

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



**Competitive Bid**  
**REQUEST FOR PROPOSAL**  
**This is not an Order**

**Event Management, Academic Planning & Scheduling System**

<b>RFP Coordinator</b>	<i>All communication regarding this RFP must be made through the RFP Coordinator Identified below:</i>  <b>Name:</b> Kirk Estes <b>Title:</b> RFP Coordinator
<b>Response Submission</b>	<b>Submission Deadline:</b> 05/30/2025 no later than 5:00 PM, local time.  <b>Submit to:</b> <a href="mailto:kestes@mainecc.edu">kestes@mainecc.edu</a>

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## **PUBLIC NOTICE**

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### **Maine Community College System**

## **Event Management, Academic Planning & Scheduling System**

The Maine Community College System (MCCS) seeks to enter into a contract for acquisition and implementation of an Event Management, Academic Planning & Scheduling System.

MCCS seeks to modernize and enhance its ability to schedule courses, events, and plan & manage room utilization at each of its seven (7) colleges, system office and satellite campuses/locations. The solution must integrate with the system's system of record; Anthology Student and be accessible from other related applications.

Vendors who are interested in receiving a copy of the RFP should contact Kirk Estes at [kestes@mainecc.edu](mailto:kestes@mainecc.edu) or visit <https://www.mccs.me.edu/request-for-proposals/> Request for Proposals are due Friday 05/30/2025 at 5:00 PM (ET)

Bidders Conference informational virtual meeting will be scheduled on Thursday 05/15/2025 at 3:00 PM (ET). Questions must be submitted to Kirk Estes at [kestes@mainecc.edu](mailto:kestes@mainecc.edu) by Wednesday 05/14/2025 no later than 5:00 PM (ET).

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## RFP DEFINITIONS/ACRONYMS

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

<b><u>Term/Acronym</u></b>	<b>Definition</b>
<b>RFP</b>	Request for Proposal
<b>State</b>	State of Maine
<b>MCCS</b>	Maine Community College System
<b>FOAA</b>	Maine Freedom of Access Act
<b>Respondent</b>	Any individual or organization submitting a response to this RFP.
<b>Workforce Development (WFD)</b>	College-to-Employer and College-to-Individual skills training services offered by the Colleges, which may include grant-funded initiatives and special services.
<b>SIS</b>	Student Information System (Anthology)
<b>ERP</b>	Enterprise Resource Platform (Lumens)
<b>HRIS</b>	Human Resource Information System (Paycom)
<b>SaaS</b>	Software as a Service
<b>IaaS</b>	Infrastructure as a Service
<b>PaaS</b>	Platform as a Service
<b>SLA</b>	Service Level Agreement
<b>CRM</b>	Customer Relationship Management
<b>Configuration</b>	To use tools in the application to meet specific requirements without using code.
<b>Customization</b>	Write new code (programs, class files, scripts) in the software that meets specific requirements.
<b>OOTB</b>	An out-of-the-box feature or functionality (also called <b>OOTB or off-the-shelf</b> ), particularly in software, is a native feature or built-in functionality of a product that comes directly from the vendor and works immediately when the product is placed in
<b>Scheduling System</b>	An essential and fundamental event planning & scheduling application.

# **Maine Community College System**

## **Event Management, Academic Planning & Scheduling System**

### **PART I INTRODUCTION**

#### **1. Purpose and Background**

This Request for Proposal (RFP) is issued by the Maine Community College System (MCCS) and is a system-wide request for the planning, configuration, integration, implementation, training, and ongoing support of an Event Management, Academic Planning & Scheduling System. The solution must be a centralized, system wide planning and scheduling program and provide having out-of-the-box (OOTB) integration with our Student Information System, Anthology Student and preferably with our Workforce development platform Modern Campus Lumens.

MCCS consists of the seven accredited community colleges across the State of Maine. Over the course of a typical academic year, MCCS serves more than 22,000 students in credit courses and another 7,000 students in non-credit offerings. In addition to the degree programs, the colleges also provide an extensive array of continuing education and Workforce Development training to individuals across the State. 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.

