



**CONTENT MANAGEMENT SYSTEM**  
(Submission deadline is noon CDT on October 8, 2021)

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## Purpose

Colby Community College is requesting prospective vendors to submit a proposal to supply a content management system (CMS). This request for proposals provides vendors with an overview, project timeline, scope of work, and specifications required.

## Overview

CCC is searching for a new CMS that improves service to prospective and current students, donors, and partners with a personalized user experience through organization and high-end search capabilities. This will require a revision of the current layout and migration of content. The CCC website was last updated in June 2016 and renews with the current vendor annually in December.

## Project Timeline

The following is a tentative schedule that will apply to this RFP but may change with the organization's needs or unforeseen circumstances. Changes will be communicated by email to all invited bidders.

Issuance of RFP	September 17, 2021
Questions/Inquiries Due	October 1, 2021
RFP Closes	October 8, 2021
Complete Initial Evaluation	October 15, 2021
Final Award Notification	October 20, 2021
Project Completion Deadline	Feb. 25, 2022 (approx.)

## Scope of Work, Specification and Requirements

Colby Community College is seeking the following features in a content management system:

- Secured SaaS environment with server redundancy and uptime guarantees
- Integration with Ellucian products for displaying catalog, course schedules, etc.
- Responsive design templates.
- ADA & WCAG 2.1 compliance
- Administrator quality control
  - Training sessions for admins and users
  - Generate defined, or custom reports
  - Global find and replace searches
  - Multiple user levels for content contributors
  - Create and customized WYSIWYG toolbars
  - Create reusable assets such as code, forms, and image galleries
  - Create pre-formatted HTML snippets that users can edit.
  - Checks for spelling, links, W3C validation, and Accessibility before publishing.
  - Define metadata tags, open graph, or structured content, and create search-friendly URLs for SEO.
  - Ability to schedule page publishes and cancel expired content.
  - Ability to recycle and restore files.
  - Third-party add-ons

- Content contributors
  - Drag and drop
  - In-context editing
  - Gadgets
  - Tag Management
- Social media and digital marketing campaigns
  - Publish to Social streams
  - Image Galleries
  - Forms (secure)
  - Multi-Channel Analytics
- End Users
  - Personalization
  - High-end search capability

## Budget & Estimated Pricing

Vendors must submit the following cost breakdown for the implementation of their solution for Colby Community College's project as described in this RFP. The vendor must agree to keep these prices valid for 45 days as of September 30, 2021.

**Hardware:** List, describe, and record the cost of each piece of hardware that is required to implement the proposed solution optimally.

**Installation:** Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution. Describe plans to coordinate and/or gather utility locates in the event that additional conduit and burial be required.

**Integration:** Describe any labor, equipment, supplies, or other costs.

**Maintenance:** Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

**Documentation and Training:** If there are fees associated with your user or technical documentation, list them here.

**Warranty:** Include a detailed warranty

**Insurance:** Please mention any insurance the Vendor has to protect the clients in case of DDoS, malware, Ransomware, etc., attacks that would prevent access to our operations or impact our public identity as an Institution.

**Project Management:** If there are project management fees associated with your proposed software, list and describe them here. Miscellaneous: List and describe any other costs associated with your proposed software solution.

## Exclusions

Any project exclusions or any portion of the proposal that cannot be provided must be disclosed in an area 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 shall govern communications and inquiries between Colby Community College and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed by submitting an email to Doug Johnson, Director of Public Information, at [doug.johnson@colbycc.edu](mailto:doug.johnson@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 October 8, 2021.
- Inquiries about technical interpretations must be submitted electronically before October 8, 2021.
- Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- 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 by Colby Community College after October 8, 2021. All pertinent RFP information will be posted to our website only. The URL for the projects included in the vendor page, under “Active RFPs” at Colby Community College is:  
[www.colbycc.edu/about/vendors](http://www.colbycc.edu/about/vendors)

## Proposal Submission

Proposals will be sent to Doug Johnson, Director of Public Relations, [doug.johnson@colbycc.edu](mailto:doug.johnson@colbycc.edu), until noon CST on October 8, 2021. Email submissions will be accepted, or the proposal can be mailed to 1255 S Range, Colby, KS, 67701, Attention: Doug Johnson.

Vendors are required to prepare and submit, at their own cost, one signed original proposal. Submission must include the Vendor’s full response, including all attachments, product services, and specifications. Electronic submissions must be in PDF format.

## Selection and Notification

The Board meeting will be held on Monday, October 18, 2021, to select a vendor. The named vendor will be notified after approval by the Board of Trustees around October 20.

## 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).