



Maine Community College System
323 State Street
Augusta, ME 04330

REQUEST FOR INFORMATION

Grant Management Software

RFI Coordinator	<i>All communication regarding this RFI <u>must</u> be made through the RFI Coordinator identified below.</i> Name: Deseret Scharett Title: RFI Coordinator Contact Information: SIProject@mccs.me.edu
Informational Meeting	Date: 11/2/2023 Time: 11:00 AM EST Location: Virtual Meeting, link to be sent per email request
Submitted Questions Due	<i>All questions <u>must</u> be submitted in writing to the RFI Coordinator identified above by:</i> Date: 11/6/2023, no later than noon, EST. Responses to the questions will be posted by 11/8/2023 at 12:00 pm.
Response Submission	Submission Deadline: 11/15/2023 no later than 5:00 pm, respondent local time Submit to: SIProject@mccs.me.edu

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PUBLIC NOTICE

Maine Community College System

Grant Management Software

The Maine Community College System is seeking information under this Request for Information (RFI) as a statewide request to understand better the Grant Management Software market and suitable vendors occupying the space.

A copy of the RFI, as well as the Question & Answer Summary and all other related documents to this RFI, can be obtained at the following website:

<https://www.mccs.me.edu/request-for-proposals/>

An Informational Meeting will be held on 11/02/2023 **Time:** 11:00 am EST

Location: Virtual Meeting, link to be sent per email request.

Responses must be submitted to Deseret Scharett at SlSproject@mccs.me.edu by 11/15/2023 no later than 5:00 pm, respondent local time.

RFI DEFINITIONS/ACRONYMS

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

<u>Term/Acronym</u>	<u>Definition</u>
RFI	Request for Information
RFP	Request for Proposal
State	State of Maine
MCCS	Maine Community College System
FOAA	Maine Freedom of Access Act
Respondent	Any individual or organization submitting a response to this RFI.
Workforce Development	College to Employer contracted training initiative services offered by MCCS to State employers (special programs) and short-term training programs, for credit or noncredit, offered to Maine Residents.
SaaS	Software as a Service

PART I INTRODUCTION

1. Purpose and Background

This request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a 'Request for Proposals' document). The Maine Community College System (MCCS) is seeking information regarding a Grant Project Management and Customer Interface software solution from interested parties as defined in this RFI document. This is an opportunity for interested parties to help the MCCS better understand the marketplace on the subject matter.

MCCS is made up of a system office and the seven accredited community colleges across the State of Maine. Over 19,000 students were enrolled in a credit course in Fall 2023, with two-thirds of the students enrolled in career and occupational programs. In addition to the degree programs, the colleges also provide an extensive array of Continuing Education and Workforce Development training to individuals across the State.

2. Current Conditions

MCCS is going through significant change throughout their technology landscape. The community college system is currently implementing a new Student Information System (SIS), moving from Jenzabar to Anthology Student. In addition, they are migrating their financial management system and adding CRM capabilities with Anthology Finance and Reach modules – and supporting development activity with Anthology's Raise and Encompass products. MCCS also implemented Modern Campus' Lumens product to manage a large portion of their Workforce Development enrollments, both business to business, and business to consumer. To support these changes, MCCS is moving to a single student identifier and shared services IT and technology support model.

The System Office at MCCS coordinates and manages a large portion of funding that is consumed by MCCS colleges, industry, and other state agencies throughout the State of Maine. The purpose of such funding distribution is to support MCCS's mission of strengthening Maine's workforce through education and training.

Due to the evolution of technology, there are several components of MCCS' current solution that will soon either sunset or become obsolete. In addition, the current approach to managing the workflows associated with the grant applications, approvals, distribution, and management were created as a short-term solution to a long-term initiative. Due to these factors, MCCS has an immediate need to deploy a long-term technology solution that facilitates the intake and management of grant applications, with the options to integrate within the new software ecosystem.

