

IOWA COLLEGE STUDENT AID COMMISSION

February 26, 2015



IowaCollegeAid.gov

Because college changes everything.

IOWA COLLEGE STUDENT AID COMMISSION

Guiding Statements

Our Vision

All Iowans can achieve an education beyond high school.

Our Mission

We advocate for and support Iowa students as they explore, finance and complete educational opportunities beyond high school to increase family and community success.

Our Motto

Because college changes everything.

Our Guiding Principles

- Put students first
- Respect and honor the dignity of each other and all those we serve
- Uphold the public trust
- Create and nurture internal and external partnerships that benefit our customers
- Provide services to our customers that exceed expectations and address their changing needs
- Develop and empower a motivated, compassionate, professional and accountable team
- Utilize evidence-based decision making

IOWA COLLEGE STUDENT AID COMMISSION

A G E N D A

February 26, 2015

9:00 a.m.

**Iowa College Student Aid Commission
Telephone Conference Call**

***1. XCalibur Contract Tab A Misjak**

2. Adjournment

*** Indicates Action Item**

UPCOMING MEETING DATE:

March 20, 2015

May 15, 2015

IOWA COLLEGE STUDENT AID COMMISSION

XCalibur, Inc. Contract GEAR UP Iowa Student Longitudinal Tracking System February 2015

RECOMMENDED ACTION:

Authorize executive director to enter into a one-year contract, with six one-year extension options, for a Student Longitudinal Tracking System with XCalibur, Inc.

During the January 16, 2015 board meeting, Commissioners authorized staff to issue a request for proposals (RFP) for a student longitudinal tracking system for the GEAR UP Iowa grant project. The Department of Administrative Services managed the RFP process and a vendor has been selected. A contract was developed by the Department of Administrative Services that includes state-required terms and conditions, as well as the evaluation/selection criteria and responses received in the Request for Proposal. Staff at the Department of Administrative Services, the Commission's Assistant Attorney General, Commission staff, and XCalibur, Inc. has reviewed the contract.

Summary

RFP Name and Purpose:

Name: Request for Student Longitudinal Tracking System

Purpose: Select a vendor qualified to provide a system that will allow GEAR UP Iowa data pertaining to student, parent and school services to be gathered, managed and reported compliant with Federal requirements.

Term of Contract:

1 year with six one-year extension options.

RFP Issuance Date: January 8, 2015

RFP Distribution:

The RFP process was managed by the Department of Administrative Services (DAS). It was distributed according to State procurement policies as follows:

- Posted on State Targeted Small Business website according to State procurement policies on January 6, 2015.
- State issued the RFP on January 8, 2015.
- Written questions, requests for clarification and suggested changes to the contract were due by January 15, 2015.
- Follow-up RFP written questions, requests for clarification, and suggested changes from Contractors due (no questions accepted or responded to after this date) by January 20, 2015.
- Bid proposals were due by January 28, 2015.

RFP Responders:

- CoBro Consulting, LLC
- FocalPoing K12, Inc.
- Otis Education Systems, Inc.

- XCalibur, Inc.

Evaluation/Selection Criteria:

Vendors must meet all mandatory RFP requirements. If a vendor does not, it is considered non-responsive according to State procurement policies and is disqualified. All vendors met the response requirements.

All responsive vendors were evaluated based on the following criteria:

Mandatory

- System must be functional and ready to use no later than March 1, 2015
- Training must be completed prior to April 1, 2015

System shall provide:

- Out of the box functionality
- Ability to interface with systems in place that the Iowa Department of Education to poll data related to GEAR UP Iowa cohort students
- Ability to provide "real time" program evaluation at the individual student, school, district and state level
- Ability to store data in a secure encrypted environment that meets FERPA standards
- System should comply with State of Iowa web application security standards
- Respondent will be responsible for installation/removal of all equipment/software
- Respondent will provide operator instructions and service manuals
- Maintenance and support services
- Agency will perform operational maintenance
- Respondent will provide preventative maintenance and inspection on a bi-annual basis
- Respondent will provide same day response time on system issues and outages
- Respondent will provide user training and administrator training

Scoring Criterion

- Respondent Background Information
- Experience
- Financial Information
- Acceptance of Terms and Conditions
- System Description
- Implementation Plan
- Optional Features or Modules
- Support
- Training

Selection Committee:

The evaluation process was led and monitored by DAS representatives. They provided guidance and recorded all evaluation scores. The selection committee consisted of:

- Christina Sibouih, Executive Officer II, ICSAC
- Jesse Martinez, Executive Officer I, ICSAC
- Jethro De Lisle, Statistical Research Analyst III, ICSAC
- Nathan Svare, Program Planner II, ICSAC
- Wade Leuwerke, GEAR UP Research and Training Director (Consultant)
- Brenda Edwards, Administrative Assistant II, ICSAC

The selection committee scored written proposals and participated in webinar demonstrations of vendor system.

Notice of Intent to Award Contract: February 6, 2015.