This initiative supports the ongoing MCCS desire to modernize, centralize and enhance its overall systems and capabilities to support system-wide efficiencies and improve the experience of our constituents. MCCS is implementing a modernized and improved Student Information System (SIS) (Anthology) and workforce ERP (Lumens) systems across all seven MCCS colleges in support of the three strategic priorities:

- Get them in: Access and Attraction
- Get them through: Student Success
- Keep them connected: Workforce Development & Lifelong Learning

#### **2. Current Conditions**

Historically, the colleges of MCCS have managed their individual IT systems, including making individual calendaring and scheduling decisions and managing their own IT enterprise. Each College has managed its own Event Management, Academic Planning & Room Scheduling with sometimes common and sometimes

disparate customizations and integrations. Also, an additional instance (for a total of eight) is deployed at the system level. The instances are not utilizing a shared infrastructure and are deployed individually.

MCCS is currently implementing Anthology SIS as a single instance for all seven colleges and one system office, as well as implementing Lumen's ERP in conjunction with the SIS system.

### **3. Challenge Statement**

The purpose of this RFP is to solicit proposals to deliver an integrated Event Management, Academic Planning & Scheduling System. The new centralized and integrated Event Management, Academic Planning & Scheduling System will make the delivery of planning and scheduling efficient effective for all constituents across the MCCS. Responses to this RFP should highlight how the proposed System will achieve these expectations and outcomes.

The ideal Event Management, Academic Planning & Scheduling System will have the following attributes:

- Be the Event Management, Academic Planning & Scheduling System platform for MCCS and its colleges with no customizations.
- Support the flexibility for each college to maintain its unique brand and support best-in-practice workflows for higher education, leveraging the advantages of a common Event management, Academic Planning & Room Scheduling System across MCCS and its colleges.
- Be easy to use, govern, and maintain.
- Provide easy configuration capabilities that are accessible by the typical college staffer.
- Manage scheduling events in a single pane-of-glass.
- Deliver the ability for each college to display electronic catalog information via the colleges word-press websites, or a viable web-accessible platform.
- Integration with Microsoft Outlook for appointment scheduling capabilities.

### **4. General Provisions**

- 4 a. From the time the RFP is issued until award notification is made, all contact with MCCS regarding the RFP must be made through the RFP Coordinator. No other person/employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process at MCCS' discretion.
- 4 b. Issuance of the RFP does not commit MCCS to issue an award or pay expenses incurred by a Bidder in preparing a response to the RFP. This includes attendance at interviews or other meetings and software or system demonstrations, where applicable.

- 4 c. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by MCCS. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
- 4 d. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, MCCS will consider generally available materials, any provided in the proposal, information obtained through interviews, presentations (if any), and internal MCCS information of previous contract history with the Bidder (if any). MCCS also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
- 4 e. The proposal must be signed by a person authorized to legally bind the Bidder and must state that the proposal and the pricing contained therein will remain valid and binding for 180 days from the date and time of the bid opening.
- 4 f. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by MCCS.
- 4 g. Following the announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 MRS §§ 401 et seq.).
- 4 h. MCCS, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
- 4 i. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## **5. Eligibility to Submit Bids**

All qualified parties are invited to submit bids in response to this Request for Proposals. Bidders must demonstrate successful implementation of the proposed Academic Planning & Room Scheduling System up to five (5) colleges, three (3) of which must be multi-campus colleges successfully operating the platform.

## 6. Contract Term

MCCS is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the contract's initial term, the MCCS may opt to renew the contract for three (3) or more renewal periods, as shown in the table below, and subject to continued funding availability and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	07/01/2025	06/30/2028
Renewal Period #1	07/01/2028	06/30/2029
Renewal Period #2	07/01/2029	06/30/2030

Two Phased Implementation:

Integration	Start Date	End Date
Anticipated Implementation Period Lumens	07/01/2025	08/31/2025
Anticipated Implementation Period Anthology	07/01/2025	08/01/2025

Delays in implementation shall result in adjustments to the terms. A final transition period will be negotiated with the awarded Bidder if non-renewal or final renewal is implemented. The awarded Bidder will be expected to facilitate data transition to a newly awarded bidder.

