

**REQUEST FOR PROPOSAL
INTRANET AND EXTRANET DEVELOPMENT
ALABAMA COLLEGE SYSTEM**

1. Overview.

The Alabama Department of Postsecondary Education (“Postsecondary”) on behalf of the Alabama College System (“College System”) wishes to redesign the web site (“Web Site”) based at <http://www.dpe.edu> in order to upgrade and improve functionality of the Intranet and Extranet for the purpose of improved internal and external data gathering, reporting, and analysis.

The public Internet site directed at the general public is better suited for marketing and public relations, as well as general information on various departmental functions, such as academic and technical education; workforce development; training for business and industry; and adult education.

The Intranet is part of the Department's internal network, and secure from the public Internet behind our firewall; its primary use is as a communications and information collaboration system for administration and staff.

The Extranet offers similar benefits, but is accessible (via secure connection through the firewall over the secured Internet) to external or physically distant Postsecondary staff; its purpose expands upon collaboration and content management and adds reporting programs and applications for use by the two-year system's colleges and its related entities (Alabama Industrial Development Training AIDT, Alabama Technology Network ATN, etc.).

Postsecondary is issuing this request for proposal (“RFP”) seeking proposals from web development firms (“Respondents”) to analyze, plan, design, build, test, and support the redesign, and to consider future needs and functionality.

The successful Respondent must have substantial experience and a proven track record in website design, database management and security, and web application development.

2. Scope of the Project.

Postsecondary requires the development of a new Intranet and Extranet site incorporating the features and functions listed below.

The successful Respondent will work closely with Postsecondary throughout all phases, from beginning concept, through development and implementation, to follow-through training, to ensure overall project success.

3. Background.

(a) The College System

The College System, consisting of public two-year community and technical colleges and upper division college, seeks to provide accessible, quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama.

Governed by the State Board of Education, the College System consists of 21 comprehensive community colleges and four technical colleges, Athens State University; the Alabama Industrial Training Institute; the Alabama Technology Network; and Marion Military Institute.

(b) Current Web Site

The current Intranet and Extranet functions and programs need either overhauling, revising, upgrading, streamlining, and/or consolidation.

The Intranet's internal functions related to budget and financial management, and time and leave management, are adequate; better internal communications, collaboration, content management, and workflow integration must be developed as the Department moves forward.

The Extranet's multiple reporting programs in need of developmental revision, consolidation, or improvement include:

- ABACUS (Financial Statements, Budgets & Budget Amendments)
- Academic Inventory Manager
- ACS Directory
- Contract Reporting System
- Business Officers
- CAPP (College Accountability Performance Profile)
- Curriculum Development
- DPE Today (Calendar)
- Human Resources Management
- Hurricane Response and Disaster Recovery
- Information Services Knowledge Base (System-Wide)
- Instructional Calendar SharePoint
- Instructional Officers
- IPEDS
- ISS (Instructional / Student Services)
- Joint Purchase Agreement

Meetings Manager
Partnership Survey
Reports Manager
SAA Veterans Administration Program Approval
Training for Existing Business and Industry (TEBI) Activity Report
Uniform Guidelines Annual Report (formerly Shuford)

4. Redesign Scope

(a) Primary Aims of the Intranet and Extranet Web Sites

The new Intranet and Extranet should enable the System to do all the following:

- (1) Gather, analyze, and report or present data from all needed Colleges and organizations involved with the Postsecondary mission;
- (2) Facilitate document management and collaboration, data sharing, and timely reporting meet Federal and other requirements as needed;
- (3) Provide a “data dashboard” web-based application for accountability to the State Board of Education and the taxpayers of Alabama;
- (4) Interactive maps showing the location of the two year community and technical colleges and upper division colleges and the ability to search for specific majors or certificates offered by the College System.
- (5) Search for available job opportunities in the College System and Postsecondary.
- (6) Provide a searchable directory of contacts for Postsecondary and the College System including administrators, faculty, and staff.
- (7) Provide statistical, cost, and other information relating to the two-year community and technical colleges and upper division colleges.
- (8) Provide links to related associations and governmental entities.

(b) Specific Features of New Web Site

The new Web Site should be easier to navigate and will require the following features:

- (1) Content and document management

- (2) On-line forms completion capabilities
- (3) Knowledge base collaboration for information services
- (4) Video streaming for training and informational needs
- (5) On-line surveying and data aggregation
- (6) Staff-only area
- (7) Searchable resource materials

All Intranet and Extranet text content will be provided by Postsecondary.

