

# MAINE COMMUNITY COLLEGE SYSTEM



## REQUEST FOR PROPOSALS

### IDENTITY & ACCESS MANAGEMENT SOLUTION

<b>RFP Coordinator</b>	<p><i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i></p> <p><b>Name:</b> Scott Fortin <b>Title:</b> Enterprise Architect <b>Contact Information:</b> <a href="mailto:sfortin@mainecc.edu">sfortin@mainecc.edu</a></p>
<b>Bidder Conference</b>	<p><i>A bidder conference will be held on the date/time specified to describe current IAM architecture, challenges, and allow Q &amp;A.</i></p> <p><b>Date:</b> April 27, 2026, 11 a.m, ET <b>Conference link:</b> <a href="https://mainecc-edu.zoom.us/j/92602475483">https://mainecc-edu.zoom.us/j/92602475483</a></p>
<b>Questions Submission</b>	<p><i>All written questions <u>must</u> be submitted to the RFP Coordinator identified above by:</i></p> <p><b>Date:</b> May 4, 2026, no later than 2:00 p.m., ET</p>
<b>Proposal Submission</b>	<p><i>All proposals must be received by:</i></p> <p><b>Proposal Deadline:</b> June 2, 2026, no later than 2:00 p.m., ET <i>Proposals must be submitted electronically to:</i></p> <p><b>Submit to:</b> <a href="mailto:sfortin@mainecc.edu">sfortin@mainecc.edu</a></p>

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**PUBLIC NOTICE**

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**Maine Community College System  
Request for Proposal  
Identity & Access Management Solution**

The Maine Community College System is seeking proposals from qualified vendors to provide software and related services that enhance Information Technology Services (ITS) identity and access management system capabilities.

Responses must be submitted to [sfortin@mainecc.edu](mailto:sfortin@mainecc.edu) by June 2, 2026 - 2:00 PM.

The RFP can be accessed at: [www.mccs.me.edu/request-for-proposals](http://www.mccs.me.edu/request-for-proposals)

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The Maine Community College System has seven colleges and nine campuses in Maine and serves more than 33,000 students a year through two-year associate degree and one-year certificate programs, short-term workforce training, early college programs, advanced certificates, and other learning opportunities.

It is the state's public two-year college system offering nearly 300 career and transfer programs, a robust short-term workforce training program, advanced credentials, and stackable pathways to one-year certificates and two-year degrees. It has a large early college program that serves high school students, and 80 percent of degree-seeking students are enrolled in career and occupational programs. The mission of MCCS is to provide associate degree, diploma and certificate programs directed at the educational, career and technical needs of the State's citizens and the workforce needs of the State's employers. The primary goals of the System are to create an educated, skilled and adaptable labor force that is responsive to the changing needs of the economy of the State and to promote local, regional and statewide economic development.

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## **RFP DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Proposals:

1. **[The] Colleges:** the seven colleges which comprise the Maine Community College System
2. **FOAA:** Maine Freedom of Access Act
3. **MCCS:** The Maine Community College System
4. **Respondent:** Any individual or organization submitting a response to this RFP.
5. **RFP:** Request for Proposal
6. **ITS:** Information Technology Services
7. **IAM:** Identity & Access Management
8. **IGA:** Identity & Governance Administration

# Maine Community College System Identity & Access Management Solution

## PART I: INTRODUCTION

### A. Purpose and Background

The Maine Community College System (“MCCS”), a public instrumentality of the State of Maine, is seeking suitable software and services to improve identity and access management for systems used by staff, faculty, students, and community members.

MCCS has seven colleges across the state of Maine, and a System Office.

Student population data available from IPEDS for Fall 2024 yields an aggregate enrollment of 21,385 students.

Central Maine Community College (CMCC)	4,754 students
Eastern Maine Community College (EMCC)	2,719 students
Kennebec Valley Community College (KVCC)	2,489 students
Northern Maine Community College (NMCC)	843 students
Southern Maine Community College (SMCC)	7,900 students
Washington County Community College (WCCC)	805 students
York County Community College (YCCC)	1,875 students

Employee population data from Fall 2025 by MCCS Human Resources:

	Staff	Faculty	PT Faculty	
CMCC	71	62	172	305
EMCC	57	64	40	161
KVCC	50	47	42	139
NMCC	48	39	12	99
SMCC	151	99	327	577
System Office	93	0	0	93
WCCC	40	24	25	89
YCCC	42	16	67	125
	552	351	685	<b>1588</b>

MCCS is evaluating alternatives to current practice with the goal of improving identity management capabilities within Information Technology Services (ITS) which serves all seven colleges and the System Office. ITS seeks proposals for software and services that solve identity management challenges, ensuring a secure and seamless experience for end users.

