

REQUEST FOR PROPOSAL**ELECTRONIC BADGE CREDENTIALING SYSTEM****Specification & Contract Number Q00791****Submission Deadline
for Proposals:**

January 30, 2015 at 2:00 p.m., Local Time

**Deadline for any questions
Regarding this project:**

January 20, 2015

Number of Copies:

Submit (5) Hard Copies of Proposals
One marked "**Original**"
(2) Copies of the Pricing (Separate Sealed & Marked Envelope)
One additional copy of the Proposal & Pricing on a CD or flash drive

**PLEASE MARK THE
RETURN ENVELOPES:**

1. Electronic Badge Credentialing System
2. January 30, 2015 at 2:00 p.m. Local Time
3. Q00791

RETURN PROPOSALS TO:

Harper College Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL. 60067

ISSUED BY: *Jewell Jackson*
Purchasing Manager

PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED

LEGAL NOTICE

Harper College will accept Request for Proposals for an Electronic Badge Credentialing system, Q00791 until 2:00 P.M. Local Time on January 30, 2015.

Proposals shall be submitted to: Harper College Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL. 60067-7398

Interested parties may contact the Purchasing Department for the Request for Proposals documents. Questions regarding this request for proposal should be addressed to purchasing@harpercollege.edu. The last day to submit questions is January 20, 2015.

This project is being funded by the Trade Adjustment Assistance Community College Career and Training (TAACCCT 3) LINCS grant awarded by the Department of Labor.

Offers may not be withdrawn for a period of 90 days after closing date without the consent of the Board of Trustees.

Any responses submitted unsealed, unsigned, fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.

Jewell Jackson
Manager of Purchasing

REQUEST FOR PROPOSALS (RFP)

GENERAL PROCESSING AND SELECTION PROCEDURES

The following procedures are generally used in the selection of vendors to provide professional services:

1. The Evaluation Committee is formed to evaluate the RFP responses.
2. The committee prepares a project description, criteria for selection and requirements for the specific contract. A Request for Proposals package is mailed to interested parties and a legal notice of the intent to contract for services is published.
3. The committee receives written RFP responses. The RFP responses should include a resume of the firm, references from past and present clients, similar experience, the names and background of project personnel, a narrative or work plan describing their approach to the specific project, completed Attachment A and Attachment B, a project task schedule (as applicable), and any other submittals requested within the document.
4. The committee reviews and evaluates the RFPs based on the established selection criteria and a comparison of all RFP responses submitted. The committee will request a demonstration with one or more Respondents to clarify and/or expand on the response. In accordance with the requirements of the RFPs, the College may negotiate terms, conditions and fees with the successful Respondent.
5. The committee selects the RFP response which, based on the ability to meet the criteria, appears to be the most advantageous selection for the College, and subsequently recommends contract award to the Executive Vice President.
6. Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.
7. The contract is presented for approval to the College Board of Trustees.

GENERAL INFORMATION

REQUEST FOR PROPOSALS (RFPs)

A. REQUEST FOR PROPOSALS

A.01 General:

A.01.1 Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible Respondents and revisions to responses prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

A.01.2 Familiarity with Conditions:

Respondents are advised to become familiar with all conditions, instructions and specifications governing this RFP. Once the award has been made, failure to have read all the conditions, instructions and specifications of this Request for Proposals, and any subsequent contract, shall not be cause to alter the original contract or request additional compensation.

A.02 Discussion of Proposals:

A.02.1 All Respondents are advised that in the event of receipt of an adequate number of RFPs, which in the opinion of the Selection Committee requires no clarification and/or supplementary information, such RFPs responses may be evaluated without discussion. Hence, Proposals should be initially submitted on the most complete and favorable terms which Respondents are capable of offering to the College.

A.02.2 The Selection Committee may conduct discussions with any Respondent who submits acceptable or potentially acceptable Proposals. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Qualification responses. During the course of such discussions, the Selection Committee shall not disclose any information derived from one Qualification response to any other Respondent. The Selection Committee reserves the right to request the Respondent to provide additional information during this process. Neither the Selection Committee nor any other member of Harper's staff will conduct debriefings regarding the RFP process.

A.02.3 During discussions, the Respondent shall be prepared to cover the following topics:

A.02.3.1 The specific services to be provided;

A.02.3.2 Proposals of the Respondent, including work on similar projects, experience of personnel, etc;

A.02.3.3 The working relationship to be established between the College and the Respondent, including, but not limited to, what each party should expect from the other.

