



## **REQUEST FOR PROPOSAL**

### **Online Academic Catalog Management Solution**

R10005

Sealed proposals are invited for an **Online Academic Catalog Management Solution**. This request for proposals (RFP) provides interested bidders with sufficient information to enable them to prepare and submit a proposal for consideration by Joliet Junior College, herein after referred to as “JJC”, to satisfy a need for a web-based, online academic catalog management solution.

Each bidder, by making their proposal, represents that they have read and understand the documents and that these instructions to bidders are a part of the specifications.

Proposals must be mailed to the attention of Judy Mitchell, Director of Business & Auxiliary Services, Room H1018, and received on or before **2:00 p.m., November 16, 2010**. Proposals received after this time will not be accepted and will be returned to bidder unopened.

**FAXED PROPOSALS WILL NOT BE CONSIDERED FOR AWARD.**

**PROPOSALS:**

To be considered, bidders must submit a complete response to this RFP. One (1) original and two (2) copies of each proposal must be submitted to the JJC Purchasing Department. The RFP must remain valid for at least 60 days. The contents of the proposal of the selected contractor will become contractual obligations if a contract is entered into.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor’s ability to meet the requirements of the RFP.

Proposals will be held in confidence and will not be revealed or discussed with competitors except for the selected proposal.

**PROPOSAL CALENDAR:**

<b>Date (2010)</b>	<b>Event</b>
October 27, 2010	Advertise for Bid
November 2, 2010 2:00 PM; CDT	Final Questions Due via email to <a href="mailto:jmitchel@jjc.edu">jmitchel@jjc.edu</a>
November 5, 2010	Responses to Questions Emailed
November 16, 2010 2:00 PM; CDT	Proposals Due
November 22, 2010	Presentations if Required
December 14, 2010	Board Award

**TAX EXEMPTION:**

JJC is exempt from Federal, State, and Municipal taxes.



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**SIGNATURE ON BIDS:**

JJC requires the signature on documents to be that of an authorized representative of said company.

**CERTIFICATION FORM:**

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your proposal.

**AMENDMENT:**

No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the Director of Business & Auxiliary Services. Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such case, a written amendment describing the change or correction will be posted on the JJC website at [www.jjc.edu/business/purchasing](http://www.jjc.edu/business/purchasing). It is the responsibility of all bidders who received the original RFP to check back for updates. Such amendment shall take precedence over that portion of the document concerned and shall become part of the document. The College will not be responsible for any oral instructions. All inquiries shall be directed to Judy Mitchell, the Director of Business & Auxiliary Services, via email [jmitchel@jjc.edu](mailto:jmitchel@jjc.edu).

Each bidder shall carefully examine all documents and all amendments thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or omissions from documents, or should there be any doubt as to their meaning, they shall, at once, and in any event, no later than ten (10) days prior to the proposal due date, notify the Director of Business & Auxiliary Services who will, if necessary, post an amendment on the JJC website. Identification by number of amendments and date issued should be noted on all proposals submitted. Failure to acknowledge receipt of amendments on proposals submitted may result in disqualification of your proposal.

**REJECTION OF BIDS/BID AWARD:**

JJC reserves the right to reject any or all proposals and to waive informality or irregularity in any proposal and to accept that proposal that is considered to be the lowest, most responsible and which is determined to be in the best interests of JJC. In addition, the bidder recognizes the right of the College to reject a proposal if the proposal is in any way incomplete. The College also reserves the right to reject the proposal of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature or a proposal of a bidder when investigation shows that a bidder is not in a position to perform the contract.

Judy Mitchell  
Director of Business & Auxiliary Services



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### VENDOR PROPOSAL REQUIREMENTS

Vendors must submit a complete response to the RFP using the following format:

