



**Request for Proposal**

**For CMU 2863 Learning Management System**



**RFP Issue Date:** 6/1/2026  
**Proposal Due Date:** 7/29/2026 at 11:00am MST  
**Issued By:** Tracey Cornwell  
Purchasing Specialist/Buyer

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## Section 1: Administrative information

### 1. Issuing Office

This Request for Proposal (RFP) is issued by the Colorado Mesa University (University) Purchasing Department on behalf of the Center for Digital Learning and Innovation. **The Purchasing Department is the SOLE point of contact concerning this RFP. All communication must be done through the Purchasing Department.**

### 2. Official Means of Communication

During the solicitation process for this RFP, 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 of the solicitation documents and for electronic submission of proposals. **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.**

### 3. Purpose

This RFP provides prospective Offerors with sufficient information to enable them to prepare and submit proposals for consideration by the Purchasing Department to satisfy the need for expert assistance in the completion of the goals of this RFP.

### 4. Definitions

- A. In the following RFP, the term "University" shall be understood to mean "Colorado Mesa University."
- B. In the following RFP, the term "Offeror" shall be understood to mean the individual, company, corporation, or firm formally submitting a response to this RFP and may also be referred to as the "Bidder," "Vendor" or "Contractor."
- C. In the following RFP, the term "Response" shall be understood to mean a written offer to provide goods and/or services in accordance with the general conditions, instruction, and specifications stated herein with the exceptions clearly stated, and may be used interchangeably with the terms "Proposal" and "Bid."

### 5. Scope

Colorado Mesa University (CMU) offers a wide range of academic programs, including professional, technical, and applied disciplines. The Learning Management System plays a critical role in instructional delivery, student engagement, assessment, and institutional compliance. Learning Management System options need to support a minimum of 7,000 annual course shells.

Colorado Mesa University is seeking a supplier that can provide, implement, and operate a Learning Management System (LMS) that supports instruction for online, hybrid, and face-to-face for student engagement, assessment, accessibility, institutional integrations, and ongoing support for a higher-education institution of learning. Colorado Mesa University (CMU) is accredited by the Higher Learning Commission (HLC).

Our Vision: Colorado Mesa University was founded not as an end in itself, but to enable its students and the residents of Western Colorado to create their own future and not simply enter a future that's been created for them. Within its resource constraints, the university has an obligation to offer the highest quality academic

programs and services to those whom it serves to enable them to prepare for their future. Because the environment in which it functions is in a constant state of change, the university, like its students, must recognize that growth and change are an integral part of our collective future. University stakeholders must embrace the notion that change and innovation within the institution should be the norm rather than a necessity in response to crises.

<https://www.coloradomesa.edu/about/values.html>

## 6. Schedule of Activities

RFP Issue Date	6/1/2026
Written Inquiries Due	6/10/2026 at 11:00 AM MST
Response to Written Inquiries	6/16/2026
Proposal Submission Deadline	7/29/2026 at 11:00 AM MST
Run Demos	Fall 2026

## 7. Inquiries

Offerors may make written, email inquiries concerning this RFP to obtain clarification of requirements. **No inquiries will be accepted after the date and time indicated in the Schedule of Activities.** Offerors shall confirm successful receipt of said inquiries.

**For this RFP, send all inquiries to Tracey Cornwell, Purchasing Specialist/Buyer, [tcornwell@coloradomesa.edu](mailto:tcornwell@coloradomesa.edu) .**

Response to any Offeror's inquiries will be published as a modification on the RMEPS website and the University Open Solicitations website in a timely manner per the Schedule of Activities. Offerors should not rely on any other statements that alter any specification or other term or condition of the RFP.

## 8. Addendum or Supplement to Request for Proposal

In the event that it becomes necessary to revise any part of this RFP, an addendum notice will be posted on the RMEPS website and the University Open Solicitations website. Bidders shall not rely on any other interpretations, changes, or corrections.

## 9. Written Inquiries and Responses

Any explanation desired by an Offeror regarding the meaning or interpretation of any Request for Proposal provision must be submitted in writing and clearly marked with the RFP number and title. Inquiries can be emailed to the point of contact for the Request for Proposal; 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 and the University Open Solicitations website on the date shown in the Schedule of Activities.

## 10. Modification or Withdrawal of Proposals

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

## 11. Proposal Submission

Proposals must be received on or before the date and time indicated in the Schedule of Activities. Bids will be accepted electronically through the RMEPS website. The Vendor Signature Form **MUST** be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal. The Vendor Signature Form is to be included with the proposal. Proposals which are determined to be at a variance with this requirement will not be accepted.

## **12. Acceptance of RFP Terms**

A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of the Offeror, or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its proposal and the University's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

## **13. Bid Opening**

Due to the complexity of this Proposal, information provided at the Bid Opening shall be restricted CMU only. Inspection of the Offerors' proposals will not be allowed until after the notice of intent to award if posted on the RMEPS website.

## **14. Oral Presentations/Site Visits**

The Evaluation Committee may conclude after the completion of the proposal evaluation that oral interviews/presentation and/or demonstrations are required to determine the successful Offeror. All Offerors may not have an opportunity to interview/present and/or give demonstrations. The presentation process will allow the Offerors to demonstrate their proposal offering, explaining and/or clarifying any unusual or significant elements related to their proposals. Offeror's key personnel may be required to participate in a structured interview to determine their understanding of the requirements of this proposal, their authority and reporting relationships within their firm, and their management style and philosophy.

Detailed notes of oral interviews/presentations and/or demonstrations may be recorded and supplemental information (such as briefing charts, etc.) may be accepted. Additional written information gathered in this manner shall not constitute replacement of proposal contents. Once oral interviews/presentations and/or demonstrations have been completed the University reserves the right to make a contract award without any further discussion with the Offerors regarding the proposals received. Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the Offeror.

