Predictive Scheduling and Advising Digital Solution RFP
(Submission deadline is noon on May 31, 2023)

Overview and Background:
Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The college was established in 1964; it is a dynamic institution of more than 2,400 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

Purpose:
Colby Community College (CCC) is seeking prospective vendors to provide proposals for a predictive course scheduling and advising digital solution. The solution must:
- Provide a predictive analytics approach to creating schedules and assist with advising.
- Help the College identify and mitigate equity gaps, with the goal of creating conflict-free and inclusive schedules for all students.
- Incorporate data-informed planning and course tools that will help guide the College in mitigating barriers to completion.
- Have the functionality and flexibility to be effective for the single student, as well as various cohorts of students.

Overview:
CCC is seeking commercial predictive analytics and advising digital solution that is minimally compatible with both PowerCampus and Canvas. The solution must be able to use institutional data drawn from multiple on-campus systems to aid in determining course supply and demand, student enrollment, enrollment history and trends, as well as assist in course sequencing. The solution must assist the College in continuously improving course scheduling strategies to meet the rapidly changing scheduling needs of contemporary students.

Technical and Security Requirements:
- Higher Education Cloud Vendor Assessment Toolkit (HECVAT), available upon request
- WCAG 2.0 compliant and VPAT, available upon request
- SOC 2 Type II achieved each of the last three years (independent 3rd party audit)
- Please state if your product is compatible with PowerCampus and Canvas.

Project Timeline:
The following is the schedule that applies to this RFP. But may change in accordance with the organization's needs or unforeseen circumstances.

- Issuance of RFP   May 10, 2023
- RFP Closes   May 31, 2023
- Complete Evaluation   June 9, 2023
- Final Award Notification   June 20, 2023

- Project Completion   October 1, 2023 (no later than this date)

Scope of Work, Specification and Requirements:
Colby Community College is seeking the following features in a predictive scheduling and advising solution that will allow us to:

- Use our own data to identify and quantify opportunities to increase retention and completion.
- Identify and prioritize opportunities to create clear completion paths through the schedule, and as a result of this identification and prioritization, be able to remove scheduling and advising barriers.
- Track early momentum and degree velocity.
- Monitor enrollment analytics in real-time, and identify trends in real-time.
- Identify how and when the majority of students are taking courses in each program and be able to more easily focus instructional capacity on those completion paths.
- Optimize retention strategies by providing students with access to the courses students need to graduate.
- Leverage institutional data to identify and remove unneeded course offerings.
- Easily identify the support needed by emerging academic programs.
- Easily identify the support needed by established academic programs.
- Optimize classroom utilization and enrollment capacity of facilities.
- Streamline scheduling processes for operational efficiency.
- Using predictive analytics, easily create student-centered schedules.
- Identify and mitigate optional courses with high DFW rates
- Identify and mitigate toxic course combinations.
- Accelerate student time to completion.

Reporting:
Please describe, in detail, your product's reporting capabilities, including the identification of all standard reports. Does your product allow for the development of customized reports? Is there any cost for the development of customized reports?

Training:
Please describe, in detail, your organization's training process during and after product implementation. Will the training be conducted on-site, remotely, or a combination of both? Describe the different trainings for various user groups (e.g., advisors, faculty, support staff, etc.).

Support:
Please describe the support that your organization offers. Include days and hours of operation of your Help Desk, the turnaround time for support requests, whether or not you have a support knowledge base, and any support offered through a support community.

Budget and Estimated Pricing:
Vendors must submit the following cost breakdown for implementing their solution for CCC's project as described in this RFP. The vendor must agree to keep these prices valid for 45 days as of June 20, 2023.

- Purchase price of the product

- Implementation fees
- Annual fees
- Any other fees (one-time)
- Any other fees (recurring)
- Is your organization willing to provide any discounts on the product? If so, please describe the discount in detail:

Exclusions:
Any project exclusions or any portion of the proposal that cannot be provided must be disclosed in a section labeled exclusions.

