ANSWERS TO SUBMITTED QUESTIONS

STUDENT CONDUCT RECORD MANAGEMENT SYSTEM

RFP Coordinator	*All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.* **Name:** Sally Meredith **Title:** Associate General Counsel **Contact Information:** smeredith@mainecc.edu
Questions Submission	*All questions <u>must</u> be submitted to the RFP Coordinator identified above by:* **Date:** January 15, 2025, no later than 5:00 p.m., ET
Proposal Submission	*All proposals must be received by:* **Proposal Deadline:** January 31, 2025, no later than 5:00 p.m., ET *Proposals must be submitted electronically to:* **Submit to:** smeredith@mainecc.edu

All proposed should be submitted via email. Proposals must be received by 5:00pm ET on January 31, 2025.

1. **Of the seven constituent colleges listed in this section, could you please identify which ones, if any, already maintain digital records of the type intended to be stored in the solution sought by this RFP?**
   Answer:
   At this time, two of the institutions use Jenzabar JI Violations and Sanction feature. Jenzabar is the existing Student Information System, which is being phased out. One of these institutions also uses a shared electronic folder system. One institution uses a commercial product. The other three institutions use variations of a paper file system with spreadsheet tracking.

2. **For each, please also specify the manner(s) in which those records are presently maintained (e.g., an Excel file, an Access database, another commercial product – and if so, which one) and the approximate volume of the records.**

   a. **How many GBs of data would need to be imported (this would not include attachments like images, videos, pdfs, etc.)?**
      Answer:
      It will vary by College; it is estimated between 1GB and 21GB per institution, inclusive of images, videos, PDFs. The data is stored in numerous different formats including PDFs, Word documents, Excel spreadsheets, video files, image files.

   b. **How many files can we expect to receive?**
      Answer:
      It will vary by College; it is estimated between 500 files and 7500 files.

   c. **Are there any issues with your security team using SFTP for data transfer?**
      Answer:
      Historically this has not been an issue.

   d. **Can a database schema be provided? (For example: in a schema document, Visio or any other visual representation.)**
      Answer:
      A representative example includes: Incident Report Table (Contains Incident Narrative, Locations, Date, Time, Responding Staff, Involved Students, Incident Subject, Primary Key is Incident ID #) links to Student Table (Contains first name

last name, student ID, Date of Birth, email address, phone number, campus address, home address, Primary Key Student ID). Incidents can have multiple students associated with them, so a separate table is kept to store student violations and sanctions to make up student conduct history.

e. **What are the columns for each table? (Column headers would be ideal, but if that cannot be provided, the number of columns will suffice.)**
Answer:
A representative example includes: Incident Report Table (Incident ID#, Subject, Location, Incident Narrative, Involved Staff, Involved Students.)

Students – (Student ID, First Name, Last Name, Email Address, Phone Number (Cell and Home), Campus Address, Home Address, Date of Birth)

Violations – (Student ID as Key, Incident ID #, Violation Type, Violation Decision, Sanction, Sanction Start Date, Sanction Due Date, Sanction Completion Date, Sanction Assigned By)

f. **How are the files we receive linked? Is there a link table, or are there links within the tables themselves? (For example: the narrative file would have a column for link to person ID.)**
Answer:
It varies, an example would that incidents are connected to the Student by ID Number. The Student Table contains name, contact information, and date of birth. A separate table contains a history of incidents students have been involved in, violations, outcomes, and sanctions.

g. **Can sample data (even scrubbed data) be provided?**
Answer:
Yes

h. **In which format will the data be provided? (For example CSV, Excel, etc.)**
Answer:
Excel, PDF, JPG, MPR, CSV and other formats as noted above.

i. **Does the provided data come from a system that has a proprietary data format?**
Answer:
In instances where the files are kept electronically, yes.

j. Will the data contain any attachments that we'll be migrating? (images, videos, pdfs, etc.). If so, what is the volume and general type of attachments? Will the vendor be required to develop the specified integrations (Jenzabar and Anthology) as part of the initial implementation? IE are there integrations required to be developed before go-live, or can they wait until after go-live? How many system users in total do you require?

Answer:

Regarding the data, please see above. The vendor would be required to develop the integration with Anthology. It is anticipated there will be integration prior to go-live, and integration post-go love. The number of users varies by institution. The range is 3 to several dozen.

3. For each college, please state for each college whether or not it wishes to have those legacy records available in (i.e., migrated into) the solution sought by this RFP.

Answer:

It is anticipated the institutions would determine for themselves whether to migrate the historic records. At this time, five institutions have affirmatively indicated they would like to have the records available.

4. Regarding the Anthology Integration, is the desired functionality to:

a. Search for a name of a student in the Student Conduct Record Management System and then have that search run a query for a name of a student and their details from Anthology (First name, Last Name, Student ID) by searching for the name in the Student Conduct Record Management System.

Answer:

Yes.

b. Be presented with search results in the Student Conduct Record Management System.

Answer:

Yes.

c. The user will then be able to select the appropriate student and then the system will automatically match those fields into the system? If this is not the desired functionality can a use case with details be provided? Do the two systems have modern APIs to fulfill integration requirements based on your desired endstate?

Answer:

Yes, it is anticipated the conduct system could migrate student information from Anthology to populate the data for the conduct officer (First Name, Last Name,

Student ID, Contact Information (both cell, email and address). Allowing conduct officer to view class schedule to schedule meetings would be a plus.

    d. What is the time frame for data migration.
Answer:
It is predicated on several factors such as how many institutions participate in the contract; staffing considerations.

5. **What types of users will be using the system?**
Answer:
Presidents; Deans of Students; BIT/CARE teams; Residence Life Conduct; Student Code of Conduct; TIX Sexual Harassment; TIX Pregnancy; Accessibility/Accommodations; Academic Sanctions (including cheating, plagiarism, etc.); Campus Safety officials.

6. **What types of access controls will need to be in place for each type of user?**
    a. Count of each type?
Answer:
It varies by College. Enter an incident level could be up to 30 users, the higher levels would have smaller access groups. An example would be:

> "Several (3) users have full view, edit and create access, others (10) have edit/input access for certain types of records, and others (5) have view only access for certain types of records."

7. **Will there be a need for additional read only users within the system? (without the need to input additional data)**
Answer:
It will vary by College; some institutions will require this functionality.

8. **Can you please provide details on how many people will be managing investigations vs how many need to just report incidents?**
Answer:
It will vary by College; some institutions allow anyone to submit an incident while at another institution there are over 25 reporters. There are between 2 and 10 investigators per College.

9. **Regarding case management, does MCCS anticipate the solution will include a scheduling features for hearing and tracking programs through the various stages of the conduct process?**

Answer:

Yes, it is anticipated that the software would include the ability to automate reminders to administrators of upcoming deadlines, predicated on the institutional policies and procedures governing the respective processes. Calendar integration for scheduling would be appreciated, including the ability to track availability and conflicts, as well as to reschedule hearings with all involved individuals, as necessary.