## **15. Protested Solicitations and Awards**

Any actual or prospective Offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the University Purchasing Director. The protest shall be submitted in writing within seven working days after such aggrieved person knows, or should have known, of the facts giving rise thereto. [Reference Colorado Revised Statutes (CRS) Section 24-109-101 et. seq., 24-109-201 et. seq., and University Procurement Rules Section 18.C.1 through 18.C.9.]

With regard to the emphasized language above, it is important for Offerors to note that a challenge to the solicitation's requirements or specifications should be made within 7 days of when the protested item is known. In other words, if you believe that the solicitation contains a requirement you want to protest, the protest should be submitted within the 7-day time period, even if that means it is filed during the time the solicitation is still open.

As noted in the paragraph above, announcement of the apparent winning Offeror will be made via a posting on the RMEPS website. The requirement for timely submission of any protest (7 working days) will begin on the first working day following posting of the award notice on the RMEPS website.

## **16. Confidential/Proprietary Information**

Any restrictions of the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. The Offeror must state specifically what elements of the proposal are to be considered confidential/proprietary. Confidential/proprietary information must be readily identified, marked, and separately

packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

### **17. RFP Response Material Ownership**

All material submitted regarding this RFP becomes the property of the University. Proposals may be reviewed by any person after the "Notice of Intent to Make an Award" letter has been issued, subject to the terms of § 24-72-201 et.seq. CRS, as amended, Public (open) Records.

### **18. Proposal Prices**

Estimated proposal prices are not acceptable. Proposal prices will be considered to be your best and final offer, unless otherwise stated in the RFP. The proposal price will be considered in determining the apparent successful Offeror.

### **19. Discussion with Responsible Offerors and Revisions to Proposal**

Discussions may be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected for award; for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirement. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

The University reserves the right to hold discussions with Offerors who have been found to be in the competitive range, such discussions may result in the University conducting Best & Final Offers.

### **20. Selection of Proposal**

As described within the RFP, an Evaluation Committee will review, and score offers submitted and make a recommendation for award. The selection will be for award to the responsible Offeror whose proposal is determined to be most advantageous to the University. The Purchasing Department, after review and approval of the evaluation committee's written recommendation, will notify all Offerors via a posting on the RMEPS website of the results of the RFP evaluation. The posting will be an announcement of the "Notice of Intent to Make an Award" will name the apparent successful Offeror.

### **21. Award of Contract**

The award will be made to the responsive and responsible Offeror whose proposal, conforming to the RFP, will be the most advantageous to the University, price and other factors considered. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, the University may elect to cancel the "Notice of Intent to Make an Award" letter and make the award to the next most responsible Offeror.

### **22. Acceptance of Proposal Content**

The contents of the proposal (including persons specified to implement the project) of the successful Offeror will become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract may result in cancellation of the award and such Offeror may be removed from future solicitations. Under these conditions, the University reserves the right to enter into negotiations with the next ranking bidder on the same terms and conditions as set forth in the Request for Proposal.

### **23. Standard Contract**

The successful bidder will enter into a contract with the University. The state contract contains certain required provisions for doing business with the state of Colorado, labeled "Special Provisions." The Special Provisions are required to be contained in every state contract without modification or exception. The Offeror shall include with its proposal a separate page entitled "Exceptions to Contract Terms," setting forth in detail all objections and exceptions it may have to any other terms and provisions contained in the special provisions, and failing such, shall be deemed to have accepted such terms and provisions. Failure to accept the University's standard contract provisions may result in cancellation of the award. The state contract, including the Special Provisions, is attached electronically as a separate PDF document.

### **24. RFP Cancellation**

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

### **25. Ownership of Contract Products/Services**

Proposals, upon established opening time, become the property of the University. All products/services produced in response to the contract resulting from this RFP will be the sole property of the University unless otherwise noted in the RFP. The contents of the successful Offeror's proposal will become contractual obligations.

### **26. Incurring Costs**

The University is not liable for any cost incurred by Offerors prior to issuance of a legally executed contract. No proprietary interest of any nature shall accrue until a contract is awarded and signed by all concerned parties.

### **27. 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.

### **28. Rejection of Proposals**

The University reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the University.

### **29. Parent Company**

If an Offeror is owned or controlled by a parent company, the main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number provided must be that of the Offeror responding to the RFP.

### **30. News Releases**

News releases pertaining to this RFP shall NOT be made prior to execution of the contract without prior written approval by the University.

### **31. Contract Cancellation**

The University reserves the right to cancel, for cause, any contract resulting from this RFP by providing timely written notice to the offeror.

### **32. Certification of Independent Price Determination**

- A. By submission of this proposal, each Offeror, and in the case of a joint proposal, each party thereto, certified as to its own organization, that, in connection with this procurement:

1. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;
  2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly to any other Offeror or to any Competitor; and
  3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing the Vendor Signature Form of this proposal certified that:
1. They are the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein and that they have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
  2. They are not the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and they have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.
- C. A proposal will not be considered for award where (A)(1), (A)(3), or (2) above has been deleted or modified. Where (A)(2) above has been deleted or modified, the proposal will not be considered for award unless the Offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or their designee, determines that such disclosure was not made for the purpose of restricting competition.