(c) Technical Platform

The Web Site should be fully compatible with all major browser types.

(d) Content Management

The new Web Site should include content management tools and any necessary software that will allow staff to download new material and revise existing material, including text, PDF and photographs. Necessary staff training should be included in any proposal, as well as the cost of occasional maintenance and revision by the web designer as required.

(e) Support and Maintenance

The proposal must also include terms regarding future maintenance services and support regarding the new Web Site.

(g) Web Site Hosting Option

Postsecondary prefers to host its own websites and data in its datacenter or that of its Internet Service Provider, the Alabama Supercomputer Authority, but will consider proposals for alternative web hosting.

(h) Outcome and Final Product

The final product will be a fully-functioning Intranet and Extranet site or sites, designed and built for optimal visual quality, accessibility, and useability by the highest possible majority of computer systems, ensuring data integrity and security, and in conformity with the Web Site redesign scope. Staff will be sufficiently trained in content management. Source code shall be the property of Postsecondary.

5. Proposal Terms and Conditions

(a) Right to Change RFP and Process

Postsecondary reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this

RFP at any time prior the execution of the written contact. Postsecondary reserves the right to waive any formalities in the RFP process.

Postsecondary may respond to questions or provide information from Respondents, and is under no obligation to provide responses or information to all other Respondents.

(b) Additional Terms

By submitting a proposal, the Respondent agrees that:

- (i) Postsecondary may copy the proposal for purposes of facilitating the evaluation of the proposal and represents that the copying will not violate the rights of any third party.
- (ii) It will not bring any claim or have any cause of action against Postsecondary based on any misunderstanding concerning the information provided or concerning Postsecondary's failure, neglect or otherwise, to provide the Respondent with pertinent information as intended by this RFP.
- (iii) The proposal is predicated upon the acceptance of all terms and conditions stated in this RFP. If the Respondent objects to any terms or conditions, it shall make specific reference to the RFP page and section at issue. Postsecondary reserves the right to accept or reject any exception taken by Respondent to the terms and conditions of this RFP.
- (iv) Postsecondary will not be responsible for any costs of a proposed Respondent for any and all costs or expense relating to the preparation of response to this RFP.
- (v) All developments, and all intellectual property rights therein, produced by the selected Respondent in relation to the Web Site will be solely owned by Postsecondary.
- (vi) All responses, inquiries, or correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Respondent will become the property of Postsecondary.

This is a firm fixed price RFP. Please state all costs clearly and completely; Postsecondary will not accept hidden costs or costs not disclosed in response to the RFP.

Postsecondary and selected Respondent must agree to enter into a binding professional services agreement for development of Web Site with more detailed terms and conditions. The professional services agreement will include remedies for inadequate performance or lack of compliance.

6. Submitting a Response

(a) Deadline for Submission

Interested parties must submit proposal no later than 5:00 pm on October 18, 2007. The proposal must be submitted in writing to:

Dr. Robert Lockwood
Director of Research and Information Services
blockwood@dpe.edu

(b) Proposal Requirements

Proposal must include the following information:

- (i) A statement of qualifications concisely describing Respondent's capabilities and experience, including resumes of all principals to be involved in the project and their roles and responsibilities for the proposed project.
- (ii) A list of comparable web sites designed by Respondent, including web site addresses and contact persons for entities operating such web sites, who may be contacted for references.
- (iii) A cost proposal. Compensation will be on a fixed fee based on the scope of services provided.
- (iv) A timeline and separate costs for various components of the design, training, and maintenance.
- (v) A listing of the necessary software and hardware, any additional communication requirements, integration needs and potential costs necessary to host and maintain the Web Site.
- (vi) A summary work plan describing the Respondent's approach to designing, managing and coordinating the project. The description should include all primary tasks listed in the scope of work for all phases of the project and a tentative schedule.
- (vii) An estimated summary timeline for completion of each phase of the project. This should be realistic as possible since this will be a part of the contractual agreement.

(c) Evaluation and Award Process

Postsecondary will review and evaluate all proposals using its sole judgment and discretion, and make take into account the content of the responses and any other factors in its judgment.

7. Contacts

All respondents with any request for information should contact Dr. Robert Lockwood at 334-242-2900 or blockwood@dpe.edu.