## A. Identity & Access Management Solution Requirements

### 1. Collect and store key attributes about people at Maine's Community Colleges:

- a. Store 'directory' attributes about users: First Name, Last Name, Preferred Name(s), Email, College, Cell Phone, Job Title, Department, Office Location
- b. Store application-specific and custom attributes about users: RFID badge, Physical Building Access, Account Identifiers in disparate systems
- c. Allow the use of a 'human-friendly' identifier for college operations:
  - i. Example: 7 numeric digits, start at 200000, prepend or append alphanumeric
  - ii. MCCS defines the starting number, increment, padding, and voiding procedures
- d. Maintain relationships between a unique person at Maine's Community Colleges and their identifiers and roles in integrated systems
  - i. Microsoft 365
  - ii. Anthology Student
  - iii. Anthology Reach (Dynamics app)
  - iv. Upskill Maine (Dynamics app)
  - v. Lumens (ModernCampus)
  - vi. SAML-integrated Web Apps: BetterMynd, EZProxy, Statista, GivePulse
  - vii. Access Control Systems

### 2. Manage the identity lifecycle of a person at Maine's Community Colleges:

- a. Joiners
  - i. Create Staff/Faculty/Adjunct employees from HRIS (Paycom)
  - ii. Create Students from SIS (Anthology Student)
  - iii. Create contractor & other type identities directly in IAM solution
  - iv. Provision access to applications, groups, and other resources based on defined lifecycle rules
- b. Movers
  - i. Employees moving, changing, or adding job roles
  - ii. Students taking classes at two colleges
  - iii. Student is hired as an employee
  - iv. Employee takes a class
  - v. Reconcile app, group, and role assignments after attribute / group changes
- c. Leavers
  - i. Employees separating from service
  - ii. Students no longer taking classes
  - iii. Disable account access according to policy rules
  - iv. Delegate employee data access to supervisor
- d. Complex Identity Scenarios
  - i. Multi-function employees: Example- ITS staff who also teaches a class
  - ii. Multi-college employees: Example- adjunct instructor who teaches at two colleges
  - iii. Multi-role systems: Example- staff, faculty, and students use single SIS in many distinct ways

### 3. Provide out-of-the-box integrations and extensibility features:

- a. Provide tools that synchronize identities with common business applications
  - i. Microsoft 365 (Education)
  - ii. Microsoft Dynamics 365 CRM, F&O
  - iii. Adobe Admin Console (Creative Cloud, Sign, Acrobat)
  - iv. Zoom
- b. Optionally, provide tools that synchronize identities with niche higher-education applications:
  - i. Anthology Student 26.0+ (formerly CMC, now Ellucian)

- ii. Lumens (ModernCampus)
- iii. OnCourse for College (Canusia)
- iv. Rave Mobile Safety
- v. Watermark SSE
- vi. GivePulse
- vii. Maxient
- viii. Brightspace / D2L LMS
- ix. Vector Solutions Training LMS
- c. Provide extensibility features that allow MCCS to send & receive identity information to current and future partners through a variety of methods:
  - i. SCIM
  - ii. API
  - iii. SAML
  - iv. Automated CSV export
- d. Align with a real-time, event-based architecture
  - i. Accounts and automated access are provisioned in near-real-time
  - ii. Event triggers are available in extensibility feature set

#### **4. Provide easy-to-use, intuitive, and feature-rich interface for people at Maine's Community Colleges to manage their identity:**

\*Note: MCCS currently uses Microsoft Entra ID P1 for these services but will re-evaluate if included or offered with IAM solution

- a. MyApp page
  - i. Create 'one-stop-shop' for access to applications
  - ii. Support custom branding, including college-specific branding
- b. Self-service password reset
  - i. Allow end users to unlock or reset password after proving identity ownership:
    - 1. Alternate email
    - 2. Security Questions
    - 3. Pre-registered MFA options
- c. MFA
  - i. Push-based authenticator app approval (iOS, Android)
  - ii. Authenticator app OTP (iOS, Android)
  - iii. Text message
  - iv. Voice call
  - v. Passkey
  - vi. Yubikey
  - vii. Hello for Business / Biometrics
  - viii. OATH Tokens (MCCS currently uses DeepNet SafeID hard tokens)
- d. Account Claim
  - i. Send Welcome Email to new person
  - ii. Guide person through account setup: password, MFA options, account recovery info
  - iii. Link to important resources: App page, SharePoint sites, ITS support info
- e. Self-service access request
  - i. Request app access
  - ii. Request additional permission access
  - iii. Request group access

