



Request for Information
for
TSTC Waco – Board Meeting Software

TEXAS STATE TECHNICAL COLLEGE
RFI No.: RFI-17-EW-0001
Posted: July 28, 2017

SUBMITTAL DUE DATE:
August 23, 2017 at 2:00 p.m.

Prepared By:
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Deadline for Responding to Request for Information (RFI): August 23, 2017

Responses may be emailed to elise.wells@tstc.edu. Subject line must reflect the RFI number, RFI-17-EW-0001.

Responses may be mailed or hand carried to the following address:

Elise Wells, CTPM
Texas State Technical College
Patterson Hall – Procurement Services
103 10th Street, Suite 250
Waco, Texas 76705

TSTC Waco – Point of Contact for this RFI: Elise Wells, CTPM

Phone: (254) 867-3753

Email: elise.wells@tstc.edu.

1.0 GENERAL INFORMATION

1.1 Description of TSTC

Texas State Technical College (“TSTC”) a state-supported two-year technical college and is the state’s largest provider of technical education. TSTC was originally established in 1965 as the James Connally Technical Institute (JCTI), a two year college in the Texas A&M University System designed to meet the state’s evolving workforce needs. In 1969, the State of Texas gained ownership of James Connally Air Force Base and renamed the college Texas State Technical Institute (TSTI), which became a separate state agency with its own Board of Regents, appointed by the governor. TSTC been continuously accredited by equivalent enrollment of approximately 12,000. In contrast with Texas’s regionally-focused community colleges, TSTC has a statewide role and mission with a legislative mandate to focus specifically on highly specialized, advanced, and emerging technical and vocational areas leading to certificates or associate degrees.

In 2015, the college was granted single-accreditation status from the Southern Association of Colleges and Schools Commission on Colleges, the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The college central administration is located in Waco, Texas, the site of the flagship campus. The college has campuses in Abilene, Breckenridge, Brownwood, Fort Bend County, Harlingen, Marshall, North Texas (Red Oak), Sweetwater, Waco, and Williamson County.

1.2 Purpose/History of the Request for Information

This is a Request for Information (RFI) ONLY. This RFI is issued solely for information and planning purposes - it does not constitute a Request for Proposal (RFP)/Request for Offer RFO or a promise to issue an RFP/RFO in the future. This request for information does not commit the TSTC to contract for any supply or service whatsoever. Further, TSTC is not at this time seeking proposals and will not accept unsolicited proposals. Respondents are advised that the costs associated with responding to the RFI will be solely at the interest party’s expense. Not responding to this RFI does not preclude participation in any future RFP, if any issued. It is the responsibility of the potential respondent to monitor the sites for additional information pertaining to this requirement.

TSTC (“College”) is requesting for information from qualified vendors for Board Meeting reporting software application located at 3501 Campus Dr. in Waco, Texas.

2.1 Planning

The College understands there will be some amount of configuration required upon installation; however, any solution would have minimal business and College impact on resources and time outside an ideal designated core technical and program group.

Vendor is requested to describe, excluding proprietary information, how your offering will work and be

implemented in a large Higher Education Environment, with a board of 9 or more members.

Vendors experience in implementation or data development would be of interest to the School

2.2 Delivery Period

Product may be delivered in December 2017, however, an ideal, granular delivery timetable would encompass 90 days or less of product configuration, deployment, testing, with ongoing and continued technical support throughout the delivery period of 12 months.

Vendor is requested to be able to respond to availability of onsite resources to support the College. Please identify how you would support the College: Will you have field service reps, a call-in or ticket center for issues or deployable technicians, etc.

2.3 Limitations

The College is currently in a contract with BoardVantage ending February, 2018 therefore, some changes may occur between publish of this RFI and any other related documents.

2.4 Accessibility Requirements

- Are all interfaces (both for administrators and end-users) that are part of your product compliant with Section 508 and/or WCAG 2.0 AA? This includes features such as appropriate use of alt-text, screen reader support, and use of colors and contrast to enhance visible accessibility.
- Describe your conformance testing process.
- Have you ever worked with Accessibility as a functional requirement?
- Please provide a Voluntary Product Accessibility Template (VPAT) (Preferably VPAT 2.0), or similar, for your product. You can find instructions and details on the ITIC website at <https://www.itic.org/policy/accessibility/>.
- If your product is not fully accessible, if you have a roadmap to make your product fully compliant? If so, please provide details on your roadmap including conformance goals and timeline for completion?

2.5 Security Requirements

- The application must implement SSL site-wide, including login pages, client pages, and administrative pages.
- The application must include the ability to implement granular access controls for users, groups, and administrators. Access controls will be maintained by TSTC.
- The application must have full logging and auditing capability for operations performed by the software.