Communication:
Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Applicable terms and conditions herein govern communications and inquiries between Colby Community College and vendors relating to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed by submitting an email to: Dr. Tiffany Evans, Vice President of Academic Affairs, tiffany.evans@colbycc.edu

Errors and omissions in this RFP and enhancements: Vendors shall bring to Colby Community College any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend any enhancements that might be in the best interests of Colby Community College. These recommendations must be submitted in writing and be received before May 22, 2023.

Inquiries about technical interpretations must be submitted electronically before May 22, 2023.

Inquiries for clarifications/information that will not require addenda may be submitted verbally or by Email.

Colby Community College will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within five (5) business days. All questions, answers, and addenda will be shared with all recipients.

Colby Community College will not respond to any questions or requests for clarification that require addenda if received after May 19, 2023. All pertinent RFP information will be posted on our website only. The URL for the projects included on the vendor page under "Active RFPs" at Colby Community College is: www.colbycc.edu/about/vendors

Proposal Submission:
Proposals will be sent to Dr. Tiffany Evans, Vice President of Academic Affairs, tiffany.evans@colbycc.edu, until noon CST on May 31, 2023. E-mail submissions will be accepted, or proposals can be mailed to 1255 S Range, Colby, KS, 67701, Attention: Dr. Tiffany Evans

All proposals must include a fully completed and signed bid sheet. The bid sheet is located on the last page of this document. Proposals not including a fully completed and signed bid sheet will not be considered.

Selection and Notification:
The Colby Community College Board of Trustees will meet for its regular meeting on Monday, June 19, 2023, and vote on a vendor recommended by the College. The selected vendor will be notified on or about June 20, 2023, after approval by the Board of Trustees.

Mandatory Disclosures:
Colby Community College is a tax-exempt entity, and all sealed bids should reflect the exclusion of sales tax.

Statement of Disclosure:
The Board reserves the right to reject any or all bids, to accept that bid that appears to be in the best interest of the College, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the College and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).

BID FORM

Predictive Course Scheduling Software
Colby Community College
1255 S. Range
Colby, KS 67701

We hereby submit our bid for the predictive for Colby Community College. All bid specifications and instruction to bidders are incorporated with this bid.

Bid:

- Purchase price of the product: $_____

- Implementation fees: $_____

- Annual fees: $_____

- Any other fees (one time): $_____

- Any other fees (recurring): $_____

- Is your organization willing to provide any discounts on the product? If so, please describe the discount in detail:

_____

_____

_____

_____

Colby Community College is seeking the following features in a predictive scheduling software solution, that will allow us to (mark Yes or No for each criterion):

- Use our own data to identify and quantify opportunities to increase retention and completion.
  Yes   No

- Identify and prioritize opportunities to create clear completion paths through the schedule, and as a result of this identification and prioritization, be able remove scheduling and advising barriers.
  Yes   No

- Track early momentum and degree velocity.
  Yes   No

- Monitor enrollment analytics in real-time.
  Yes   No

- Identify how and when the majority of students are taking courses in each program and be able to more easily focus instructional capacity on those completion paths.
  Yes   No

- Optimize retention strategies by providing students with access to the courses students need to graduate.
  Yes   No

- Leverage institutional data to identify and remove unneeded course offerings.
  Yes   No

- Easily identify the support needed by emerging academic programs.
  Yes   No

- Easily identify the support needed by established academic programs.
  Yes   No

- Optimize classroom utilization and enrollment capacity of facilities.
  Yes   No

- Streamline scheduling processes for operational efficiency.
  Yes   No

- Using predictive analytics, easily create student-centered schedules.
  Yes   No

- Identify and mitigate optional courses with high DFW rates as well as toxic course combinations.
  Yes   No

- Identify and mitigate toxic course combinations.
  Yes   No

- Accelerate student time to completion.
  Yes   No

Bidder must sign below and return this bid form with their bid document indicating agreement with specifications and terms as stated above.

I have read and understand the terms and specifications of the request for sealed bid above and will comply to such terms and specifications.

Company Name (printed)

_____

Individual Name (printed)

_____

Individual Phone and Email

_____

Individual Name (signed)

_____

Date _____