- iv. Use approval chains to manager or application owner

**5. Provide audit, access review, attestation, and other essential identity management features:**

- a. Fine-Grained Administrative Roles
  - i. User Support Technician: Assist users with claiming their identity
  - ii. Integration Developer: Onboard new applications, configure identity integrations
  - iii. Information Security: Audit log review, investigate accounts, security statistics
- b. Logging
  - i. Audit logs for all Administrative Role actions
  - ii. Audit logs for all User events
    - 1. Claimed account
    - 2. Reset password
    - 3. Add MFA devices
    - 4. Authenticated to application
  - iii. Support for log export to SIEM, Azure App Insights, other logging facility
- c. Access Review
  - i. Annual access reviews, organized by department, manager, college, etc.
  - ii. Attestations and compliance
  - iii. Separation of Duties reporting

**B. General Provisions**

1. All contact with M CCS regarding this RFP must be made through the aforementioned RFP Coordinator. No other employee is empowered to make binding statements regarding this RFP.
2. Issuance of the RFP does not commit M CCS to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All responses should adhere to the instructions and format requests outlined in this RFP and all written supplements and amendments, such as the Summary of Questions and Answers, issued by M CCS.
4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, M CCS will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal M CCS information of previous contract history with the Bidder (if any). M CCS also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained herein will remain valid and binding for a period of 120 days from the bid closing date and time.
6. The RFP and the awarded Bidder's proposal, including all appendices or attachments, will be the basis for the final contract, as determined by M CCS.
7. M CCS, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
8. All proposals in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.). <http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
9. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Respondent's responsibility to determine the applicability and requirements of any such laws and to abide by them.
10. Proposals that do not include a signed, acknowledged, Notice to Vendors and Bidders, will not be evaluated.

## **PART II: KEY RFP EVENTS**

### **A. Questions**

#### **1. General Instructions**

- a. It is the responsibility of each interested party to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
- b. Interested parties should use **Appendix A** – Submitted Questions Form – for submission of questions.
- c. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
- d. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. MCCS assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

#### **2. Question & Answer Summary**

Responses to all questions will be compiled in writing and posted on the following website:  
<https://www.mccs.me.edu/request-for-proposals/>

It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

### **B. Submitting the Response**

#### **1. Responses Due**

Responses must be received no later than the date and time specified on the cover page of this RFP document and listed above in the public notice.

#### **2. Delivery Instructions**

Responses must be submitted via email to the RFP Coordinator listed on the cover page of this RFP document.

## **PART III: SUBMISSION REQUIREMENTS**

This section contains instructions for Respondents to use in preparing their responses. It is requested that all responses follow the outline suggested below, including the numbering, section and sub-section headings as they appear here. MCCS seeks detailed yet succinct responses that demonstrate the Respondent's experience and familiarity with the subject matter.

### **A. Response Format**

1. For clarity, the response should be typed or printed.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative through to the end, including all forms and attachments. For clarity, the Respondent's name should appear on every page, including Attachments. Each Attachment should reference the section or subsection number to which it corresponds.
3. Respondents are asked to be brief and to respond to each question and instruction listed in the "Submission Requirements" section of this RFP. Number each response to correspond to the relevant question or instruction of the RFP.
4. Include any forms provided in the package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
5. Please provide all information requested in the RFP package at the time of submission.

### **B. Response Contents**

#### **Section I. Cover Page and Overview of the Organization**

Complete **Appendix B** (provided in the appendices of this RFP)

#### **Section II. Organizational Qualifications and Experience**

Complete **Appendix C** (provided in the appendices of this RFP), including:

- a. Provide an overview of the Organization's experience, highlighting experience within the public higher education section, and clients of similar size and scope to MCCS.
- b. Identify experience working with a higher education system with multiple colleges/universities in addition to a system office.
- c. Identify your team that would be involved with the project, including key personnel and their respective qualifications.
- d. Describe any licensure required or beneficial for any services described in the "Services Proposal" section.
- e. Ability to provide 3 references, of which at least 1 is a higher education client.