## 7. Number of Awards

MCCS anticipates making one (1) award as a result of the RFP process.



## PART II SCOPE OF DELIVERABLES TO BE PROVIDED

The awarded Bidder must deliver and maintain a functional, fully implemented Event Management, Academic Planning & Room Scheduling System platform that meets the requirements of this RFP and conforms to the descriptions and commitments made as part of its submissions. The awarded Bidder must warranty the representations and commitments it provides in conjunction with this RFP.

### 1. Requirements

ID #	Sub #	Requirement
<b>TR1</b>	<b>~</b>	<b>GENERAL</b>
TR1	A	<b>Certificate of Insurance:</b> Provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's commercial general liability, professional liability, and any other liability insurance policies relevant to the proposed services. At minimum, cyber liability insurance shall be ten million (\$10,000,000) per claim and commercial crime two million (\$2,000,000) per occurrence.
TR1	B	<b>Preservation of Archival Data:</b> The Event Management, Academic Planning & Room Scheduling System provides data storage and retention capacity to meet MCCS records retention requirements pursuant to MCCS Procedure <a href="#">200.1</a> and Section 206 of the MCCS Finance Policy and Procedure Manual.
TR1	C	<b>FOAA Compliant:</b> The Event Management, Academic Planning & Room Scheduling System must enable compliance with <a href="#">State of Maine Freedom of Access Act</a> (FOAA) (1 MRS §§401 et seq.)
TR1	D	<b>Data Transfer:</b> Upon any termination of use of the Event Management, Academic Planning & Room Scheduling System by MCCS or its colleges, the awarded Bidder will provide material assistance without compensation to transfer data to a subsequent system or service successfully.
<b>TR2</b>	<b>~</b>	<b>Event Scheduling System</b>
TR2	A	<p>The Event Management, Academic Planning &amp; Scheduling System must be an enterprise-class solution that is clearly defined and described by the functional products or product components that comprise the base System.</p> <p>The base system must:</p> <p>Function as a full-cycle Event Management, Academic Planning &amp; Scheduling System:</p> <ul style="list-style-type: none"> <li>• Be the Event Management, Academic Planning &amp; Scheduling System platform for MCCS and its colleges with no customizations.</li> <li>• Encompass classrooms, offices, meetings, events, and other scheduling capabilities.</li> </ul>

