



**REQUEST FOR PROPOSAL  
June 28, 2024**

**PROJECT MANAGEMENT FOR IMPLEMENTATION OF STUDENT  
INFORMATION SYSTEM (SIS)**

129 2<sup>nd</sup> Ave NE  
Swift Current, SK S9H 2C6  
Attention: Brad Mahon

**CLOSING DATE:  
July 10, 2024 at 4:00 p.m. (Local Saskatchewan Time)**

## Table of Contents

INTRODUCTION .....	3
RFP DOCUMENTS.....	3
INQUIRIES.....	3
SUBMISSION OF PROPOSALS.....	3
CONTENT OF PROPOSALS .....	4
COST OF PROPOSALS.....	4
EVALUATION PROCESS .....	4
ANTICIPATED SCHEDULE OF EVENTS.....	5
FORM OF SERVICES AGREEMENT .....	6
EFFECT OF RFP .....	6
CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS .....	7
CANADIAN FREE TRADE AGREEMENT .....	7
Schedule "A" – Background Information .....	8
Schedule "B" – Services Requirements .....	10
Schedule "C" – Proposal Content Requirements .....	12

## INSTRUCTIONS TO PROPONENTS

### INTRODUCTION

1. Great Plains College (the "College") on behalf of Saskatchewan Regional Colleges and Dumont Technical Institute, is inviting proposals for the provision of Student Information System (SIS) Project Management (the "Services"). Further detail about the College is set out in Schedule "A" - Background Information.
2. The purpose of this Request for Proposals ("RFP") process is to select a qualified proponent to enter into a Services Agreement with the College for the performance of the Services. Further details about the Services required by the College are set out in Schedule "B" – Services Requirements.
3. **This RFP is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of a proposal.**

### RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
  - Schedule "A" – Background Information
  - Schedule "B" – Services Requirements
  - Schedule "C" – Proposal Content Requirements

### INQUIRIES

5. Proponents are responsible for reading and familiarizing themselves with the provisions of this RFP and other accompanying documents (as applicable), and should make those inquiries and investigations it considers necessary for the preparation and submission of its proposal.
6. Any inquiries concerning this RFP should be directed in writing to the following:
  - Brad Mahon, President & CEO
  - Great Plains College
  - E-mail: [rfp@greatplainscollege.ca](mailto:rfp@greatplainscollege.ca)
  - 129 2nd Ave NE
  - Swift Current, SK S9H 2C6
7. All inquiries should be in writing and received by the College no later than July 10, 2024 at 4:00 pm before the closing date and time for this RFP.
8. The College may circulate its response to any inquiries to all proponents, along with the original inquiry and may post such response and original inquiry on [www.sasktenders.ca](http://www.sasktenders.ca) or may choose not to reply to any inquiry.
9. Proponents should refrain from contacting other employees, agents or members of the College Board in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the College's sole discretion, result in disqualification.

### SUBMISSION OF PROPOSALS

10. Proposals should be in electronic format. Proponents should submit an electronic copy in email format indicating the RFP title and Closing Date to the following address by **4:00 p.m. (Local Saskatchewan Time) July 10, 2024:**

Brad Mahon, President & CEO  
[rfp@greatplainscollege.ca](mailto:rfp@greatplainscollege.ca)

11. Proposals should be clearly marked "SIS Project Management Proposal – Confidential."
12. If you require additional time to submit your proposal, you should contact Kalena Greenley by e-mail to [rfp@greatplainscollege.ca](mailto:rfp@greatplainscollege.ca). The College may, in its sole discretion, allow additional time for proponents to submit a proposal.
13. Proposals and accompanying documentation provided to the College in response to this RFP will not be returned.

### **CONTENT OF PROPOSALS**

14. Proposals should address the items set out in Schedule "C" - Proposal Content Requirements.
15. Proponents may provide additional information beyond that requested in the RFP for the College's consideration. Any such additional information may be considered by the College in its sole discretion.
16. Proponents may be asked to submit additional information pertaining to their past experience, qualifications and such other information that the College might reasonably require.

### **COST OF PROPOSALS**

17. The College is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the College, making any presentations to the College in connection with their proposals, or otherwise incurred in connection with this RFP process.
18. This RFP does not create any legal obligations between the College and any proponent.

