Victor Valley College District  
18422 Bear Valley Road  
Victorville, CA 92395

Request for Proposal #IT-002

Campus Wide Academic & Event Scheduling Solution

That integrates with Datatel Colleague version R18

April 14, 2012
1 BACKGROUND

Victor Valley College District (VVCD) consists of about 15,000 students and 900 staff/faculty. We are located at 18422 Bear Valley Road, Victorville, CA 92395.
1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Victor Valley College District is seeking a solution and accompanying services to support installation and setup of academic and event scheduling software that meets the following criteria:

A. Integrates with Datatel Colleague Version R18, with ongoing support for future releases of the Datatel Colleague software.

B. Can be fully installed, setup, and ready to use by the dates identified (details in section 3.4 Project Schedule).

C. Provides functionality for classroom and event scheduling (details in Section 2, Scope of Work)

D. Provides resource management, space utilization, and reporting.

2 SCOPE OF WORK

2.1 SCHEDULING SOLUTION

A. Provide software or a system that addresses the academic and event scheduling needs of the campus.

B. Solution/software must integrate with Datatel Colleague version R18 and future releases.

C. Solution/software must be fully deployable by the dates identified. (Details in section 3.4 Project Schedule).

D. Solution should provide the following functionality:
   1. Bulk classroom scheduler - automatically creates the optimal space allocation
   2. Maximizes efficiencies in use of physical space and resource allocation.
   3. Import the section time/date data and room capacity/attribute information from the Datatel Colleague and exports the assignments back to Datatel Colleague.
   4. Increased room utilization/seat-fill percentage
   5. Allow for test scenarios for planning purposes and what/if proposed solutions
   6. Web-based event scheduling and viewing of available rooms
7. Facilitates class scheduling based upon student demands and needs to improve graduation rates and degree/certificate completion.

8. Provides analytics to assist with optimizing efficiency of physical plant; i.e., reducing heating and cooling costs during low-demand time periods through more effective scheduling.

9. View and compare results for critical periods, such as drop/add date, end-of term and census date.

10. Inventory management, as well as master planning and reporting.

11. Web calendar publishing, online ticket and merchandise sales.

12. Dashboard navigation that allows for key utilization metrics and reports.

13. Graphical reports that pinpoint scheduling patterns and identify where problems exist.

14. Evaluate effective use of room utilization and positions your institution to obtain funding.

15. Performs test scenarios for planning purposes.

16. View and compare results for critical periods of time.

17. Identify trends for planning.

18. Customizable Reports.

### 2.2 SERVICES

A. Provide complete installation, setup & configuration of the suggested software solution, including integration with Datatel Colleague Version R18 to meet a planned go live in Datatel Colleague by the dates identified (details in section 3.4 Project Schedule).

B. Training & Knowledge Transfer: through a combination of classroom offerings and the project deliverables (Section 2.3, Project Deliverables), ensure Victor Valley College staff have the skills and knowledge necessary to fully utilize all features of the software/solution as well as maintain and support the installation and its integration to Datatel Colleague.

C. Provide training at our site for 15 to 25 personnel. List Options for providing this training.
D. Provide options for additional services to assist with maximizing the value of the software such as:

1. Schedule analysis working with Victor Valley College staff to review academic scheduling processes.
2. Achieving greater efficiencies in full and part-time instructional costs, energy usage, and space utilization;
3. Improving/analyzing course and class offering, adjust room scheduling and curriculum to expedite time to graduation and improve retention;
4. Improving capacity through more effective and efficient scheduling operations.
5. Facilitates curriculum changes to meet student graduation needs

2.3 PROJECT DELIVERABLES:
Respondents must be able to provide for project deliverables summarized below and organized by the following major project activities:

- Design documentation
  - Victor Valley College approved (signed off), complete documentation around configuration and any non-standard (i.e., already documented) setup/installation steps;
  - Victor Valley College approved (signed off) documentation for any modifications to the delivered solution/software.

- Testing
  - Victor Valley College approved (signed off) testing approach and test scripts to validate the installation, set up, and integration with Datatel Colleague.

- Project Management
  - A task plan in MS Excel or MS Project to specify all significant activities to successfully implement the product.

