



January 15, 2010

**Request for Information (RFI)  
For Accreditation Management and Institutional Effectiveness/Assessment Web-based  
Systems**

Florida State College at Jacksonville (“College”) (f/k/a Florida Community College at Jacksonville)

The College at this time is requesting qualified companies who have previously successfully completed the following statement of work (SOW), and won a publicly solicited contract, to consider submitting a written response to this Request for Information prior to the defined deadline.

**Statement of Work:**

Note the College reserves the right to consider contracting with companies that have won a competitively solicited/awarded contract with other federal, state or local agencies or from one or more qualified consultants by lot or award to one consultant any/all lots as deemed in the College’s best interest or subsequently publicly issue its own formal Request for Proposal (RFP).

It is the College intent to review timely submitted responses, system functionalities, evaluate companies’ publicly awarded contracts, the companies’ past experience and qualifications to determine which finalist for each Lot to be invited to a finalist interview.

The College further reserves the right to reject any or all RFI submittals and to re-solicit proposals or not, as deemed in the College’s best interest.

Note: To be responsive you do not have to submit a response for each lot defined below. Include in your response for any lot an overview of which Lot(s) you are submitting for as well as your unique niche past experience in providing these defined services.

This RFI statement of work for the awarded company or companies would include but are not limited to:

**Lot #1:**

Provide:

#1 an intuitive, easily navigated web-based hosted system to manage Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC) regional accreditation compliance responses, documents, and evidence for 90+ standards, including faculty rosters and credentials.

#2 templates for each SACS standard or requirement.

#3 permission-based access for employees to participate in teams to author responses, submit evidence documents.

#4 administrator capabilities to set deadlines, send team reminders, and monitor completion and approval of each standard and judgment. The system will support the SACS Commission on Colleges reviewer processes, such as CD submission or remote web-based access.

#5 the ability to add specialized program accreditation templates.

#6 installation, technical training, and user support.

**Lot #2:**

Provide:

#1 an intuitive, easily navigated web-based hosted system to manage the college's institutional effectiveness and assessment processes and reports and provide capability for alignment of mission, goals, and outcomes.

#2 permission-based access for employees to participate in team development of goals, strategic plans, and reports.

#3 administrator capability to create department teams, monitor status and results of each plan.

#4 flexible system that is conducive to both academic and non-academic planning and assessment purposes.

#5 installation, technical training and user support.

#6 a system that offers the capability to upload local data through integration with different database systems throughout the College.

The College through this RFI is trying to identify such companies that have won a competitively awarded public contract for providing similar web-based systems.

The College point of contact is: Lynne Crosby ([lcrosby@fscj.edu](mailto:lcrosby@fscj.edu)) and Naomi Sleaf ([nsleaf@fscj.edu](mailto:nsleaf@fscj.edu)).

For Company RFI responses to be considered, it should be emailed no later than 2:00 p.m. EST January 29, 2010, to both Lynne Crosby ([lcrosby@fscj.edu](mailto:lcrosby@fscj.edu)) and Naomi Sleaf ([nsleaf@fscj.edu](mailto:nsleaf@fscj.edu)) which is to include the following:

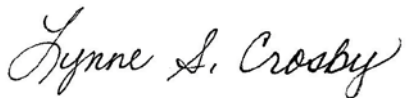
1. A brief overview of the company's past performance and experiences that make it uniquely qualified to provide this defined web-based system.
2. A brief description of company's system functionalities and approach to conducting the defined Statement of Work (SOW) in providing web-based systems for accreditation management and/or institutional effectiveness and assessment.
3. A copy of the public agency solicitation and resultant contract which was competitively solicited and awarded to your company to provide a similar web-based system.
4. Three (3) References (including contact names, phone numbers and email addresses) for web-based system experiences described in item #1.
5. A point of contact for your company, including name, title, telephone number, email address, and mailing address.

RFI responders are requested to limit their RFI responses to be less than 50 pages in length, not including the copy of the public agency solicitation and resultant contract.

The College's intent is to schedule with companies that timely emailed a response to RFI #2010-38 a webinar with the College's evaluation committee to provide a brief overview of your system functionalities.

It is further the College's intent to then evaluate each company's written RFI responses and webinar presentation so as to then select which companies to attend an on-site finalist interview/demonstration.

Sincerely,



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Jacksonville, FL 32202  
[lcrosby@fscj.edu](mailto:lcrosby@fscj.edu)