A.03 Negotiations:

Harper College reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The College may require the RFP and the Respondent's entire Qualification response be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the Respondent during discussions or

negotiations will be held by Harper College as contractually binding on the successful Respondent.

A.04 Notice of Unacceptable Responses:
When the Selection Committee determines a firm's RFP response to be unacceptable, such Respondent shall not be afforded an additional opportunity to supplement its RFP Response.

A.05 Confidentiality:
The Purchasing Department shall examine the Proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the Respondent pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Purchasing Department. All data, documentation and innovations developed as a result of these contractual services shall become the property of the College. Based upon the public nature of these RFPs, a Respondent must inform the College, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.

A.06 Proposed Timeline:
RFP IssuedJanuary 12, 2015
Last Day to submit questions for a responseJanuary 20, 2015
Final Addendum IssuedJanuary 23, 2015
RFP DeadlineJanuary 30, 2015
Oral interviews and Vendor Demonstrations..... wk of Feb 16, 2015
Approval by Harper College Board of Trustees..... April, 2015
Implementation Completed August 1, 2015

B. TERMS AND CONDITIONS

B.01 Authority:
This Request for Proposals is issued pursuant to applicable provisions of Harper College's Purchasing Policy.

B.02 Errors in Proposals:
Respondents are cautioned to verify their RFP response prior to submission. Negligence on the part of the Respondent in preparing the RFP response confers no right for withdrawal or modification of the RFP response.

B.03 Reserved Rights:
Harper College reserves the right at any time and for any reason to cancel this Request for Proposals process or any portion thereof, to reject any or all submittals, or to accept alternate submittals. The College reserves the right to waive any immaterial defect in any RFP response. Unless otherwise specified by the Respondent, the College has ninety (90) days to accept. The College may seek clarification from a Respondent at any time and failure to respond promptly is cause for rejection. The College may require submission of best and final offers.

B.04 Incurred Costs:
Harper College will not be liable in any way for any costs incurred by Respondents in replying to this RFP.

- B.05 Award:
Award shall be made by the Harper College Board of Trustees to the responsible Respondent whose Proposals are determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. Harper College reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.
- B.06 Evaluation Considerations:
Evaluation Criteria are shown below. The Selection Committee shall consider the following when judging the ability of Respondents to meet the requirements of this Request for Proposals.
- B.06.1 Compliance with Request for Proposals [Mandatory]. This refers to the adherence to all conditions and requirements of the Request for Proposals.
- B.06.2 Quality of Response.
- B.06.2.1 Clearly demonstrated understanding of the work to be performed.
- B.06.2.2 Completeness and reasonableness of the Respondent's plan/Proposals for accomplishing the tasks.
- B.06.2.3 Level of creativity demonstrated by the Respondent's proposed methodologies for meeting the requirements of this Request for Proposals.
- B.06.3 Product/Services to be Provided. This refers to the exact type and nature of the Respondent's proposed services and how they accomplish the objectives of the project, as well as the ability to rapidly respond to the College's needs, as defined in the Evaluation Criteria set forth herein.
- B.06.4 Schedule. This refers to the Respondent's proposed delivery schedule. The schedule shall be a critical element of this contract.
- B.06.5 Proposals from the Respondents. Respondent's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability which will assure good faith performance, as well as satisfactory reference verification. This criteria includes:
- B.06.5.1 The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other Colleges or organizations.
- B.06.5.2 Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and
- B.06.5.4 Other areas addressed in the *Statement of Work* herein.
- B.06.6 Costs (Price). This refers to the proposed contract fee. (Please note that price is only one factor for consideration of award). **Pricing will be submitted within a separate sealed envelope so marked. Price breakdown needs to include any implementation, integrations (background check vendors and higher education advertising job boards) and training fees.**

B.06.7 Acceptability of Proposals:

The Offer shall be evaluated solely in accordance with the criteria set forth herein. The Proposals shall be categorized as follows:

- A. Acceptable;
- B. Potentially Acceptable; that is reasonably susceptible of being made acceptable; or
- C. Unacceptable.

B.07 Budget:

B.07.1 When requested, Respondent shall propose a not-to-exceed amount for complete execution of this project as detailed in the Specifications or Statement of Work herein.

