



Request for Information

For CMU 2841 for AI Solutions for Higher Education



RFI Issue Date: August 12, 2025
Submittal Due Date: September 30, 2025, 11:00am MST
Issued By: Breanne Meier
Director of Campus Procurement

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Section 1: Administrative information

1. Issuing Office

This Request for Information (RFI) is issued by the Colorado Mesa University Purchasing Department on behalf of the Academic Affairs Department. The Purchasing Department is the SOLE point of contact concerning this RFI. All communication must be done through the Purchasing Department.

2. Official Means of Communication

During the solicitation process for this RFI, all official communication between the Purchasing Department and Offerors will be via postings on the Rocky Mountain E-Purchasing System (RMEPS) website at: <https://www.rockymountainbidsystem.com>. The RMEPS website offers both free and paid registration options that allow for full access to the solicitation documents and for electronic submission of submittals. **NOTE: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.** The University does not have access or control of the vendor side of the RMEPS site; contact RMEPS directly to resolve any issues encountered prior to response deadline at (800) 835-4603.

The Purchasing Department will post notices which will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning Offeror. **It is incumbent upon Offerors to carefully and regularly monitor the RMEPS website for any such postings.**

The Purchasing Department will also post communications through the University Open Solicitations website at: <https://www.coloradomesa.edu/procurement-payment/open-solicitations.html>. Information on this website is for reference only; the RMEPS website is the platform of record. It is incumbent that bidders review the University's Solicitation Instructions.

3. Purpose

Colorado Mesa University (CMU) is conducting a strategic scan of the artificial intelligence (AI) landscape through this Request for Information (RFI). The purpose of this RFI is to gather information from organizations that provide AI-enabled solutions applicable to higher education environments. This input will help CMU assess the current state of the market and shape a future Request for Proposals (RFP), anticipated for release in 2026.

This RFI is for informational and planning purposes only and does not constitute a solicitation or request for proposal. Responses are voluntary and will not result in a contract, payment, or vendor prequalification. No funding is associated with this request. However, responses will help inform Colorado Mesa University's approach to a future procurement strategy for AI technologies across university functions.

By responding, vendors understand their submissions will be used solely for market research and strategic planning purposes. Colorado Mesa University may use this information to shape its long-term AI initiatives and explore innovative, responsible approaches to adopting AI in higher education.

4. Definitions

- A. In the following RFI, the term "University" shall be understood to mean "Colorado Mesa University."
- B. In the following RFI, the term "Offeror" shall be understood to mean the individual, company, corporation, or firm formally submitting a response to this RFI and may also be referred to as the "Bidder," "Vendor" or "Contractor."

5. Scope

This RFI seeks information about AI technologies that can support a broad range of university functions, including but not limited to:

- Teaching and learning
- Academic advising and student support
- Research support
- Administrative automation
- Campus operations and services

Solutions may span across traditional academic functions as well as enterprise-level operational areas. CMU is particularly interested in tools that align with responsible AI use in higher education settings and demonstrate potential for meaningful, scalable impact.

6. Schedule of Activities

RFI Issue Date	08/12/2025
Vendor Questions Due	08/30/2025 at 11:00 AM MST
Response to Vendor Question Answered	09/12/2025
RFI Submittal Deadline	09/30/2025 at 11:00 AM MST

7. Addendum or Supplement to Request for Information

In the event that it becomes necessary to revise any part of this RFI, an addendum notice will be posted on the RMEPS website, <https://www.rockymountainbidsystem.com>, and the University Open Solicitations website. Bidders shall not rely on any other interpretations, changes, or corrections.

8. Written Inquiries and Responses

Any explanation desired by an Offeror regarding the meaning or interpretation of any Request for Information provision must be submitted through the RMEPS website, <https://www.rockymountainbidsystem.com>. It is incumbent upon the Offeror to verify receipt of written inquiries.

Written responses to inquiries will be provided as an addendum to be posted on the RMEPS website, <https://www.rockymountainbidsystem.com>, and the University Open Solicitations website on the date shown in the Schedule of Activities.

No inquiries will be accepted after the date and time indicated in the Schedule of Activities.

9. Modification or Withdrawal of Submittals

Submittals may be modified or withdrawn by the Offeror prior to the established submission due date and time.

10. Submittal Submission

Submittals shall be received on or before the date and time indicated in the Schedule of Activities. Submittals will be accepted electronically through the RMEPS website, <https://www.rockymountainbidsystem.com>. Include the Vendor Signature Form indicating the team member to contact for clarifications.

