



Maine Community College System

Maine Community College System
323 State Street
Augusta, ME 04330

Competitive Bid REQUEST FOR PROPOSAL This is not an Order

Grant Management Software Solution

RFP Coordinator	<i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i> Name: Deseret Scharett Title: RFP Coordinator Contact Information: SIProject@mccs.me.edu
Informational Meeting	Date: 2/5/2024 Time: 2:00 PM EST Location: Virtual Meeting
Submitted Questions Due	<i>All questions <u>must</u> be submitted to the RFP Coordinator identified above by:</i> Date: 2/9/2024, no later than noon EST. Responses to the questions will be posted by 02/13/2024 at 12:00 pm.
Response Submission	Submission Deadline: Amended to 2/26/2024 from 2/19/2024; no later than 5:00 pm EST. Submit to: SIProject@mccs.me.edu

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PUBLIC NOTICE

Maine Community College System

Grant Management Software

The Maine Community College System (MCCS) seeks to enter into a contract for acquisition and implementation of a Grant Management Software. MCCS seeks to modernize and enhance its ability to track system wide grant funds and distribution at the system office.

Vendors who are interested in receiving a copy of the RFP should contact Deseret Scharett at SIProject@mccs.me.edu or visit <https://www.mccs.me.edu/request-for-proposals/>

An Informational Meeting will be held on 2/5/2024 **Time:** 2:00 pm EST
Location: Virtual Meeting

Amendment of submission dates to 2/26/2024, no later than 5:00 pm EST. Responses must be submitted to Deseret Scharett at SIProject@mccs.me.edu.

RFP DEFINITIONS/ACRONYMS

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

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

Maine Community College System

Grant Management Software

PART I INTRODUCTION

1. Purpose and Background

This Request for Proposal (RFP) is issued by the Maine Community College System (MCCS) and is a request for the planning, configuration, integration, implementation, training, and ongoing support of a Grant Management Software solution for the MCCS System Office. The solution must provide integration with our financial system - Anthology Finance, and preferably with Anthology Reach and our Workforce development platform Modern Campus Lumens.

MCCS is made up of a system office and the seven accredited community colleges across the State of Maine. Over 19,000 students were enrolled in a credit course in Fall 2023, with two-thirds of the students enrolled in career and occupational programs. 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.

2. Current Conditions

MCCS is going through significant change throughout their technology landscape. The community college system is currently implementing a new Student Information System (SIS), moving from Jenzabar to Anthology Student. In addition, they are migrating their financial management system and adding CRM capabilities with Anthology Finance and Reach modules – and supporting development activity with Anthology's Raise and Encompass products. MCCS also implemented Modern Campus' Lumens product to manage a large portion of their Workforce Development enrollments, both business to business, and business to consumer. To support these changes, MCCS is moving to a single student identifier and shared services IT and technology support model.

The System Office at MCCS coordinates and manages a large portion of funding that is consumed by MCCS colleges, Maine businesses, industry partners, and other state agencies throughout the State of Maine. The purpose of such funding distribution is to support MCCS's mission of strengthening Maine's workforce through education and training.

Due to the evolution of technology, there are several components of MCCS' current solution that will soon either sunset or become obsolete. In addition, the current approach to managing the workflows associated with the grant applications, approvals, distribution, and management were created as a short-term solution. Due to these factors, MCCS has an immediate need to deploy a more comprehensive technology solution that facilitates the intake and management of grant applications, with the options to integrate within the new

software ecosystem.

3. Challenge Statement

The purpose of this RFP is to solicit proposals to deliver an integrated Grant Management Software which would enable the MCCS system office to intake and manage grant applications, contact profiles, and track the distribution of funds. Responses to this RFP should highlight how the proposed Grant Management Software will achieve these expectations and outcomes.

The MCCS grant management solution should be flexible enough to handle broad range data collection specific to workforce training across the state of Maine. This solution is unique in that it bridges the strengths of higher education to the needs of community and industry partners. MCCS works directly with stakeholders including, but not limited to: training vendors, government agencies, K-12 districts, employers, and employed and unemployed individuals. They need to be able to meet the evolving requirements for existing and new grants or scholarships distributed to multiple types of stakeholders while having a user-friendly interface and flexible reporting capabilities.