B.07.2 If proposing costs which may include alternate programs or services not covered in the base bid pricing, the Respondent, when offering such alternative services must provide a detailed explanation of additional optional services to be offered.

B.08 Contract Term:

The term of the agreement shall be three years with options to renew for two additional one-year periods.

B.09 Taxes:

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax. (Tax Exemption I.D.# E9997-8571-06)

B.10 Hold Harmless Clause:

The Respondent agrees to indemnify, save harmless and defend Harper College, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the negligent conduct of Harper College, its agents, servants, or employees or any other person indemnified hereunder.

B.11 Insurance Requirements:

Respondents shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois, as enumerated in Harper College's insurance requirements. **Please state your professional liability coverage if applicable.**

B.12 Meetings:

Respondent may be required to meet with various College and outside officials as required, throughout the project.

B.13 Equal Employment Opportunity:

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including,

but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the Respondent will comply with Executive Order 11246 of September 1965, entitled "Equal Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented by the Department of labor regulations (41 CFR chapter 60). Furthermore, the Respondent shall comply with Public Act 98-107 which requires nearly any party that contracts with a community college to post employment of vacancies with the state's job board IllinoisJobLink.com. Additionally, the Respondent shall comply with the Harper College Fair Employment Ordinance.

B.14 Responsibility & Default:

B.14.1 The awarded Respondent shall be required to assume responsibility for all items listed in this Request for Proposals. The successful Respondent shall be considered the sole point of contact for purposes of this contract.

B.14.2 Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the College reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by written notice effective when received by the Respondent, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such a manner as the Purchasing Department may deem appropriate, and charge the Respondent with any or all losses incurred. The College shall be entitled to recover its attorney's fees and expenses in any successful action by the College to enforce this contract.

B.15 Payments:

B.15.1 The Respondent shall furnish the College with itemized invoices as required as determined through negotiations with the Selection Committee.

B.15.2 All payments to be made in accordance with applicable provisions of the "Local Government Prompt Payment Act." 50 ILCS 505/1, *et seq.*

B.16 Respondent Responsibilities:

The selected Respondent will be required to assume responsibility for all services offered in this Request for Proposals. The College will consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Sub-contracts will be permitted only upon specific, written permission of the College.

B.17 Interpretation or Correction of Request for Proposals:

B.17.1 Respondents shall promptly notify the Purchasing Department of any ambiguity, inconsistency or error, which they may discover upon examination of the Request for Proposals. Requests for interpretation of specifications may be made in writing, and directed to the Purchasing Department. All such requests must be delivered in a timely fashion.

B.17.2 Interpretations, corrections and changes to the Request for Proposals will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding.

B.18 Law Governing:

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

- B.19 Compliance with Laws:
The Respondent shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and College policy, which may in any manner affect the contract.
- B.20 Termination for Lack of Funding:
The College reserves the right to terminate the whole or any part of this contract, upon written notice to the Respondent in the event that sufficient funds to complete the contract are not appropriated by the Harper Board of Trustees; provided that in the event of such termination, the Respondent shall be paid promptly for all services rendered by the Respondent through the effective date of termination.
- B.21 Addenda:
- B.21.1 Addenda are written instruments issued by the Purchasing Department prior to the date of receipt of Proposals, which modify or interpret the RFP by addition, deletions, clarifications or corrections.
- B.21.2 Prior to the receipt of Proposals, addenda shall be distributed to all who are known to have received a complete RFP if required.
- B.21.3 After receipt of Proposals, addenda shall be distributed only to Students who submitted Proposals and those Respondents shall be permitted to submit new or amended Proposals as detailed within the addenda.
- B.21.4 Each Respondent shall ascertain, prior to submitting a Proposal that all addenda issued have been received and, by submission of a Proposal, such act shall be taken to mean that such Respondent has received all addenda and that the Respondent is familiar with the terms thereof and understands fully the contents of the addenda.
- B.21.5 Respondents shall acknowledge receipt and understanding of the addenda in their response.
- B.22 Regulatory Compliance:
This project is being funded by the Trade Adjustment Assistance Community College Career and Training (TAACCCT 3) LINCS grant awarded by the Department of Labor. When applicable Respondent represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Respondent shall furnish applicable "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act, and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.
- B.23 Guarantees and Warranties:
All guarantees and warranties required shall be furnished by the Respondent and shall be delivered to the Purchasing Department before final voucher on the contract is issued.