- Training & Documentation
  - Working with the Victor Valley College assigned trainer, insure in depth training materials exist for fully training VICTOR VALLEY COLLEGE personnel how to functionally use the system/software as well as training technical personnel how to support it. Training should include updated quick reference and technical reference materials.
  - Updated reference materials and documents
All deliverables become the property of Victor Valley College.
All deliverables must be delivered in a Microsoft Word compatible and PDF format (preferably editable)

3 REQUIRED FORMAT FOR RESPONSES TO THIS RFP

The proposal shall be organized into the sections described below; resumes of available resources who will staff the project **must** be included in the resources section.

3.1 Scope of Work & Approach
A succinct explanation of how your firm will meet the requirements of this RFP and more specifically, how your firm will address the deliverables noted above and the timeline for the project.

This section should also provide a detailed explanation of the functionality provided by your firms recommended solution/software. Emphasis should be placed on those features your firm deems a competitive advantage.

3.2 Resources
Provide the resumes for resources available to staff the project given the Victor Valley College timeline and needs.

3.3 References
List a minimum of three (3) organizations (Higher Education industry required since VICTOR VALLEY COLLEGE is seeking a solution designed and built for use specifically within Higher Education) for which your firm has provided a solution of the type requested along with services of the type requested. Experience within the Community College environment should be highlighted. Include a contact name and phone number.

3.4 Project Schedule
Responses will be evaluated based upon ability to meet VICTOR VALLEY COLLEGE’s timeline requirements. The VICTOR VALLEY COLLEGE Go Live schedule is as follows:

- Go Live 1 – Integrate Campus Equipment Inventories (September 1, 2012)
- Go Live 2 – Summer 2013 Schedule Input (September 17, 2012)
- Go Live 3 – Contract Ed and Fee Based Input (September 17, 2012)
- Go Live 4 – Other Campus Activities, Meetings, and Events (November 1, 2012)
* The academic & event scheduling solution must be “live” in time to support the Summer 2013 Schedule Input go live on September 17, 2012. i.e., Responses should include a task inventory and timeline which conveys the ability to meet VICTOR VALLEY COLLEGE project requirements.

Provide and suggested changes to the timeline provided within RFP. Include any details why/how the suggested timeline should be changed or modified.

3.5 Price

Respondent is required to quote pricing for the software/solution & services requested including any options. A not to exceed price for providing the above noted deliverables and a successful go live is also required.

    NOTE: A successful go live for this solution/software & services means a fully deployed and functional solution based on the time schedule above.

Costs shall include all anticipated wage escalations for the entire contract term and meet any prevailing wage requirement as needed.

A total cost figure for year 1 should be included. “Total cost” should include every cost component for VICTOR VALLEY COLLEGE in year one such as:

- cost of acquiring the solution/software including taxes, integration to Datatel Colleague, and any other misc. fees/components
- Support/maintenance for the solution/software for year 1
- Estimated cost of services, including taxes, travel, expenses
- A not to exceed price at which the vendor guarantees delivery of the software and services to VICTOR VALLEY COLLEGE

VICTOR VALLEY COLLEGE reserves the right to reject any and all bids and to waive any irregularities.

4 NUMBER OF COPIES & DELIVERY

The respondent shall provide: a minimum of one (1) original and 5 duplicate copies of the proposal; and, at least one copy in electronic format.

All copies of the proposal must be delivered sealed. One copy of the proposal must be clearly marked “Master Copy”. Fax or email proposals will not be accepted.

VICTOR VALLEY COLLEGE is NOT responsible for delays due to delivery service providers.
Mail proposals to:

Frank A. Smith  
Executive Dean of Technology and Information Resources  
c/o: RFP IT-002, Campus Wide Academic & Event Scheduling Solution  
Technology and Information Resources Department Building 21/Room 110  
Victor Valley College District  
18422 Bear Valley Road  
Victorville, CA 92395-5850

5 INQUIRIES

If you have informal questions about this Request for Proposal, please contact:

Frank Smith  
Executive Dean of Technology and Information Resources  
Telephone: 760-245-4271 x 2314  
Email: frank.smith@vvc.edu

NOTE: eMails must be submitted with: “RFP #IT-002 Inquiry” in the email subject line to ensure a response.

All formal inquiries or requests for significant or material clarification or interpretation, or notification to the College of errors or omissions relating to this Request for Proposal must be directed, in writing, by email to:

Frank Smith  
Executive Dean of Technology and Information Resources  
Email: frank.smith@vvc.edu

NOTE: eMails must be submitted with: “Campus Wide Academic & Event Scheduling Solution RFP #IT-002 Questions” in the email subject line to ensure a response.