#### **Section III. Services Proposal**

Complete **Appendix D** (provided in the appendices of this RFP).

- a. Provide a summary of what the bidder will offer to meet the Identity & Access Management Solution requirements referenced above in Part I of the RFP:
  - i. Describe the methods and resources you will use and how you will accomplish the tasks involved.
  - ii. Describe how you will ensure expectations and/or desired outcomes as a result of this solution will be achieved.
- b. Provide Product Overview, including:
  - i. A description of the proposed Identity & Access Management Solution platform or

- software.
- ii. Architecture, key features, and functionalities.
- iii. Track record of solving complex identity problems.
- c. Provide Implementation Plan, including:
  - i. Detailed description of all work required to successfully complete the project, including discrete project tasks and implementation assumptions.
  - ii. A timeline for implementing the solution, including key milestones (e.g., data migration, user training, system go-live).
  - iii. A project plan for managing the transition from the existing IAM system to the new software.
  - iv. Expected duration for data migration and the vendor's role in supporting this transition.
- d. Provide Training Plan, including:
  - i. Knowledge transfer and documentation covering the proposed solution, all necessary non-default configuration, maintenance tasks, and opportunities for expansion & integration
  - ii. System management training for technical personnel at various levels of the ITS organization: User Support Technician, Integration Developer, Security Engineer, Architect, etc
  - iii. Future training opportunities for new hires or role changes (self-paced, instructor led, etc)
- e. Security and Privacy Considerations, including:
  - i. Details of the software's security protocols, encryption methods, and compliance with FERPA, NIST 800-171, and other relevant regulations.
  - ii. Disaster recovery and data backup procedures.
- f. Support and Maintenance Considerations, including:
  - i. Description of post-implementation support and maintenance services.
  - ii. The availability of technical support, software updates, and system enhancements.

#### **Section IV. Cost Proposal**

Complete **Appendix E** (provided in the appendices of this RFP), including:

- a. Pricing options for software and services required.
- b. Detailed breakdown of the costs associated with the software solution, including licensing, implementation, data migration, training, and ongoing support.
- c. A payment schedule tied to project milestones or deliverables.

#### **Section V. Acknowledge Notice to Vendors and Bidders**

Complete **Appendix F** (provided in the appendices of this RFP).

### **C. Required Response Documents**

The following documents should be included per submitted response in the order as indicated below:

1. Completed Response Cover Page and Overview of the Organization (**Appendix B**)
2. Completed Organizational Qualifications and Experience Template (**Appendix C**)
3. Completed Services Proposal Template (**Appendix D**)
4. Completed Cost Proposal Template (**Appendix E**)
5. Signed, Acknowledged Notice to Vendors and Bidders (**Appendix F**)

## **PART IV: REVIEW OF RESPONSES RECEIVED**

### **A. General Information**

The evaluation team, comprised of stakeholders, will review the proposals. Each member of the team will evaluate the merits of the proposals based on the information set forth in this RFP.

MCCS reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. MCCS may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation and therefore, Bidders shall submit proposals that include the requested information as clearly and completely as possible.

All Bidders are expected to provide their best value pricing with the submission of their proposal.

### **B. Scoring Weight**

The score will be based on 100- point scale and will measure the degree to which each proposal meets the following criteria.

<b>Category</b>	<b>Score</b>
Organizational Qualifications and Experience	20%
Services Proposal	40%
Cost Proposal	40%
Total	100%

### **C. Selection and Award**

The final decision regarding the award will be made by MCCS.

Notification of conditional award selection or non-selection will be made in writing by MCCS.

Issuance of the RFP in no way constitutes a commitment by MCCS to award a contract, to pay costs incurred in the preparation of a response to the RFP, to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.

MCCS reserves the right to reject any and all proposals or to make multiple awards.

### **D. Appeal of Contract Awards**

Any person aggrieved by the award decisions the results from the RFP may appeal the decision to the RFP Coordinator. The appeal shall be in writing and filed within 15 calendars days of receipt of notification of conditional contract award.