C. PROPOSALS (RFP Response)-FORM AND CONTENT

- C.01 Submission of Proposals:
C.01.1 To be considered, Proposals must be delivered directly to the Harper College

Purchasing Department on or before the date and time specified in the Request for Proposals. Delivery methods are solely the responsibility of the respondent.

- C.01.2 Each Respondent shall submit the number of Proposals as enumerated on the cover page herein, one of which shall be the original.
- C.01.3 Proposals (RFP Response) may be submitted in a sealed envelope, addressed as follows:
 - William Rainey Harper College
 - Purchasing Department
 - 1200 W. Algonquin Road
 - Palatine, Illinois 60067

Late Proposals (RFP Responses) are grounds for rejection at the owner's discretion.

- C.02 Form of Proposals:

The Proposals form included with this RFP shall be completed in full and signed by an officer, partner or principal with authority to execute contracts.
- C.03 Proposals of Respondents (Statement of References):
 - C.03.1 Complete the enclosed "References" form. Provide references of higher educational organizations who have utilized similar services. A minimum of three are references are required.
 - C.03.2 Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and other data that will permit the College to determine the capability of the Respondent to meet all contractual requirements.
 - C.03.3 List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts. Please include how long each person has worked for your company.
 - C.03.4 Describe your involvement in engagements of similar size and scope, providing references where appropriate. Also provide a complete listing of higher education clients.
 - C.03.5 Provide a complete listing of personnel to be assigned to the contract, including a personnel utilization breakdown of the work specified. Include detail by task and personnel if possible.
 - C.03.6 Provide a listing of all sub-contractors/third parties who will be utilized in the execution of this project. Respondents shall provide the same information for each Sub-Respondent that is provided for the Respondents, as detailed in Sections C.03.1 through C.03.5 above.
 - C.03.7 Identify the names of any and all persons and entities associated with the Respondents who may pose a potential conflict of interest with any activity of this specific project. Please provide details and reasons for any such conflict. (Respondents are subject to disqualification on the basis of any potential for conflict of interest as determined by the College.)

- C.04 Items to be Submitted:
- C.04.1 References and Qualifications: See Section C.03.
 - C.04.2 Completed Attachment A and Attachment B
 - C.04.3 Narrative Response:
The Narrative Response shall include:
 - C.04.2.1 Work Overview: State in succinct terms your understanding of the proposed project.
 - C.04.2.2 Work Plan: Describe in narrative and/or outline form your detailed work plan which indicates your firm's methodology for execution of this contract including a summary of the methodology to be used to perform the work specified, and a synopsis and review of other areas or considerations not addressed in the Statement of Work herein, which the Respondents believes to be essential to the effective execution of the project. Include a communication schedule stating the frequency and type (email or phone) of communication.
 - C.04.2.3 **Pricing will submitted within a separate sealed envelope so marked.**
 - C.04.2.4 Terms and Conditions: List any terms and conditions which may apply to this contract that are not included in this RFP.
 - C.04.2.5 Implementation Schedule: Provide a complete schedule for implementation of the project including all significant milestones and deliverables.
 - C.04.2.6 Additional Information and Comments: Include any other information which may be requested in the "Statement of Work" herein, or which you believe to be pertinent to the College's requirements.
- C.05 CHANGES and INVOICING
- C.05.1 Changes in Scope
Unless otherwise agreed by the Board of Trustees in the original contract for professional services, any change in scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in an amount in excess of \$25,000 must be approved by the Board of Trustees. Any change in the scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in the amount of \$25,000 or less, may be approved by the College President or his designee.
 - C.05.2 Invoicing Requirements
Unless otherwise agreed by the Board of Trustees in the original contract for professional services, all invoices for professional services rendered must be itemized by the name of the individual doing the work, the date of the work, the time expended by the individual broken down into 10ths of an hour, with a

description of the work. In addition, all costs must be itemized with a description of the purpose for which the cost was incurred.

Unless otherwise agreed by the Board of Trustees in the original contract for professional services, fee and cost invoices must be provided to the College on a monthly basis.

C.05.3 Termination for Default

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure by the bidder to perform any provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the College may procure, upon such terms and in a manner as the Purchasing Department may deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Department that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

C.05.4 Termination for Convenience

The College may terminate this contract at any time upon a written notice to the bidder, should it be determined that these services are no longer required, or if sufficient funds are not available to cover the estimated requirement, or for any other reason in the College's sole and exclusive discretion. Payment for work performed prior to the effective date of termination shall be based upon an estimate of the services actually performed, and shall be mutually agreed upon by the College and the bidder. Such payment so made to the bidder shall be in full settlement for services rendered under this contract.