### 33. Conflicts of Interest

The holding of public office or employment is a public trust. A public officer or employee whose conduct departs from their fiduciary duty is liable to the people of the state. Rules of conduct for public officers and state employees:

- A. Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached their fiduciary duty.
- B. A public officer or a state employee shall not:
  1. Engage in a substantial financial transaction for their private business purposes with a person whom they inspect, regulate, or supervise in the course of their official duties;
  2. Assist any person for a fee or other compensation in obtaining any contract, claim, license, or other economic benefit from their agency;
  3. Assist any person for a contingent fee in obtaining any contract, claim, license, or other economic benefit from any state agency, or
  4. Perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which they either have a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- C. A head of a principal department or a member of a quasi-judicial or rule-making agency may perform an official act notwithstanding paragraph (4) of subsection (B) of this section if their participation is necessary to the administration of a statute and if they comply with the voluntary disclosure procedures under CRS section 24-18-110.
- D. Paragraph (3) of subsection (B) of this section does not apply to a member of a board, commission, council, or committee if they comply with the voluntary disclosure procedures under CRS 24-18-110 and if they are not a full-time state employee. Reference CRS 24-18-108.

### **34. 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.

### **35. Assignment and Delegation**

Except for assignment of antitrust claims, neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

### **36. Availability of Funds**

Financial obligations of the University payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the University and the state of Colorado.

### **37. Bid Bonds/Security**

If the RFP so states, a bid security in an amount equal to 5% of your proposal shall be furnished if your proposal exceeds \$50,000. If the specifications so state, it may be required for projects of less than \$50,000. Not required for this Bid.

### **38. Contractor's Performance Bond**

Not required for this Solicitation.

### **39. Standard Insurance Requirements**

- A. The Offeror shall obtain, and maintain at all times during the term of this contract, insurance in the following kinds and amounts:
  1. Workers' Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of offeror's employees acting within the course and scope of their employment.
  2. Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent offerors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
    - i. \$1,000,000 each occurrence;
    - ii. \$2,000,000 general aggregate;
    - iii. \$2,000,000 products and completed operations aggregate; and
    - iv. \$50,000 any one fire.
  3. Automobile Liability Insurance covering any auto (including owned, hired, and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
- B. Colorado Mesa University shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction contracts will require the additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent). Coverage required of the contract will be primary over any insurance or self-insurance program carried by the University.
- C. The Insurance shall include provisions preventing cancellation or non-renewal without at least 30 days prior notice to the University.

- D. The offeror will require all insurance policies in any way related to the contract and secured and maintained by the offeror to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the University, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- E. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the University.
- F. The offeror shall provide certificates showing insurance coverage required by this contract to the University within seven business days of the effective date of the contract, but in no event later than the commencement of the services or delivery of the goods under the contract. No later than 15 days prior to the expiration date of any such coverage, the offeror shall deliver the state certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the University may request in writing, and the offeror shall thereupon within 10 days supply to the University, evidence satisfactory to the University of compliance with the provisions of this section.
- G. Notwithstanding subsection A of this section, if the offeror is a “public entity” within the meaning of the Colorado Governmental Immunity Act CRS 24-10-101, et seq., as amended (“Act”), the offeror shall at all times during the term of this contract maintain only such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act. Upon request by the University, the contractor shall show proof of such insurance satisfactory to the University.

#### **40. Independent Contractor Clause**

All personal service contracts must contain the following clause:

“The contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither the contractor nor any agent or employee of the contractor shall be or shall be deemed to be an agent or employee of the state. Contractor shall pay when due all required employment taxes and income tax withholding, shall provide and keep in force worker’s compensation (and show proof of such insurance) and unemployment compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the contractor, its employees and agents.”

#### **41. Indemnification**

To the extent authorized by law, the contractor shall indemnify, save and hold harmless the University, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

#### **42. 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**

### **1. Background**

#### **Institutional Background**

CMU serves a 14-county region in Western Colorado and operates three campuses. The Main and CMU-Tech campuses are in Grand Junction with a third campus in Montrose. The University’s student unduplicated headcount for 2024-2025 was 9,785 and student enrollment for fall 2025 is approximately 8,100 Student FTE. The University currently employs approximately 1,100 full-time and part-time faculty and staff.

CMU offers a wide range of academic programs, including professional, technical, and applied disciplines. The University has been using Brightspace by D2L since 2011. The LMS plays a critical role in instructional delivery, student engagement, assessment, and institutional compliance. LMS options need to support a minimum of 7,000 annual course shells.

### **Technology Environment**

Information regarding the University's technology environment is provided in Appendix A to assist the Offeror with their response to the following Statement of Work, provide information on how the Solution(s) may integrate with relevant University systems, and provide accurate cost to implement the proposed solution based on the University's requirements and objectives.

## **2. Overview**

The University is seeking proposals from qualified vendors to provide a comprehensive Learning Management System (LMS) that supports online, hybrid, and face-to-face instruction. The selected LMS must enhance teaching and learning, support accessibility and compliance requirements, integrate with existing institutional systems, and scale to meet future needs.

The institution currently uses Brightspace by D2L and is evaluating options as part of a strategic review of instructional technologies. The purpose of this RFP is to gather technical and pricing information and identify an LMS solution that best meets institutional, instructional, technical, and student support needs while providing long-term value.

## **3. Goals**

The University seeks a vendor that will collaborate with the institution to modernize and strengthen its Learning Management System (LMS) in support of student success, teaching excellence, operational effectiveness, and the University's strategic plan. The proposed solution should address the following objectives:

1. **Improve Teaching and Learning Experience:** The University is interested in an LMS that streamlines course and learning workflows and provides an intuitive, consistent, and accessible experience for students, faculty, and staff. This includes a modern, mobile-friendly interface; clear navigation; improved communication, notifications; and self-service capabilities that help users quickly find course content, submit work, access feedback, and locate support resources.
2. **Increase Instructional and Operational Productivity:** CMU seeks to reduce time spent on routine or repetitive tasks associated with course development, delivery, and support. The University values automation to accelerate workflows such as course setup and copying, content organization, grading and feedback support, and routing/resolution of common support needs. A key objective is to allow faculty and staff to focus on high-impact teaching, learning support, and complex problem-solving rather than administrative overhead.
3. **Advance Data-Informed Decision Making:** CMU aims to leverage robust analytics and reporting to better understand learning engagement, course activity, student progress, and overall system usage. The University is interested in dashboards and insights that support continuous improvement, early identification of students who may need additional support, program and course-level evaluation, and monitoring of key performance indicators related to teaching and learning effectiveness.
4. **Leverage Modern Software:** The University seeks a cloud-delivered Software as a Service (SaaS) LMS that can serve as a reliable, scalable, and secure enterprise platform. CMU values the agility of frequent feature updates, reduced infrastructure burden, and the ability to adopt emerging capabilities, such as AI-enhanced features, at a

pace that aligns with advancements in educational technology, while maintaining appropriate controls for privacy, security, and governance.

