REQUEST FOR PROPOSAL

FLC RFP #3176

IRB & IACUC Management Software

Due:
2:00 PM
October 19, 2015
I. Contents
II. PURPOSE OF THE REQUEST FOR PROPOSAL ........................................................................................................... 3
   A. Statement of Need ................................................................................................................................................. 3
   B. Service/Product Requested ............................................................................................................................... 3
III. INSTITUTIONAL BACKGROUND ............................................................................................................................. 3
   A. Current Technical Environment .......................................................................................................................... 3
IV. FLC CONTACT INFORMATION .............................................................................................................................. 5
V. PROPOSAL SUBMISSION ........................................................................................................................................... 6
   A. Due Date ............................................................................................................................................................... 6
   B. Schedule ............................................................................................................................................................. 6
   C. Proposal Submission ........................................................................................................................................... 6
      1. Executive Summary ............................................................................................................................................. 8
      2. Company Overview ...................................................................................................................................... 8
      3. Project Team Staffing .................................................................................................................................... 8
      4. Scope, Approach, and Methodology ................................................................................................................. 8
      5. Functional Requirements ............................................................................................................................... 8
      6. Detailed and Itemized Pricing ......................................................................................................................... 9
      7. Acceptance Period ......................................................................................................................................... 10
      8. Fort Lewis College Contract and Special Provisions ..................................................................................... 10
      9. References ....................................................................................................................................................... 10
     10. Security ......................................................................................................................................................... 10
     11. Data Ownership and Privacy .......................................................................................................................... 10
     12. Hardware and Software ................................................................................................................................. 11
     13. Data Integration .............................................................................................................................................. 11
     15. Data backup and Business Continuity ............................................................................................................ 11
     16. ADA Compliance .......................................................................................................................................... 11
     17. Optional Products, Modules, and Services .................................................................................................... 11
II. PURPOSE OF THE REQUEST FOR PROPOSAL

A. Statement of Need
Fort Lewis College (FLC) desires to implement a browser-based software as a solution (SaaS) for the College’s Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC). This software should allow the College to manage IRB and IACUC business processes efficiently and provide for an ethical review of College research in a timely manner while ensuring adherence to regulatory and ethical review requirements.

B. Service/Product Requested
The primary purpose of this RFP is to solicit and evaluate bids to implement a browser-based software as a solution (SaaS) research compliance and administration management system to automate operations, specifically the human research protections program. IACUC management systems will also be considered as optional functionality. For the purpose of this RFP implementation is defined as the installation, configuration, customization, out-of-the-box reporting, training, testing, deployment go-live support, and ongoing support and maintenance of a research compliance and administration management system.

III. INSTITUTIONAL BACKGROUND

Fort Lewis College is a selective public liberal arts college located in Durango, Colorado. We are committed to accessible and high quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 4,000 students come from 50 states, 17 countries, and 145 American Indian tribes and Alaskan Native villages. With its rich cultural heritage, Fort Lewis College is a great place to learn and work. Fort Lewis College is a member of the Council of Public Liberal Arts Colleges and is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools.

Durango, the hub of Southwestern Colorado, is a thriving multicultural community set along the beautiful Animas River Valley. Averaging 300 sunny days per year and situated at 6,500 feet between the foothills of the San Juan Mountains and the headwaters of the Colorado Plateau, Durango is renowned for its outdoor opportunities. In the winter, Purgatory Ski Area, Wolf Creek Ski Area, Telluride Ski Resort, and Taos Ski Valley are all within easy drives, and backcountry skiing, snowboarding, and snowshoeing are easily accessible. In warmer seasons, hiking, biking, river running, golfing, and fishing can be enjoyed right downtown. Durango itself is a small, friendly, historic town of 15,000, and is the seat of La Plata County, with a population of 50,000. Durango features numerous dining, shopping, and cultural amenities usually associated with larger urban areas, and is connected by major airlines directly to Denver and Phoenix.

A. Current Technical Environment
Solutions will be evaluated upon how well they integrate with and into the current FLC technical environment. Fort Lewis College campus is fully networked with Ethernet and Wireless connectivity to every residence hall room, office space, and classroom. FLC is connected to the Internet and Internet II
by three 300Mbs Ethernet connections directly to the Front Range GigaPop (FRGP) and a Durango ISP and a third ISP via Albuquerque.

