



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**Room and Event Scheduling Software**

<b>Date:</b>	<b>21 January, 2017</b>
<b>Pre-Bid Meeting</b>	<b>Not Applicable</b>
<b>Proposals Due On:</b>	<b>13 February, 2017 by 4:00 p.m.</b>
<b>Return Proposals To:</b>	<b>Kennebec Valley Community College Attn: Kevin Casey Dean of Technology &amp; CSO 92 Western Avenue Fairfield, Maine 04937</b>
<b>Telephone:</b>	<b>(207) 453-5141</b>
<b>Email:</b>	<b>kcasey@kvcc.me.edu</b>

## **Competitive Bid Request for Proposal: Room and Event Scheduling Software**

### **1.0 Overview**

**Kennebec Valley Community College (KVCC)** is requesting proposals for a comprehensive room scheduling and event management system and related services for use in conjunction with the College's Jenzabar EX system.

A detailed explanation of the scope and specifications is contained in **Section 3.0, Scope and Specifications**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 6.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

Please refer to Enclosure 1: **Standard Terms and Conditions Applicable to All MCCA Contracts**.

### **2.0 Schedule**

<b>Proposal Due On:</b>	<b>13 February, 2017 by 4:00 p.m.</b>
Review of Proposals:	17 February, 2017
Notification of Award:	20 February, 2017

Contacting references may require this period to be extended.

### **3.0 Scope & Specifications**

#### **3.1 Background**

KVCC is a commuter college with two (2) campuses: a sixty-acre campus in the town of Fairfield, mid-Maine and over 500 acres of land and more than a dozen structures in Hinckley, Maine. The latter is six (6) miles from the main campus in Fairfield. The College is a public, non-profit, post-secondary institution which has strived to meet the educational needs of mid-Maine residents for over forty-three years.

#### **3.2 Contract Proposal**

Proposed systems should provide the following **functionality**:

1. Automatically generates optimized space allocation recommendations and bulk class scheduling in order to maximize efficiency in the planning and use of physical space and related resources, and to increase room utilization/seat-fill percentages.
2. Allows for room/space allocation test scenarios for “what if” planning purposes.
3. Provides Web-based room and space availability viewing and requests.
4. Includes student course needs as an input variable in order to improve graduation rates and degree/certificate completion.
5. Provides analytics to assist with optimizing efficiency of physical plant; e.g. reducing heating and cooling costs during low-demand time periods through more effective scheduling.
6. Generates reports and comparison data for critical periods, such as drop/add date, end-of term and census date.
7. Provides space inventory management, planning and reporting.
8. Offers Web calendar publishing.
9. Includes dashboard navigation displaying key utilization metrics and reports.
10. Provides standard and customizable graphical reports that identify scheduling patterns, issues and opportunities.

The successful vendor for this project will be responsible for the following **services**:

1. Installation and initial configuration of the system, including all necessary database integrations with KVCC’s Jenzabar EX system.
2. Thorough testing of the new system to the College’s satisfaction.
3. Training of College IT personnel in basic administration tasks for the scheduling system. This training will include routine maintenance tasks such as backup and restoration of data.
4. System administration and technical training for approximately six (6) College IT staff who will be responsible for maintaining the system.
5. End user training for all College users of the system. This group will be up to twenty (20) users with admin/scheduling permissions, and up to 130 users who will request rooms without scheduling permissions.
6. Targeted training/consultation with appropriate departments for specific critical tasks, such as approving rooms/resources, reporting, configuration of rooms, etc.
7. Provision of training materials.

#### **4.0 Bid Review and Evaluation**

Proposals will be evaluated by the following criteria:

1. Total price, including software, installation, configuration and any ongoing annual maintenance fees
2. Anticipated service and support
3. Health and strength of the firm within this market
4. Value of additional services offered

## 5.0 Examination of Systems, Specifications and Schedule

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the proposal being requested. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole. Questions should be sent to Kevin Casey at [kcasey@kvcc.me.edu](mailto:kcasey@kvcc.me.edu)

## 6.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Kevin Casey  
Dean of Technology and CSO  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937

*or via email [kcasey@kvcc.me.edu](mailto:kcasey@kvcc.me.edu)*

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## 7.0 Preparation of Bids

KVCC seeks a Proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal should include:

- The contractor's name(s)
- Contact information (address, phone, fax and email)
- Company quote with detailed specifications and pricing listed
- Company specific terms and conditions
- Any and all costs associated with the system.

Proposals should include a stated price or prices for (inclusive of all known or unknown costs associated with existing laws or government impositions) the relevant term of the proposal.

## 8.0 Submission of Bid

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than 13 February, 2017 by 4:00 p.m.**

All proposals are to be clearly marked “**Room and Event Scheduling Software**” and submitted to:

Mail proposals to:  
Kennebec Valley Community College  
Attn: Kevin Casey, Dean of Technology and CSO  
92 Western Avenue  
Fairfield, Maine 04937

Deliver proposals to:  
92 Western Avenue  
Fairfield, Maine 04937  
Call ahead to coordinate delivery with Kevin Casey, 207-453-5141

Proposals may also be e-mailed to [kcasey@kvcc.me.edu](mailto:kcasey@kvcc.me.edu).

## 9.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension. KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets its needs.

## 10.0 Taxation and Compliance

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

Dated: 21 January, 2017

By:  
Kevin Casey, Dean of Technology and CSO  
92 Western Avenue  
Fairfield, Maine 04937  
(207) 453-5141  
Email: [kcasey@kvcc.me.edu](mailto:kcasey@kvcc.me.edu)

21 January, 2017

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## **Enclosure 1**

### **NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

**KVCC DOES NOT AGREE TO:**

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.