TR2	A Cont'd	<p>Provide Facility/room capabilities:</p> <ul style="list-style-type: none"> <li>• Support AV capabilities, ADA compliance, Capacity, and food service support, etc.</li> <li>• Support AV capabilities, ADA compliance, Capacity, and food service support, etc.</li> <li>• Facility and room profiles with attributes for each location (room type, equipment, layouts, categories, accessibility, schedules, custom attributes, pictures, diagrams, etc.</li> <li>• Support the flexibility for each college to maintain its unique brand</li> <li>• Support best-in-practice workflows for higher education, leveraging the advantages of a common Event Management, Academic Planning &amp; Room Scheduling System across MCCS and its colleges. Flexible workflow options, workflow task notifications to service providers, location and resource approvers, and other individuals involved in workflow processes.</li> </ul> <p>Microsoft Office</p> <ul style="list-style-type: none"> <li>• Integration with Microsoft Outlook for appointment scheduling capabilities</li> </ul> <p>Reporting:</p> <ul style="list-style-type: none"> <li>• Ability to report by college, building and department</li> <li>• Ability to report at the individual room level</li> <li>• Ability to report available time slots</li> <li>• Generate Daily reports such as Room Cards (posted weekly outside each room), Setup Worksheet, BEO, Event Schedule, Event Calendar, etc. – filtered by date range, building, status, event type, group type, etc.; generate Billing reports (ageing, statements, etc.)</li> <li>• Automated Report Delivery (customize different types of reports that are automatically generated and emailed to specific staff daily and/or weekly)</li> </ul> <p>For Administration:</p> <ul style="list-style-type: none"> <li>• Making sound utilization and space efficiency decisions.</li> <li>• Have the capability to accept remote bookings and let people see what is available</li> <li>• Online Event Forms allowing users to submit requests or book events themselves (if authorized) including the ability to request all elements needed for an event. Event Forms configurable for different groups of users. Event Forms that can be embedded in website to allow outside or remote users to book/request room/event. Express scheduling form for common spaces such as study rooms in Academic Resource Center.</li> <li>• Present information in the requirements above in a Dashboard format</li> </ul>
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TR2	A Cont'd	<p>supported by reports to assist colleges with event planning, understanding availability, capacity, room configurations and to assist with scheduling decision making during enrollment periods to aid the colleges' ability to provide appropriate facilities and meet student/faculty needs.</p> <p>Facilities Management:</p> <ul style="list-style-type: none"> <li>• Provide the ability for facilities to be able to take a room offline for maintenance and to show that on the schedule.</li> <li>• Easy management of date exceptions (holidays and school breaks, cancellation due to snow days, etc.</li> <li>• Event Management System: <ul style="list-style-type: none"> <li>○ Calendar – shows all bookings for all rooms, both academic and events, by group, building, category, booking status, etc.</li> </ul> </li> </ul> <p>Booking – view schedule by building to determine availability of rooms for internal meetings and events as well as use of facilities by external groups for meetings, conferences, events, etc., reserve rooms for meetings and events, both internal and external</p> <ul style="list-style-type: none"> <li>• Add maintenance workorders, IT workorders, Catering orders, Notes, etc. to reservations</li> <li>• Room charges automatically added to reservations but also able to add/change individually; add other charges such as fee for gym floor covering, fee for stage setup, custodial coverage, security coverage</li> <li>• Groups – create group accounts that include group name, billing address, contact names/information, group type, account number, etc.</li> <li>• Billing – create invoices for internal and external groups</li> <li>• Configure Facilities (rooms, buildings, room types, setup types, etc.)</li> <li>• Configure Resources (full catering menu including pricing; IT workorders such as video walls, PA systems, videoconferencing, tech support, etc. with charges attached)</li> <li>• Configure Billing (rate schedules, pricing plans, calculations, accounts, payment types, account numbers, etc.)</li> <li>• Configure Other (Event type, Group type, Reminder, Comment, Messages, Cancel Reasons, Calendar Style, etc.)</li> <li>• Ability to customize and generate contracts and track receipt of executed contracts.</li> <li>• Third-Party: <ul style="list-style-type: none"> <li>○ Corporate Partner Portal (supports WFD)</li> <li>○ Any optional offerings and their relevant functional contributions are clearly defined and described.</li> </ul> </li> </ul>
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TR2	A Cont'd	<p>Integration to include the Anthology Student Information System (SIS):</p> <p>A. Ability to load the Academic Schedule from the SIS into the Event Schedule.</p> <ul style="list-style-type: none"> <li>a. If a course is cancelled in the SIS then the room shows as available in the Event Scheduling Application</li> <li>b. If a course is added in the SIS, users of the SIS can view the space is already being used for a separate event</li> </ul> <p>B. Direct, bi-directional, real-time API integrations that pull key data and push back updates.</p> <p>C. Integrations that are compliant, tested, and validated with Partners.</p> <p>D. No-code maintenance for end users; Integrations should be highly configurable-not highly customized.</p> <p>E. Simple and user-friendly integration dashboard that is easily maintained without IT intervention.</p> <p>F. Self-service Integration toolset for ITS and College Admins.</p> <p>G. Data mapping with defined system schemas and tables should be delivered and kept updated.</p> <p>H. Standard license includes access, maintenance, and support for APIs for all Colleges and System Office.</p> <p>I. Multiple environments for development, upgrades, and testing (DEVELOPMENT, TEST, SANDBOX, PRODUCTION) with a minimum of 4 refreshes allowed each year to non-Prod environments).</p>
TR2	A Cont'd	<p>Integration to include the Managed Engines (ITSM platform) for the scheduled events to send the following information to Manage Engine without the need for the event coordinator to do it twice manually:</p> <p><b>TICKET #</b></p> <p><b>Requester Information:</b></p> <p>Requester Name: First Last</p> <p>Requester Email: <a href="mailto:xxxxx@maineccc.edu">xxxxx@maineccc.edu</a></p> <p>Requester Phone Number: xxx-xxx-xxxx</p> <p>Requester Campus: (Specify MCCC College ex: WCCC)</p> <p><b>AV Event Information:</b></p> <p>Event Location: St. Croix Hall - 101 Lecture</p> <p>Event Date: 2025-02-10</p> <p>Time: 3:30 PM-6:00 PM</p> <p>Equipment Required: ["Projector", "laptop"]</p> <p><b>Separate Point of Contact:</b></p> <p>Yes/No: No</p> <p>POC Name:</p> <p>POC Email:</p> <p>POC Phone:</p>