Respondents are invited to provide information regarding the capabilities of their grant management solution. For this RFP, “student success, stakeholder/administrative success and system success” can be defined by an increase in grant application completion without staff assistance, decrease in processing time, ease of access to relevant data for defined stakeholders, and integration into the Anthology technology environment.

The ideal grant management solution will have the following attributes:

- Be a standard SaaS-based system for MCCS and its stakeholders.
- Be simple to use, govern, and maintain.
- Provide simple, standardized APIs for integrations.
- Access to on demand and comprehensive data analytics and user dashboards.
- Robust reporting functionality to allow for customized reports.
- Flexibility to track and report on future grants and their requirements.

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 Grant Management Software solution.

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	07/01/2024	06/30/2027
Renewal Period #1	07/01/2027	06/30/2030
Renewal Period #2	07/01/2030	06/30/2033

Two Phased Implementation:

Integration	Start Date	End Date
Anticipated Implementation Period	07/01/2024	12/31/2024
Anthology/MS Dynamics 365 Sales	01/01/2025	04/30/2025

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 Grant Management Software System 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
TR1		GENERAL
TR1	A	Certificate of Insurance: 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	Preservation of Archival Data: The Grant Management Software System provides data storage and retention capacity to meet MCCS records retention requirements pursuant to MCCS Procedure <u>200.1</u> and Section 206 of the MCCS Finance Policy and Procedure Manual.
TR1	C	FOAA Compliant: The Grant Management Software System must enable compliance with State of Maine Freedom of Access Act (FOAA) (1 MRS §§ 401 et seq.)
TR1	D	Data Transfer: Upon any termination of use of the Grant Management Software System, the awarded Bidder will provide material assistance without compensation to transfer data to a subsequent system or service successfully.
TR2		Comprehensive Grant Management Software System
TR2	A	<ul style="list-style-type: none"> • Grants Project Management <ul style="list-style-type: none"> ○ Describe how the solution tracks grant funding sources, allocations, expended and remaining funds across fiscal years, and per fiscal year.

ID #	Sub #	Requirement
		<ul style="list-style-type: none"> ○ Describe how the solution utilizes grant project budgets, with approval workflows, which can tie to the general ledger. ○ Describe how the solution allows for digital signatures and/or approvals as part of its workflows and automation. ○ Describe how the solution allows for automated communications. ○ Describe how the solution may organize relationship structures for contacts and/or accounts. For example - a person tied to their employer(s), multiple business locations tied to a corporate office. ● User Accounts <ul style="list-style-type: none"> ○ Describe how the solution supports user account options for stakeholders. Examples of stakeholders include external users such as companies, students, and agencies. Examples of MCCS stakeholders include users such as system office admins and college requestors. ○ Describe how the solution allows a customizable portal view and access for non-admin users. ○ How does the solution support single-sign-on (SSO) for designated users? ○ Describe how user demographic information is stored and queried from a unique database record. ○ Explain how the solution utilizes duplication detection logic. ○ Describe how the solution supports customizable and conditional demographic fields. ○ Explain how the solution supports assignment of contacts and admins to workflows, such as grant application approvals. ● Grant Application Tool <ul style="list-style-type: none"> ○ Describe options for creating customizable grant applications, allowing for multiple field types. Examples of requests may include membership, grant funding, training records, stipends, or payments. ○ Describe options that allow grant applications to tie to a decision tree of grant eligibility criteria. ● Reporting and Dashboards <ul style="list-style-type: none"> ○ Describe ad hoc reporting capabilities, with multiple output file types, and sorting capability by college or geographic location. ○ Specify any proprietary reporting tools or industry standardized tools used with the solution. ○ Does the solution have the capability to build and display reporting dashboards? ○ Can dashboards be displayed by user type?

