COLORADO MESA UNIVERSITY

Request for Proposal

For CMU 2882 Academic Program Planning



RFP Issue Date:	**October 5, 2026**
Proposal Due Date:	**November 16, 2026, at 11 AM MST**
Issued By:	**Tracey Cornwell**
Title	**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 Academic Affairs Department. 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 also known as https://www.bidnetdirect.com/colorado. 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.

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

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."
D. In the following RFP, the terms "Graduate" and "University Graduate" shall be understood to mean an individual who has completed a University credential at any level, including a certificate, associate degree, bachelor's degree, master's degree, or doctoral degree.
E. In the following RFP, the term "Graduate Outcomes" shall be understood to mean outcomes following completion of a University credential and shall not be limited to graduate-level students or programs

5. Scope

This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

Through this RFP, the University seeks qualified Offerors to provide data, analytics, and related services addressing graduate earnings and employment verification; graduate career and education outcomes; and labor market demand, skills, and credentials. Offerors may submit proposals for one component, any combination of components, or all three components. The specific requirements and deliverables are described in Section 3, Statement of Work.

6. Schedule of Activities

RFP Issue Date	10/5/2026
Written Inquiries Due	10/12/2026 at 11 AM MST
Response to Written Inquiries	10/15/2026
Proposal Submission Deadline	11/16/2026 at 11:00 AM MST
Oral Interviews (if required)	Week of December 7th 2026
Notice of Award	Week of December 14th 2026
Contract Negotiation	February 2027

7. Written Inquiries, Clarifications, and Responses

Offerors may make inquiries concerning this RFP to obtain clarification of requirements. All inquiries must be submitted to the Rocky Mountain E Procurement System (RMEPS), Bidnet, https://www.bidnetdirect.com. No inquiries will be accepted outside of Bidnet or after the date and time indicated in the Schedule of Activities. Offerors shall confirm successful receipt of said inquiries.

Written responses to inquiries will be provided as an addendum to be posted on the RMEPS website on the date shown in the Schedule of Activities. Offerors should not rely on any other statements that alter any specification or other term or condition of the RFP.

Owner initiated changes to this RFP will be posted in the form of addenda on https://www.bidnetdirect.com/colorado. Communication regarding the project during the procurement, outside of this submission process or scheduled procurement milestones is not permitted.

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. Bidders shall not rely on any other interpretations, changes, or corrections.

9. Modification or Withdrawal of Proposals

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

10. Proposal Submission

Proposals must be received on or before the date and time indicated in the Schedule of Activities. Bids will only be accepted electronically through the RMEPS website, https://www.bidnetdirect.com. 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.

11. 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.

12. Bid Opening

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

13. Oral Interview/Site Visits

The Evaluation Committee may conclude after the completion of the proposal evaluation that oral interviews and/or demonstrations are required to determine the successful Offeror. All offerors may not have an opportunity to interview and/or give demonstrations. The University will interview no more than four firms, known as the Short List.

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, who will directly work with CMU, 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 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 and/or demonstrations have been completed the selection committee will make a recommendation to the University and 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 and/or demonstrations shall be borne entirely by the Offeror.

The university reserves the right to waive any formality or any informality in the proposal award process. CMU reserves the right to accept any proposal, in whole or in part, and to reject any or all proposals as necessary.

14. 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.]

Regarding the emphasized language above, it is important for Offerors to note that a challenge to the solicitation 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. Selection of Proposal

As described within the RFP, an Evaluation Committee will review, and score offers submitted to make a recommendation for award. Selection will be given 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.

After reviewal and approval of the evaluation committee's written recommendation, the Purchasing Department will notify all Offerors via 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" and will name the apparent successful Offeror.

20. Award of Contract

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.

21. Acceptance of Proposal Content

The contents of the proposal (including people specified to implement the project) of the successful Offeror will become contractually obligated if acquisition of 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 Proposal.

22. 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.

23. RFP Cancellation

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

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. 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.

31. 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 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 people 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.

32. 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 personal business purposes with a person to 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 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.

33. 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.

34. 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.

35. 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.

36. Bid Bonds/Security

If the RFP 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 state, it may be required for projects of less than $50,000. Not required for this Bid.

37. Contractor's Performance Bond

Not required for this Solicitation.

38. Standard Insurance Requirements

A. The Offeror obtains, and maintains 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 coverage 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 satisfactorily to the University.

39. 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."

40. 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.

41. 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

Colorado Mesa University seeks to strengthen its ability to understand the employment, earnings, career, and continuing-education outcomes of its graduates and to evaluate the alignment of its academic programs with current and emerging workforce needs.

The University currently relies on multiple sources of information, including institutional records, alumni surveys, and publicly available labor-market information. These sources provide valuable information but do not offer a complete or integrated view of graduate outcomes, earnings, career pathways, workforce demand, or employer-requested skills and credentials.