TR2	A Cont'd	<p><b>Additional Support:</b> IT Presence Required: ["For Setup"]["During Event"]["For Cleanup"] Notes/Comments: This will repeat on February 24 for 25 students</p> <p><b>Responder Email:</b> anonymous</p>
TR2	B	<p>Provide a modular and elastic pricing and cost model for up to seven colleges, one system office and integration. The pricing must be structured to allow each individual college the ability to opt-in to implementing the calendar &amp; planning system:</p> <ul style="list-style-type: none"> <li>• Implementation cost</li> <li>• Annual licensing cost</li> <li>• Service /support cost</li> </ul>
TR2	C	<p>The awarded Bidder will describe optional ongoing support, training, and other professional services.</p>
TR2	D	<p>Provide a system and data architecture proof of concept diagram for:</p> <ul style="list-style-type: none"> <li>• One (1) college campus up to Seven (7) college campuses</li> <li>• One (1) system administration office</li> <li>• Include your disaster recovery architecture.</li> <li>• Integration solution around Lumens and Anthology.</li> </ul>
TR2	E	<p>The Event management, Academic Planning &amp; Room Scheduling System and related support shall be subject to rigorous Service Level Agreements (SLAs).</p> <ul style="list-style-type: none"> <li>• What are your stated SLAs for system availability or integration? What is the actual historical uptime for the last 12-month period?</li> </ul> <p>Service Desk:</p> <ul style="list-style-type: none"> <li>• Should be available 24/7 to all Colleges and System Office and allow for multiple channels to request support (phone, email, web form, chat).</li> </ul>
TR2	F	<p>The awarded Bidder will provide monthly SLA reporting related to its solution and the underlying hosting platform.</p>
TR2	G	<p>The Event Management, Academic Planning &amp; Room Scheduling System shall provide flexibility for each college to maintain its unique brand and support individual workflows, schedules, room allocations and data analytics, while leveraging the advantages of a common platform across MCCS and its colleges to enable shared services, campus level, and system-level analytics and reporting and integration.</p>

TR2	H	The awarded Bidder's Event Management, Academic Planning & Room Scheduling System is accompanied by a strong, clear, and specific roadmap for product enhancement, particularly with SIS integration and mobile platform support. The roadmap should provide delivery dates expected in the next year and more strategic schedules over the subsequent two years.
TR3	~	<b>CYBER SECURITY &amp; RESILIENCY OF THE PROPOSED SOLUTION</b>
TR3	A	The Event Management, Academic Planning, & Room Scheduling System must have a comprehensive approach to cyber security that is documented and shared with MCCS and its Colleges.
TR3	B	The Event Management, Academic Planning & Room Scheduling System shall be subject to third-party attestations by registered/accredited providers that shall be maintained. The System complies with FERPA and FTC Safeguards Security Standards or comparable certifications.
TR3	C	The Event Management, Academic Planning & Room Scheduling System must have anti-fraud measures. Please include a full description of your measures.
TR3	D	The Event Management, Academic Planning & Room Scheduling System must ensure the capability to restore data completely to its status at the time of the last backup; with a minimum recovery point objective (RPO) of eight (8) hours (i.e., maximum data loss cannot exceed eight (8) hours) demonstrated by a disaster recovery plan. This RPO may be extended where evidence of compensating controls is provided.
TR3	E	Ensure a minimum recovery time objective (RTO) of four (4) hours (i.e., the maximum time to recover the system cannot exceed four (4) hours), as demonstrated by a disaster recovery plan. This RTO may be extended where evidence of compensating controls is provided.
TR4	~	<b>IMPLEMENTATION OF THE PROPOSED SOLUTION</b>
TR4	A	Describe the implementation approach with a detailed implementation, with any data conversion for deployment, and integration to the solution platform. Identify key decision points required to implement such a plan.
TR4	B	Provide technical, business, and project support, as needed, to ensure a successful transition with no material degradation of service during the transition period.

