

Predictive Analytics Software RFP

ISSUED: September 27, 2022

Deadline: noon CST on Oct. 14, 2022

Purpose:

Colby Community College (CCC) is asking prospective vendors for proposals for a student predictive analytics and advising software solution to help identify potential student success factors and potential student success barriers. This software solution must use predictive analytics to improve enrollment, completion, and equitable student success outcomes. This solution will also streamline workflows and improve scheduling.

Overview:

CCC is searching for commercial predictive analytics and advising software solutions that will incorporate both PowerCampus and Canvas, and provide persistence prediction scores to provide a clear view of student success.

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.

- Issuance of RFP-*September 27, 2022*
- Questions/Inquiries Due-*October 7, 2022*
- RFP Due-*October 14, 2022*
- Award Notification (pending board approval)-*October 18, 2022*
- Project and Implementation Timeline-*January/February 2023*
- Project Completion Deadline-*June 2023*

Scope of Work, Specification and Requirements :

Colby Community College is seeking the following features in predictive analytics and advising software solutions:

- Higher education-specific predictive analytics and advising software solution
- Must include SIS, Section-level LMS, with the availability to include other data sources and input variables.
- Institution-specific data models
- Ability to track significant weekly changes in persistence, and surface at the individual student level both at the profile and caseload view.
- Case Management
- Communication channels must include SMS/Text, email
- Solution must track every action related to a student on a single record, including tasks assigned, alerts raised, and all communications exchanged
- At the individual or unit level, privacy levels can be specified for every recorded note allowing for secure tracking and sharing of information across the institution.
- Role-based Dashboard
 - Faculty, Advisors and other staff should have a dashboard that shows assigned students and important metrics relevant to their unique roles

- **Reporting**
 - Ability for Advisors and other staff to build and pull reports, both one-time and recurring, based on permissions level
 - Users should be able to create, run, save and export specific reports using any combination of filters available in the system
 - Must provide Administrators with visibility into appointment slots available, completed appointments, number of notes submitted, and outreach that has not yet been completed
 - Access reports of students that fit specific criteria (e.g., all first-generation or all transfer students) and related performance measures (like GPA)

- **Support**
 - 9am - 5pm CT
 - Four business hour initial response time
 - 24/7/365 Online Support

- **Training**
 - Customized virtual initial training
 - On-going Learning Management System Training available, on demand
 - Available to unlimited users

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 10 days as of *October 17, 2022*, or until an executed contract is signed.

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 or override 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 *October 7, 2022*.

Inquiries about technical interpretations must be submitted electronically before *October 7, 2022*.

Communication Continued:

Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.

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 *October 7, 2022*. All pertinent RFP information will be posted to 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 *October 14, 2022*. Email submissions will be accepted, or the proposal can be mailed to 1255 S Range, Colby, KS, 67701, Attention: Dr. Tiffany Evans.

Selection and Notification:

The Colby Community College Board of Trustees will meet for its regular meeting on Monday, *October 17, 2022*, and vote on a vendor recommended by the College. The selected vendor will be notified on or about *October 18, 2022*, after approval by the Board of Trustees.

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). All vendors must be willing to adhere to the terms of the DA-146a.