

Questions and Answers for CWU RFP 22-005

1 Regarding Appendix B “Terms and Conditions of any subsequent agreement with other Washington Institutions of Public Higher Education (WIPHE) Cooperative members”, In the event that the Lead Institution’s agreement is terminated not as a result of a dispute resolution but of a program term expiration or non-renewal, would the negotiated terms in the Lead Institution’s agreement, apart from the operational provisions, continue to govern the agreement between the selected Vendor and the WIPHE Institution that has incorporated them?

Answer: Usually the lead institution would need to renew the agreement to keep it available for WIPHE members. When the agreement expires with the lead institution and they choose not to renew it, the members would usually not renew for another term and they may choose to conduct a bid themselves, amongst other things.

2 Appendix A – Form of Contract - Is this just a sample contract for potential partners to review or do you want our legal to review and accept/redline prior to RFP response submission?

Answer: Appendix A is the form of contract CWU prefers to use. Contractual negotiations with redlines aren’t needed prior to RFP Submission.

3 Is your preference for a stand-alone solution which uses integration feeds, or would you prefer to use a “bolt on” solution purpose built for Peoplesoft with real-time data, and keep all your data under your exclusive control in your current/secured environment?

Answer: This will depend on the integration time and effort required of our (CWU) technical team to implement. We would like to see the bolt-on option and understand the integration process, timelines and maintenance expectations arrangements. Currently, the Office of the Registrar prefers a stand-alone to reduce pressures on our technical teams on campus but are happy to discuss the alternatives

4 Preferred functionality #9 Offer the ability to have departments meet specific scheduling criteria - Could you please clarify & elaborate further? For example, what business case is Central Washington University looking to solve? Section offers specific scheduling criteria but to fully answer your question I would need some clarification and elaboration on what criteria in particular.

Answer: The office of the registrar scheduling unit looks to depoly specific percentages to segments of the schedule that must be met. For example, a department with 10 classes looking to schedule would need to have 10% of the schedule between the hoys of 7am – 10 am (1 class). Then 60% of the schedule can be between the hours of 10am –1 pm (classes). Next, we would like the department to schedule 25% of the schedule between 2pm – 7 pm (2 classes) 5% on nights and weekend (1 class).

Another example would be to manage how departments work with specific modality of instruction. If the course is designated as an online class, the schedule builder cannot add a time to that class. If the class is a Hybrid course both online and in-person, you will need both an in-person day and time plus an online indicator.

5 How does CWU intend 25 live scheduling, your SIS, and this new product to work together?

Answer: 25live is our current room utilization and assignment process. From our SIS system we plan to feed our course information, past schedule data (if possible), student data (if possible) to help departments create an effective quarter academic schedule for our current student population. The new product will allow for the creation of a quarterly academic courses schedule by using student data. That course academic schedule would feed back to our SIS system. Once the quarter academic schedule is in our SIS, we can send it to 25live for room assignment and for utilization.

6 Can CWU please provide the decision timeline for this RFP?

Answer: Late July early August

7 What Academic Scheduling software solutions have you looked at in the past?

Answer: Companies that work in higher education scheduling. Course leaf, Ad Astra, Register from DigaArc

8 Is there an incumbent providing similar services to your institution? If yes, then please name the incumbent. If yes, then can you describe why you are proceeding with an RFP to procure services? Are there different / new services you'd like a new vendor to provide?

Answer: No, no current company

9 Section 4 - Can you provide an example/use case of the document management functionality you are looking for, including the different artifacts that might need to be attached?

Answer: We would like to track an approval to go outside the approved academic scheduling rule/s. Ability to post notes or send messages or requests to others for review of a schedule or approval of a final schedule. Reports or analytics that are produced to help produce future academic schedules.

10 How does CWU envision this Academic Scheduling Software Solution working with 25 live scheduling software?

Answer: same response as #5.

11 Is PeopleSoft in the Cloud? Is it self-managed or managed by a third party?

Answer: We are migrating it to the cloud currently.

12 Is this RFP connected to CWU's Student Success and Retention Technology evaluation that took place in the Spring?

Answer: No

13 Section 4 - Indicate in the box provided which of the following Categories your firm is bidding on in Table 1." Categories? Can you explain?

Answer: Please disregard that sentence.

14 Would CWU be open to a SaaS solution instead of a hosted solution?

Answer: Yes, we would be open. We will have technical experts from CWU determine expectations and maintenance obligations and longtime support

15 Preferred functionality #14.. attach various types of artifacts" This is not a core feature of section but to fully understand what type of documents would need stored retrieved attached or managed could you please clarify and elaborate further?

Answer: We would like to track an approval to go outside the approved academic scheduling rule/s. Ability to post notes or send messages or requests to others for review of a schedule or approval of a final schedule. Reports or analytics that are produced to help produce future academic schedules.

16 Section 4 - # 6 - Can you provide an example/use case of using “different modalities with faculty throughout the schedule build process”?

Answer: Faculty can be teaching in person in a classroom while streaming that class through zoom and being recorded for other online students to watch at their Leisure. Facilities are working with students on how best to receive the lesson. We need flexibility within the system.

17 Section 4 - There are 2 “4.5” sections – should “Diversity Plan” be 4.6?

Answer: Yes, the diversity plan should be section 4.6, not 4.5

18 What is the total enrollment of students anticipated to be using the solution?

Answer: 10,000

19 Has CWU identified a budget for this initiative, and if so, is it possible to share? Is there a price above which proposals would not be accepted?

Answer: No Information currently on the budget.

20 Appendix B – Terms and Conditions of a Subsequent Agreement with other WIPHE Cooperative Members Is Same purpose/question as Appendix A?

Answer: These are two different things. Appendix A is CWU's form of contract we prefer to use after the bid is awarded. WIPHE members can choose to use the agreement resulting from this bid or they could choose to use their own operational agreements in collaboration with the vendor.

21 Section 4 - Can you explain the difference you are looking for between “Mandatory - # 7” (ability to adjust security for users) and “Preferred - # 10 (ability to easily manage user security)?

Answer: We need the ability to control who has access to what. But we would like that to be in a simple manner of adding a dropping in security access as needed. Not a process where new security groups need to be created to then be assigned to a user.