C.05.5 Conflict of Interest

It shall be a breach of ethical standards for any employee of the College to participate directly or indirectly in procurement when the employee knows that:

- The employee has financial interest pertaining to the procurement.
- A business or organization in which the employee has a financial interest pertaining to the procurement is involved in the procurement.
- Any other person, business, or organization with which the employee is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Employees who violate this standard will be subject to discipline in accordance with applicable State, County and local codes. Upon discovery of an actual or potential conflict of interest, an employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

STATEMENT OF WORK

PART I - GENERAL

Harper College is seeking sealed proposals for an Electronic Badge Credentialing System that will satisfy our ability to offer electronic badges. The ideal system must have a centralized collection and distribution point for electronic badge credentialing to our Harper Students and Alumni. The system also must have a professional appearance, be user friendly and intuitive for both internal (college employees) and external users (Students). The system must allow for electronic badges to be displayed, published, achieved, awarded, and archived. The system must provide search and report capabilities and all data transmitted in the system must be secure. The system should also provide a common matching/duplicate detection feature and a record merge process.

Today the college uses a manual process to award and report badge credentials to our students and alumni. Harper College Continuing Education Department plans to award approximately 800 badges within the first year of go-live and an additional 800 badges annually. The program may expand based on demand.

COLLEGE BACKGROUND

William Rainey Harper College is one of forty-nine (49) community colleges in the State of Illinois that make up the Illinois Community College System. Harper College's credit full-time equivalent (FTE) including CE reimbursement enrollment for FY 14 was 21,116.30.

Harper is a comprehensive community college which offers transfer curriculum, occupational training, adult enrichment classes and a variety of other community services. The College offers certificates and associate degrees in a wide range of program areas.

The College district is located in the northwest suburbs of Chicago. The 200-acre campus is located in Palatine, with extension facilities at the Northeast Center in Prospect Heights and the Harper Professional Center in Schaumburg. Further information about Harper College can be found on its website.

ATTACHMENT A

Harper College System Requirements and Availability Checklist

NOTE: Standard means feature/capability comes standard in the proposed system. Custom means proposed system can be customized to include feature/capability. All questions require a yes or no response in either the “Standard” or “Custom” Column. If your response requires clarification provide details in the “Comments” column. Use additional Sheets if needed. Compliance to this section represents a significant portion of the evaluation.