Current Software and Cloud Environment:

- Accessible Information Management LLC - Disability Services
- AccuTrack
- Active Directory LDAP
- Advanced Informatics Evaluate - Athletic Training Assessment
- Apache/Tomcat Web Servers
- Automic Applications Manager
- Blackboard Analytics – Student, Financial Aid, Advancement, Finance
- Blackboard Transact - Card Management System
- BMC Footprints
- CAS - Open Source Single Sign-on
- College Source - Uachieve Degree Audit
- CollegeNET - 25Live
- Conference Programmer
- Confluence Wiki
- DigArc - Curriculog Curriculum Management
- DigArc - Acalog Catalog Management
- Dot Net Nuke – CMS
- Dublabs - Mobile Application
- e2Campus - Emergency Alert System.
- EAB - Student Success Collaborative
- Ellucian Banner Administrative Information System (ERP)
  - Accounts Receivable
  - Advancement
  - Finance
  - Financial Aid
  - General Web
  - General
  - Payroll
  - Position Control (HR)
  - Student
  - TouchNet Banner Connect
  - WebTailor
- Evisions - Argos Reporting
- Exchange 2013
- Gap Technologies - online course evaluations
- InCommon - IDM federation and SSL Certs.
- Instructure - Canvas LMS
- Internet2 and Net+
- Lexmark/Perceptive Document Imaging
- ListServ
- Maxient - Conduct Manager
- Microsoft Office 365
- Microsoft Server
- MS SQLServer
- OpenDNS
- Oracle databases – Campus EE License
- Oracle WebLogic/Fusion Middleware 11g
- Pharos print management system.
- RedHat Enterprise Linux
- Runner Technologies - Clean Address
- Shibboleth - Federated Single Sign-on
- StarRez Residence Life Management
- Symplicity - Career Services Employment System
- Taskstream – Assessment System
- Terra Dotta - Travel and Risk Management
- TMA - Physical Plant Management
- TouchNet - Payment Gateway Suite
- TrustWave - PCI Compliance
- Uportal - Enterprise Portal

IV. FLC CONTACT INFORMATION

**Administrative/Contractual Contact**

Any questions concerning contractual terms and conditions or proposal format must be directed to:

Matthew McGlamery  
Director of Information Technology  
McGlamery_M@Fortlewis.edu 
(970) 247-7065

**Functional Contact**

Any questions concerning functional requirements must be directed to:

Sarah Cady-Roberts  
IRB Committee Chair  
Roberts_S@fortlewis.edu 
(970) 247-7002

Erin Lehmer  
IACUC Committee Chair  
lehmer_e@fortlewis.edu
Kelly McVeigh Stanley
kmstanley@fortlewis.edu
(970) 247-7615

Technical Contact
Any questions concerning technical specifications, data integration or Statement of Work requirements must be directed to either:

Matthew McGlamery
Director of Information Technology
McGlamery_M@Fortlewis.edu
(970) 247-7065

Purchasing Contact
Any questions concerning submittals or a resulting purchase order must be directed to:

Wayne Hermes
Director of Purchasing
Hermes_W@Fortlewis.edu
(970) 247-7432

V. PROPOSAL SUBMISSION

A. Due Date
All material must be electronically submitted to Cole_Rena@Fortlewis.edu no later than 2:00 PM (MDT) 10/19/15.

B. Schedule
The following is an estimate of the project timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18, 2015</td>
<td>RFP Available to Vendors</td>
</tr>
<tr>
<td>October 19, 2015 @ 2:00 pm</td>
<td>Due Date and Time for Submission of Proposals</td>
</tr>
<tr>
<td>October 19-25, 2015</td>
<td>Evaluation Period for Proposals</td>
</tr>
<tr>
<td>October 26, 2015</td>
<td>Anticipated Notification of Intent to Award</td>
</tr>
<tr>
<td>November 1-10, 2015</td>
<td>Best and Final Negotiations, and Contract Management</td>
</tr>
<tr>
<td>December 1, 2015</td>
<td>Estimated Start Date</td>
</tr>
</tbody>
</table>

C. Proposal Submission
All Proposals must be submitted in electronic format. Duplicate paper proposals may also be included but are not required.