By focusing on these objectives, CMU believes it can significantly enhance the quality, consistency, and accessibility of the digital learning experience, improve instructional efficiency, and better support student outcomes. Meeting these objectives will require a vendor partnership with a strong commitment to successful implementation, ongoing support, and continuous improvement.

## **Section 3: Statement of Work**

### **1. Vendor Qualifications**

The Offeror must demonstrate direct experience delivering Learning Management System solutions in higher education settings. The Offeror shall provide documentation confirming that the company is an established LMS provider with relevant higher education experience and has the necessary resources and personnel to fulfill the work outlined in this Statement of Work.

The Offeror must demonstrate a satisfactory record of performance and financial stability. The following must be included in the Offeror's response:

1. Provide an illustrative narrative that defines the qualifications that uniquely position the Offeror as a partner for the University, including but not limited to customer base, years in business, and the number of professional staff employed.
2. Identify the account representative and key customer service staff that would be assigned to the University if the Offeror is selected.
3. Provide the resumes of project management and technical team members that will be assigned to the University for implementation of the Solution.
4. Provide history and references of at least three (3) clients, highlighting any higher education customers that currently use the proposed LMS. Provide the organization/institution name, contact name, position title, address, telephone number, email address, and a description of product and services provided.
5. Is your company currently for sale or involved in any transaction to expand or become acquired by another business entity? If yes, explain the impact to the organizational and operational structure of your existing company.
6. Provide any details of past or impending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with the University.
7. Is your company currently in default of any loan or financing agreement with any bank, financial institution, or other entity? If so, specify the dates, details, circumstances, and prospects for resolution.
8. Describe your company's approach to collecting information and understanding the University's current LMS environment and objectives.
9. Offeror is asked to list any additional information in this section, not requested as part of this solicitation, which the Offeror believes should be considered in the evaluation of a response.

### **2. Learning Management System Solution**

#### *2.a. Solution Architecture*

The University takes a cloud-first approach to delivering applications. The Offeror must provide a detailed description of the proposed system's architecture to allow the University to fully understand how the solution meets the University's requirements as well as determining the overall cost of the solution. Because vendors define software license structures and delivery methods differently, the following questions will be used to help the University fully understand the Offeror's software license/subscription options and system architecture for the proposed Solution. For this section and throughout the RFP, "Cloud" is a general description for a cloud-based delivery method or software-as-a-service (SaaS) installation. It is the responsibility of the Offeror to provide a clear explanation of its Solution Architecture and communicate in this section any third-party software or services the University will be required to purchase outside the scope of this RFP solicitation.

1. Describe the system architecture of the proposed Solution. Include a high-level diagram with narrative description. The description of the Solution's system architecture must be consistent with the Offeror's license/subscription fee structure provided in the Pricing Proposal. Include information on specific Cloud platforms the Solution supports or if the Solution is a cloud-agnostic architecture. Furthermore, the Offeror is responsible for identifying and communicating to the University any third-party software or services the University will be required to purchase outside the scope of this RFP solicitation, including the name and supported product version.
2. What percentage of Offeror's clients utilize the system architecture/delivery method as proposed?
3. Provide information regarding Cloud compute, storage, and bandwidth resource capacities to be provided with the Cloud service by the Offeror. All cost metrics must be included in the Pricing Proposal section.
4. Describe your company's approach to system integrations (batch file, API, etc.) as well as performing data conversions from the University existing application databases. Include your company's approach to identifying which historical data elements would be migrated to the proposed Solution.
5. Describe the technical security measures that are in place to protect University data including whether the University environment will have a separate database or whether the University's data will be stored in a multi-tenant environment. Provide a detailed description of how customer data and content is segregated from other customers.
6. Will any University data be stored outside of the continental United States? If yes, explain.
7. Describe the company's policies and processes that are in place to safeguard its customer's data. What measures are in place to ensure University data is not shared with other companies or employees of the service provider and data remains confidential to the University only?
8. Describe how the Offeror provides business continuity and disaster recovery capabilities and /or Cloud resiliency for the proposed Solution. What is the frequency of data/system backups? How are data/system restores handled?
9. Is a test environment for the Solution provided/available for testing system integrations and software upgrades on a continuous basis? If so, please provide any additional costs for a test environment in the Pricing Proposal section.

#### *2.b. Solution Capabilities*

The Offeror must demonstrate with their response that the proposed Solution can provide the capabilities necessary to deliver the University's objectives. The following information will be used to gauge the functionality

of the Offeror's Solution and to determine if the proposed Solution meets the University's necessary requirements. It is not the intent of the University to use the following sections to fully understand the proposed Solution's feature set or how to use the proposed Solutions, but this section is to be used to gain a general understanding of the solution's functionality/capabilities. It is the Offeror's responsibility to include information about their solution and bring forward the features of their own product that they would like the University to consider or that they feel sets their solution apart.