### **EVALUATION PROCESS**

19. Proposals will be opened and evaluated privately.
20. The College intends to evaluate proposals based on the criteria set out in this RFP in order to identify the proposal which offers the best overall value to the College.
21. In assessing proposals, the College will take into consideration the following evaluation criteria with the relative weighting as indicated below:
  - a) Qualifications, Experience and Capacity (60%)

In assessing each proponent's qualifications, experience and capacity, the College may take into account the following factors:

    - i. qualifications and experience of the proponent and its lead personnel in the service areas being offered;
    - ii. qualifications and experience of any subcontractors and their lead personnel;
    - iii. the capacity of the proponent to provide and successfully complete the Services required by the College, in a timely, efficient and quality manner;
    - iv. previous experience of the College, other Saskatchewan Colleges or the Ministry of Advanced Education, in working with a proponent;
    - v. such other criteria as the College considers relevant.
  - b) Fee Proposal (40%)

The College anticipates that the Services will be priced on the basis contemplated in Schedule "C". In assessing each proponent's fee proposal, the College may take into account the following factors:

- i. any conditions or limitations applicable to the proposed fees (including any rate escalations);
  - ii. any other reimbursable expense categories and any proposed markup; and
  - iii. such other criteria as the College considers relevant.
22. Proposals will be evaluated on the basis of the information provided in response to these Instructions to Proponents. In addition, in assessing the proponent's qualifications, experience and capacity, the College may also consider the following:
- a) clarifications and/or additional information that may be supplied pursuant to requests from the College;
  - b) interviews and/or reference checks that may be conducted at the College's discretion;
  - c) information received from any source that the College considers reliable.
23. The College may, in its sole discretion, request clarification from a proponent during the evaluation process.
24. Proponents are advised that the evaluation process is subjective in nature and the College's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding, including without regard to whether a proposal is compliant with this RFP.
25. The College may short-list proponents and conduct interviews, conference calls and/or presentations with short-listed proponents at its sole discretion. Furthermore, the College may negotiate any and all aspects of a proposal, including but not limited to the fee proposal, and the Services Agreement terms, with one or more proponents.
26. An invitation to interview or to negotiate does not obligate the College to conclude the Services Agreement with that proponent. The College may interview or may negotiate any aspect of any proposal with one or more proponents at any time.
27. The College will notify all unsuccessful proponents after entering into a definitive Services Agreement with the successful proponent. Unsuccessful proponents may request a debriefing interview to obtain feedback on their proposal after receiving this notification.

## **ANTICIPATED SCHEDULE OF EVENTS**

28. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by the College in its sole discretion:
- |  |  |
|--|--|
| a) RFP Released                              | June 28, 2024                              |
| b) Inquiries respecting RFP                  | July 5, 2024                               |
| c) Closing Date                              | July 10, 2024                              |
| d) Interviews with Proponents (if necessary) | July 15, 2024                              |
| e) Tentative Evaluation                      | approx. one week after<br>the Closing Date |
| f) Tentative Services Agreement Execution    | July 22, 2024                              |

**FORM OF SERVICES AGREEMENT**

29. Any successful proponent(s) will be expected to enter into an agreement for services with the College (the "Services Agreement") as contemplated in Schedule "C" – Proposal Content Requirements.
30. The College expects that the term of the Services Agreement will be for six months with a projected end date of January 31, 2025. Extensions to the initial contract are anticipated and will be negotiated a minimum of 60 days before the end of the term.

**EFFECT OF RFP**

31. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as the College signs a definitive Services Agreement with a proponent, the College does not intend to create a contractual relationship (including a bid contract), either express or implied, with any proponent submitting a response to this RFP.
32. For greater certainty, terms such as "requirement", "shall", "must" or other similar imperatives used in this RFP are intended as terms of convenience only, unless otherwise identified specifically as a mandatory requirement. The College intends to evaluate proposals on the extent to which a proponent's proposal is able to meet such items, but in no event shall the College be required to disqualify or reject any proposal on the basis that such item is not met or only partially met.
33. Submission of a proposal does not obligate the College to accept any proposal or to proceed further with any of the Services. Consideration of any proposal shall be in the College's sole discretion.
34. Proposals may be withdrawn or amended by a proponent at any time by written notice to the College prior to the College and the proponent signing a formal Services Agreement.
35. Proponents are advised that the College is intending to conduct a flexible procurement process, not subject to the law of competitive bidding, and that the College may, in its sole discretion, at any time and for any reason:
  - a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
  - b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
  - c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
  - d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
  - e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
  - f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
  - g) verify or seek clarification of any and all information provided pursuant to this RFP and provide proponents with an opportunity to correct any defects, informalities or irregularities in their proposal;
  - h) negotiate any and all aspects of any proposal and the provisions of the Services Agreement (including, without limitation, those provisions relating to fees and/or any scope of services) with any one or more proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and

- i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
  - i. issuing a new request for proposals or other procurement document based on the same or changed scope of services or other requirements;
  - ii. entering into sole source negotiations with any one or more of the proponents or any other person; or
  - iii. cancelling the procurement in its entirety.

