

	STATE FAIR COMMUNITY COLLEGE FACILITIES MANAGEMENT 3201 WEST 16TH STREET SEDALIA, MISSOURI 65301-2199 660-596-7200	Bid Request
		24-026
		The above number must appear on all quotations and related correspondence. This is not an order.
VENDOR		
		We reserve the right to reject any or all bids. FOB Destination SFCC is tax exempt. Please put bid number on front of envelope. Bid is good for 60 days.
DATE ISSUED: April 26, 2024	THIS REQUEST IMPLIES NO OBLIGATION ON THE PART OF SFCC	BID DEADLINE: 5:00 pm CDT on May 15, 2024
BID SPECIFICATIONS:		

REQUESTED BY: Dr. Autumn Whitehead, Dean of Student Services

State Fair Community College (SFCC), located in Sedalia Missouri, invites proposals from qualified software providers for a comprehensive, user-friendly cloud-hosted solution to manage student housing rooms and occupants. The right package will significantly enhance our ability to streamline operations, expand housing numbers, and enrich student experiences.

All questions should be directed to:

Dr. Autumn Whitehead
 Dean of Student Services
 660-596-7393
 Aporter14@sfccmo.edu

GENERAL CONDITIONS

- Bids must be signed and submitted on this form.
- Any exceptions must be noted on this form.
- Bid Responses are not valid if unsigned or not received by deadline date.
- Bids may be sent by e-mail to cbrown17@sfccmo.edu
- State Fair Community College reserves the right to make awards on an item-by-item basis, or an “all or none” basis, as deemed in the best interest of the College.
- College reserves the right to reject any and all bids.
- College does not prepay or accept COD shipments on awarded bids. Payment terms will be net 30 after acceptable receipt of goods. Vendor response to this Bid Request indicates Vendor accepts College payment policies and purchasing Terms and Conditions.

BID RESPONSE DEADLINE: All bids must be received in the **Facilities Management Office** no later than 5:00 P.M. CDT on

May 15, 2024

(Please print)

Name: _____

Signature: _____

Phone: _____

Email: _____

Date: _____ (Prices good for 60 days.)

Introduction

State Fair Community College (SFCC), located in Sedalia Missouri, invites proposals from qualified software providers for a comprehensive, user-friendly cloud-hosted solution to manage student housing rooms and occupants. The right package will significantly enhance our ability to streamline operations, expand housing numbers, and enrich student experiences.

About State Fair Community College

SFCC, established in 1968, is a dynamic public institution serving over 5,000 students annually. We offer a comprehensive range of associate degrees, certificates, and traditional academic programs, fostering a vibrant learning environment that celebrates diversity and inclusivity. Beyond the classroom, SFCC is deeply rooted in our community.

Housing at State Fair Community College

SFCC currently has a single building and a contract with apartments with a total of 296 beds. This includes a combination of single to multiple configuration up to 6 person apartments. SFCC is in the process of building a new facility with single to multi-room suites with similar capacity.

Cloud-Hosted Solution Requirements

We seek a robust and user-friendly cloud-hosted solution that addresses the following critical needs:

Functionality:

- Allow students to:
 - apply for the period (year, term, week, day) that is specific to their needs
 - pay deposit
 - answer questions for room-mate assignments with an option for students to identify potential roommates and preferred room attributes
 - allow the students to make additional comments
 - agree to terms and conditions
 - allow to upload documents securely
 - parental/proxy approval for students under 18
 - communicate if they are staying over holiday/breaks
 - manage maintenance workorders with updates on status
 - Register guests visiting their room
 - apply to be a resident assistant (RA)
 - Ability to request and/or check-out equipment or supplies (vacuum cleaners, gaming systems, etc.)