3. Challenge Statement

The purpose of this RFI is to elicit the advice and best analysis of knowledgeable persons in the vendor community to enable the MCCS system office to understand solutions for intake and management of grant applications and recipients, distribution and tracking of funds, and integration options. Responses to this RFI should include

valuable information in drafting detailed specifications related to acquiring software with strong emphasis on user experience and process oriented workstreams.

The MCCS grant management solution should be flexible enough to handle broad range data collection specific to workforce training across the state of Maine. This solution is unique in that it bridges the strengths of higher education to the needs of community and industry partners. MCCS works directly with stakeholders including training vendors, government agencies, K-12, employed and unemployed individuals, plus others. They need to be able to meet the evolving requirements for existing and new grants or scholarships distributed to multiple types of stakeholders while having a user-friendly interface and flexible reporting capabilities.

Respondents are invited to provide information regarding the capabilities of their grant management solution. For this RFI, “student success, stakeholder/administrative success and system success” can be defined by an increase in grant application completion without staff assistance, decrease in processing time, ease of access to relevant data for defined stakeholders, and integration into the Anthology technology environment.

The ideal grant management solution will have the following attributes:

- Be a standard SaaS-based system for MCCS and its stakeholders.
- Be simple to use, govern, and maintain.
- Provide simple, standardized APIs for integrations.
- Access to on demand and comprehensive data analytics, reporting, and user dashboards.

4. General Provisions

- A. All contact with the MCCS regarding this RFI must be made through the RFI Coordinator. No other person/ MCCS employee is empowered to make binding statements regarding this RFI.
- B. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
- C. Issuance of this RFI does not commit the MCCS to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
- D. Issuance of this RFI in no way constitutes a commitment by the MCCS to issue an RFP.
- E. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the MCCS.
- F. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 MRS §§ 401 et seq.): State of Maine Freedom of Access Act.

- G. All applicable laws, whether contained herein, shall be included in this reference. It shall be the Respondent's responsibility to determine the applicability and requirements of any such laws and to abide by them.

PART II INFORMATION SOUGHT

MCCS seeks information regarding grant management software and welcomes responses to this RFI, including creative suggestions and feedback to enhance and expedite all future processes while providing efficient, reliable, and high-quality outcomes. Respondents are not required to submit responses pertaining to every question, but the MCCS encourages interested parties to respond to any or all relevant aspects of the RFI.

MCCS seeks detailed yet succinct responses that demonstrate the Respondent's experience and/or familiarity with the subject matter. As this is not a competitive RFP process, Respondents must not provide any specific cost or customized pricing documentation in their response.

The questions below are to be answered on the base (unmodified) system functionality. Where the System requires a third-party product for the capability, identify the need clearly:

- 1. Identity. Please identify yourself and any organization you represent in this RFI.**
 - a. Name of Respondent
 - b. Organization and affiliation
 - c. Address (organizational, if responding on behalf of an entity)
 - d. Contact information (phone number(s) and email address)
 - e. General Information. Provide a brief overview of yourself and your organization.
 - f. Experience. Please identify your experience in providing a SaaS-based or web-hosted grant management solution for nonprofit organizations, preferably in higher education or workforce training industry sectors.
- 2. Grants Project Management**
 - a. Describe how the solution tracks grant funding sources, allocations, expended and remaining funds across fiscal years, and per fiscal year?
 - b. Describe how the solution utilizes grant project budgets, with approval workflows, which can tie to the general ledger?
 - c. Describe how the solution allows for automated communications?
 - d. Describe how the solution may organize relationship structures for contacts and/or accounts. For example - a person tied to their employer(s), multiple business locations tied to a corporate office.
- 3. User Accounts**
 - a. Describe how the solution supports user account options for stakeholders. Examples of stakeholders include external users such as companies, students, and agencies. Examples of MCCS stakeholders include users such as system office admins and college requestors.

