



Administered by University of Maine System
Office of Strategic Procurement
Request for Bid (RFB)

Field Placement Management and Assessment
Software

RFB #2022-041

Issued Date: December 3, 2021

Response Deadline Date/Time: Dec. 12, 2021, 11:59 p.m. EST

Response Submission Information:

Submitted electronically to UMSResponses@maine.edu
Email Subject Line – RC: Field Placement Mgmt & Assessment Software -
RFB#2022-041

Response Contact Information:

Strategic Sourcing Manager (SSM): Robin Cyr
Email: UMSResponses@maine.edu and robin.cyr@maine.edu
Phone: (207) 649-0111

PURPOSE

The University of Maine System on behalf of University of Maine is seeking field placement management and assessment software. In addition to the initial scope of services, at the University option, allow for continued relationship with the Contractor for additional scope of services.

The University of Maine School of Social Work is accredited by the Council on Social Work Education to provide BSW and MSW education. In accredited Schools of Social Work field education is of equal importance to the didactic classroom experience. Students in the BSW program complete a minimum of 400 hours of field education, while students in the MSW program complete a minimum of 900 hours of field education in two separate experiences. The field department oversees the field education of approximately 140-150 students per year placed with partner agencies across the state of Maine. The field department is responsible for processes including agency recruitment, student application and placement matching, contract management, and outcomes assessment. This requires sophisticated data management, collection, and analysis software that can manage and simplify complicated workflows.

SOLUTION REQUIREMENTS

Refer to RFB Exhibit A for complete solution requirements, file name; [03 - 2022-041-RFB-IT-Exhibit A – SolutionRequirements](#).

SUBMISSION REQUIREMENTS

Submissions are due by **December 12, 2021 on or before 11:59 p.m. EST**.

Submissions will include:

- Completion of the **Exhibit A Solution Requirements**, refer to file name; [03 - 2022-041-RFB-IT-Exhibit A – SolutionRequirements](#), instructions noted directly below.

All responses to the questions will reflect what is offered as part of the Respondent's proposed solution. Respondents **MUST** indicate if the solution offered meets the requirement stated by entering "Yes", "No" or "Partial".

- **YES** - This response indicates the Respondents' solution includes the requirement.
- **PARTIAL** – This response indicates the Respondents' solution meets the requirement partially.
- **NO** – This response indicates the Respondents' solution does NOT include the business functionality noted in the requirement.

If you answer "Partial" or "No" please provide the clarification in the Explanation column for what can be done to meet the requirement. You must indicate whether the enhancement is included in the cost for the solution provided in the Appendix C – Cost Exhibits or if it is an additional cost. If there is an additional cost please include it in Cost Exhibit 1 – Table 3 with a reference back to this requirement. Also we are asking that you provide an approximate timeline for completing the work.

Your submission of this form must include an **MS Excel Version** of this document for ease of evaluation. For a copy of the excel version of Appendix H(a) contact the Proposal Contact identified on the cover page of this document.

- Completion and submission of **Exhibit B, Cost Exhibit**.
 - The cost response shall include the costs necessary for the Respondent to fully comply with the Agreement terms and conditions and requirements. **Note regarding total cost of ownership:** This "cost" will encompass the entire solution pricing along with all products and services offered as part of the solution.
 - Failure to provide the requested information and to follow the required cost response format provided in Exhibit B may result in the exclusion of the Response from consideration, at the discretion of the University. You can add rows and columns required to insert additional information. If a particular cost table is not required as part of your response simply leave it blank.

- No costs related to the preparation of the Response for this document or to the negotiation of the Agreement with the University may be included in the Response. Only costs to be incurred after the Agreement effective date that are specifically related to the implementation or operation of contracted services may be included.
 - Identify all costs by year, to be charged for performing the services necessary to accomplish the objectives of this document.
 - Respondents' are encouraged to provide additional price incentives for providing an enterprise solution, multi-year or award of multiple institutions.
 - The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.
 - An **MS Excel Version** must be included in your final submission for all of these tables. For a copy of the excel version, email the contact provided on the cover page of this document.
- **References:** This will include two (2) higher education references that can confirm that the Respondent's solution meets or exceeds the solution requirements provided. Please provide the following reference contact information:
 - Company Name, Contact Name, Contact Phone Number and Contact Email.

EVALUATION AND AWARD PROCESS

To be considered, the Respondent must meet the following:

1. Confirmation that the Respondent's solution meets or exceeds the criteria provided in this RFB (Exhibit A, Solution Requirements).
2. Confirmation from two (2) references that Respondent's solution meets or exceeds the solution requirements RFB (Exhibit A, Solution Requirements).
3. **Exhibit B, Cost Exhibit** - Respondent's meeting the criteria listed directly above will be evaluated based on a 100-point scale each.

Cost Evaluation: The total cost proposed for conducting all the functions specified in this document will be assigned a score according to a mathematical formula. For purposes of clarification the price evaluation will be completed on longer term pricing provided. The lowest cost response will be awarded the total points. Responses with higher cost response values will be awarded proportionately fewer points calculated in comparison with the lowest cost response.

The scoring formula is:

$(\text{Lowest submitted cost response} / \text{cost of response being scored}) \times \text{Points} = \text{pro-rated score}$

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

AWARD

The University reserves the right to award Agreement(s) to one or multiple Respondents, if such award is in the best interest of the University. The University also reserves the right to award only one solution if such an action is in the best interest of the University.

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all bid/proposal/submission, in whole or in part, and is not necessarily bound to accept the lowest cost response if that bid/proposal/submission is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly

more qualified than any other under consideration, an Agreement may be awarded to that Respondent without further action.

NEGOTIATIONS

The University reserves the right to negotiate with the successful Respondent to finalize a contract. In the event that an acceptable contract cannot be negotiated, the University may withdraw its award. Alternatively, the University may cancel the RFB, at its sole discretion.

AWARD PROTEST

Respondents may appeal the award decision by submitting a written protest to the University of Maine System's Chief General Services Officer within five (5) business days of the date of the award notice, with a copy of the protest to the successful Respondent. The protest must contain a statement of the basis for the challenge. Further information regarding the appeal process can be found at

http://staticweb.maine.edu/wp-content/uploads/2015/07/APL_VII-A_20150630-FINAL.pdf?565a1d

If this RFB results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

MASTER AGREEMENT

A copy of the Master Agreement is provided as a supplemental document with file name; **03 - 2022-041-RFB-FT-Exhibit C - Master Agreement**

The Master Agreement will allow for:

- Additional consulting services to be available under this Agreement to additional University institutions, this includes any additional University institutions formed during the term of this agreement, all facilities utilized by an institution including those managed and/or owned by a third party, and additional entities, such as, the University College a division of University of Maine at Augusta.
- Additional Scope: The Contractor shall permit services not covered herein to be added by mutual written agreement, without voiding the provisions of the existing agreement. The Contractor, for additional consideration, shall furnish additional services to the University.