

Request for Proposal (RFP)

RFP Number	001507
Date Issued	May 7, 2020
Closing Date	May 22, 2020; 2:00pm local time
Procurement Officer	Brad Stefanoni; 620.235.4169; bstefanoni@pittstate.edu
Item	Mentoring Software
Agency & Location	Pittsburg State University (PSU) in Pittsburg Kansas
Scope	Pittsburg State University is seeking proposals to create a web application to facilitate all aspects of a mentoring program.
Period of Contract	One-time contract award
Bid Submittal	Submit bid by e-mail to bstefanoni@pittstate.edu

1. When communicating, always refer to the Request for Proposal number above.
2. In order to receive consideration for award, one copy of this “Request for Proposal,” a properly completed and signed, must be returned to Pittsburg State University no later than the specified closing time. The University is not responsible for late bids.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Prompt payment discounts will not be considered in determining the low bid.
5. Prices quoted shall be less Federal Excise and State Sales taxes.
6. The PSU Director of Purchasing reserves the right to accept or reject any part of this proposal.
7. Bid results will not be given to individuals over the phone. Written bid results may be obtained by written request from the procurement officer.
8. Contractual Provisions Attachment DA-146a applies to all bids.
9. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A. 44-1030 et. Seq.
10. PSU reserves the right to award in the best interest of the university.

Vendor Name	
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For technical questions please contact **Dr. Greg Belcher** at gbelcher@pittstate.edu or 620-235-4637.

Scope of Work

Overview:

The KCCTE Mentoring Program matches Career and Technical Education (CTE) Teachers within their first two years of teaching with experienced CTE teachers in the same content area, providing additional content support to the new CTE teacher which may not be available within their district.

The KCCTE Mentoring Program provides:

- Networking opportunities to CTE teachers, offering them support as they transition into their role as classroom teacher.
 - One-on-one instruction individualized to each teacher's needs
 - Group instruction in an online network
- Confidential feedback for the mentee to achieve continuous improvement in classroom and laboratory instruction.
- Content specific learning opportunities within each content area.

The new CTE teacher (mentee) is partnered with an experienced teacher (mentor) within their instructional pathway. The mentor provides overall and content specific support on an ongoing basis for up to two years. One mentor may support multiple mentees. In addition to the one-on-one support, each pathway has a community for collaboration and communication.

Each pathway is led by a KCCTE Consultant. The Consultant has a background in the content specific area and leads the pathway mentors in supporting their mentees. The Consultant is responsible to have regular interaction and provide support to members of their community, lead the community discussions, reviews submitted documentation, and ensures regular contact is taking place between the assigned mentor and mentee.

The Mentoring Administrator works with all participants to ensure program requirements are being completed within all pathways. The Administrator provides regular communication, monitors program requirements, provides reporting, and other duties to ensure a successful program.

Requirements:

KCCTE is desiring a web application to facilitate all aspects of their mentoring program. This web application will need the ability to be modified and changed over time as requirements or functionality change. Also, ongoing support will be needed.

Following are the required and desired functions:

Various levels of users with scalable access is required. The required levels are:

1. System Administrator
2. Assistant System Administrator (This role would have similar functionality and work on behalf of the System Administrator. Details would be ironed out during scoping.)
3. Consultant
4. Assistant Consultant (This role would have similar functionality and work on behalf of the Consultant. Details would be ironed out during scoping.)
5. Mentor
6. Mentee

User Records should include the following fields, with the ability to add more as needed. Data should be able to be entered by various user levels, with checks in place, and loaded via spreadsheet.

- Consultant / Asst Consultant
 - Name
 - Email
 - Pathway
- Mentor
 - Name
 - Email
 - School
 - Personal
 - Phone
 - School
 - Personal (type)
 - Receive text?
 - Personal address
 - Pathway
 - Emphasis
 - Employment status
 - School
 - School type (middle, high school, post-secondary)
 - Assigned mentee (multiple possible)
 - Beginning mentor date
 - Notes field - track date and who entered (only available for use and viewing by admins and/or consultants - need ability for person entering to limit viewing)
- Mentee
 - Name
 - Email
 - School
 - Personal
 - Phone
 - School
 - Personal (type)
 - Receive text?
 - 1st or 2nd year?
 - Contact preference
 - School email
 - Personal email
 - School phone
 - Personal phone
 - When is the best time to reach you?
 - Personal address
 - Pathway
 - Emphasis
 - Participating for licensure?
 - School
 - School type (middle, high school, post-secondary)
 - Past employment
 - School

- Subject
 - Years
- Industry
 - Field
 - Years
- Notes field - track date and who entered (only available for use and viewing by admins, consultants and/or mentor - need the ability for the person entering to limit viewing)

Program Functionality

The following functionality is required, unless otherwise noted. Data should be able to be limited to specific school year and all historic data archived and available as determined by administrator.