1. **Vendor Profile:** Provide information on bidder's organization, type of entity including state of incorporation, if appropriate, DBA information, location(s), and number of employees.
2. **Third-Party Relationships:** Identify all third-party relationships if the proposed solution is not wholly owned and maintained by the contracting firm. In such case, any value-added reseller (VAR) price or licensing markups over the actual license cost of the third-party solution shall be disclosed by the contractor and legal evidence of a VAR relationship must be provided. The licensing costs and/or licensing terms of the third-party solution exclusive of any VAR relationship must be provided.
3. **Customer References:** Provide the names and contact information for three universities or colleges that have your proposed solution installed and operating where the environment is similar to the environment at JJC. Bidder should include organization name, contact person, phone number, and email address. Also provide a customer list that includes only those customers for which the bidder provides an online catalog solution, including links to the online catalogs. You must include one reference which includes a system installation which included interaction with Curricunet.
4. **Description of Proposed Solution:** Provide a general description of the solution proposed, including all features, functions, and services the system is capable of performing. Include all criteria listed in the Specifications.
5. **Sample Implementation Project Plan:** Provide specific information detailing the time requirement to implement the solution as put forth in your proposal. Define the time requirement needed from the JJC point of contact.
6. **Ongoing Support and Hosting:** Explain the services that are provided in an annual maintenance contract. This should include hosting information, product upgrade options, and an explanation of the level of support included in a standard contract.
7. **Training:** Provide detailed information on training to be included as part of the proposed solution.
8. **Hardware Specifications:** While JJC seeks an entirely outsourced, hosted solution, proposals for solutions that must be hosted by JJC will be considered. For solutions to be hosted on campus, bidders must provide detailed hardware specifications. Identify all equipment, hardware, peripherals, and proprietary software (operating systems, database servers, etc.) needed to meet stated requirements for the proposed solution that must be supported by campus information services.
9. **Cost Proposal:**
  - A. **License:** Provide a detailed explanation of any and all license and support costs associated with the proposed solution. The cost proposal must include costs for an unlimited number of concurrent



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administrative users and total year-one through year-five costs, outlining any and all annual costs.

**B. Hosting:** Provide a detailed explanation of any and all costs associated with outsourced hosting for the solution.

**C. Training:** Provide costs associated with training required to proficiently operate the proposed software.

**D. Support:** Provide a detailed list of any costs that will be incurred by the buyer to support the system after installation, as well as solution support options, including support provided as part of a standard maintenance contract.

**E. Professional Services:** Explain any professional services required or recommended by the bidder to support setup and installation of the proposed solution, including any services required to create and deploy the online catalog.

**F. Transition Costs:** Cost to convert current 2009 – 2010 catalog.

**G. Other Costs:** Provide other costs, including license costs for any supporting software, including operating systems, database servers, etc.

**H. Total Annual Cost / Total Renewal Costs**



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### SPECIFICATIONS

Provide a short, general description of how your product meets the general goals outlined in Section 1. Bidders must respond in detail to every requirement established in Sections 2 and 3.

#### SECTION 1

**General:** JJC has traditionally communicated academic information to its campus community, including existing and prospective students, using hardbound printed catalogs, with PDF/HTML versions of the catalog(s) provided on the campus website. A determination has been made to reduce reliance on hardbound print catalogs, which requires an enhanced e-catalog presentation, with search, rich media capabilities, book-marking, and seamless integration with the JJC website. In addition, JJC seeks to decentralize the creation and editing process for changes to the catalog so that content "owners" at the departmental level can effect changes. The proposed solution must provide a framework for managing the edit-and-approval process in a central electronic location.

#### SECTION 2

**Specifics:** JJC desires to select an outside vendor that can supply a database-driven academic catalog management system that provides, at a minimum, the following functionality:

1. The proposed solution, including both the online catalog and the full administrative component, must be web-based.
2. The ability to access both the public e-catalog and the administrative portion of the software from a PC or Mac from any location with an internet connection, using any standards-based web browser. The proposed solution must also be able to link to social networking sites such as Facebook® or Twitter™ as well as have the ability to be used by mobile phones and other portable electronic devices. If the solution requires, for any reason or purpose, the use of software that must be installed on a workstation, that information must be provided in detail, including any platform limitations (Windows-only, for example).
3. The system must be linked in real-time to a web-based e-catalog portal, with the ability to instantly and automatically generate a dynamic electronic catalog. A dynamic online catalog is defined, for purposes of this RFP, as one that provides a live connection between the system administrative interface and the public e-catalog so that corrections can be made in real-time.
4. The e-catalog portal must include consistent, user-friendly navigation, and a search function capable of returning results specifically for courses, and/or for programs, and/or for other catalog content exclusive of other catalog content and from the general campus website.
5. The solution must be capable of displaying multiple catalog types, and multiple catalog years, including archiving past catalog versions, through a single e-catalog portal that does not require intervention by the institution's webmaster in order to update or display the e-catalog content. Archived versions of the catalog must be able to be presented within the e-catalog portal, and be searchable for unlimited years. The system must support the ability to have a persistent informational message inserted



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on every “page” of an archived e-catalog, such as “Archived Catalog”. The system must support the ability for this message to be modified (changed for example, to “New Students Please See Current Catalog”) in real-time.

