



**STATE FAIR COMMUNITY COLLEGE
 FACILITIES MANAGEMENT
 3201 WEST 16TH STREET
 SEDALIA, MISSOURI 65301-2199
 660-596-7200**

Bid Request

24-027

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:
2:00 pm CST on May 25, 2024

BID SPECIFICATIONS:

REQUESTED BY: Amy Jackson Executive Director, LearningForce

State Fair Community College (SFCC) invites proposals from qualified software providers for a comprehensive, user-friendly SaaS solution to manage and deliver our non-credit course offerings.

All questions should be directed to:

Amy Jackson
 Executive Director, LearningForce
 660-596-7391
 ajackson14@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
- If Bid Response follows by mail, address mailed bids to **Attn: Facilities Management.**
- Mark the "**bid number**" externally on the sealed envelope.
- Enclose brochures and specs if applicable.
- 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 2:00 P.M. CST on

May 25, 2024

(Please print)

Name: _____

Signature: _____

Phone: _____

Email: _____

Date: _____ (Prices good for 60 days.)

Introduction

State Fair Community College (SFCC) invites proposals from qualified software providers for a comprehensive, user-friendly SaaS solution to manage and deliver our non-credit course offerings. We are committed to providing accessible, impactful learning opportunities for both our diverse community and the vibrant local industry partners who drive our region's success. The right SaaS platform will significantly enhance our ability to achieve this mission by streamlining operations, expanding reach, and enriching 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. The college's commitment to workforce training includes short-term noncredit workforce training delivered through The LearningForce.

The LearningForce at State Fair Community College

The LearningForce is the college's workforce development/economic development unit. We bridge the gap between education and workforce development by providing accessible and affordable short-term non-credit courses, workshops, and certifications across a wide spectrum of in-demand fields. The trainings are typically company sponsored for an individual to acquire new or enhanced skills to advance their careers. Through customized workforce training opportunities, The LearningForce can help ensure there is a pipeline of qualified candidates for positions within local businesses and empowers individuals to achieve their full potential.

SaaS Solution Requirements

State Fair Community College is seeking a robust and user-friendly SaaS solution that addresses the following critical needs:

Functionality:

- Comprehensive enrollment management solution: Streamline student application process to registration processes for non-credit courses, associate students with businesses, allow waitlists, automate email confirmations, and integrate with release forms and document upload features.
- Seamless Course Management: Create, schedule, and manage an unlimited number of courses, associate accounting codes, and track contact hours and CEUs.
- Flexible Payment Processing: Securely accept online payments, enable staff-assisted posting of payments for cash, check and company payments/grants, and manage refunds. Seamlessly works with TouchNet.
- Robust Marketing and Communication Tools: Set of tools for sending email with/without printed documentation, ties into social media, and ability to configure templates for effective program promotion.
- Data-Driven Reporting and Analytics: Generate comprehensive reports for state and financial requirements, integrate with Cognos reporting environment, and provide insights into program performance and student success.

Integration and Security:

- Seamless Integration: Ensure seamless integration with Ellucian Banner SIS (both locally hosted and SaaS) and Experience, leverage Okta for single sign-on (SSO) authentication, and integrate with Ad Astra's course scheduler.
- Prioritize Data Security: Implement robust encryption, access controls, and comply with industry standards.

User Experience:

- Intuitive Interfaces: Provide user-friendly interfaces for students, instructors, and staff, accessible on desktop and mobile devices.
- Self-Service Features: Empower students to manage registrations, course registration, course access, and learning progress. Seamlessly works with Canvas LMS utilizing a course or program catalog for the registration and access process. Provides certificates of completion based on registration offerings.

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.

Proposal Submission:

Interested software providers are invited to submit electronic proposals by May 25, 2024, 2:00 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 SaaS solutions for non-credit classes in higher education, financial stability, and number of customers supported.
- SaaS Solution Description: Detail your solution's capabilities and alignment with SFCC's requirements.
- Provide details on uptime and downtime of product(s) being proposed.
- Provide details on in-person, hybrid and recorded training options including associated costs for administrative and end user as applicable.
- Recommended number of personnel required to manage and maintain product(s) being proposed.
- 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 SaaS 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%)