

# Management Council

## REQUEST FOR INFORMATION FOR Distance Learning Course Catalog and Registration Solution

### General Information

The Management Council, acting in the interest of Ohio Information Technology Centers (ITCs) and school district customers, is soliciting information from interested parties for distance learning course catalog and registration solutions. Responses should outline an extended pricing schedule, service level assurances, and a feature roadmap for the products as proposed. Specific response requirements are outlined herein.

### The Management Council Point of Contact

John Mitchell  
Management Council  
8050 N. High Street, Suite 150  
Columbus, OH 43235  
Email: [john.mitchell@managementcouncil.org](mailto:john.mitchell@managementcouncil.org)  
Web: <https://community.mcoecn.org/x/6oBOCQ>

### Request for Information Timeline

Request for Information Issued	01/17/2023
Vendor Inquiry Period Ends	01/26/2023
Vendor Responses Due	02/15/2023
Evaluation and Clarification of Responses	02/16 to 02/21/2023
Demonstrations (as warranted)	02/27 to 03/01/2023
Final Determination	By 03/02/2023

### Tax Exempt

The Management Council is a tax-exempt local government entity in the state of Ohio. Exemption certificates, if required, will be furnished upon request.

### Management Council Business Environment

The Management Council is an Ohio Regional Council of Governments (COG). Principal membership of the Management Council COG consists of 18 independent regional data centers known as Information Technology Centers (ITCs). ITC membership primarily consists of Ohio school districts and other local governmental entities. Through member ITCs, the Management Council's collective service reach extends to approximately 1.8 million students and over 400,000 teachers, administrators, and support staff learning and working in over 900 school districts, Career Centers, and Educational Service Centers in Ohio.

# Management Council

## REQUEST FOR INFORMATION FOR

### Distance Learning Course Catalog and Registration Solution

Individually and collectively, the Management Council and ITCs operate multiple secure data facilities within Ohio. These facilities are interconnected through a fiber optic network at speeds of 10-100Gb. Schools connect to ITCs to consume services provisioned by ITCs.

A central role of the Management Council and ITCs is implementing and supporting five core services consisting of school accounting and payroll, required state reporting (EMIS), K12 Digital Library Services (INFOhio), intra and internet connectivity, and student information management. ITCs acquire, provision, and support applications and services which are consumed on local, regional, or state level that fulfill requirements of their school district owners. The intention of this request for information is to generate pricing and other information necessary to establish a statewide platform for a distance learning course catalog and registration system.

## Instructions to Respondents

### Inquiries

The Management Council will accept Inquiries by email via the response address noted above until **4pm on January 26, 2023**. Answers to appropriate questions will be published at the web address noted above. If inquiries result in a constructive change to this request for information, an amended version will be issued. The Management Council reserves the right to determine if a response is warranted. The Management Council may, at its discretion, seek additional clarification from the sender. The Management Council may also, at its discretion, seek outside assistance in formulating a response. The Management Council does not guarantee a response to inquiries by the request for information response deadline.

### Responses

Submit responses in electronic format; responses in other formats will result in rejection of the response as non-responsive. There is a preference for the response to be in postscript file format (.pdf) except for the **System Specification Checklist**. Please submit responses by electronic mail to [john.w.mitchell@managementcouncil.org](mailto:john.w.mitchell@managementcouncil.org). The subject of the email should be "CC&R Response".

Responses should include a cover letter signed by a representative of the vendor who is authorized to negotiate and approve an agreement on behalf of the vendor. The cover letter should contain a brief description of the response, include a summary of the costs of the proposed solution, and list pertinent contact information for the vendor and vendor's representative. Additional details are in the Qualifications and Evaluations section of this request for information.

# Management Council

## REQUEST FOR INFORMATION FOR

### Distance Learning Course Catalog and Registration Solution

Full responses to this request for information are due no later than **4pm on February 15, 2023**. Responses will not be read in public on this date, but each timely response will be acknowledged. The Management Council reserves the right to reject any response not received by the indicated time and date. The Management Council is not responsible for any delays that may impede the timely delivery of any response. The Management Council may, at its discretion, extend the due date in consideration of events beyond the control of the Management Council or respondents, or for any other reason deemed to be in the best interest of the Management Council. The Management Council is not obligated to acknowledge, announce, or otherwise notify respondents or potential respondents of said extension.

By submitting a response, a respondent represents to the Management Council that the response contained therein is open and binding for the respondent upon acceptance, through June 30, 2023. The Management Council shall not be responsible for any cost or expense a respondent incurs during the preparation, qualification, or evaluation of a response to this request for information.

## Provisions and Disclaimers

### Awards

The Management Council reserves the right to award multiple recipients, reject any response, including that of the lowest-cost respondent, accept responses either in whole or in part, award contracts by individual items or by lump-sum total. The Management Council also reserves the right to waive any irregularities, defects, or omissions in any response should it be deemed to be in the best interest of the Management Council to do so. Such irregularities, defects, or omissions are deemed to be non-prejudicial to other respondents.