### 1. Usability

- a. Show the navigational structure for the user interface for administrators, students, and faculty.
- b. Describe how the system may be customized for branding, instructor preference, and student preference.
  - i. Can users change the language of the interface for themselves? If so, describe the process and what languages are available.
- c. Does the LMS run natively on any device (tablet, phone, computer, Chromebook)?
  - i. List any types/brands of devices your system is not compatible with.
  - ii. List any web browsers your system is not compatible with.

### 2. Mobile Learning

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Mobile app availability for every device you support (iOS, Android, Windows, etc.).
- b. What tools or features cannot be accessed through mobile devices?

### 3. Course Creation / Tools

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Creating courses:
  - i. Ability to create an institutional template for learning resources.
  - ii. Ability to create course templates.
  - iii. Import, export, and copy courses.
  - iv. Choose items to copy from one course to another.
- b. Creating non-credit courses (e.g., staff training, compliance modules) including manual enrollment options, role/permission controls, any licensing or pricing impacts.
- c. Combine classes (parent/child):
  - i. Process to combine and separate classes.
  - ii. Maintain separate discussions between classes.
  - iii. Prevent students from seeing student information from other sections.
  - iv. Download multiple assignments at once.
  - v. Grade and assign across sections.
  - vi. Edit quizzes, rubrics, content, and assignments in one place.
- d. Intuitive course structure and navigation.
- e. Ability to release content based on time or criteria (e.g., grade, completion of activity, reviewed).
- f. Detail how multimedia can be used in, or is restricted from, individual content areas (e.g., announcements, assessments, discussion forums, live chat, submission areas).
- g. Describe any built-in video capture, recording, and hosting capabilities within the LMS. If lecture capture requires an integrated third-party tool, describe supported integrations and any additional licensing costs.
- h. List all types of embedded editors in the system (WYSIWYG, HTML, spell checking, equation editor, etc.). How robust is the equation editor?

- i. Describe all file types and size limits the system supports for both faculty and students in course content areas.
- j. Instructors can impersonate students and see what course content and grades look like from the student point of view.
- k. Course home page capabilities.
- l. Course search box.
- m. Checks for broken links.
- n. Notifications of student submissions.
- o. Add items to multiple course destinations.
- p. Central repository for items, files, tests, etc.
- q. Ability to share resources with other faculty members.
- r. Change dates for items in bulk.
- s. Spell check.
- t. Large file upload and storage.
- u. Student content creation tools.
- v. Other course tools not listed above.

4. Course Migration / Conversion

Indicate whether the following features/functions migrate from Brightspace to your LMS. If yes, describe in detail any changes or issues that may occur. Include pricing model if applicable.

- a. Migration of course content:
  - i. Announcements
  - ii. Assignments
  - iii. Rubrics
  - iv. Discussion boards
  - v. Different file types
  - vi. Folder structure
  - vii. Surveys
  - viii. Tests
  - ix. Goals attached to rubrics and assignments
  - x. Web links
  - xi. Images
  - xii. HTML content
  - xiii. Navigational links
- b. Describe all methods, tools, services, and support resources available to migrate/convert courses from Brightspace to the proposed system. Include pricing model if applicable.
- c. Describe in detail the recommended method to migrate/convert content from Brightspace to the proposed system.
- d. Estimate the amount of time and work needed to migrate and revise a robust course from Brightspace to the proposed system.
- e. Describe “best practices” to migrate content from our current LMS. What known issues should we anticipate?
- f. Describe any features that do not exist in the proposed LMS as compared to Brightspace.
- g. How many clients have transitioned from Brightspace to your LMS? Describe what went well and what challenges occurred.

5. Communication

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Institutional home page used for announcements and branding.

- b. Community sites used for groups and organizations.
- c. Announcements:
  - i. Schedule announcements and accompanying email to go out at the scheduled time.
  - ii. Institution-level announcements.
- d. Chat feature.
- e. SMS/text feature.
- f. Integrated course mail/messaging feature.
- g. Collaboration tools (whiteboard, surveys, polling, etc.).
- h. Integrated calendar capabilities (global view, calendar links to assignment due dates).
- i. Alerts and notifications at the user, course, and system levels.

6. Collaboration

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Discussion tools:
  - i. Ability to release discussion replies after an initial post by students.
  - ii. Ability to grade a discussion board.
  - iii. Easily see all discussions when grading.
- b. Group tools:
  - i. Groups can be auto selected or manually created.
  - ii. Real-time collaboration tools.
  - iii. Communication tools such as chat, video conferencing, discussion board, email, and file exchange.
  - iv. Group submission of assignments with different due dates.

7. AI-Enabled Features

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. AI Assisted Grading and Feedback
- b. AI Tutoring / Learning Support
- c. AI Content Creation for Instructors
- d. Data Privacy and Model Training
- e. Governance and Controls
- f. Integration Approach and Roadmap

8. Analytics and Reports

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Instructor reports:
  - i. Course activity by individual student and by course displaying time on task, number of clicks, time of day, and device type.
  - ii. Test reports that display time on questions, time questions submitted, IP addresses, time submitted, and device type.
  - iii. Single student participation report.
  - iv. Show user activity in a group.
  - v. Show user activity in a discussion forum.
- b. Course-level retention and automated alert tools.
- c. Institutional-level rubric reporting tools
- d. Reports for LMS administrators

9. Testing

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Testing tools including multiple choice, short answer, true/false, essay, multiple answer, and file upload.
- b. Test auto-grading features.
- c. Test exceptions and accommodations for single students or groups.
- d. Test question media capabilities (embed pictures, sound, and video in both questions and answers).
- e. Test question item analysis.
- f. Ability to import and export test question pools.
- g. Ability to randomly pull a question from a question set.
- h. Ability to categorize and tag questions and sort by those tags.
- i. Ability to throw out a question and regrade.
- j. Mathematical equation editor for students in assessments.
- k. Test security (lockdown browser).
- l. Plagiarism checking.
- m. Other testing tools not listed above.

