RFP Question Sheet

Mississippi University for Women RFP 21-008 – Document Management Solution

Questions Due 3/18

<u>RFP Procedure</u>

1. How many departments will be included in the initial implementation?

   2

2. How many users will need full access to the system (view/print, create, modify)?

   15

3. How many users will need read only access to the system (view/print only)?

   10

4. Does each department currently have records retention schedules in place?

   Yes

5. Will questions be permitted for consideration after the Questions Deadline?

   No

6. In regards to the Banner's Ellucian: Will MUW accept a solution for Banner integration that are not Ellucian partners?

   Seamless integration with Banner is a requirement of the RFP. Not being an Ellucian partner could inhibit, but not prohibit, a vendor in the selection process.

7. Can you share if any contractor or vendor assisted with the development of this solicitation or provide you with an initial evaluation, proof of concept, demonstration, pricing, or any other analysis related to this procurement?

   No vendor helped with the development of this solicitation. The university has had demonstrations in years past to help us understand how a document management system could benefit us and has also received quotes during that time.

8. Will questions be permitted regarding any answers to questions given or to any amendments that are issued after the Questions Deadline?

   Yes

9. Please describe the process for evaluators' evaluation of proposals and any available details on instructions to evaluators and scoring rubrics, examples or methodologies.

   Rubrics created against the RFP will be created jointly by the evaluators and then applied to the proposals received. A consensus scoring methodology for evaluation will be applied.

10. Will evaluators have access to pricing information prior to scoring? If not, what process is used to ensure that pricing information does not affect scoring of technical matters? This is a common concern of state purchasing officers that we see addressed by separated proposals with pricing being unopened until after technical evaluation.

    Technical proposal will be scored first using a rubric. Then the pricing proposal will be scored using a rubric.

11. Will evaluators be informed of other evaluators' views, scores or preliminary scores prior to final scoring?

    Yes

12. Will any evaluators be direct reports or indirect reports to other evaluators?

    Yes

13. Price Calculations: What methodology will be used for determining baseline pricing for scoring? Year 1 Costs, Total Costs over Multiple Year Contract, Cost Per User?

    Total lifetime cost

Scope of Work

1. Section II.A Statement of Need: How did the university determine the need for 150 Concurrent Users?

   This number we believe would be an extreme case based on the number of employees we have that could possibly utilize the system to either enter or retrieve information.

2. Due to COVID operating processes is it still the University's intent to have professional services performed on-site, in-person, or does the school prefer a virtual deployment and training process?

   The university is not opposed to a virtual deployment and training.

3. What MUW departments will be prioritized in initial deployment of Document Repository?

    2 departments

    a. How many staff members within these departments require access to the document repository?

    20 total from the 2 departments and the IT department

    b. How many will require access to scan documents into the repository?

    15

4. Are you running Banner on-premise or in the cloud?

On-prem

5. Does MUW deploy Ellucian Ethos anywhere within your Banner ERP applications?

 No

6. Does MUW desire integration to any other systems for specific department level applications, i.e. CRM, SIS, HRIS, or Finance/Budget platforms?

Ellucian's Banner, Financial Aid applications, Contract Management software which is being reviewed now, and possibly Ellucian Degree Works. Year's down the road as we hope to implement document management in other departments. A list of integration partners would be good.

7. Does MUW have a desired timeframe for implementation, Migration, and Deployment of the new document repository?
No

8. How does MUW desire to migrate archived documents into the new DMS?

We hope to scan and index into the repository over time.

9.
    a. Do these exist in a digital format on the university network, or will historical paper based files need to be scanned in?

    Both

    b. Does MUW intend to manage document input into the system via Departmental Staff, or should vendors propose a document scanning service as option within Scope of work?

Departmental staff

10. Due to the sensitive nature of content within a HECVAT and the public nature of an RFP response, may vendors submit a copy separate from the public RFP response marked "Confidential"

   Yes

Contract Terms

1. Some items within the Term of Contract communicated in Section XI, as well as terms communicated within Appendix B, differ materially from what we see most institutions request and require, with some requirements likely impacting pricing as a result of their unique nature and associated vendor-side risk – particularly for a vendor-managed, cloud delivered solution. Is MUW open to negotiate on the terms communicated within?

   Mississippi law does not allow the university, as an agency of the state, to agree to certain terms, i.e. indemnification, limitation of liability to a set amount, etc. We are amenable to negotiating terms as permissible under applicable state law.

2. As this RFP is for a commercially available software solution, including one potentially deployed in a vendor-managed cloud environment, Is the school willing to negotiate on the terms within standard MS procurement agreement as well as review and negotiate around vendor-provided terms and conditions?

   Under state law MUW cannot negotiate limitation of liability. If the vendor requires a limitation of liability, the MS ITS Department must review the contract as per MS Code Section 25-53-21 (e).