- System Overview
 - Administrator or Assistant Administrator complete the following tasks:
 - Assign mentee(s) to mentor (mentor may be assigned multiple mentees)
 - Suspend users of any level
 - Customizable calendar of due dates and events with the ability to set viewing access of each item to all users, pathway, etc.
 - Ability to upload various documents to be available to all users, specific pathway, etc.
 - Program agreement available and each school year, mentors and mentees have to review and sign program agreement before other info is available.
 - Ability to enter various items (assignments), track activity and record completion
 - Ability to add link to outside websites, videos, etc.
 - Ability to build checklist/to-do list for all mentors and mentees of required tasks. Mentor checklist would be available for viewing by administrator and consultant. Mentee checklist would be available for viewing by administrator, consultant and assigned mentor.
 - All user should have access to KCCTE Resource portal without needing login credentials.
 - Welcome / Announcement page built by Administrator, Assistant Administrator or Consultant and customizable to one or many groups.
 - Desired functionality:
 - Library where documents can be easily accessed by users.
 - Support ticket submission button where mentees/mentors could submit a request or question.
 - Search function available to all users.
 - Programmatically send system notifications for completion of various tasks
- Reporting
 - Able for administrator to build various reports by any criteria
 - By individual, all, pathway, assigned mentor
 - Can save reports for others to access - they can run for current data
 - Administrator can determine who can view each report
 - Sorting or matching criteria to be able to locate desired data
 - Calendar of due dates
 - To-Do Lists
 - View for each user type

- Location to save historic reports
- Interaction Record
 - Required - currently a Formstack form is used for this report. Required will be the ability to insert a link to this form and the ability for Administrator/Assistant Administrator to record completion date and notes for Consultant/Mentor viewing.
 - Desired is the ability to replace the Formstack for with any or all of this functionality:
 - Record data customizable by administrator.
 - Mentor enters a minimum of one monthly interaction record for each mentee
 - Ability for admin to enter due dates
 - Notification sent upon submission.
 - Submitted interaction record reviewed by program admin and accepted
 - Links available to past IRs
 - Ability for the mentee to view portions of the record and provide comments or feedback.
- Needs Assessment
 - Required - currently a Formstack form is used for this report. Required will be the ability to insert a link to this form and the ability for Administrator/Assistant Administrator to record completion date and notes for Consultant/Mentor viewing.
 - Desired is the ability to replace the Formstack form with any or all of this functionality:
 - Form customizable by administrator
 - Admin controls date to open
 - Mentee enters data > mentor notified when completed
 - Mentee has the ability to complete multiple Needs Assessment. Desired is the ability to modify while keeping historic data.
 - Upon completion notification sent to assigned mentor and program administrator.
 - Ability to enter goals after reviewing Needs Assessment. Mentee or mentor can complete. Either way mentor signs off.
 - Unlimited number of goals
 - Ability for mentor or mentee to provide updates or complete each goal
 - Log date
 - Comment
 - Who entered
- Video Observation
 - Required - ability for any level user to load multiple videos and determine persons or group that can view.
 - Log for entering assigned person to feedback.
 - Desired is the ability for a video to be loaded with any or all of the following functionality:
 - Mentor to viewing a video submitted by their mentee(s) and provide time-synced feedback.
 - Administrator accept video and feedback.
- Peer Observation
 - Required - currently a Formstack form is used for this report. Required will be the ability to insert a link to this form and the ability for Administrator/Assistant Administrator to record completion date.
 - Desired is the ability to replace the Formstack form with any or all of this functionality:

- Customizable form for mentee to record visits to peer teacher classroom and record takeaways.
 - Ability for admin to approve
 - Viewable
- Communities
 - Required - currently this is facilitated in TORSH Talent. Required would be a reporting form to log user activity.
 - Desired would be the ability to facilitate community discussion for topical discussions. With the following functionality:
 - User can be a member of various communities (all mentors, all mentees, pathway, etc.)
 - Ability by user level to track user activity
- Explorations/Modules
 - Required - currently this is facilitated in TORSH Talent. Required would be a reporting form to log user activity.
 - Desired would be the ability to facilitate a lesson/module with the following functionality:
 - Ability to create a lesson or module for all users or specific group and track activity.
 - Available to all users
 - Various assignments can be determined with approvals.
 - Customizable certificate available upon completion.
- Email capability - desired component
 - Ability to select a user list and send emails through the program.
 - Report available of emails sent by user group, user, etc.

In addition to these requirements, the program should be built with a tenant architecture, so that KCCTE can allow other institutions to access the features of the mentoring platform, charging them a license fee per user per year. There will need to be per-institution control of users and billing. Credit card processing is not a must but would be nice to have. At a minimum, should be able to invoice these institutions for their user licenses yearly. The “System Administrator” role should have access to view the institutions that have signed up to use the system, their users, and their billing status.

PSU reserves the right to award in the best interest of the university.

General Provisions/Signature

Tax Clearance Certification: Bid submittals of \$25,000 or more shall include a copy of a Tax Clearance Certification. Tax Clearances may be obtained from the Kansas Dept. of Revenue (KDOR):

<http://www.ksrevenue.org/taxclearance.html>

W9 Form: Vendors who are new to PSU should submit a copy of their W-9 with bid response. The form can be downloaded at www.irs.gov/pub/irs-pdf/fw9.pdf

DA-146a Contractual Provisions: The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment which is incorporated into all contracts with the State <http://www.da.ks.gov/purch/DA-146a.pdf>

NEW MATERIALS, SUPPLIES, OR EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, and unused in any regard. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

COMPARABLE PRODUCTS: Bids on comparable products are invited. Indicate appropriate items, brands, model numbers, and specifications. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter Pittsburg State University from accomplishing its intended usage or function. **Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications and explain how their product accomplishes the desired function even though product characteristics may be different.**

ACCEPTANCE OR REJECTION: PSU reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; and unless otherwise specified, to accept any item in the bid.

PAYMENT: Payment will be made upon receipt of shipment by PSU.

FREIGHT COST INFORMATION: FOB Destination, Freight Prepaid, and Allowed.

The undersigned certifies that he does not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

- Legal Name of Person, Firm or Corporation:
- Payment Terms:
- Telephone Number:
- E-mail Address:
- **Signature:** _____
- **Date:** _____

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.