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# Colby Community College

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*Request for Proposal-Textbook Digital Embedding*

January 21, 2020

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## 1. Objective

Colby Community College is currently soliciting quotes in response to this Request for Proposal (RFP) for the digital embedding of textbooks into the institutions learning management system, Canvas. This work will include but is not limited to, working with the Information Technology department at CCC, helping embed the textbooks and instructional materials within Canvas, working with faculty, and the CCC administration.

**The entirety of the project has to be completed before August 10, 2020. Preference will be provided to vendors that can complete the project in the most complete and timely fashion.**

## 2. Colby Community College-Overview

Colby Community College (CCC) is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The area is part of the High Plains, sweeping upward to the Rocky Mountains 250 miles to the west.

Colby Community College offers a variety of one and two-year degree and transfer programs. From its humble beginning in 1964, which consisted of makeshift classrooms in downtown buildings, the college has blossomed into a dynamic institution of more than 1,900 students. In addition to an 80-acre main campus, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. A pioneer in outreach education, CCC accommodates hundreds of off-campus students by offering classes in the 14-county service area and around the globe through ColbyConnect.

*Enrollment Overview (Student Head Count-KHEDS AY Collection)*

**2018/2019-2,383**

**2017/2018-2,239**

**2016/2017-2,137**

*Enrollment Overview (Total Credit Hour Production-Summer, Fall, Spring)*

**2018/2019- 29,406**

**2017/2018- 31,739**

**2016/2017- 31,616**

## 3. RFP Overview

### Introduction

Colby Community College “College”, invite you (the “Vendor”) to submit a quote in accordance with the requirements, terms, and conditions in this Request for Proposal (RFP) for the purpose of this Request for Proposal (RFP) is to solicit proposals for the digital embedding of textbooks at the College. The College is looking for a cost-effective, sustainable solution to lower the cost of text books for the institution’s students. A primary goal is to increase access and inclusion. The selected Vendor must be able to successfully work with integrating into the College’s learning management system (Canvas). In addition,

the Vendor must be able to work with the College's bookstore director, faculty, information technology department, and the administration.

This RFP process is an opportunity for Vendor's to demonstrate a commitment to partnering with the College and ensures highly competitive pricing with quality customer support services for our College.

**4. Timeline:**

Bids Issued: 1/21/2020

Bid Due Date: 2/14/2020

Board Meeting: 2/24/2020

Integration Begins: 2/25/2020

Integration Complete on or Before: 8/10/2020

**5. Required RFP Response Format**

Vendors are required to submit their Proposal in the specified electronic format. Vendor will submit their entire RFP response and all completed forms electronically via e-mail to brad with Vendor's information and responses provided in the appropriate places therein. The required electronic applications formats are **PDF or Microsoft Word**. Any supporting graphic or presentation-based slides may be submitted in a separate PowerPoint file.

**6. Proposal Due Date, Delivery Instruction and Communication**

All Proposals are due by February 14, 2020, no later than **12:00 P.M. CST**  
Send your complete electronic response via email to:

[brad.bennett@colbycc.edu](mailto:brad.bennett@colbycc.edu)

Direct line: (785) 460-5403

**Bidders Note:** Electronic submissions are accepted via the email address above (bids will not be evaluated until after the submission time). The Board of Trustees will select a vendor at the *February 24, 2020* regularly scheduled Board Meeting.

**7. Proprietary Information, Non-Disclosure**

Vendor shall have no rights in this document or the information contained therein and shall not duplicate or disseminate said document or information outside the Vendor's organization without the prior written consent of Colby Community College.

**8. Costs Incurred**

All costs incurred in the preparation and presentation of the Proposal shall be borne by the vendor. By submitting a Proposal, Vendor agrees that the rejection of any Proposal in whole or in part will not render Colby Community College liable for incurred costs and damages.

**9. Colby Community College Reserves Right to Reject Any and All Bids**

The Board reserves the right to reject any or all bids, to accept that bid which 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).

**10. Effective Period of Prices**

CCC is looking at entering into a three-year agreement with the selected vendor. Each vendor is responsible for providing a pricing model that allows Colby Community College to know the exact cost for the next three years.

**11. Request for Proposal Scope**

D. RFP Questions, Inquiries, Clarifications and Addenda

1. All inquiries regarding this RFP must be submitted via email to [brad.bennett@colbycc.edu](mailto:brad.bennett@colbycc.edu). Inquiries and questions will be accepted through February 14, 2020.
2. Colby Community College will issue responses to inquiries and any other corrections, amendments, and the like which it deems necessary in written addenda. Colby Community College will endeavor to email addenda to each person recorded as having been furnished a copy of the RFP to ensure they have obtained and acknowledged all addenda (if any).
3. Proposers must acknowledge receipt of addenda and include it with their submission.
4. Proposers should not rely on any representations or statements of clarifications not made in either this RFP or a formal addendum.
5. Colby Community College reserves the right to waive minor informalities in proposal submissions.

**12. Pricing**

Vendors are required to provide a detailed pricing estimate. The pricing model should be an all inclusive price based on student headcount, on annual basis. Failure to provide a detailed pricing sheet will result in the Vendor's bid being rejected without further consideration.

**13. Past Performance and References**

Please provide a list of three academic institutions who have received services on similar engagements as the one outlined by this RFP and include the information below.

- Client name and headquarter address
- Contact name
- Telephone number

- Email address
- Length of time using your services
- Brief description of the service provided

Failure to provide suitable references to Colby Community College will result in the Vendor's bid being rejected without further consideration.

**14. Company Profile:**

Please provide an overview of your company (i.e. establishment date, years of operations, approximate number of employees, specialties, etc.)

**15. Mandatory Disclosures:**

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect no sales tax included in the final submission.

Vendors who are submitting a bid are required to provide a proposal that will be completed before the fall 2020 semester begins (August 10, 2020).

All sealed bids need to be finalized and turned in by *February 14, 2020*, by 12:00 PM (noon) to Thomas Hall (CCC's Main Campus), attention: Brad Bennett. Electronic submissions are also accepted via the email address below (bids will not be evaluated until after the submission time). The Board of Trustees will select a vendor at the *February 24, 2020* regularly scheduled Board Meeting.

Please direct inquires, questions or bids to Brad Bennett, [brad.bennett@colbycc.edu](mailto:brad.bennett@colbycc.edu) or contact him directly at (785) 460-5403.

**Statement of Disclosure:** The board reserves the right to reject any or all bids, to accept that bid which 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).