- b. Describe how the solution allows a customizable portal view and access for non-admin users.
 - c. Does the solution support single-sign-on (SSO) for designated users?
 - d. Describe how user demographic information is stored and queried from a unique database record.
 - e. Explain how the solution utilizes duplication detection logic.
 - f. Describe how the solution supports customizable and conditional demographic fields.
 - g. Explain how the solution supports assignment of contacts and admins to workflows, such as grant application approvals.
- 4. Grant Application Tool**
- a. Describe options for creating customizable grant applications, allowing for multiple field types. Examples of requests may include membership, grant funding, training records, stipends, or payments.
 - b. Describe options that allow grant applications to tie to a decision tree of grant eligibility criteria.
- 5. Reporting and Dashboards**
- a. Describe ad hoc reporting capabilities, with multiple output file types, and sorting capability by college or geographic location.
 - b. Specify any proprietary reporting tools or industry standardized tools used with the solution.
 - c. Does the solution have the capability to build and display reporting dashboards?
 - d. Can dashboards be displayed by user type?
- 6. Special Requirements**
- a. A large portion of grant recipients are companies who receive funds to train their incumbent workforce. These companies are responsible for providing employee demographic and completion information, as well as vendors used to deliver training. MCCS must also make training records available to both the employer and the training recipient. In this case, the amount of funding is tracked both per employee/student, and per company.
 - i. Describe how the solution can meet the requirements described in 6.a.

Part III KEY RFI EVENTS AND PROCESSES

1. Informational Meeting

- a. The MCCS will sponsor an Informational Meeting concerning this RFI beginning at the date, time, and location shown on the RFI cover page. The purpose of the Informational Meeting is to provide interested parties with additional information related to this RFI, field questions, and clarify any questions as to this RFI request. Interested attendees should email the RFI Coordinator to gain the meeting credentials.

2. Questions

- a. General Instructions

- i. It is the responsibility of each interested party to examine the entire RFI and seek clarification in writing if they do not understand any information or instructions.
- ii. Interested parties should use Appendix B – Submitted Questions Form – for submission of questions.
- iii. The Submitted Questions Form must be submitted by email and received by the RFI Coordinator, identified on the cover page of this RFI, as soon as possible but no later than the date and time specified on the RFI cover page.
- iv. Submitted questions must include the RFI Title in the subject line of the email. The MCCS assumes no liability for assuring accurate, complete, or on-time email transmission and receipt.

3. Question & Answer Summary

- a. Responses to all questions will be compiled in writing and posted on the following website: <https://www.mccs.me.edu/request-for-proposals/>
- b. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

4. Submitting the Response

- a. Responses Due
 - i. Responses must be received no later than the date and time listed in the timeline above.
- b. Delivery Instructions
 - i. Responses must be submitted to the RFI Coordinator via email, listed on the cover page of this RFI document.

5. Response Format

- a. Responses to this RFI may be developed in a manner that suits the Respondent. A list of critical questions is included within the RFI, and all submissions, regardless of the format, will be reviewed. Respondents are asked to be brief and to respond to as many questions as possible within the RFI. Number each response to correspond to the relevant question or instruction of the RFI to allow comparison and clarity.

PART IV REVIEW OF RESPONSES RECEIVED

1. Presentations

- a. Respondents will be invited to provide 1–2-hour presentations to MCCS to highlight their application's capabilities concerning the requirements in Section II above. Respondents who do not offer SAAS or web-hosted versions of their platform may not be invited to present.
- b. The MCCS reserves the right to communicate and/or schedule secondary interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received and/or additional information to enhance marketing research efforts.

2. General Information

- a. The MCCS will review responses received for the purpose of gathering information and market research only.

- b. The MCCS will not score, or rate responses received.
- c. The MCCS reserves the right to communicate with Respondents, if needed, to obtain clarification of information contained in the responses received and/or additional information to enhance marketing research efforts.

APPENDIX A

Maine Community College System

Grant Management Software

Lead Point of Contact - Name/Title:			
Organization Name (if applicable):			
Tel:		Fax:	
Email:		Website:	
Street Address:			
City/State/Zip:			

APPENDIX B

Maine Community College System

Grant Management Software

Organization/Responder's Name:	
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RFI Section & Page Number	Question

** If a question is not related to any section of the RFI, state "N/A" under "RFI Section & Page Number".*

*** Add additional rows, if necessary.*