TR4	C	Conduct any data migration and, with guidance from MCCS and college staff, data cleansing from the existing Event Management, Academic Planning & Room Scheduling Systems to proposed solution.
TR4	D	Execute and verify a successful transition using agreed-upon acceptance criteria similar to a provided sample.

## **PART III      KEY RFP EVENTS AND PROCESSES**

### 1. Bidders' Conference

1.a MCCS will sponsor an Informational Meeting concerning this RFP beginning at the date, time, and location shown on the RFP Public Notice page. The purpose of the Informational Meeting is to provide interested parties with additional information related to this RFP, field questions, and clarify any questions as to this RFP request. Interested attendees should email the RFP Coordinator to gain the meeting credentials.

### 1. Questions

#### 2.a General Instructions

2.a.i Each interested party is responsible for examining the entire RFP and seeking clarification in writing if they do not understand any information or instructions. 2.a.ii Interested parties should use **Appendix E** – Submitted Questions Form – for submission of questions.

2.a.iii The Submitted Questions Form must be submitted by email 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.

2.a.iv Submitted questions must include the RFP Title in the subject line of the email. The MCCS assumes no liability for assuring accurate, complete, or on-time email transmission and receipt.

### 2. Question & Answer Summary

#### 3.a Responses to Questions

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

3.a.ii 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.

### 3. Submitting the Response

#### 4.a Responses Due

4.a.i Responses must be received no later than the date and time listed on the Cover Page of this RFP document.

#### 4.b Delivery Instructions

4.b.i Responses must be submitted to the RFP Coordinator via email, listed on the Cover Page of this RFP document.

## **PART IV RFP SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. MCCS seeks detailed yet succinct responses that demonstrate the Bidder's qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder's proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as nonresponsive or receiving a reduced score. MCCS and its evaluation team have sole discretion to determine if a variance from the RFP specifications will result in disqualification or reduction in a proposal's scoring. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

MCCS may opt to procure a suite of capabilities less than the complete requirements list. Bidders' proposals should reflect a package that delivers all capabilities and optional lesser packages that clearly identify reduced capabilities at other prices. MCCS expects that most participating Bidders offer such tiers as part of their normal offerings. In providing its proposal, Bidders should clearly identify the extent to which different tiers of service can be elected by the Colleges participating in this contract. That is, MCCS contemplates that some Colleges would procure a more feature rich solution and others a lesser solution.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible.



All information must be presented in the same order and format as described in the RFP.

## **Proposal Format and Contents**

### **Section I Preliminary Information (PDF File #1)**

#### **1. Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page shows the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

#### **2. Debarment, Performance and Non-Collusion Certification**

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

#### **3. Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in

PART I, 5. of the RFP. This documentation includes:

Bidders must complete **Appendix C** (Experience and Reference Form) describing their qualifications and skills to provide the requested services in the RFP. All qualified parties are invited to submit bids in response to this RFP. Bidders must identify five (5) colleges, three (3) of which must be multi-campus colleges, successfully operating the proposed Academic Planning & Room Scheduling System.

### **Section II Organization Qualifications and Experience (PDF File #2)**

#### **1. Overview of the Bidder Organization**

Provide an overview of the organization, including its participation in the higher education market and the evolution of its products. The overview should also include its ownership structure, identification of principal shareholders, size of company and general staffing levels of internal organizations (e.g., development, professional services), number of customers using its Academic Planning & Room Scheduling System, and number of integration instances with Lumens and Anthology customers in the past 2 years (including those in progress).

#### **2. Subcontractors**

If subcontractors are to be used for implementation services, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

### **3. Organizational Chart**

Bidders must provide an organizational chart. The organization chart must demonstrate the capacity to perform the transition and required services. Each position must be identified by position title and corresponding personnel job descriptions.