- In the event that the system will be a hosted solution, the proposer must provide evidence of relevant security controls/standards or independent audit. This may include internal policies, procedures, or third party audits or security reviews.
- In the event that the system will be a hosted solution handling sensitive or regulatory information of employees, students, or other individuals, a Service Organization Controls 2 report (SOC2), ISO27001, or similar third party audit report will be required. Sensitive or regulatory protected information includes, but is not limited to:
 - Sensitive Personal Information (social security numbers, government issued identification numbers, driver’s license number, banking account numbers)
 - Family Educational Rights Privacy Act (FERPA) protected data
 - Health Insurance Portability and Accountability Act (HIPAA) protected data
- The proposer must disclose and provide appropriate documentation and assurance for all subcontractors handling TSTC data. A SOC2, ISO27001 report or similar will be required for subcontractors handling sensitive or regulatory protected information.
- TSTC retains sole ownership and remains the custodian of all institutional records stored in the proposers system. Proposer will not access these records without TSTC’s written consent. The need for accessing records must be identified on the request.
- Upon termination, cancellation, expiration or other conclusion of the Agreement, Service Provider shall return all TSTC data to TSTC and destroy any and all TSTC data within 30 days. A notification of data destruction must be provided to TSTC.

3.0 General Specifications

The College is looking for additional discussion on a cloud based, Board Meeting software application, with the following features:

- a. Annotation Sharing
- b. Approvals
- c. Archive (storage limit)
- d. Branding ability
- e. Calendar and Scheduling
- f. Collaboration Tools
- g. Contacts
- h. Document Management
 - a. Edit and\or create page numbering
 - b. Create board books from a multi-page, single .pdf
- i. eSignatures
- j. Meetings
- k. Messaging
- l. Link History
- m. Note Taking

- n. Online\Offline
- o. Reporting
- p. Team Spaces
- q. Groups
- r. Assign rights by group or user
- s. Multi-Platform Support
 - a. Mac
 - b. iPads
 - c. Android
 - d. Kindle
 - e. Windows
- t. Auto Sync across all devices

4.0 Schedule of Events

Issuance of RFI	Friday, July 28, 2017
Deadline for Submittal of Questions	Thursday, August 10, 2017, 11:00 a.m.
Deadline for Respondent Responses	Wednesday, August 23, 2017, 2:00 p.m.
Demonstrations (if requested)	September, 2017

5.0 Responses

5.1 In addition to the vendor’s response to this RFI, vendor shall submit any existing White Papers if available, in Microsoft Word for Office 2010 compatible format. Both are due no later than August 23, 2017, 2:00 pm CST. Responses shall be submitted to Point of Contact (POC) Elise Wells as listed on page two of this RFI. Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. To aid the Department property and will not be returned.

5.2 Vendor's response shall include the following at a minimum:

- a. Name, mailing address, overnight delivery address, (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.
- b. Recommended contracting strategy incorporating all specifications outlined in this RFI.
- c. Pricing structure for 37 users and 3 admin accounts.

6. Other

Industry Discussions

College may or may not choose to meet with potential vendors. Such discussions would only be intended to get further clarification of potential capability to meet the requirements, especially any development and certification risks. Oral presentations and product demonstrations may be requested from the Respondents.

Questions

Questions regarding the announcement shall be submitted in writing by email to the POC's email address. Verbal questions will NOT be accepted. Questions will be answered by posting answers to the Electronic Business Daily (ESBD); accordingly, questions shall NOT contain proprietary or classified information. The College does not guarantee that questions received after August 10, 2017 will be answered.

It is the vendor's responsibility to check the ESBD for any additional documents that have been added after the initial posting date. The Respondent's failure to periodically check the ESBD will in no way release the selected vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFI.

Summary

THIS IS a REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide Software for Board Reporting. The information provided in this RFI is subject to change and is not binding by the College. The College has not made a commitment to procure any of the items discussed, and release of this RFI should not be constructed as such a commitment or as an authorization to incur cost for which reimbursement would be required or sought. All submissions become College property and will not be returned.

No Contract Results from this RFI

By submitting this RFI, College has not committed itself to selecting a vendor, making an award, or entering into a contract. College is making this RFI for planning and budgeting purposes only, and will follow all applicable Texas procurement laws and regulations prior to selecting a vendor, making an award, or entering into a contract. If College elects to go forward with this project, it will publish a RFP. College decisions on all matters related to this RFI are final.

No Compensation or Cost of Recovery

TSTC Waco shall pay no costs, expenses, or any other amounts to any Respondent or any other entity incurred under or related to this RFI.

Ownership of Responses and Open Records

Respondents to the RFI will be the Proprietary of the College. College, in its sole discretion, may consider or disregard any information submitted in response to this RFI. Responses to this RFI will not be returned to the Respondents. Responses will be public information and available to any requestor; as a result.