

The Borough of Manhattan Community College is seeking proposals from vendors who provide institution-wide assessment management software systems and track assessment - both academic and administrative and strategic planning activities and related services such as system implementation, integration with other software solutions, provision of user training, and technical support.

Product Requirements:

The assessment management system must:

1. Provide mechanisms for tracking academic and administrative assessment activities.
2. Provide mechanisms that allow users to align course-level, program and unit-level, institutional, and strategic plan goals and outcomes.
3. Offer users the ability to create detailed standard reports as well as the ability to create detailed ad hoc reports and custom reports as needed as needed.
4. Allow customizable settings that are specific to the institution's institutional effectiveness and assessment plan, language, and structure.
5. Provides mechanisms for conducting assessment and planning, program review, and overseeing institutional effectiveness.
6. Allow customizable settings including the ability to add others as viewers, editors, or full administrators and to assign multiple roles to a single user.
7. Offers a mechanism to create unit level storage and sharing of documents, reports, and files, within system and external to the system.
8. Integrate with college's LDAP/Active Directory for single sign-on.
9. Integrate with LMS without the need for any customization or additional cost to implement the integration.
10. Integrate with the college's SharePoint system.
11. Offer a system that tracks activity within the platform.
12. Provide an easy to use interface for non-technical users.
13. Offer free updates when the platform is updated during the term of the agreement.
14. Be fully supported by vendor including implementation services and ongoing support and training.

Vendor requirements:

Prospective vendors shall (1) have at least 10 years of experience providing assessment and strategic planning software and services, (2) at least 10 years working with public higher education institutions and more specifically, experience working with community colleges, and (3) be able to provide three references from community colleges including contact name, institution, email address and phone number. Vendors are invited to submit no later than the date set forth below:

- Documentation to verify that your product can meet the minimum product and terms and conditions requirements including information on what company will provide integration and support services.
- Documentation to verify your company can meet the minimum vendor requirements.

- Documentation that includes a quote that shows the annual cost of all software, products, services, and implementation cost.

Any purchase that results from this advertisement shall be governed by the University's standard Terms and Conditions, Purchase Order, and the Standard Clauses for New York State Contracts (Appendix A).

Communication with the University with respect to this procurement initiated by or on behalf of an interested vendor through others may constitute an "impermissible contact" under state law, and could result in disqualification of that vendor.

The Procurement Lobbying Act (PLA) Applies to this Solicitation.

The restricted period began with the publication of this ad.

Compliance Procurement Lobbying Act

Required Forms: Vendor shall complete, sign and submit the following forms if they are selected.

1. "Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law § 139-j (3) and § 139-j (6) (b)"
2. "Offerer's Disclosure of Prior Non-Responsibility Determinations and Certification of Compliance with State Finance Law §139-j and §139-k"

CUNY/CIS Information Security

Required Forms: Information Security Review Questionnaire

Vendor shall complete, sign and submit the questionnaire to facilitate the identification of security requirements for a CUNY technology project, application or system and must meet all CUNY internet security requirements to be considered for award.

Contact with CUNY:

Under the requirements of the PLA, all communications regarding advertised projects are to be channeled through the Designated Contact. Communication with respect to this procurement initiated by or on behalf of an interested vendor through others than the Designated Contact may constitute an "impermissible contact" under NYS law and could result in disqualification of that vendor.

Rules and regulations and more information on this law, please visit:

<http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/Faq.htm> (Advisory Council FAQs)

<http://www.jcope.ny.gov/law/lob/lobbying2.html> (New York State Lobbying Act)

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

**PURCHASE OF ASSESSMENT MANAGEMENT
SOFTWARE**