Financial Aid Software

Submission Deadline: 12 p.m. on Oct. 21, 2019

Purpose: Colby Community College is currently seeking competitive sealed bids for integrating software that will provide better information and live access to students as they work through the Financial Aid process.

Overview: This software will provide:

Security	Provide a secure solution to make Financial Aid information easy, mobile, and personal
Communication	Provide better means of commnication to students and their parents
Upload	Allow students to upload requested documents
Tasks	Provide student management of Financial Aid tasks online
E-signature	Allow students and prents to E-sign documents
FAFSA Completion	Encourage completion of the Financial Aid process
Automation	Automate processes for the Financial Aid staff
Processes	Streamline all Financial Aid processes
Integration	The software MUST integrate through SQL 2014 with PowerFaids, Version: 24.3.0.93 (a BlackBoard product), or offer another integration solution.
Single Sign-on	Via LDAP integration or through existing ePortal/TrojanWeb systems
Hosting	Software can either be hosted or cloud based, but bid should reflect any difference in pricing
Sales Tax	All applicable sales tax must be included in the final bid.

Training and Service	All bids should include installation, configuration of database connections, training, support, and enabling of content.
Support and Installation	All bids should include installation, configuration of database connections, training, support, and enabling of content.

Project Timeline: Software should to be installed, integrated, and implemented by December 1, 2019, in an effort to begin spring 2020 with up-to-date technology.

Exclusions: Any project exclusions or any portion of the bid that cannot be completed must be disclosed in an area labeled *exclusions.*

All sealed bids need to be finalized and turned in October 18, 2019 by 12:00 PM to Thomas Hall (CCC's Main Campus), attention: Nikol Nolan. These bids will be opened by the Vice President of Business Affairs, Dean of Student Affairs, and one staff member.

Award Date: The Board meeting will be held on October 21, 2019, to select a vendor. The selected vendor will be notified after approval has been received from the Board of Trustees.

Contact Information: Please direct questions or bids to *angel.morrison@colbycc.edu* (Project Manager) or *nikol.nolan@colbycc.edu* (Project Sponsor) or contact directly at (785) 462.3894.

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).