Southwestern Oregon Community College

SOUTHWESTERN
Oregon Community College

Request for Proposal

For

Online Labor Market Information System

March 4, 2015
Southwestern Oregon Community College

Overview
Southwestern Oregon Community College seeks to evaluate online Labor Market Information System providers who have the resources and capabilities that meet or exceed the needs and requirements detailed in the following RFP.

Southwestern Oregon Community College is a small rural college located in Coos Bay, Oregon. Our mission statement is Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

Selection Criteria & Evaluation Process
It is our intention to procure from a qualified vendor the most functionally complete, value-based solution available. A work team representing different functional areas will evaluate potential solutions and make a recommendation to our College Board for final approval.

The selection criteria are divided into three areas:

1. **Functionality** – This area encompasses all the features and attributes of system that accurately aggregate target job markets, include the capacity to drill down to specific job listings, and sort by both aggregates and listings by a variety of, but not limited to, regions, certifications, degrees and other target demographic characteristics, as well as tools to guide curriculum development for tailoring scholastic programs. Solutions that do not meet our functional requirements will not be selected.

2. **Cost** – The cost of contract, including annual maintenance, support, ease of adding additional users or licenses, and allowing for shared usage across a consortium of community colleges across the state of Oregon (not exclusive to Southwestern Oregon Community College only), is very important to our selection process. Costs that do not meet our budgetary requirements will not be selected.

3. **Supplemental information** – This area encompasses all other items that are required for a diligent evaluation of a software solution, in particular availability of training, online tutorial and examples, such that our ability to use the product can be enhanced overtime and in the long term. This information will be used to further evaluate solutions that are judged to meet our functionality requirements. While secondary in nature, supplemental information may be deemed critical enough to exclude a vendor’s solution.

The functional areas participating in this process are:

- Ease of creating any and all reports of employment opportunities categorized by:
  - general job titles/areas of focus
Instruction for completing this RFP

Response to this RFP:

It is the intent of this RFP to gather as much complete information as possible in a consistent format from each vendor. Therefore, all answers must be inserted into this RFP document. Exceptions to this would be sample contracts, statement of work, and quotes which should be included as attachments. Vendors are not limited to the space provided for the answers. In order to easily distinguish vendors’ answers from the RFP questions, use a different font for responses and highlight answers in bold.

RFP Responses should be returned in electronic form by Thursday, March 19th, 2015 at 5 p.m. PST. Included should be a cover letter signed by an authorized signing authority for your organization.

Email RFP response to ajennings@socc.edu. An email response acknowledging receipt of the RFP will be emailed within 24 hours of receipt.

Responses to this Request for Proposal will be reviewed and assessed by a team. The possibility exists that a subsequent procurement action may follow.
Southwestern appreciates the time and effort each vendor has given to completing the RFP components listed below:

**Executive Overview & Qualifications**

Provide a brief, non-technical overview of your company include the following:

- What types of organizations are your major customers?
- What schools are using your products for curriculum development?
- What is your geographical scope?
- Are you considering future enhancements or major platform or UI redesigns?
- Do you have any products that do not require a license?
  - What are your licensing options?
- What is it about your product(s) that stand out in your field?
- How do you eliminate or account for duplicate job postings?
- How do you suggest projecting actual job market numbers, given that online postings never include all postings?

**Functionality Questions and Table**

<table>
<thead>
<tr>
<th>Needed:</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Web-based Dashboard</td>
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<tr>
<td>Aggregates, extracts, codes and normalizes job data from job boards, job banks, and job search applications</td>
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<tr>
<td>Large number of spidered sites</td>
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<td>Large variety of elements to segment market data</td>
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<td>Text analysis functions to find additions/changes to how jobs or skills are described</td>
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<td>Update frequency is daily, at minimum</td>
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<tr>
<td>Jobs are accurately cataloged by assigned industry and occupational codes</td>
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</table>
Please use this section to list and describe any system feature you feel is important that is not captured in the sections above. Southwestern may verify features during the selection process. You will be expected to deliver all features that you describe below.

Training & Implementation

Training Information
List recommended initial training.

List recommended on-going training.

Describe your training philosophy, location(s), and delivery methods.

Do you have a users’ group? If yes, describe how it functions.
YES  NO

Comments:

Implementation Information
Please provide a detailed description of the implementation process.

Document your recommended implementation schedule.

Is on-line documentation provided?
YES  NO

Comments:

Is on-line help provided?
YES  NO

Comments:

Support Offerings
Outline your support offerings for technical support.

Outline your support offerings for end-user assistance.

Outline your support offerings for software upgrades and enhancements

References
Provide at least five (5) references.

1) One reference should be from an organization that has been using the solution you propose for at least 3 years
2) One reference should be the most recently completed implementation of the solution you are proposing

Sample contract
Vendors are requested to provide a sample contract as part of the information package.

Cost of Ownership and Implementation

The vendor’s price information must be itemized and include all costs (e.g., license fees, implementation and training, travel and per diem, documentation, maintenance, integration, and hourly rates). The information provided here will be used to determine the value of each vendor’s proposed solution (price paid for function delivered). While this is not considered a final proposal, the information below will be used in the work teams’ deliberations process to select a vendor.

Please detail your policies regarding additional costs based on increases in size of the database, or other criteria.

Please detail any financing options for the cost of implementation if available.

Implementation Support and Training

Provide complete data of all initial costs for implementation and training. Indicate whether training is conducted at the vendor’s facility or at our location.

Please provide list of all hardware needed to implement solution using demographic information described in the Overview section.
**Ongoing costs**

Provide complete annual maintenance costs and the date that initial maintenance begins.

**Additional Services**

Provide complete data on all offerings and costs for any additional services that may be contracted for including project management, consulting services, programming services for software modifications and additional training.

**Hosting Services**

Provide complete data of all costs for any additional services that may be contracted for including consulting services for database hosting solution.

**Internal Costs**

Please provide guidance on possible additional internal costs that are associated with your software and its implementation.