11. Confidential/Proprietary Information

Any restrictions on the use or inspection of material contained within the submittal shall be clearly stated in the submittal itself. The Offeror must state specifically what elements of the submittal are to be considered confidential/proprietary.

12. RFI Response Material Ownership

All material submitted regarding this RFI becomes the property of the University. Submittals may be reviewed by any person, subject to the terms of § 24-72-201 et.seq. CRS, as amended, Public (open) Records.

13. RFI Cancellation

The University reserves the right to cancel this Request for Information at any time, without penalty.

14. Incurring Costs

The University is not liable for any cost incurred by Offerors providing a response to the RFI.

15. Non-Discrimination

The Offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, or sex.

16. News Releases

News releases pertaining to this RFI shall NOT be made without prior written approval by the University.

17. Taxes

Colorado Mesa University, as purchaser, is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code Registration No. 84-6000546) and from all state government use taxes (Ref. Colorado Revised Statutes Chapter 39-26.114(a)). Our Colorado State Sales Tax Exemption Number is 98-03693. Seller is hereby notified that when materials are purchased in certain political subdivisions the seller may be required to pay sales tax even though the ultimate product or service is provided to the state of Colorado. This sales tax will not be reimbursed by the state.

18. Venue

The laws of the state of Colorado, U.S.A. shall govern in connection with the formation, performance, and the legal enforcement of any resulting contract. Further, Title 24, C.R.S. as amended, Article 101 through 112 and Rules adopted to implement the statutes govern this procurement.

Section 2: Background, Overview, and Goals

Colorado Mesa University (CMU) is conducting a strategic scan of the artificial intelligence (AI) landscape through this Request for Information (RFI).

Colorado Mesa University is a public university located in Grand Junction, Colorado. Founded in 1925, CMU has become the leading regional higher education institution offering many programs, awarding certificates, associate, baccalaureate, master's, and doctoral level degrees. CMU comprises three campuses: the university's main campus, the

CMU Tech campus (Grand Junction, CO), and the Montrose Campus (Montrose, Colorado). All three campuses will be served by the selected AI solutions.

Current enrollment stands right under 10,000 students, with an estimated 84% being traditional students and 16% being non-traditional. The University is proud to serve first generation students, which make up just under half of our student population. CMU also employs nearly 597 faculty and 585 staff members across all campuses.

Section 3: Statement of Work

CMU invites potential vendors to submit information addressing the following elements of their AI solutions that align with the scope of this project, as listed in Section 1.5 of this RFI:

- **Company Overview:** Background, size, and experience working with higher education institutions
- **Solution Overview:** Product capabilities, use cases, and examples of successful implementation
- **Technology and Integration:** Technical specifications, APIs, system requirements, and compatibility with common ERP/LMS systems, content development/office productivity software, etc.
- **Security and Compliance:** Data privacy practices, security protocols, and compliance with FERPA, ADA, and other regulatory standards
- **Support and Training:** Onboarding services, documentation, training resources, and technical support availability
- **Pricing Models:** General pricing structures, licensing options, or tiered service levels
- **Future Roadmap:** Planned updates, AI development pipelines, and emerging capabilities

Please also include discussion of your use of AI terminology, commitment to ethical and transparent AI, and any features supporting institutional control, oversight, or explainability of AI outputs.

Section 4: Offeror's Response Format

Responses should be clearly organized and may include supplemental materials such as white papers, case studies, or product demos (links or descriptions only; no attachments over 10MB).

CMU will review all submissions for informational purposes only. This RFI is not a procurement process and will not result in a contract award. Responses will inform CMU's evaluation of AI capabilities, risks, and opportunities and guide future planning.

VENDOR SIGNATURE FORM
CMU 2841
AI Solutions for Higher Education RFI

Submittals Due: September 30, 2025 Time: 11:00 AM MST

Submittals will be accepted electronically through the Rocky Mountain ePurchasing System (RMEPS) website at <https://www.rockymountainbidsystem.com>. The RMEPS website offers both free and paid registration options that allow for full access to the solicitation documents and for electronic submission of submittals. [Note: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.] Colorado Mesa University does not have access or control of the vendor side of the RMEPS website, contact RMEPS directly to resolve any issues encountered prior to response deadline (800) 835-4603.

PLEASE COMPLETE THE FOLLOWING:

Date: _____

Company Name: _____

Typed/Printed Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Contact for Clarifications: _____

Name: Breanne Meier

Title: CMU Director of Procurement

Phone No.: 970-248-1417

Email: bmeier@coloradomesa.edu

Offeror Acknowledges Receipt of Addendum No. , , ,