- Intuitive management interface to
 - manage rooms, inventory, attributes, rates and status including being able to take a room offline. Allow for zone (bulk) configuration.
 - enter student applications on behalf of the student
 - process student applications
 - checklist items status and date expired for documents
 - communicate status to the student as they move through the process
 - allow for meal plan options/selection/changes

- housing assignments including housing lottery selection with the capability for students to be grouped by type and inputted into a specific process
 - guest registration approval
 - see holds on students from Ellucian Banner, the student information system (SIS)
 - maintain a waitlist of student request during and post selection processes
 - handle situations when a student abandons room and allow for no refund, partial refund or full refund.
 - student conduct tracking and management. Possible connection with Maxient.
 - Incident and/or conduct reporting compliant with Clery Act statistics.
 - approve maintenance work orders and ability to communicate with resident about request status
 - allow for return of deposit or partial deposit after penalties with possible pre-set options for reasons
 - Allow for repair charges deducted from the deposit amount
 - limited access for RA / coaches
 - Comprehensive audit trails for critical changes to records and transactions.
 - Ability to communicate with students through safe and secure portal messaging with date and time tracking.
 - Automatic email confirmations which are fully configurable and tracking of correspondence provided without additional web development on behalf of SFCC.
 - Allows electronic signature, including separate log-in options for parents/guardians of students under the age or 18.
 - Emergency response functionality to include students' ability to indicate "OK" or "Not OK" when emergencies arise.
 - Ability for staff to create online forms for students to complete (examples could include guest registration, requests to reside over holiday breaks, etc.).
 - Bulk allocate returning students to previous rooms.
 - Provide at-a-glance, real-time room inventory availability and/or status.
 - Ability to drag and drop Microsoft Outlook messages into platform and automatically save contents in the student's correspondence folder and/or housing record.
 - Room furnishings and/or equipment inventory maintenance.
 - Room inspection forms and/or processes available from desktop or mobile app.
 - Short-stay bookings available online.
- Streamline the check-in/check-out process
 - Allow for tracking of special use events in summer or other times (annual/term/daily).
 - Create and export housing data and reports. Automation is preferred.
 - Inventory of key and key code data
 - Room Condition Report and billing integration
 - Keep up with trends in college housing operations

- Banner integration for room/meal plan information and Touchnet for payment/deposit.
- Accessible/responsive on desktop or mobile devices (both Apple and Android systems).
- Online application for both student self-service and administrative functions must integrate with SFCC single sign-on system.

Integration and Security:

- Seamless Integration: Ensure seamless integration with Ellucian Banner SIS, leverage Okta for single sign-on (SSO) authentication, and integrate with Touchnet for deposits.
- Prioritize Data Security: Implement robust encryption, access controls, and comply with industry standards.

Implementation Plan and Support:

- Clear Implementation Plan: Outline a detailed plan for procurement, training, system integration, implementation, and ongoing support
- Dedicated Support Team: Provide comprehensive technical support and training resources throughout the implementation and ongoing use of the platform. Support team availability preferred through telephone, email or chat.
- Technical support must be provided during standard business hours of the SFCC, not the vendor office location time zone.

Proposal Submission:

Interested software providers are invited to submit electronic proposals by May 15, 5:00 PM CST to:

Christine Brown
 State Fair Community College
 cbrown17@sfccmo.edu

Please include the following information in your proposal:

- Company Overview, Market Experience and Financial Stability: Highlight your experience in providing cloud-hosted solutions for student housing in higher education, financial stability, and number of customers supported.
- Company's affiliation, participation or involvement in industry associations such as ACUHO-I, NASPA, etc.
- Cloud-hosted Description: Detail your solution's capabilities and alignment with SFCC's requirements.
- Implementation Schedule and Project Plan: Outline your comprehensive plan for procurement, training, system integration, implementation, and ongoing support.
- Pricing Structure and Payment Terms: Provide a clear and competitive pricing structure for your cloud-hosted solution.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Functionality and Alignment with Requirements (50%)
- Implementation Plan and Support (20%)
- Market Experience and Financial Stability (15%)
- Pricing Structure and Payment Terms (15%)