#### 10. Assessment

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Ability to assess learning outcomes with test questions and criteria in an assignment rubric.
- b. Program assessment reports of outcomes.
- c. Statistical analyses and report options to evaluate program outcomes.
- d. Collect student artifacts for program assessment.
- e. Journaling tool.
- f. Live polling.
- g. Other assessment tools not listed above.

#### 11. Grading

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Gradebook capabilities such as downloading student submissions, filtering the gradebook, showing/hiding grades, and arranging/sorting columns.
- b. Robust and intuitive annotation tools within inline grading (drawing and text).
- c. Intuitive weighted grading tools.
- d. Ability to drop the lowest grade and/or provide extra credit.
- e. Assessing learning outcomes in the gradebook.
- f. Administer and grade peer reviews.
- g. Provide written and recorded feedback on assignment submissions.
- h. Student early alert, tracking, and retention capabilities.
- i. Student view of grades and comments.
- j. Bank of reusable grade comments.
- k. Weighting grades and customizable grading formulas.
- l. Exporting the gradebook.
- m. Enter several grades for one student.
- n. Auto-fill grades for all users.
- o. Other grading tools not listed above.

#### 12. Evaluation

Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

- a. Tools available to students, faculty, and administrators to monitor and track student progress.
- b. Tools available to faculty and administrators to track student engagement (peak login times, areas of use).
- c. Item-level statistics tracking/reports/dashboards.
- d. Ability to combine data from courses with other institutional data (e.g., demographics, academic history, program participation) to expand analytic capability.
- e. Other data access capabilities to support institution-specific analytics and reporting.

13. LMS Integrations

Describe integration capabilities with the following partners/systems. Include pricing information if applicable.

- a. Detail how the system integrates with Ellucian/Banner to create courses, user accounts, student/faculty enrollments, and manage course settings
- b. Respondus LockDown Browser
- c. Office 365 applications
- d. VitalSource
- e. H5P
- f. Apporto
- g. YuJa Panorama
- h. Panopto
- i. Turnitin (or other plagiarism detection)
- j. RegisterBlast

14. Maintenance / Upgrades

- a. Describe any “beta” or preview environment you provide for new releases.
- b. Describe the process for applying patches and upgrades to the LMS and related components.

15. Security

- a. Where is your application hosted? Where is data hosted?
- b. Describe the security measures in place to maintain data integrity and how you implement security changes as needed.
- c. Describe your security auditing procedures, including how you share security notifications with clients and how you demonstrate vulnerabilities have been addressed.
- d. Describe encryption mechanisms for authentication and data transmission.
- e. List and describe any security breaches/incidents compromising confidential information during the last five years.

16. Storage

- a. What are the storage limitations and costs?
- b. Describe the data backup process, including institutional responsibilities, where data is stored, how long data is retained, and how backups can be accessed.
- c. Describe storage capacity limits for a single course.
- d. Describe data retention policies, including time period for access to previous courses.

17. Privileges / Roles

- a. Describe each role available and the privileges provided.
- b. Ability to assign multiple roles.
- c. Ability to customize roles for users such as embedded tutors, librarians, or academic department heads.

18. Compliance / Authentication

- a. Provide documentation that the system is compliant with: Section 508 of the Rehabilitation Act, WCAG, SCORM, and other national/international standards as applicable.
- b. Describe how you support user privacy, including compliance with applicable federal regulations.
- c. Provide documentation on authentication and authorization methods.

- d. What are the SSO capabilities?
- e. Describe whether your application integrates with Active Directory (AD) and to what extent.

19. Additional Features

Are there any other LMS features or capabilities of the proposed Solution that the Offeror feels would be beneficial for the University? Please use this section to include information not addressed in the above responses.

*2.c Digital Accessibility*

The University is committed to providing an accessible digital learning environment for all users. The University has adopted WCAG 2.1 Level AA as the baseline standard for digital accessibility consistent with the State of Colorado Office of Information Technology (OIT) Technology Accessibility Rules. In addition, the University is subject to Title II of the Americans with Disabilities Act (ADA) which establishes WCAG 2.1 Level AA as the technical standard for accessibility of web content and mobile apps provided by state and local government entities. Offerors must respond to the following:

1. Indicate whether your system includes the following features (or similar). If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.
  - a. Accessibility checker (what does it cover?)
  - b. LMS created video captioning capabilities
2. Does the proposed LMS (including student, instructor, and administrator experiences, plus any native mobile apps) conform to WCAG 2.1 Level AA?
3. Identify any known gaps or exceptions (by feature/workflow), including the severity/impact, available workarounds, and the planned remediation timeline.
4. Provide a current Accessibility Conformance Report (ACR) and/or VPAT for the proposed LMS, including the report date, version, and the standards evaluated (WCAG 2.1 AA must be clearly addressed).
5. What practices are employed by the Offeror to ensure its solutions meet the highest WCAG standards moving forward? Include how accessibility standard conformance and company policy issues identified are addressed within your organization.
6. Is there a designated accessibility representative at your company to address issues or questions about accessibility issues?

**3. Implementation and Support**

The Offeror must demonstrate to the University a proven track record of successful implementations of the proposed Solution with their response. The University is looking for a vendor that will provide excellent customer support for the implementation phase of the project as well as throughout the duration of the contract. The following requests/questions will be used to fully understand the Offeror’s recommended approach for a successful implementation, including time to train staff on use of the system, and to understand support options for the duration of the contract.

1. Describe your company’s recommended approach for successful implementation. Please include a sample implementation plan with a delivery schedule/timeline of key tasks and identifying roles and responsibilities—Offeror versus University resources.