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
	Badge Creation			
1	<ul style="list-style-type: none"> Does the system allow us to define the badge name? 			
2	<ul style="list-style-type: none"> Does the system provide the ability to select multiple images for badges? 			
3	<ul style="list-style-type: none"> Does the system provide the ability for us to define the description of badges? Limitations? 			
4	<ul style="list-style-type: none"> Can the system display criteria for earning the badge? 			
5	<ul style="list-style-type: none"> Can the system create badge assessments/tasks? 			
6	<ul style="list-style-type: none"> Can the system present a badge to student using an Open Badge Infrastructure (OBI)? 			
7	<ul style="list-style-type: none"> Does the system provide a centralized collection and distribution point for badge authorizer and developers, permitting them to “register” digital qualifications? 			
8	<ul style="list-style-type: none"> Does the system provide the ability to design software widgets or plug-ins to interface directly with OBI, sharing performance criteria and using digital badges? 			
9	<ul style="list-style-type: none"> Can the system export/import PDF, CSV and Microsoft Excel files? 			
10	<ul style="list-style-type: none"> Can the system verify the badge earner’s identity? What level of student information is shared? Example: (Harper College Identification numbers, date of birth, last four digits of social security number, first name, and last name). 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
11	<ul style="list-style-type: none"> Can the system list available badges through an API, directly, through claim codes, automatically, and by reviewer? 			
12	<ul style="list-style-type: none"> Does the system provide the ability to share, stack, and combine open badges? 			
13	<ul style="list-style-type: none"> Does the system the ability for earner to articulate their newly acquired badge in a verified and trusted way to their employers and or prospective employers? 			
14	<ul style="list-style-type: none"> Does the system provide the ability to categorize and organize badges? 			
15	<ul style="list-style-type: none"> Does the system provide the ability for the issuer and student to upload files, links, embed codes, and videos? 			
16	<ul style="list-style-type: none"> Does the system provide the ability to issue a student a time allowance to perform a given task? 			
17	<ul style="list-style-type: none"> Does the system provide an authoritative, verified and validated central (3rd party) repository to collect their badges of competencies and achievements? 			
18	<ul style="list-style-type: none"> Does the system provide Meta data or descriptive information embedded into the digital badges provide data describing the badge issuer (authorizer), date earned, criteria for earning the badge, assessments demonstrative learning links? 			
19	<ul style="list-style-type: none"> Does the system archive data on badges (expired, offered, and achieved)? 			
20	<ul style="list-style-type: none"> Does the system provide secure, trusted communication about the student's qualifications, competencies and skills to outfacing companies? 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
21	<ul style="list-style-type: none"> Does the system provide the ability for earner's to provide evidence of their competencies? 			
22	<ul style="list-style-type: none"> Does the system integrate with our student system (Banner, Blackboard)? 			
23	<ul style="list-style-type: none"> Does the system provide the ability for the badge owner to showcase badges publically, privately and by invitation? 			
24	<ul style="list-style-type: none"> Does the system provide stock pictures for electronic badges? 			
25	<ul style="list-style-type: none"> Does the system allow us the ability to download images from various locations? 			
26	<ul style="list-style-type: none"> Does the system let us use our own file of artwork? 			
27	<ul style="list-style-type: none"> Does the system provide the ability for students to collect badges in one location from multiple vendors? 			
28	<ul style="list-style-type: none"> Does the system provide public access view to read students credentials? 			
	Profile Tracking			
29	<ul style="list-style-type: none"> Is information saved for student to edit their profile so that they can save and come back at a later time without losing information? 			
30	<ul style="list-style-type: none"> Can students view their badge status (i.e. reviewed, not reviewed, does not meet minimum qualifications, etc.)? 			
31	<ul style="list-style-type: none"> Can students choose language (English or Spanish, etc.) 			
32	<ul style="list-style-type: none"> Can students get on-line assistance when applying or creating their profile? 			
33	<ul style="list-style-type: none"> Does the vendor provide customer phone support for students? 			
34	<ul style="list-style-type: none"> Can students be tagged for response emails; system generates appropriate and timely notifications or emails? 			
35	<ul style="list-style-type: none"> Does the system have communication capabilities using email and MS Outlook interfaces? 			
36	<ul style="list-style-type: none"> Does the system allow students to re-apply for the same badge? 			
37	<ul style="list-style-type: none"> Is each student's history stored and able to be reviewed? 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
38	<ul style="list-style-type: none"> Can multiple profiles be merged? 			
39	<ul style="list-style-type: none"> Are name changes supported and can they be searched upon? 			
40	<ul style="list-style-type: none"> Does the system have the functionality to send an email notification? 			
41	<ul style="list-style-type: none"> Does the system allow the upload of large student documents? Indicate maximum size per file 			
42	<ul style="list-style-type: none"> Does the system allow numerous document attachments to student file? Indicate if there is a maximum amount of documents. 			
43	<ul style="list-style-type: none"> Does the system allow earner applicant to submit without required documents? 			
ADMINISTRATION				
44	<ul style="list-style-type: none"> Is the system compatible with mobile devices, tablets, etc.? 			
45	<ul style="list-style-type: none"> Can the system appear to be a Harper College system and include branding features including (but not limited to) ability to change fonts, colors and graphic banners? State whether font, color, graphic changes require vendor assistance. 			
46	<ul style="list-style-type: none"> Does the system allow new users to request a user account? 			
47	<ul style="list-style-type: none"> Does the system have the ability to push notifications to social media outlets? Please describe. 			
48	<ul style="list-style-type: none"> Does the system utilize on-line e-signatures? 			
49	<ul style="list-style-type: none"> Does the system have a default time out period for applicant entry and can time frame for timing out be changed? 			
50	<ul style="list-style-type: none"> Describe what elements of the user interface are: <ul style="list-style-type: none"> Configurable by the provider institutions (e.g., font size, colors, views, shortcuts, favorites, reports, etc.) Customizable by the provider (e.g., workflow, screen creation/layout, form fields, templates, reports, etc.) Customizable by you/the vendor in response to a provider request (e.g., workflow, screen creation/layout, form 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
	fields, templates, reports, etc.)			
51	<ul style="list-style-type: none"> Describe the amount of training expected for different user roles and how long it typically takes for an individual to become proficient in the application. Please provide specific data based on experience with existing clients. 			
REPORTING				
52	<ul style="list-style-type: none"> Does the system track where students fall out of the process with reason codes why (i.e. did not meet basic qualifications, did not)? 			
53	<ul style="list-style-type: none"> Does the system have standard metric reports? 			
54	<ul style="list-style-type: none"> Does the system have the ability to create a report indicating what web page the applicant was on prior to entering your system? 			
55	<ul style="list-style-type: none"> Does the system have an easy-to-use reporting tool/software? 			
56	<ul style="list-style-type: none"> Can reports be updated and saved? Who can access these saved reports? 			
57	<ul style="list-style-type: none"> Can workflow approvals be tracked and reported on? 			
58	<ul style="list-style-type: none"> Does system allow for user to choose fields to report/extract data? Describe any limitations to the number of fields that can be chosen for a customized report 			
59	<ul style="list-style-type: none"> Does system functionality include the ability to create and/or customize reports? 			
60	<ul style="list-style-type: none"> Does report customization include ability to: <ul style="list-style-type: none"> Save report parameters for future use? Schedule reports at regularly scheduled intervals? Send report electronically? 			
61	<ul style="list-style-type: none"> Are standard report export formats supported (XLS, PDF)? 			
62	<ul style="list-style-type: none"> Ability for Harper to query the database? 			
TECHNICAL DEMONSTRATION				
63	<ul style="list-style-type: none"> What releases of which browsers does the system support? 			
64	<ul style="list-style-type: none"> Does the system expire passwords for 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
	internal users and students?			
65	<ul style="list-style-type: none"> Does the system have support of SSL (https :\\)? 			
66	<ul style="list-style-type: none"> Are upgrades (patches) issued when necessary? 			
67	<ul style="list-style-type: none"> Are clients notified of pending upgrades in a timely manner? 			
68	<ul style="list-style-type: none"> Are support hours in the central time zone? 			
69	<ul style="list-style-type: none"> Does the vendor have a support escalation path? 			
70	<ul style="list-style-type: none"> Does the vendor have online knowledgebase? 			
71	<ul style="list-style-type: none"> Are Harper branding graphics affected by upgrades? 			
72	<ul style="list-style-type: none"> Do you offer a test environment before and after the Go Live date 			
73	<ul style="list-style-type: none"> Are standard processes in place for disaster recovery? 			
74	<ul style="list-style-type: none"> Are replication processes in place? 			
75	<ul style="list-style-type: none"> Is the system 508 compliant? 			
76	<ul style="list-style-type: none"> Does the system provide Google Analytics? 			
77	<ul style="list-style-type: none"> Does the system have any third party applications that will need to integrate with the site? 			
78	<ul style="list-style-type: none"> Does Harper College have administrative access to the webserver and database? 			

