



**Maine Community College System  
323 State Street  
Augusta, ME 04330**

**Competitive Bid  
Request For Quotation**  
This is NOT an order.

## D2L Brightspace Attendance Add-on

<b>Issue Date:</b>	<b>February 21, 2020</b>
<b>Response Due Date:</b>	<b>by 4:00 pm EDT on February 27, 2020</b>
<b>Return Proposal To:</b>	<b>Scott Fortin Chief Information Security Officer Maine Community College System 323 State Street Augusta, ME 04330</b>
	<b>207.629.4004 sfortin@mccs.me.edu</b>

**RFQ Details**

The Maine Community College System is seeking quotes for an attendance add-on tool for D2L Brightspace. The tool should be feature-rich and interoperate with MCCS student information systems. The following are a list of requirements that should be included with the solution. Some requirements will involve custom integration with MCCS information systems:

<b>User Experience Requirements</b>	Comply	Non-comply
Allow instructors to quickly and intuitively take attendance		
Use standard HTML coding and support all modern browsers (desktop & mobile)		
Include common attendance statuses (present, absent, tardy, excused)		
Allow for custom attendance statuses		
Compute attendance grades, interoperate with D2L Brightspace gradebook		
Include functionality for courses with multiple sessions per day (lecture & lab)		

<b>SIS Integration Requirements</b>	Comply	Non-comply
Prepopulate attendance registers based on class schedules: day of week and time of day with no user action required		
Allow for automated export of attendance data back to SIS		

<b>Other Requirements</b>	Comply	Non-comply
Add-on tool is listed on the Brightspace App Finder		

**Current Environment**

Colleges within the MCCS currently use the attendance module built into the Jenzabar Internet Campus Solution (JICS) with the back-end database running either Jenzabar EX or Jenzabar J1. Data is warehoused using Microsoft SQL Server and available for integration with the D2L attendance tool using Jenzabar professional services.

D2L Brightspace was chosen as the primary LMS platform for all MCCS institutions. Implementation efforts are ongoing. D2L attendance addon should be natively supported by Brightspace SAAS and interoperate using LTI or API based methods.

Employee and student counts are as follows:

COLLEGE	Staff	Adjunct Faculty	Full Time Faculty	Part Time Students	Full Time Students
CMCC	67	185	52	1902	1166
EMCC	73	116	62	1390	1006
KVCC	58	120	41	1904	569
NMCC	51	39	36	406	406
SMCC	149	318	98	3628	2224
System Office	40	0	0	0	0
WCCC	38	31	21	167	213
YCCC	51	112	19	1208	424
<b>Totals</b>	<b>527</b>	<b>921</b>	<b>329</b>	<b>10605</b>	<b>6007</b>

**Submission Requirements**

Bidders should submit a quotation valid for 90 days along with a signed copy of the RFQ Details indicating compliance with the requirements of the D2L Brightspace attendance add-on.

**Terms and Conditions**

Standard Terms and Conditions applicable to all MCCS Contracts are included in ATTACHMENT A – TERMS.

**ATTACHMENT A – CONTRACT TERMS AND CONDITIONS****NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS****STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MAINE COMMUNITY COLLEGE SYSTEM CONTRACTS**

The following Maine Community College System (MCCS) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or another operating unit of MCCS. These terms and conditions derive from the public nature and limited resources of 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 or costs for any other entity;
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; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between MCCS and your entity, 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 MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms; 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.