### **4. Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit; the caption, location of filing, and docket number of the complaint; the allegations, amount of claimed damages, and outcome (including settlement amount if public).

### **5. Financial Viability**

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

### **6. Licensure/Certification**

Bidders must provide documentation of all applicable licensure/certification and specific credentials required to provide the proposed services of the RFP.

### **7. Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's commercial general liability, professional liability, and any other relevant liability insurance policies relevant to the proposed services.

The awarded Bidder shall carry cyber-liability insurance associated with these services. At minimum, cyber liability insurance shall be ten million (\$10,000,000) per claim and commercial crime two million (\$2,000,000) per occurrence.

## **Section III Proposed Event Management, Academic Planning & Room Scheduling System Platform and Associated Services (PDF File #3)**

### **1. Event Management, Academic Planning & Room Scheduling System Platform and Associated Services to be Provided (PDF File #3)**

Bidders will demonstrate how they meet the requirements specified in Part II, Section 1. Requirements" by submitted documents in a pdf format that meet the following criteria:

- a. Narrative sections of documents shall be in common fonts (Arial, Calibri, Times New Roman) of not less than 12 pt. size with margins of not less than 1-inch on all sides.

- b. An Executive Summary may be provided of not more than 5 pages.
- c. Detailed descriptions of the TR1 – TR6 requirements shall be provided with headings that reflect the relevant requirements discussed and subject.

## **Section IV Cost Proposal (PDF File #5)**

### **1. General Instructions**

Bidders must submit a cost proposal that covers the period starting 04/01/2025 to 03/01/2028.

- a. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
- b. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with MCCS, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the Academic Planning & Room Scheduling System Platform, implementation or operation of contracted services may be included.

### **2. Cost Proposal Form Instructions**

Bidders must provide a detailed description of its pricing and costs, including any optional or tiered offerings described in their RFP response and provide it as a .pdf attached as **Appendix D** that clearly includes the following elements:

- a. Complete operational cost summary for a Academic Planning & Room Scheduling System licensing/subscription costs and associated support, implementation, and professional services to deliver the Academic Planning & Room Scheduling System with the capabilities described in the table provided in **Appendix D** (Cost Proposal Form). Bidders must provide an operational budget including all costs anticipated to operate the Academic Planning & Room Scheduling System. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of MCCS.
- b. Provide a modular and elastic pricing and cost model for up to seven colleges, one system office and integration. The pricing must be structured to allow each individual college the ability to opt-in to implementing the calendar & planning system.
- c. Include clear pricing for optional services and platform capabilities, including those delivered by third party partners.

Where time and materials services are offered as optional components, provide the offered rate as a firm commitment for not less than two (2) years.

In order to achieve consistency, comparability, and fairness in the scoring of the cost proposals, the MCCS reserves the right to request clarification from any and/or all Bidders on their cost proposal submissions.

## **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

### **A. Evaluation Process - General Information**

1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
2. Those responsible for making decisions on the award selection on behalf of MCCS will ensure that the selection process accords equal opportunity and appropriate consideration to all who can meet the specifications. The evaluation process's goals are to ensure fairness and objectivity in review of the proposals and that the contract is awarded to the Bidder whose proposal provides the best value to the MCCS.
3. MCCS reserves the right to communicate and/or schedule interviews & presentations with Bidders, if helpful, 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 process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.

### **B. Scoring Weights and Process**

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

#### **Section I. ORGANIZATION, EXPERIENCE AND VISION (20 POINTS)**

- Ability to deliver a cloud-native platform
- Experience serving multi-campus college systems
- Product roadmap

#### **Section II. EVENT MANAGEMENT, ACADEMIC CALENDAR & ROOM SCHEDULING CAPABILITIES (40 points)**

- Intuitive, easy-to-use functional capabilities integrated in the solution
- Intuitive, easy-to-use configuration capabilities that enable automated, flexible business workflows within the solution and with Lumens (ERP) and Anthology (SIS)

- Native designed for integration with third-party solutions for SIS and ERP through proven APIs
- Brand independence for our seven colleges and system office.
- Architectural and capability model that enables rapid development cycles and support future MCCS and its colleges' priorities.