ID #	Sub #	Requirement
		<ul style="list-style-type: none"> • Special Requirements <ul style="list-style-type: none"> ○ A large portion of grant recipients are companies who receive funds to train their incumbent workforce. These companies are responsible for providing employee demographic and completion information, as well as vendors used to deliver training. MCCS must also make training records available to both the employer and the training recipient. In this case, the amount of funding is tracked both per employee/student, and per company. <ul style="list-style-type: none"> ▪ Describe how the solution can meet the requirements described in the special requirement scenario.
TR2	B	<p>Provide your pricing/cost model for one system office and integration:</p> <ul style="list-style-type: none"> • Implementation cost • Annual licensing cost • Service /support cost • Other One-time cost • Other Monthly cost
TR2	C	The awarded Bidder will describe optional ongoing support, training, and other professional services.
TR2	D	<p>The Grant Management Software System and related support shall be subject to rigorous SLAs.</p> <ul style="list-style-type: none"> • What are your stated SLAs for system availability or integration? • What is the actual historical uptime for the last 12-month period?
TR2	E	The awarded Bidder will provide monthly SLA reporting related to its solution and the underlying hosting platform.
TR2	F	The awarded Bidder's Grant Management Software System is accompanied by a strong, clear, and specific roadmap for product enhancement. The roadmap should provide delivery dates expected in the next year and more strategic schedules over the subsequent two years.
TR3		CYBER SECURITY AND RESILIENCY OF THE PROPOSED SOLUTION
TR3	A	The Grant Management Software System must have a comprehensive approach to cyber security that is documented and shared with MCCS.
TR3	B	The Grant Management Software System shall be subject to third-party attestations by registered/accredited providers that shall be maintained. The Academic Planning & Scheduling System complies with PCI Security Standards or comparable certifications.
TR3	C	The Grant Management Software System must have anti-fraud measures. Please include a full description of your measures.
TR3	D	The Grant Management Software 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

ID #	Sub #	Requirement
		demonstrated by a disaster recovery plan. This RTO may be extended where evidence of compensating controls is provided.
TR4		IMPLEMENTATION OF THE PROPOSED SOLUTION
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	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 cover 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.

2) 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.

3) Question & Answer Summary

- 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.

4) 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 non-responsive 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.

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:

- o 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 & 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), and number of customers using its Grant Management Software System.

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 Grant Management Software System Platform and Associated Services (PDF File #3)

1. Grant Management Software System and Associated Services to be Provided (PDF File #3)

Bidders must 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 to the TR1 – TR4 requirements shall be provided with headings that reflect the relevant requirements discussed and subject.

Section IV Cost Proposal (PDF File #5)

1. General Instructions

- a. Bidders must submit a cost proposal that covers the period starting 07/01/2024 to 06/30/2027.
- b. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
- c. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with M CCS, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the Grant Management Software System, 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 Grant Management Software System licensing /subscription costs and associated support, implementation, and professional services to deliver the Academic Planning & 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 Grant Management Software 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 M CCS.
- b. Include clear pricing for optional services and platform capabilities, including those delivered by third party partners.
- c. 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 M CCS 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. Grant Management Software SOLUTION 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.
- Native design for integration with third-party solutions for SIS and ERP through proven APIs
- Architectural and capability model that enables rapid development cycles and support future MCCS.

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 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

Grant Management Software System

Lead Point of Contact - Name/Title:			
Organization Name (if applicable):			
Tel:		Fax:	
Email:		Website:	
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.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

Maine Community College System

DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION

Grant Management Software 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.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX C

**Maine Community College System
EXPERIENCE and REFERENCE FORM
Grant Management Software System**

Bidder's Organization Name:	
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Provide a description of implemented Grant Management Software Solutions comparable to that proposed here. 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:	
E-Mail:	
Brief Description of Project	

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

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Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Four	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Five	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX D

**Maine Community College System
 Cost Proposal Form
 Grant Management Software System**

Bidder's Organization Name:	
Proposed Cost:	\$

Operational Cost Summary			
Bidders shall provide a summary of the operational costs to deliver the base Grant Management Software Solution.			
	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 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.