6. JJC intends to extend creation and editing capability to content owners in departments. Consequently, the solution must include a collaborative approval process system permitting an interactive edit approval environment in which comments can be associated with edits, and in which other system users may be invited to comment, and approve or reject edits – all through workflows built into the proposed system. The system must support the ability to attach reference documents to course and program information.

7. Because the collaborative edit-approval system will be extended to content owners in departments, the solution must provide concurrent access to an unlimited number of administrative staff (administrators and editors) to manage content. At a minimum, the system must support global, limited editorial, and read-only access to the system. Any limitations on the number of concurrent users permitted, or user types, must be explained in detail.

8. The system must support and track the relationship of content items, such as courses, to their owning entity, such as a department. A related system providing content access control must support the ability to grant a user editorial access to the entire content associated with a department without the need to grant access to those items one at a time. However, the system must also support granting access on a more limited basis, to a single course, for example. Describe your solution's capabilities in this regard.

9. The solution must provide an audit trail that displays edit information including modified date/time, approvals, comments, versions, editors (for every edit), and must be for the life of the catalog. The changes must be segregated by catalog year. Each new catalog must have a unique and distinct editorial audit trail.

10. Please describe the solutions capability to export the catalog and what document types are supported.

11. The system must include the ability to link dynamically to other systems using dynamic URL-based variable replacement. For example, if JJC provides a URL associated with a transfer equivalency or course registration system that uses course prefix, number and term to link directly to the course, the proposed system must be capable of incorporating the URL with course information, dynamically populating the necessary variables, and linking to the external equivalency or scheduling system.

12. The system must support the ability to reference course information online within programs by displaying course prefix, number, and title as a hyperlink. Clicking the hyperlink must result in course information being revealed online without moving the user to another page, to a different location on the page, or reloading the page.

13. The system must be able to interact with Curricunet and the Datatel Colleague student information system to allow for information to be retrieved from the Colleague system and detect inconsistencies between the online catalog and the student information system.

14. The e-catalog portal must provide the ability to print any page from the online catalog, such that unnecessary navigational page elements are removed, resulting in a printed page that includes only the

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content elements for that page. In particular, it should be possible to print the content page for a program, and to also show detailed course information within the program, for only the selected courses.

15. The system must treat course information in a relational manner in the database. Specifically, a course should exist as a distinct "object" in the database, which can be referenced throughout the catalog, particularly in programs. In practice, this means the system allows a course to be edited or modified in a single location, and then automatically be updated wherever it is referenced in the system. This must also apply to any published e-catalog correcting a typographical error in a course in a published e-catalog should require only that the correction be made to the course in a single location, and the correction being reflected in every location in which the course is referenced. This must happen in real time after the correction has been made.

16. The e-catalog portal must provide internet site statistics and reports for administrative users for the e-catalog portal within the administrative system, and with support for Google analytics.

17. The proposed solution must allow the administrators the ability to upload into the system and link any type of digital media (video, audio, documents, etc.) to schools/colleges, departments, programs, and courses using simple text links or custom icons. This capability must exist separately from academic content so that it is not necessary to create hyperlinks to such content in the title or description of a course or program. There must be workflow for this in the administrative system that does not require intervention from a webmaster.

18. The e-catalog must go live on April 1, 2011.

### SECTION 3

**Professional Services:** It is expected that the bidder will provide consulting assistance to help transition existing catalog content into the proposed software solution.

1. Describe specific services that will be provided as part of the proposed solution. Detailed information about the training and implementation, as well as ongoing support, is necessary.
2. Describe other services that are available on an optional basis to support JJC in moving from a printed to electronic catalog.
3. Describe the costs associated with any future modifications, layout changes, page additions and changes.
4. Define what services will be provided with regards to content migration and specify the costs associated with that process.



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**SIGNATURE PAGE**

Representative Name (please print) \_\_\_\_\_

Representative Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone #

Fax #

Email Address \_\_\_\_\_



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**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-1019  
1215 Houbolt Road  
Joliet IL 60431