### **CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS**

36. Proponents are expected to keep confidential all documents, data, information and other materials of the College which are provided to or obtained or accessed by a proponent in relation to this RFP, other than documents which the College places in the public domain. Proponents are expected not to make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of the College.
37. Proponents are advised that the College is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a publicly-funded academic entity. Proponents are advised that the College may be required to disclose the RFP documents and a part or parts of any proposal in response to this RFP pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).
38. Proponents are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**

### **CANADIAN FREE TRADE AGREEMENT**

39. This procurement is subject to the *Canadian Free Trade Agreement*.

## Schedule "A" – Background Information

### General Background Information

Great Plains College is a provincial institution established under Saskatchewan's *Regional Colleges Act*, which was proclaimed on January 1, 1988. Great Plains College was established by Saskatchewan Order-in-Council 465/2008 and 466/2008 dated June 27, 2008. It was created by a merger of Cypress Hills Regional College and Prairie West Regional College and included all liabilities and assets of the two former Colleges as of July 1, 2008.

Section 5 of *The Regional Colleges Act* delineates that programming which a Regional College may offer:

1. university and technical institute courses provided by way of a contract between the college and a university or technical institute;
2. training programs that prepare individuals for a career or provide education with respect to health or social issues;
3. training programs paid wholly or partly by private business, non-profit groups or government agencies;
4. career services;
5. adult basic education, literacy and upgrading programs;
6. any other educational activities that the Lieutenant Governor in Council may prescribe in the regulations.

A new Regulation enacted on July 3, 1997, enabled regional colleges:

To provide employment services, programs and activities associated with career, educational and training services, programs and activities pursuant to agreements with the Minister of Post-Secondary Education and Skills training or the New Careers Corporation.

Great Plains College serves an area that is more than 100,000 square kilometers and has 115,000 potential students.

A decentralized campus region system, consisting of three campuses and subsidiary program and training centres, has been established to provide a broad array of programs in western Saskatchewan and enable the college to help learners, communities and regional industry grow.

These include:

- Kindersley Campus Region (includes Biggar Program Centre)
- Swift Current Campus Region (includes Maple Creek Program Centre)
- Warman Campus Region (includes Martensville Program Centre)

More information can be found on our website at [www.greatplainscollege.ca](http://www.greatplainscollege.ca).

### Additional Background Pertaining to the Services

The following information may assist you in preparing your proposal:

This request for proposal is an invitation by Great Plains College on behalf of Saskatchewan Regional Colleges and Dumont Technical Institute (DTI) to prospective proponents to submit proposals for the provision of Project Management services for the implementation of a Student Information System (SIS) in all colleges and DTI. This procurement is being undertaken as a collaborative arrangement between the Colleges and DTI and Great Plains College is acting on behalf of the Institutions.



The Colleges and DTI currently share one Student Information System (SIS), which is a module of the One Client Service Model (OCSM) system developed two decades ago by the Government of Saskatchewan. The Colleges have chosen to replace the OCSM system with an integrated solution known as Thesis Elements being implemented by third party contractor, 3D Solutions.

As the client, the Colleges and DTI are seeking Project Management services to lead the implementation process, starting with Great Plains College's implementation.

## Schedule "B" – Services Requirements

### Scope of the Services

Project Management will include but not be limited to, the following services:

- Representing Client at the following, but not limited to:
  - o Project Manager Meetings
  - o Schedule Meetings
  - o Project Advisor Committee Meetings
  - o Biweekly SaaS Meetings
  - o Vendor Workshops
  - o Steering Committee Meetings
  - o Any other as required and determined by the project organizational structure
  
- Ensure Client accountability to the terms and conditions as laid out in the Statement of Work (SoW) including, but not limited to:
  - o Maintenance of organizational structure document including identification of representatives for all Client roles.
  - o Consistent, formal reporting on project status, risks, pressures and opportunities to CEO Council of Saskatchewan Regional Colleges and Project Advisory Committee meeting
  - o Identify project resource (human, capacity or financial) shortfalls at both collective and college level and prepare recommendations for consideration. Where individual colleges fail to meet their commitments as laid out within the SoW, notify the Project Advisory Committee meeting in order to rectify.
  - o Maintain the project schedule in conjunction with implementing partners and ensure schedule change log.
  - o Alongside Ministry Project Sponsor/Manager ensure adherence by vendors regarding their deliverables as laid out within SoW and advocate for price or solution adjustments as required. Construct Change Order Processes (CoPs) when changes are required.
  - o As primary contact for Team ISM, Thesis Elements and 3D, liaise with Thesis Elements and 3D as required.
  - o Participate in review of all approval documentation including solution gateways and ensure sufficient client consultation before sign offs
  
- Client Support and Technical Strategy:
  - o Establish and maintain regular communication pathway with college(s) whose instance(s) is being worked on and elevate needs to vendor as required.
  - o Advocate for solutions as required in conjunction with implementing college.
  - o Support the collection of current state business processes with implementing college and assist colleges in determining new business process flows.
  - o Defining technical requirements for modifications and work-arounds to vendor where the existing software lacks critical functionality.
  - o Defining and passing on enhancement requests to Thesis to recommend future improvements which would support college needs.
  - o Facilitating the collective definition of base reports and the necessary content required through liaising with Government of Saskatchewan.
  - o Facilitating collective naming conventions for some data items.
  - o Ensuring that an evolving set of collective business rules around the SIS are defined and respected through each implementation to ensure a required level of consistency.

