



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
This is Not an Order

Database Analysis/Programming

Date:	May 10, 2021
Site Walk-thru:	Not Applicable
Proposal Due On:	June 1, 2021
Return Proposal To:	Kevin Casey, Dean of Technology and CSO Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937
Telephone:	(207)-453-5141
Email:	kcasey@kvcc.me.edu

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Competitive Bid Request for Proposal Database Analysis/Programming

1.0 Introduction

Kennebec Valley Community College (KVCC) is requesting proposals from experienced and qualified companies to provide database analysis, programming, maintenance and general support for its several databases and database systems and applications. Most of these systems are SQL-based, and many integrate and interact with each other and with other College systems to provide a range of functionality.

The goal of this project is to augment the College's Information Technology (IT) with database expertise and knowledge that will provide:

- Appropriate weekly and monthly database support and maintenance in line with industry standards and best practices, including scheduled backups and updates
- "Break/fix" database support based upon IT and other staff created support tickets
- Support for the creation and implementation of various reports using the native reporting features and structures of the College's database systems
- Limited end-user database training as part of support requests
- Special project support for new database applications and integrations

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. 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 8.0, 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.

2.0 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine: a 70-acre main campus in Fairfield, Maine, and a 600-acre Harold Alfond Campus, located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

The College's primary database environment consists of:

- An SQL-based student information system/enterprise resource planning system called Jenzabar J1
- An adjunct, Web-based portal system to Jenzabar EX called "JICS," which serves as a generic text and

media repository for all members of the Kennebec Valley Community, and also provides access to Jenzabar data through various reports and “applets”

- A Wordpress content management system (CMS) used to manage the College’s web site and provide ERP data to the public data through several API connections
- Microsoft’s Active Directory and Azure database systems, used to manage network users and devices
- Microsoft’s Office365 suite of applications, including email
- A Microsoft Sharepoint server and related content
- A learning management system (LMS) called Brightspace

These systems are integrated in specific ways to provide efficiencies and data integrity across the College’s database landscape. Some examples:

- Courses in Brightspace are automatically populated with student and instructor data from the Jenzabar system, based upon enrollment information
- Email accounts for all Community members are automatically generated when their Active Directory accounts are made
- Portal access is granted to students when their status changes from prospective student to student

3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	May 10, 2021	
Site Walkthrough	Not Applicable	
Proposals Due On	June 1, 2021	3:00 P.M. ET
Award Decision & Notification	June 7, 2021	3:00 P.M. ET

4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. 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.

5.0 Submission of Bids

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 June 1, 2021 by 3:00 p.m. (ET).**

All proposals are to be marked “Database Analysis/Programming” and mailed to:

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

Proposals may also be e-mailed to: kcasey@kvcc.me.edu, with the subject line “Database Analysis/Programming”

6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

The Contractor must be currently in the business of Database Analysis & Programming and be capable of providing these services to meet the needs of KVCC.

6.1 Scope

The successful Proposer will offer a weekly database support arrangement which will serve as the College's primary, de facto database staffing solution.

The College is seeking:

- Two full work days of eight hours each, each week while school is in session, for a total of 16 hours per week
- As health and safety conditions allow, at least one of these days will be an on-site day, allowing for face-to-face interactions with IT and other College employees
- Potential, occasional assistance beyond this 16-hour week for special database project work, requested by the College with at least a week's advance notice
- Emergency support for database failure or problems which constitute a significant impediment to College workflows; response to College requests for emergency assistance will be provided within 24-hours, independent of the scheduled 16-hours per week

The College is also seeking a database partner with experience working:

- In a higher education environment
- With an SQL-based student information system, with preference given to those with specific knowledge of Jenzabar J1
- In a Microsoft network environment
- With a modern, approval-driven CMS
- With an SQL-based LMS, with preference given to those with specific knowledge of Brightspace

The College will provide:

- An appropriate workspace for the successful Proposer's employee(s)
- A dedicated telephone for this employee
- Access to and training related to the College's Help Desk system

The College will **not** provide:

- Hardware such as a desktop or laptop computer
- Any software beyond remote or Web-based access to the College's database or database-related systems and software
- Any travel related to accessing either of the College's campuses, in Hinckley or Fairfield

The successful Proposer will also:

- Have the capacity to begin this work by **July 1, 2021**
- Provide proof of insurance required and stipulated in the Maine Community College System Contract
- Provide the contact information for three business references for this type of work
- Ensure that all applicable federal laws and laws of the State of Maine are adhered to at all times

7.0 Contractor's Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance to insure against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

8.0 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 & CSO
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

or via email at 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.

9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

1. Evaluation Method

- A. Technical ability to meet the outlined specifications
- B. Cost/hourly rate
- C. Proposer's project approach, experience and reference input

10.0 Preparation of Bids

KVCC seeks the 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.

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Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing
- Company specific terms and conditions

11.0 Withdrawal of Bids

All proposals must be valid for at least thirty (30) 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 the needs of its facility and training programs.

12.0 Taxation and Compliance

Maine Community College System d/b/a Kennebec Valley Community College 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.

13.0 Standard Terms and Conditions

NOTICE TO VENDORS AND BIDDERS: STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following 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 the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS.

MCCS 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 MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
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;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and

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13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; 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 the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background 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 MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.