The Management Council may award a contract based upon initial responses without a discussion of such responses with other competing vendors. However, the Management Council may, at its discretion, elect to conduct oral presentations with selected vendors, request additional information, and/or conduct additional meetings with vendors still under active consideration. The Management Council is not required to provide all respondents with such an opportunity.

### Final Determination

The Management Council will make final determination of award at its sole discretion upon careful consideration of any information as it may deem pertinent. Awards will be made with the objective of securing those identified services that will best serve the overall needs of the Management Council and its members in terms of functionality, efficiency, compatibility, reliability, and cost effectiveness. The Management Council reserves the discretion to determine the relative importance of such criteria in the decision-making process.

# Management Council

## REQUEST FOR INFORMATION FOR

### Distance Learning Course Catalog and Registration Solution

#### Confidentiality and Non-Disclosure

All responses and supporting material become the property of the Management Council and are subject to public access. To the extent permitted by state and federal open records laws, the Management Council will make reasonable effort to maintain the confidentiality of information that the respondent clearly marks as requiring confidential treatment.

The Management Council may be willing to execute a non-disclosure agreement to protect designated information from disclosure as a public record. Submitting entities should request such a non-disclosure in writing at least five (5) business days prior to the submission of a response to this request for information.

#### News Releases

Respondents will at no time make any news or advertising releases pertaining to the request for information document for any purpose without the prior approval of, and in coordination with, the Management Council.

#### Open Procurement

The sole purpose of this request for information is to communicate the interests of the Management Council in obtaining pricing for the goods and services listed herein and does not in any way obligate the Management Council to purchase said goods and services. The Management Council reserves the right to accept any item or group of items proposed in any response, purchase more or less of each item or service at the unit price offered in the response, and negotiate with respondents regarding variations to the original request for information specifications which may be in the best interest of the Management Council.

Except for agreement(s) for any application(s) currently or previously supported by the Management Council or ITCs to provision services, the request for information is made without any previous understanding or agreement with any person, firm, or corporation making a response for the same purpose, and in all respects is fair and without collusion or fraud.

No person, including any member of the Management Council, or any officer, employee, or person whose salary is payable in whole or in part from the treasury of the Management Council, will knowingly be permitted to participate in the review process or the selection of a successful vendor if he, a family member, or business associate would have any interest in the resulting contracts for supplies, materials, equipment, work, or services that would be prohibited by Ohio ethics laws or laws prohibiting an unlawful interest in a public contract.

# Management Council

## REQUEST FOR INFORMATION FOR Distance Learning Course Catalog and Registration Solution

### Qualification and Evaluation

#### Qualified Solution Requirements

Successful responses must include the following:

1. A cover letter of no more than 10 pages containing executive summary information that describes your company, primary point of contact, proposed solution, and pricing.
2. A list of Ohio reference customers including ITC customers, Ohio public school district customers, Ohio non-public school customers, other Ohio K-12 education entities including Educational Service Centers.
3. Response to the items noted under “Additional Qualified Vendor Requirements”.
4. A completed **System Specifications checklist** noting availability of features described in that document.
5. Details and conditions pertaining to preliminary pricing model for the proposed solution including the proposed licensing model. The Management Council will entertain various licensing options; however, the preference is for the one-time purchase of a perpetual license.
6. A support commitment and service level agreement (SLA) and related recompense aligned to the product(s) and dates in the proposed solution.
7. A roadmap detailing new and upgraded features, modules, and user interface enhancements with planned release/availability dates. The roadmap should communicate planned enhancements through a period ending June 30, 2025, or beyond.
8. A detailed explanation of data import and export capabilities for the purpose of integrating with third-party products.
9. Hosting and/or delivery options and pricing for provisioning the product locally, regionally, statewide, or via a vendor-supported cloud-hosting alternative with said hosting located within the continental United States and preferably within a Management Council facility.
10. Options and pricing for initial and ongoing training for ITC support personnel.
11. Options and pricing for initial and ongoing training for end-user (aka school district) personnel offered by or through ITCs.

#### Additional Qualified Vendor Requirements

1. A commercial presence in the continental United States.
2. A description of the current US customer footprint.
3. A brief history, and description of the current ownership structure of the company.
4. Describe the solutions technical environment including software development environment, supporting database technology, licensing model, and staff employed in the development and support of the solution.

# Management Council

## REQUEST FOR INFORMATION FOR Distance Learning Course Catalog and Registration Solution

5. Corporate financial statements demonstrating current audited financial condition including income statement, balance sheet, and statement of cash flows.

### System Specifications Checklist

A checklist of systems specifications is available in a separate Excel document titled **System Specifications Checklist**. The checklist is available for download on the website noted in this request for information.

### Evaluation

The Management Council, or at their discretion, a committee of knowledgeable information technology professionals selected by the Management Council, will review all responses. The review and analysis of all responses to this request for information will be independent of any written or oral communications received prior to the request for information review process. Therefore, all responses submitted must be conclusive as outlined in this request for information document.