’ fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine’s Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS’ recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor’s terms prevailing over MCCS’ standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.
5. Any MCCS entity shall have the option to purchase goods and services from [Vendor] under the same terms and conditions set forth in this Agreement.