

**Integrated Software System – Institutional Assessment, Planning, and Accreditation – RFP
Submission Deadline: Noon CST on January 14, 2022**

Colby Community College (Colby CC) 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 1,900 students. In addition to a main campus of approximately 60 acres, Colby CC operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

I. General Information

Colby CC currently utilizes an integrated strategic management software system that empowers higher education institutions to optimize institutional effectiveness. Colby CC will be completing the 3rd year of the contract (contract ends June 30, 2022) with the current vendor, and per institutional policy, is soliciting proposals to enter into an additional agreement.

Colby CC values real-time data; useful data allows decision-makers to make effective decisions and captures the effectiveness of those decisions over time. Higher education entities are complex, and thus it is important for data to integrate in a useful manner and serve multiple purposes. The selected vendor will work with multiple departments within the institution to ensure that implementation is done prior to June 30, 2022, and the software system can go live as of July 1, 2022.

II. Services to be Provided

Colby CC is soliciting proposals for a software system that will continue to improve the teaching and learning environment. The specific areas are listed below, but as a summary, the software should focus on student assessment, assessment planning, accreditation reporting, program review, and strategic planning. This software should focus on providing real-time reporting that allows for continuous improvement for both the faculty and students. It should also ensure that students succeed and have a positive course experience. The software system that will be selected will be expected to assist in the following five areas.

- A. Course-Based and Rubric-Based Assessment – align student learning and skills with the institution’s overall strategic goals.
- Customizable rubrics that will assess and report on student performance.
 - Assignment layouts that incorporate multiple media options.
 - Integration with the learning management system utilized by Colby CC. The current system is Canvas.
 - Align the learning outcomes, course competencies, and accreditation standards to rubric criteria.
 - Ability to transfer valuable and specific data from our student information system, which is currently Power Campus.



- B. Assessment Planning – outlining the student learning goals that will be assessed
 - Reporting should be done in real-time and should support the progress that occurs over time.
 - Progress data at both the micro and macro levels tied to institutional goals.
 - Department-chair access to their departments and programs.
 - Simple and standard curriculum maps that correspond to assessment plans

- C. Accreditation Reporting – connect data into the teaching and learning experience – an essential for all accreditation agencies.
 - Easily create projects that utilize regional and professional accreditation templates.
 - Customizable templates that can be tailored to Colby CC.
 - Accreditation evidence that can be stored in one central location.
 - Evidence management that supports updates to documentation over time.
 - Ability to assign tasks and responsibilities associated with accreditation.

- D. Program Review – the process that evaluates the status, effectiveness, and progress of the academic programs.
 - Real-time data reporting on dashboards that can be used by multiple stakeholders.
 - Evidence management tools.
 - Ability to compile program review reports.
 - Integrated outcome assessment reports that show progress over time.
 - Reporting that allows for reflection and growth opportunities.

- E. Strategic Planning – institution-wide vision with individual goals and objectives.
 - Record strategic initiatives and related strategic priorities/plans.
 - Ability to align administrative and learning outcomes to the strategic priorities/plans.
 - Ability to document progress in a manner that compiles for institution-wide reporting.

III. **Pricing**

Each proposal should include and have a detailed breakdown of pricing as follows:

1. One-time implementation costs – including travel, training, etc.
2. Annual contract price for all services provided and recommended in the proposal.
3. Cost savings available for different contract lengths. Colby CC will not enter into any contract that is longer than three (3) years.

IV. **Submission of Proposals and Selection Schedule**

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than noon, January 14, 2022, to Justin Villmer – Vice President of Business Affairs, located in



Thomas Hall (Colby CC's main campus). The proposals will be opened by the Vice President of Business Affairs, Vice President of Academic Affairs, and one other staff member.

All submitted proposals will be reviewed and evaluated. Colby CC administration will make a recommendation to the Colby Community College Board of Trustees (BOT) for a decision. The BOT meeting will be held on January 24, 2022, to select a vendor.

The selected vendor will be notified within 24 hours after the BOT has approved a recommendation. A Colby CC team and timeline will be established to ensure everything is implemented.

V. Mandatory Disclosures

Tax Exempt:

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

Exclusions:

If any exclusions exist as a part of this proposal, vendors must clearly define them in a section labeled *exclusions*.

Sub-Contracted Work (if applicable):

If any of the scope of the project will be outsourced to a third party, the vendor name and work to be completed must be included in the proposal. Colby CC reserves the right to request a different sub-contracted company.

Proof of General Liability Insurance:

Each vendor must include proof of current general liability insurance as a part of the proposal. The policy coverage should have a minimum of \$1,000,000 aggregate coverage.

Performance Bond (if applicable):

Pursuant to Colby CC institutional policies, all construction-related projects greater than \$100,000 will require the vendor to purchase and provide proof of a performance bond for the entire project.

RFP Questions (if applicable):

Vendors should only direct inquiries and questions to the following individual(s) at Colby CC. Any communication received by anyone else at Colby CC should not be included in the proposal.

Point(s) of Contact:

- Justin Villmer, justin.villmer@colbycc.edu or (785) 460-5407.



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).