Award of the contract resulting from this RFP will be based upon the responsive Vendor whose offer will be the most advantageous to Fort Lewis College in terms of:
• Cost
• Functionality
• Vendor stability
• Vendor ability to meet the schedule of events timeframe
• System Security and Privacy
• References
• Conformance to RFP format and process.

Fort Lewis College reserves the right to:

• Reject any or all offers and discontinue the RFP process without obligation or liability to any potential vendor
• Accept other than the lowest priced offer
• Award a contract on the basis of initial offers received, without discussions or requests for best and final offers
• Negotiate a best and final offer after the award
• Award more than one contract or vendor

Vendor’s proposals shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for Fort Lewis College’s evaluation of the Vendor’s proposal.

Vendor’s proposals in response to this RFP may be incorporated into the final agreement between Fort Lewis College and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Company Overview
3. Project Team Staffing
4. Scope, Approach, and Methodology
5. Requirements
6. Detailed and Itemized Pricing
7. Acceptance Period
8. Colorado State Contract
9. References
10. Security
11. Data Ownership and Privacy.
12. Hardware and Software
13. Data Integration
15. Data backup and Business Continuity
16. ADA and Section 508 Compliance
17. Optional Products, Modules, and Services

The detailed requirements for each of the above-mentioned sections are outlined below.
1. Executive Summary
This section will present a high-level synopsis of the Vendor’s responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed products and services.

2. Company Overview
Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and Secondary SIC numbers
- Address
- Main telephone number
- Toll-free numbers
- Facsimile
- Website URLs
- Key contact name, title, address (if different from above address), direct telephone and fax numbers
- Person authorized to contractually bind the organization for any proposal against this RFP
- Brief history, including year established and number of years your company has been offering Enterprise Document Management Software solutions

3. Project Team Staffing
Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members. Some project staff members will have access to sensitive student information; describe how your company qualifies employees to work with sensitive student information.

4. Scope, Approach, and Methodology
This section should include a description of each major type of work being requested of the Vendor. Information provided in this section may be held in strict confidence if requested. The proposal should reflect each of the sections listed:

- Hardware and software requirements (if applicable)
- Project team list (including CV of team members)
- Alliance/partnerships, if applicable, with other Vendors
- Project implementation plan (including data migration from current system)

5. Functional Requirements
This section identifies key functional requirements as well as desired functionality. This list should not be viewed as all-inclusive and the RFP decision may include criteria not explicitly defined in this section.
Provide documentation on how your proposed solution meets the following needs

- Meets professional standards and requirements for IRB compliance;
- Provide easy, secure access to protocols by investigators, committee chair, and committee members, with specific roles managed by the college’s administrative staff;
- Have an easy to use work flow that allows FLC’s IRB members to view and comment on protocols that can be shared among members, while maintaining the anonymity of the reviewers to applicants;
- Should have features that allow the Committee chair to schedule meetings, send out applications and documents imbedded in the agenda, and maintain meeting minutes;
- Have the ability to search data, generate and export reports;
- Allow 150-200 investigators annually to submit protocols online, and have the capability to allow users to attach supporting documents of various types (e.g. Word, Excel, mp3, video, etc.);
- Include capability for students to submit protocols online, and have the capability to allow for faculty advisors to be notified, review and approve;
- Have features to easily manage the submitted documents, for example, by grouping information for each protocol together (such as including new application, amendments, revisions, unanticipated problems/adverse events, and renewals of approval);
- Be able to track changes in protocols as they are revised, so that changes are highlighted or marked for reviewers;
- Send out email notifications to the IRB chair, applicants, and reviewers when action is needed.
- Be a hosted solution with configuration and support originating from one source;
- Be easy and efficient to install without significant demands on FLC resources;
- Allow FLC to keep records for the length of time that meets federal standards (three years), and provide the feature to allow old records to be maintained and/or archived;
- Have a proven track record with institutions of Higher Education as evidenced by number of years and/or clientele;
- Include capability to monitor and update compliance requirements, so that FLC does not have to notify vendor to change software when regulatory changes occur;
- Offers opportunities for ongoing training on new features and/or compliance updates;
- Optional: Ability to import existing data from current proposal management current process.