2. Provide information about the implementation team that will be assigned to the University under this proposal. Please provide information on the number of individuals, position titles, and key responsibilities.
3. Describe the Offeror's recommended approach for training technicians and employees on how to use the Solution. Please include details on the number of training hours provided (onsite and/or remote) with this response and what training materials will be provided to the University both in the initial stages of adoption and over the long term.
4. Describe the type of user documentation and training materials to be provided with the proposed solution, such as help manuals, contextual help for user screens, tutorials, and online resources that are available to assist both technical and business staff. Provide information on the electronic formats that this information will be provided. Does the Offeror provide full end-user documentation in an accessible format?
5. Does the Solution offer Spanish-language versions of user documentation and training materials?
6. After the implementation phase and initial training is performed, how is ongoing support/training handled? Is employee/technician-direct training available?
7. Describe how scheduled and unplanned maintenance and downtime notifications are communicated.
8. What is the frequency for major software releases? Describe the process in detail of how major software release upgrades are communicated, scheduled, and coordinated.
9. Indicate whether a "sandbox" environment or trial license is available during the proposal selection process and for user training.
10. The University is interested in evaluating Service Level Agreement (SLA) options. What service availability guarantees are offered? Please describe and provide a copy of SLA options you are proposing.
  - a. Explain the different levels/tiers of software support available.
  - b. Describe access to online documentation and support materials for administrators, faculty, and students.
  - c. Provide your average customer support response time for the past six months (email, phone, live chat).
  - d. Describe the expected level of IT maintenance/support effort required by the institution and common tasks performed by institutional IT staff.
11. Describe the Offeror's approach to supporting ongoing enhancements of the proposed Solution? Are there any planned enhancements that the Offeror feels the University should know about while evaluating this proposal?
12. Are there any other support or service options for the proposed solution that the Offeror feels would be beneficial for the University? Please use this section to include information not addressed in the above responses.

#### **4. Pricing Proposal**

An evaluation criterion is the overall cost of the Solution. In addition to LMS subscription costs, cost considerations will be made for implementation services, integrations, course migration support, training, optional modules/add-ons, and ongoing maintenance and support.

The successful Offeror will enter into a State of Colorado contract with the University which has an initial one (1) year period with the option to renew for an additional four (4) years (a State of Colorado model contract is attached separately). Detailed pricing must be provided in the bid response which will allow the University to determine the total acquisition cost over a five (5) year contract.

Offeror's response must provide detailed pricing in the format provided below; do not provide cost as a lump sum. All pricing is to be FOB Destination, Net: 30 days upon invoicing.

*Software License/Subscription/Service Fees*

- Itemize what is included in the base LMS subscription and the pricing for this base package, including (as applicable):
- SaaS hosting/environment(s) (production and test/sandbox), upgrades/releases, and standard support
- Base storage allocation and any storage tiers/overage pricing
- Bandwidth/content delivery fees (if applicable)
- Mobile applications (if provided)
- Standard reporting/analytics included in the base subscription
- Provide menu pricing for all optional applications/modules/add-ons for determination of implementation within the available budget. All additional modules will be priced for possible future acquisition.
- Any annual subscription fees, cloud service fees, third-party/pass-through fees, and support fees shall be provided in detail. Price should be expressed as a fixed annual rate where possible. Annual subscription and support costs shall remain firm as quoted for the contract term.
- If any cloud costs may fluctuate (e.g., storage, media streaming, bandwidth), provide detailed pricing, assumptions, thresholds, and examples of how costs could change.

*LMS Subscription Pricing Model (FTE-Based)*

The University's preferred pricing model is institutional billing based on Student FTE (or equivalent enrollment metric) rather than per-individual named users. Offerors must:

- Describe the proposed licensing metric (e.g., annual Student FTE, annual headcount, peak term enrollment) and the method used to calculate it.
- Provide the unit price and annual total based on the University's stated FTE/enrollment figures.
- Confirm whether pricing includes unlimited accounts for students, faculty, staff, administrators, and support roles without additional per-user charges.

*Implementation, Integration, Migration, and Training Fees*

Provide itemized pricing for implementation services, including project management, configuration, and institutional launch support. All personnel costs shall be identified for these services.

- Pricing shall be the price per day (or hour) for services if provided; service days/hours shall be the Offeror's proposal of total effort required for completion of each service. The sum of cost for each

service shall equal the total proposed days/hours for each service. These costs are required even if proposing a fixed fee for a specific task.

- Include pricing (as applicable) for:
  - SIS integration (e.g., Banner) setup, testing, and ongoing integration support
  - SSO setup and identity provisioning (if applicable)
  - LTI/tool integrations and API/data extract enablement (if applicable)
  - Course migration support and/or migration tools (including any per-course or per-GB pricing models)
  - Administrator, faculty, and student training (including train-the-trainer options)
  - Optional ongoing consulting, managed services, or premium support offerings

*Non-Credit / “Non-Banner” Courses*

- If the LMS supports non-credit, training courses (e.g., compliance training, staff development), provide pricing and licensing implications. Specify whether these uses are included in the base institutional subscription under the FTE model or require separate licensing (and if separate, provide the pricing model).

**Section 4: Offeror’s Response Format**

- **No more than 30 pages**
- **Must be in one document.**

**Section 5: Evaluation Process and Criteria**

**1. Evaluation Process**

All proposals submitted in response to this RFP will be reviewed for responsiveness prior to referral to the evaluation committee. Each response will be scored by each member of the Evaluation Committee in each of the following areas outlined in Section 4, Offeror’s Response Format and each area will be rated on a scale from 1-10 with 10 being the highest rating and 1 being the lowest rating.

**2. Evaluation Criteria**

1. Functional capabilities and usability	25%
2. Pricing	20%
3. Technical Fit, Integrations, Security, and Reliability	20%
4. Implementation, Migration, Training, and Ongoing Support	15%
5. Vendor Qualifications and Higher Education Experience	15%
6. Accessibility and compliance	5%

While a numerical rating system may be used to assist the evaluation committee in selecting the competitive range (if necessary) and making the award decision, the award decision ultimately is a business judgment that will reflect an integrated assessment of the relative merits of the proposals using the factors and any relative weights if established.