### **Section III. PRICING (40 points)**

- Implementation services cost as detailed in Proposal Format Section IV
- Annual pricing for base and optional solution capabilities
- Professional services rates for initial 3-year Term.

**2. Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score. For Section II, evaluation team members will not score that section individually but will reach a consensus as to the assignment of points for each section. For Section III, the pricing will be by consensus among MCCS's CFO and the evaluation team.

**3. Negotiations:** MCCS reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature, or requirements of the proposal or MCCS's Request for Proposal to an extent that may affect the price of goods or services requested. MCCS reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. If an acceptable contract cannot be negotiated with the highest-ranked Bidder, MCCS may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, MCCS may cancel the RFP, at its sole discretion.

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

1. The final contract award decision will be made by MCCS's CFO.
2. Notification of conditional award selection or non-selection will be made in writing by the MCCS.
3. 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, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Bidder.
4. 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 decision that results from the RFP may appeal the decision in writing to the Chief Financial Officer, 323 State Street, Augusta, Maine, 04333, within 10 calendar days of receipt of notification of conditional contract award.

## **E. Standard MCCS Contract Provisions**

### **1. Contract Administration**

Following the award, MCCS shall appoint a Contract Administrator to assist with the development and administration of the contract and to act as administrator during the entire contract period. MCCS staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

### **2. Payments and Other Provisions**

MCCS anticipates paying the awarded Bidder, for fee-based services, on the basis of a net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains correct pricing information relative to the contract, provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**APPENDIX A****Maine Community College System****PROPOSAL COVER PAGE****Academic Planning & Room Scheduling System**

Lead Point of Contact – Name/Title:			
Phone:		Fax:	
Email:		Website:	
Street Address:			
Street Address:			
City/State/Zip:			

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the MCCS participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The above-named organization is the legal entity entering into the resulting contract with MCCS if they are awarded the contract.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

**APPENDIX B**

**Maine Community College System**

**DEBARMENT, PERFORMANCE, & NON-COLLUSION CERTIFICATION**

**Academic Planning & Room Scheduling System**

**Bidder's Organization Name:**

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>



## APPENDIX C

### Maine Community College System

#### EXPERIENCE and REFERENCE FORM

#### Event Management, Academic Planning & Scheduling System

**Bidder's Organization Name:**

**Provide a description of implemented Event Management, Academic Planning & Scheduling Systems comparable to that proposed here. Bidders must identify five (5) colleges, three (3) of which must be multi-campus college systems, successfully operating the proposed Event Management, Academic Planning & Scheduling System. For each of the references provided, a contact person from the client organization involved should be listed, along with that person's telephone number and e-mail address.**

Project One	
Client Name:	
Client Contact Person:	
Telephone:	
Email:	
Brief Description of the Project	

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
Email:	
Brief Description of the Project	
Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
Email:	
Brief Description of the Project	

Project Four	
Client Name:	
Client Contact Person:	
Telephone:	
Email:	
Brief Description of the Project	

Project Five	
Client Name:	
Client Contact Person:	
Telephone:	
Email:	
Brief Description of the Project	

## APPENDIX D

### Maine Community College System

### Cost Proposal Form

### Academic Planning & Room Scheduling System

<b>Bidder's Organization Name:</b>	
<b>Proposed Cost:</b>	\$

Operational Cost Summary			
Bidders shall provide a summary of the operational costs to deliver the base Academic Planning & Room Scheduling System.			
	Annual Subscription or Licensing	Annual Support, Implementation, and Professional Services	Annual Total Over Period
Implementation Period			\$
Initial 3-Year Period of Performance			\$
Renewal Period #1			\$
Renewal Period #2			\$

## Appendix E

**Maine Community College System**  
**Questions Form**  
**Academic Planning & Room Scheduling System**

Organization/Responder's Name:	
RFP Section & Page Number	Question

*\* If a question is not related to any section of the RFP, state "N/A" under "RFP Section & Page Number".*

*\*\* Add additional rows, if necessary.*

## **APPENDIX F Notice to Bidders**

### **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.