6. Detailed and Itemized Pricing
In this section provide complete pricing. Fort Lewis College anticipates awarding a one year contract with 4 annual renewal periods. It is allowable to provide several pricing scenarios for different product mixes. Provide a comprehensive five (5) year Total Cost of Ownership matrix including but not limited to:

- Implementation costs, including estimates of required hardware/software and Professional Services
- Initial training and ongoing training options
- Travel costs, not to exceed or fixed.
- Support services available during contractual period
- Maintenance and recurring costs
- Disclosure of any annual maintenance escalation rates
7. **Acceptance Period**
Identify the criteria and vendor expectations which would be used to evaluate a successful implementation and product acceptance. Identify a typical timeframe for product acceptance and final payment.

8. **Fort Lewis College Contract and Special Provisions**
A Fort Lewis College Contract, meeting the requirements of the Colorado Office of the State Controller policies and laws of Colorado, will be required. The contract must be reviewed and signed by the Colorado Attorney General and Representatives of Fort Lewis College. A model contract can be viewed at:

http://www.fortlewis.edu/purchasing/Contracts.aspx

In this section, specifically acknowledge the use of a Fort Lewis College Contract and Special Provisions as first in the order of contract precedence. Provide any additional contract language, addendums, or agreements you would require. The Fort Lewis College Contract and Special Provisions document are non-negotiable. **Please note: Fort Lewis College fiscal rules prohibits Fort Lewis College from indemnifying any company, and all contracts must use Colorado as the choice of law.**

Any RFP responses which do not comply with this section will be rejected.

9. **References**
Provide a minimum of three (3) Higher Education references. Identify the reference institution, contact, and applicable product(s) utilized at the institution.

10. **Security**
This section should provide an overall description of the systems and organization’s information security. Include how FLC data is protected on premise, in the cloud, and during transport. Include what security protocols are used, physical security measures, regulatory compliance, location of off-premise data centers, and 3rd party hosting vendors (if applicable). Include the vendor incident management plan in the event of a data breach. The evaluation of the vendor responses may require follow up questions by FLC. FLC is willing to sign a non-disclosure agreement if necessary.

11. **Data Ownership and Privacy.**
This section should provide a statement of data ownership for all data entered or transferred to the system. All 3rd party vendors must be identified which would have access to the FLC specific user data. Provide applicable privacy statements. Provide a statement of how the user data may be transferred back to FLC once the system is no longer used.
12. Hardware and Software
This section should list all necessary hardware and software, if any required by FLC for the solution. Include operating systems, proprietary, open source software, and third party software requirements.

13. Data Integration
This section should provide details of the data integration, points, and methodology to FLC systems. Explain how data may be extracted from the current FLC system and loaded into the new vendor solution. Include areas of responsibility and maintenance strategy for data integration(s).

This section must include how the users are authenticated and how identities are managed. Specify the IDM lifecycle from identity creation to deletion. Provide information on user application security, granularity and management. Specify user authentication methods. FLC uses the following authentication methods in order of preference:

- Central Authentication System (CAS)
- Shibboleth
- LDAP

Solutions which do not utilize one of the authentication methods above for FLC Faculty, Staff and Students will not be considered.

15. Data backup and Business Continuity
This section should describe how the system maintains data backups and data restore capabilities at the individual and system level. Provide a brief overview of the company business continuity strategy and capabilities.

16. ADA Compliance
This section should describe how the system is ADA compliant and where it is not compliant. Describe the company methodology to test for ADA compliance within the application. Provide the most current Voluntary Product Accessibility Template (VPAT). Vendors which do not supply a VPAT will not be considered further.

17. Optional Products, Modules, and Services
Provide detailed information or documentation (priced separately) of an online IACUC proposal submission and review system, as well as, additional products, modules, or services offered that would complement the product that meets the requirements listed above, or deliver the desired functionality also listed above.