### **3. Basis of Award**

The technical factors will be assessed based on the soundness of the Offeror's approach and understanding of the requirements. The experience and/or demonstrated capabilities factor will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Assessments include a judgment concerning the potential risk of unsuccessful or untimely performance and the anticipated amount of University involvement necessary to ensure timely, successful performance. The selection is ultimately a business judgment that will reflect an integrated assessment of the relative merits of proposals using the factors identified above. The University reserves the right to reject any (or all) proposal(s) that pose in the judgment of the University, unacceptable risks of unsuccessful or untimely performance, unacceptable University resource requirements, or costs exceeding the budget constraints.

Failure of the Offeror to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the Offeror.

## **Section 6: Required Submittals**

- **Vendor Signature Form**
- **All items required in the body of the RFP**
- **Vendor's standard software license agreement**
- **No more than 30 pages**
- **Must be in one document.**

## Appendix A: The University's Technology Environment

The following information regarding the University's technology environment is provided to assist the Offeror with their response to the following statement of work, provide information on how the Solution(s) may integrate with relevant University systems, and provide accurate cost to implement the proposed solution based on university requirements.

The University uses Secure Assertion Markup Language (SAML) for single sign-on to on-premise and cloud-based applications. CMU uses Microsoft Authenticator for multifactor authentication for academic and business applications.

CMU has a custom identity management system, CMU-IDM, that consumes system of record or "master data" sources, populates Active Directory (AD), and manages role-based access to systems as well as synchronizes specific master data records such as username, email address, department, titles, etc. between applications.

Students applying to CMU access information through Slate CRM, prospective student portal, using personal email and password. Enrolled Students, Faculty and Staff access applications through the campus web portal, MAVzone, using single sign-on.

Today, CMU leverages Heartland's OneCard VIP for its student One Card solution. OneCard VIP is a SaaS product, and the Banner-One Card integration is an automated flat-file/batch load process.

The University's Student Information System is Ellucian Banner 9 with Oracle tables running in Ellucian's private cloud running on Amazon Web Services. Student Accounts Receivable is a function of the Banner Student module. CMU has implemented Ellucian's Ethos integration APIs (Application Programming Interfaces) for Banner integrations and has leveraged Ethos APIs for select system integration projects involving vendor and student records.

The University uses Heartland TouchNet's Commerce Management System and payment gateway with full integration with Banner. The TouchNet system components licensed are Payment Gateway, Bill+Payment and MarketPlace.

CMU is implementing Workday Platform for its HCM and Finance systems with a go-live date of April 1, 2026. For the purposes of responding to this RFP, the vendor may assume all required Finance system integrations outside of Heartland's Touchnet E-Commerce suite and Banner Student Accounts would be with Workday Platform.

The University uses StarRez for its residence life management system. StarRez is a cloud-based platform for managing residence halls and room assignments, and students select Res Hall meal plans in StarRez and currently pay through Touchnet. The Banner Student integration with Star Rez is an automated flat file/batch load process. Non-meal plan dining use purchases are through the One Card system today.

The University uses MyPhoto online portal that allows students to upload photos for their campus One Card ID.

CMU-IDM synchronizes student, faculty, and staff photos collected from MyPhotos, the MAVcard (Heartland OneCard), and HR onboarding systems between CMU's business applications.

CMU's recreation management system is Innosoft Fusion SaaS application for managing recreation center access and memberships. Student present/swipe their One Card today to access all recreation locations across campus with photo identification.

The University uses EAB Edify Data Management Platform for Institutional Reporting, data sharing, data governance, and managing the flow of data between business applications and data sources. Edify is a comprehensive higher education data management platform that provides all the functionality of a modern data management stack in a single platform to include data lake, ETL/ELT, master data management, data catalog, data workflow, data monitoring, and analytics solution. It is CMU's desire to leverage the Edify platform for its data integration and master data governance requirements.

Reporting, analytical, and visualization tools are Power BI, Tableau, and IBM SPSS.

*The technology environment information is provided so that the vendor can describe how the proposed solution can be integrated with or otherwise augment the normal daily use of enterprise information system.*

*Configurations proposed must not degrade, obstruct, or negatively impact the current or expected functionality of the communications networks, hardware, and software. Vendors whose proposals include elements/limitations which would impact any component of this existing system, i.e., hardware, software, or communications network, must specifically state the consequences of that impact. CMU reserves the right to eliminate vendors from consideration based upon their failure to comply with this requirement.*

**VENDOR SIGNATURE FORM**

**CMU 2863**

**Learning Management System**

Proposals Due: July 29, 2026, \_\_\_\_\_ Time: 11:00 am MST

**Bids will only 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 of the solicitation documents and for electronic submission of proposals. [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.

The Offeror herein noted has carefully examined all components, instructions and requirements of this RFP and proposes to furnish the services described herein. The undersigned hereby agrees to provide Learning Management System on behalf of Colorado Mesa University in accordance with the specifications, requirements, terms, and conditions contained herein for the rates quoted. The undersigned certifies that all representations, certifications, and statements within its proposal are true and accurate as of the date of the proposal submission. The person signing this Vendor Signature Form certifies that they are a duly authorized officer for the Offeror, and that the information and any materials enclosed with this proposal represent the capability of the company to provide the services described in the quote.

This Vendor Signature Form page **MUST** be signed for proposal to be valid.

**COMPLETE THE FOLLOWING:**

Federal Employer ID No. \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**Contact for Clarifications:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

**Offeror Acknowledges Receipt of Addendum No. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Addendums MUST be acknowledged)**