

**Joliet Junior College
Consulting and Project Management Services for
Datatel Colleague Administrative Information System
Request for Proposal**

Bid Due Date: 02/25/09 @ 2:00 P.M. CDT

Questions will be compiled and answers provided to all vendors. Requests for clarification should be emailed to Judy Mitchell at jmitchel@jjc.edu on or before 02/18/2009 at 2:00 p.m. Winning bidder will be notified on 03/11/09 contingent upon approval.

All bids and supporting documentation, unless otherwise stated, must be submitted to Joliet Junior College to Judy Mitchell with a subject line of Consulting and Project Management Services. One (1) original and four (4) copies will be required. Proposals must be received no later than 2:00 p.m. CDT on 02/25/2009.

BUSINESS SERVICES: Joliet Junior College

Judy Mitchell, Dir. of Business & Auxiliary Services
1215 Houbolt Road
Joliet, Illinois 60431

E-mail: jmitchel@jjc.edu

**RFP NAME: Consulting and Project Management Services for Datatel Colleague
Administrative Information System**

Joliet Junior College is seeking consulting and project management services to support its further deployment of the Datatel Colleague administrative information system.

Joliet Junior College (JJC) reserves the right to accept or reject any or all bids. It is the college's intent to award this contract to the vendor who provides the best overall value to the college. Joliet Junior College is not obligated to award this contract to lowest bidder.

SCHEDULE OF EVENTS:

Distribution of RFP to Bidders	February 11, 2009	
Deadline for Receipt of Written Questions	February 18, 2009	2:00 p.m. CDT
Issuance of Written Response to Questions	February 20, 2009	
RFP Submission Deadline	February 25, 2009	2:00 p.m. CDT
Selection of Award	March 11, 2009	

Please direct proposal questions to: jmitchel@jjc.edu

OVERVIEW

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 13,000 credit and 17,000 non-credit students attending classes on its main campus, located within the city of Joliet, and its two extension campuses, located in Romeoville and downtown Joliet. The College employs approximately 190 full-time faculty members and just over 200 full-time support staff. Our total employee count is over 1,000, including all full and part-time faculty, staff and student workers.

SCOPE OF WORK

Joliet Junior College is seeking consulting and project management services to support its further deployment of the Datatel Colleague administrative information system. In performing these services, the following objectives are to be addressed:

1. Develop overall strategy for the engagement;
2. Assess the College's current use of the Datatel Colleague system and identify areas for improvement;
3. Assist in identifying, planning, prioritizing, and implementing new Colleague functionality;
4. Review and recommend improvements to the College's technology planning and project management processes;
5. Provide overall project management services coordinating the activities and progress of the Administrative Technology Advisory Committee (ATAC);
6. Provide training in all Colleague modules as needed;
7. Assist in mapping and improving business processes and integrating these improvements into Colleague functionality;
8. Develop and assist with implementing effective Change Management processes;
9. Provide applications development services as requested;

DELIVERABLES

1. Provide weekly briefing(s) to the ATAC & LSTS organizations as agreed upon;
2. Provide monthly written progress reports to the JJC Project Management Director and V.P. LSTS;
3. Provide up-to-date project plans reflecting current status of all project activities;
4. Provide regular detailed billing for contractual hours worked on the project;
5. Provide electronic versions of all presentations, reports, databases, methodologies.

ASSUMPTIONS

1. College will provide access to the facility from 7:30am to 7:30pm Monday through Friday;
2. Discovery and implementation work can be performed on-site and off-site as mutually agreed upon;
3. Secure external connection to servers will be provided;
4. College will perform inspection and acceptance of the completed work.

ADDITIONAL INFORMATION REQUIRED

1. Provide three (3) references as evidence of expertise implementing Colleague modules and related functions;
2. Include biographic summaries of each consultant who will be assigned to work on the project. This will include functional consultants for each of the Colleague modules and project manager(s) overseeing the engagement.

RESOURCE POOL

Assuming Board approval, the College is looking to establish a pool of 1900 hours for the initial period starting on or about March 16, 2009 and ending June 30, 2009. This is the equivalent of 3 full-time consultants for the period defined. The scheduling of these resources will be mutually agreed upon based upon project plans and priorities. Travel costs will be reimbursed at cost with meals and lodging being reimbursed at the College's per diem rates.

VENDOR INFORMATION

1. Vendor shall provide information pertaining to the company's financial standings. Documents should include but not be limited to Dunn & Bradstreet reports (or similar report).
2. Vendor shall provide a brief overview of the company's history, products, services, and customer demographics.

PRICING

1. Illustrate all financial elements in this Section so that all costs (one-time, fixed, recurring, ongoing, optional, etc.) for are reflected.
2. List all miscellaneous costs or fees that may be incurred.
3. List any additional reimbursable costs. Travel expenses must comply with Joliet Junior College's policies.

REFERENCES

Please provide a list of references using the proposed consulting service. We prefer that you include references of other educational institutions similar in size and configuration.

Provide the organization name, contact name, address, email, phone number, date of service.

INSTRUCTION TO BIDDERS:

Bidder must purchase all labor, material, and service requirements for the successful completion of this project, including all addenda issued thereto. One (1) original and four (4) copies will be required. BIDS RECEIVED AFTER THE BID DUE DATE OF FEBRUARY 25, 2009, 2:00 P.M.CST WILL NOT BE CONSIDERED AND DELETED PRIOR TO BID OPENING.

TAXES:

The Joliet Junior College is a tax exempt Illinois Community College. The college is also exempt from Federal Exercise Tax.

DELIVERY SCHEDULE:

All products, services and documentation must be in place and functional by June 30, 2009 unless other arrangements are agreed upon.

SUBMISSION REQUIREMENTS:

The vendor shall include the following in their response:

1. Qualifications
2. Ability to Meet our Needs
3. Pricing/Charges
4. Prior Experience
5. Financial Stability
6. References

CONFIDENTIALITY:

All bidders agree that any information about Joliet Junior College, which is exchanged as part of this bid, negotiation, or performance stages of this contract will be kept confidential by the bidder. Information exchanged with reference to enrollment, projects and future plans for expansion and other sensitive information are of most importance and are confidential.

PROPOSAL EVALUATION

It is the intent of the College to obtain the highest value at the most reasonable price. To achieve this goal, bids will be evaluated on several factors:

- Pricing/Charges
- Prior Experience
- Ability to Meet our Needs
- Financial Stability
- References
- Qualifications

The College reserves the right to reject all proposals or to award the proposal that is in the best interest of the College.

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1018
1215 Houbolt Road
Joliet IL 60431