All formal inquiries must be submitted by the last date for questions specified in Section 6 - Schedule of Events. Failure to submit inquiries by this deadline may result in the inquiry not being answered.
6 SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP and Notice issued</td>
<td>Monday, May 14, 2012</td>
</tr>
<tr>
<td>Last Day for Submission of Questions</td>
<td>Monday, May 21, 2012</td>
</tr>
<tr>
<td>Response to Questions Posted</td>
<td>Wednesday, May 23, 2012</td>
</tr>
<tr>
<td>Deadline for Receipt of Proposals</td>
<td>Monday, May 28, 2012</td>
</tr>
<tr>
<td>Review of Proposals (estimate)</td>
<td>Tuesday, May 29, 2012</td>
</tr>
<tr>
<td>Finalists Selected (estimate)</td>
<td>Tuesday, May 29, 2012</td>
</tr>
<tr>
<td>*Demonstration (if needed)</td>
<td>Friday, June 08, 2012</td>
</tr>
<tr>
<td>Review by the Board of Trustees</td>
<td>Tuesday, July 10, 2012</td>
</tr>
<tr>
<td>Notice of Award (estimate)</td>
<td>Wednesday, July 11, 2012</td>
</tr>
<tr>
<td>Contract Award (estimate)</td>
<td>Monday, July 16, 2012</td>
</tr>
<tr>
<td>Project Start (estimate)</td>
<td>Monday, July 23, 2012</td>
</tr>
</tbody>
</table>

*Note: The original date identified in the RFP advertisement for the demonstration has changed to June 8, 2012. Other changes may occur, so check the website at http://www.vvc.edu/offices/technical_services/technology-rfps.shtml often.

VICTOR VALLEY COLLEGE may modify this RFP, any of its key action dates, or any of its attachments, prior to the bid submittal date. VICTOR VALLEY COLLEGE reserves the right to not award to any vendor.

The College reserves the right to further negotiate the terms and conditions of the contract after evaluating the proposals and discussing them further with the finalists or the tentatively selected Contractor.

7 EVALUATION METHOD

All proposals shall be reviewed to verify that the firm has met the minimum requirements. Proposals that have not complied with requirements or do not meet minimum content will be eliminated from further consideration.

Proposals will be reviewed and evaluated by a committee. Award will be made in the best interest of VICTOR VALLEY COLLEGE. The evaluation process will consider the following criteria. Each criterion will be scored based upon a twenty (20) point scale (20 being the best score) and weighted relative to the multipliers noted to the right of each criterion.
Description

The proposal with the highest rated response for a particular category will be given the maximum highest score in that category.

A. SCOPE OF WORK & APPROACH (solution & work plan/methodology)
   The committee will evaluate the recommended solutions/software, overall value and completeness of the proposed plan/methodology and the extent to which it ensures the attainment of VICTOR VALLEY COLLEGE’s goals.

B. RESOURCES/REFERENCES (qualifications/experience)
   The committee will evaluate the firm’s qualifications, experience, and ability to provide services in the VICTOR VALLEY COLLEGE environment. Ability to provide resumes and depth of experience of proposed staff is essential.

C. SCHEDULE
   The committee will evaluate the firm’s ability to provide services that meet VICTOR VALLEY COLLEGE’s timeline.

D. PRICE

8 GENERAL TERMS AND CONDITIONS

Victor Valley College District reserves the right to reject all proposals, decline purchase of phases of the project in part or all or to purchase in any combination at a later date. Contracted pricing shall remain fixed for the extent of the agreement. Victor Valley College, at its discretion, may elect to purchase portions of the awarded Contractor's solution.

The contract may be terminated if the Contractor does not perform in accordance with the service standards set forth in the scope of work. Victor Valley College District will own all deliverables up to the point of termination; all deliverables must be provided in an editable format.

9 VENDOR CHECKLIST

This checklist has been created to help ensure your proposal contains all documents required for consideration.

Executive Summary

☐ Company Cover Letter
Scope of Work & Approach

- Answers to each functionality, services, and training area identified in the Scope of Work (Section 2)
- Approach to meeting deliverables and description of solution/software
- Methodology
- Summary/High Level Project/Task Plan

Resources & References

- References – Minimum 3, preferably from Higher Education
- Resumes of available resources

Costs

- Complete inventory of all costs
- Five (5) complete hardcopy versions of proposal.
- One (1) electronic version of proposal on USB jump drive/portable storage device.