## **PART V: LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

Appendix A – Submitted Questions Form

Appendix B – Cover Page and Overview of Organization Template

Appendix C – Organizational Qualifications and Experience Template

Appendix D – Services Proposal Template

Appendix E – Cost Proposal Template

Appendix F – Notice to Vendors and Bidders



**APPENDIX B**

**MAINE COMMUNITY COLLEGE SYSTEM  
COVER PAGE AND OVERVIEW OF ORGANIZATION**

**Request for Proposals  
Identity & Access Management Solution**

<b>Lead Point of Contact - Name/Title:</b>		
<b>Organization Name (if applicable):</b>		
<b>Tel:</b>		<b>Website (if applicable):</b>
<b>E-Mail:</b>		
<b>Street Address:</b>		
<b>City/State/Zip:</b>		

- a. Provide Respondent's location(s)
- b. Provide a brief description of Respondent's main services
- c. Provide a brief description of years in business
- d. Provide a description of the management structure

APPENDIX C

**MAINE COMMUNITY COLLEGE SYSTEM  
ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE**

**Request for Proposal  
Identity & Access Management Solution**

<b>Lead Point of Contact - Name/Title:</b>	
<b>Organization Name (if applicable):</b>	
<b>Email:</b>	
<b>Website:</b>	

- a. Provide an overview of the Organization’s experience, highlighting experience within the public higher education section, and clients of similar size and scope to MCCS.
- b. Identify experience working with a higher education system with multiple colleges/universities in addition to a system office.
- c. Identify your team that would be involved with the project, including key personnel and their respective qualifications.
- d. Describe any licensure required or beneficial for any services described in the “Services Proposal” section.
- e. Ability to provide 3 references, of which at least 1 is an institution of higher education.

**APPENDIX D**

**MAINE COMMUNITY COLLEGE SYSTEM  
SERVICES PROPOSAL**

**Request for Proposal  
Identity & Access Management Solution**

<b>Lead Point of Contact - Name/Title:</b>	
<b>Organization Name (if applicable):</b>	
<b>Email:</b>	
<b>Website:</b>	

**Please provide detailed information responsive to the Organization’s approach to the scope of the project.**

- a. Provide a summary of what the bidder will offer to meet the Identity & Access Management Solution requirements referenced above in Part I of the RFP:
  - i. Describe the methods and resources you will use and how you will accomplish the tasks involved.
  - ii. Describe how you will ensure expectations and/or desired outcomes as a result of this solution will be achieved.
- b. Provide Product Overview, including:
  - i. A description of the proposed Identity & Access Management Solution platform or software.
  - ii. Architecture, key features, and functionalities.
  - iii. Track record of solving complex identity problems.
- c. Provide Implementation Plan, including:
  - i. Detailed description of all work required to successfully complete the project, including discrete project tasks and implementation assumptions.
  - ii. A timeline for implementing the solution, including key milestones (e.g., data migration, user training, system go-live).
  - iii. A project plan for managing the transition from the existing IAM system to the new software.
  - iv. Expected duration for data migration and the vendor’s role in supporting this transition.
- d. Provide Training Plan, including:
  - i. Knowledge transfer and documentation covering the proposed solution, all necessary non-default configuration, maintenance tasks, and opportunities for expansion & integration
  - ii. System management training for technical personnel at various levels of the ITS organization: User Support Technician, Integration Developer, Security Engineer, Architect, etc
  - iii. Future training opportunities for new hires or role changes (self-paced, instructor led, etc)
- e. Security and Privacy Considerations, including:
  - i. Details of the software’s security protocols, encryption methods, and compliance with FERPA, NIST 800-171, and other relevant regulations.
  - ii. Disaster recovery and data backup procedures.
- f. Support and Maintenance Considerations, including:
  - i. Description of post-implementation support and maintenance services.
  - ii. The availability of technical support, software updates, and system enhancements.

**APPENDIX E**

**MAINE COMMUNITY COLLEGE SYSTEM  
COST PROPOSAL**

**Request for Proposal  
Identity & Access Management Solution**

<b>Lead Point of Contact - Name/Title:</b>	
<b>Organization Name (if applicable):</b>	
<b>Email:</b>	
<b>Website:</b>	

**Please provide a detailed cost proposal for the project as outlined:**

- a. Pricing options for software and services required.
- b. Detailed breakdown of the costs associated with the software solution, including licensing, implementation, data migration, training, and ongoing support.
- c. A payment schedule tied to project milestones or deliverables.

If pricing is based on any units, such as colleges, employees, students, or users, please clearly delineate the cost per unit.

## APPENDIX F

### 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.

Bidder Acknowledgement: \_\_\_\_\_