- Negotiating and collecting data values which require collective input.
- Overseeing high-level data load strategy including volume of history to extract through legacy system and engage strategy to create the data file.
- Facilitate establishment of course master from OCSM to each college for their review, edits and coding prior to upload to Elements.
- Configuration of some system values, adding users for each college.
- Clarification of testing vs production environment protocols for each implementation.
- Creation of some common user documentation including potential training documentation for college sector.

**Term**

Anticipating start date of July 22, 2024 to January 31, 2025.

**Related Deliverables and Work Product**

Deliverables:

Deliverables will include, but not be limited to:

- Great Plains College instance of Thesis Elements product is ready for 'go live' as per the terms and conditions outlined within their cut-over strategy by January 31, 2025. The product meets their immediate business needs and a document outlining future enhancements is in place.
- Statement of Work between Saskatchewan Regional Colleges, Gabriel Dumont Institute and project vendor is executed and adhered to by all parties with any changes documented through the Change order Process (CoP) with formal approval established by the Project Steering Committee.

## Schedule "C" – Proposal Content Requirements

Proponents should, at a minimum, address the following in their Proposals:

### Company Detail

1. A brief description of your company including any qualifications you consider relevant.

### Relevant Experience

2. A description of a proponent's experience in performing similar work.

### Lead Personnel

3. Identify the lead personnel responsible to lead the delivery of the Services the proponent is prepared to offer and their expected involvement.
4. Describe the relevant experience of the lead personnel and include their resumes and professional designations.

### Capacity

5. The College expects that you will have sufficient resources available to meet the service requirements of the College in a timely and efficient manner. Provide a brief description of your company's staffing resources that will be utilized to meet the service requirements of the College.
6. Identify and provide a brief description of any subcontractors you propose to engage to provide the Services.

### Schedule

7. The Services are expected to commence on July 22, 2024 and to be completed January 31, 2025. Provide a schedule for the performance of the Services.

### Fee Proposal

8. Proponents should provide a fee proposal which addresses the following:

#### Time and Materials Basis

The College expects the Services to be provided on a "time and materials" basis. Please provide a complete pricing proposal, substantially in the form of Appendix 1, including, without limitation:

- a) Any applicable hourly labour rates;
  - b) Any applicable equipment rates;
  - c) Any applicable unit prices for materials;
  - d) Any applicable markup on materials; and
  - e) An estimate of the total cost of providing the Services.
9. Please describe any reimbursable expense categories and other charges and when they would apply.

10. All prices/rates should be quoted in Canadian Dollars, exclusive of any applicable GST.

#### **Services Agreement Terms**

11. Proposals should include a proposed form of Services Agreement for consideration by the College.

#### **Liability Insurance**

12. Provide certificates of insurance outlining the amounts of liability insurance that you carry.

#### **Conflict of Interest Disclosure**

13. Disclose any actual or potential conflicts of interest that may exist between your company and its management, and the College, its directors or employees, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal. The College's employees are ineligible to participate, directly or indirectly, with any proponent.

#### **Confidentiality**

14. Proponents are advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**

**APPENDIX "1" – RATE SCHEDULE**

No.	Labour	Rate (CDN \$)
1	<Insert Position>	\$<amount> per hour
2	<Insert Position>	\$<amount> per hour

No.	Equipment	Rate (CDN \$)
1	<Insert Equipment>	\$<amount> per <amount>
2	<Insert Equipment>	\$<amount> per <amount>

No.	Material	Unit Rate (CDN \$)
1	<Material>	\$<amount> per <amount>
2	<Material>	\$<amount> per <amount>

The rate for materials where no "Unit Rate" is expressed above, will be the proponent's actual out of pocket cost, plus a markup of:	<Markup on Materials>%
The rate for equipment required in connection with the Work for which no rate is expressed above, will be the proponent's actual out of pocket cost, plus a markup of:	<Markup on Equipment>%

The proponent's rates set out above are inclusive of:

1. in the case of labour rates, the cost of all payroll burdens, benefits, insurance, safety certifications, training, permits, and licenses; and
2. in the case of equipment rates, the cost of all insurance, licenses, shop supplies, wear and fuel.

Unless expressly set out in this Appendix "1" – Rate Schedule, no other costs are chargeable to the College in connection with the performance of the Services.