ATTACHMENT B

Harper College

Hosted Systems Evaluation Questions

1. Describe your Business continuity plan. Fail over? At what levels, database only? Application level? Or more?
2. How is our data secured? Who has access to it at your site? What security is provided to ensure protection of data?
3. Can system interface with Cognos? Reporting: is it built-in or do we point to your database with our reporting tools? If so, list the method and/or port to open to allow remote reporting. Can we get an extract on a regular interval to import into another system if needed?
4. Identify your schedule for routine maintenance? What method of communication is used to inform the end users (website, email, etc.)?
5. Major release upgrades: How are major releases handled? Will all of your customers get the release at the same time, or can we opt to receive it, within a certain window (3 months, etc.)?
6. What training and support do you provide/include for major releases?
7. Emergency outages: If a system goes down, what method is used to inform Harper staff? Can the College provide two points of contact?
8. How many clients do you have using your hosted solution? Is there a method to receive new ideas and suggestions and get them incorporated into the system? Is there a user group/user forum/listserv?
9. What is the average turnaround time to 1) acknowledge receipt of a ticket and 2) complete a ticket opened with your help desk? What is the average turnaround time to resolve issues presented that are caused by a problem with your product?
10. What aspects are handled by Harper's Technical Services when it comes to maintenance?
11. Does the vendor guarantee 99.5% uptime and other metrics with SLA's (Service Level agreements for number of hours up per month or performance metrics)? Credit \$35/day for downtime.
12. Please provide the top five complaints you receive about the user interface of your product. What have you done to address these complaints?

13. What are the most common errors made by users?

14. Provide references in the field of higher educational institution(s) that your product has been used and give the years of each institutions involvement.

PROPOSAL PAGE

**ELECTRONIC BADGE CREDENTIALING SYSTEM
Specification & Contract Number: Q00791**

The undersigned proposes, in accordance with the terms, conditions and specifications of the Contract Documents, of which this Proposal is a part, to furnish training, materials, labor, maintenance and incidentals required for furnishing, William Rainey Harper College, 1200 W Algonquin Road, Palatine, Illinois, 60067.

COST

Training	\$ _____
Implementation.....	\$ _____
Integration/Interface	\$ _____
Banner.....	\$ _____
Cognos.....	\$ _____
Project Management.....	\$ _____
Annual Maintenance	\$ _____
Ongoing Support.....	\$ _____
Annual Licensing.....	\$ _____
Customization	\$ _____
List all ancillary charges required to complete project	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL PROPOSED PRICE..... \$ _____

REFERENCES FOR HARPER COLLEGE

Per C.03.1 of General Information, list below current references for whom you have performed work similar to that required by this RFP.

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Complete this form and submit it with Form of Proposals.

Respondent's Name: _____

Signature: _____

RETURN THIS PAGE ALONG WITH YOUR PROPOSALS

TO: Harper College
1200 W. Algonquin Road
Palatine, IL 60067
Attn: Purchasing Department

FROM: Organization: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Facsimile Number: _____
Email: _____

AUTHORIZED NEGOTIATORS:

Name: _____ Phone #: _____
Name: _____ Phone #: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____
Addendum No. _____, Dated _____

In submitting these Proposals, it is understood that Harper College reserves the right to reject any or all Proposals, to accept an alternate Proposals, and to waive any informalities in any Proposals.

In addition to this document, Respondents shall furnish, with the Proposals, all submittals as required herein.

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed.
_____ Partnership: State full names, titles and addresses of all responsible principals
and/or partners on attached sheet.
_____ Corporation: State of Incorporation: _____

Please provide your Federal Employer Identification Number (F.E.I.N.): _____

Seal (affix seal below if applicable)

(List Name of Officers)

President _____
Vice-President _____
Secretary _____
Treasurer _____

Attest:

Signature of Secretary

CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the bidder.

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain bidders, which are contained on the following pages of the bid documents.
3. That the undersigned knows of his own knowledge that the bidder is not disqualified from bidding under the aforesaid sections.

Authorized Signature

Type or Print Name

Title

SEAL

Instructions: This is to be completely filled out and executed by the Chief Executive Officer or the bidder authorized to submit the certification.

DISQUALIFICATION OF CERTAIN BIDDERS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or bid rotating, or attempting to rig or rotate bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Antitrust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

**HARPER COLLEGE, ILLINOIS
TAX COMPLIANCE AFFIDAVIT**

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The individual or entity making the foregoing Proposals or bid certifies that he is not barred from contracting with Harper College because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting such taxes, in accordance with the procedures established by the appropriate revenue act, The individual or entity making the Proposals or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, may have other serious legal consequences.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this ____ day of _____, 20__

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the bid

**HARPER COLLEGE, ILLINOIS
ANTI-COLLUSION AFFIDAVIT AND CONSULTANT'S CERTIFICATION**

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The party making the foregoing Proposals or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this ____ day of _____, 20__

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.

FEDERAL REQUIREMENTS

All contracts, awarded by a recipient including small purchases, shall contain the following provisions as applicable. All provisions/requirements of the TAACCCT Grant (Lincs) are incorporated in this contract and the contracted firm agrees to comply with all state, local and federal all applicable laws pertaining to the Grant:

1. Equal Employment Opportunity—All contracts must contain a provision requiring compliance with E.O. 11246—Equal Employment Opportunity, as amended by E.O. 11375—Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60—Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
2. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)—All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients must include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR Part 3—Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
3. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)—When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR Part 5—Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
4. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)—Where applicable, all contracts awarded by recipients in excess of \$2,000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers must include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work

in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. Rights to Inventions Made Under a Contract or Agreement—Contracts or agreements for the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401—Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.
6. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
7. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The disclosures are forwarded from tier to tier up to the recipient.
8. Debarment and Suspension (E.O. 12549 and E.O. 12689)—No contract may be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O. 12549 and E.O. 12689—Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.