Through this RFP, the University seeks access to reliable data and analytical tools that can support academic program review and development, curriculum alignment, accreditation, institutional planning, student advising, and communication of graduate outcomes. The University recognizes that graduate earnings, graduate career outcomes, and external labor-market demand may require different data sources or solutions.

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 for three complementary components:

Component A: Graduate Earnings and Employment Verification

This component focuses on reliable information about graduates' employment and earnings following completion of a university credential. The University prefers observed or verified earnings and employment information derived from payroll, administrative, or other authoritative records over values estimated or inferred from occupational averages, publicly available profiles, or other web-derived sources. Other priorities include employment rates, longitudinal earnings, broad geographic coverage, transparent methodology, strong match rates, and analysis by academic program and graduation cohort.

Component B: Graduate Career and Education Outcomes

This component focuses on graduates' employers, job titles, occupations, industries, locations, career progression, alignment between employment and academic programs, and enrollment in graduate or professional education. This component may also include the integration or analysis of alumni survey results concerning the value and use of graduates' education. Priorities include broad alumni coverage, transparent methodology, longitudinal outcomes, and flexible reporting and data-export capabilities.

Additional desired capabilities include tools that support alumni engagement, such as the ability to identify or segment alumni by employer, industry, occupation, location, or career stage; analyze alumni career networks; and update professional or contact information when legally and contractually permissible.

Component C: Labor Market Demand, Skills, and Credentials

This component focuses on external workforce demand and the alignment of the University's academic programs with current and emerging labor-market needs. Priorities include regional, state, and national employment trends; current and projected job growth; occupational and industry demand; job-posting trends; emerging occupations; automation or technological-change risk; employer-requested skills and competencies; industry credentials; and alignment between academic programs, graduate skills, and employment opportunities.

Offerors may submit proposals for one component, any combination of components, or all three components. The University may award the components to a single Offeror or to different Offerors.

3. Goals

The University seeks to strengthen its ability to evaluate graduate outcomes and align its academic programs with current and emerging workforce needs. The goals of this RFP are to:

- Obtain reliable and transparent information about graduates' employment, earnings, career pathways, and continued education.
- Identify rapid or sustained declines in employment opportunities or wages within fields related to the University's academic programs.
- Evaluate the alignment between graduates' academic programs and their subsequent employment and career outcomes.

- Understand regional, state, and national workforce trends that may affect existing or potential academic programs.
- Identify gaps between program learning outcomes and the skills, competencies, and credentials requested by employers.
- Support academic program review and development, curriculum improvement, accreditation, student advising, institutional planning, and communication of graduate outcomes.

Section 3: Statement of Work

1. General Requirements

The requirements in this section apply to each component proposed. An Offeror proposing multiple components must explain how these requirements are addressed for each component.

1.1 Vendor-Hosted Platform

The proposed solution should include a secure, usable vendor-hosted platform that allows technical and nontechnical University users to explore and analyze the information provided. The Offeror must describe the available dashboards, reports, filters, comparison tools, user access, and analytical capabilities.

1.2 Data Export and Institutional Use

The University must be able to access data for integration with its centralized enterprise reporting infrastructure, including Edify and Power BI. The University must also be able to use the data for institutional analysis, academic program review, accreditation, alumni engagement, and other authorized activities.

The University prefers an automated connection, such as an API, scheduled data feed, or other direct integration, rather than reliance on manual downloads. When direct integration is not available, the Offeror must describe the available data-export process, formats, and update frequency. Reports provided only as PDFs or images will not satisfy this requirement.

The Offeror must describe the data available for export, delivery methods, file formats, frequency of delivery, available data dictionaries and documentation, and any restrictions on the University's use of the data.

1.3 Record Matching and Coverage

The requirements in this subsection apply to Components A and B. Record matching is not required for Component C.

The Offeror must describe:

- The process used to match University-submitted records with the Offeror's data;
- The information and identifiers the University must provide;
- How matches are validated;
- Expected match or coverage rates and, following implementation, the actual number and percentage of submitted graduates represented in the results;
- Whether match or coverage rates are available by academic program and graduation cohort; and
- Known limitations that may affect matching or coverage.

The vendor-hosted platform must allow the University to understand how much of the submitted graduate population is represented in the reported results. When individual-level results are provided, the University prefers a stable identifier that allows those results to be linked to University records.

1.4 Data Sources and Methodology

The Offeror must identify the original data sources and describe the methodologies used to collect, match, classify, estimate, or otherwise produce the information.

The Offeror must clearly distinguish observed or verified information from information that is self-reported, estimated, modeled, inferred, or based on occupational, industry, or geographic benchmarks.

1.5 Data Limitations and Availability

The Offeror must disclose known limitations, exclusions, reporting lags, and populations that may be underrepresented. The Offeror must also identify any data displayed in the vendor-hosted platform that cannot be exported or delivered to the University and explain the reason for the restriction.

1.6 Data Updates

The Offeror must describe the frequency of platform updates, data refreshes, and recurring data deliveries, including the expected time between the University's submission of records and the availability of updated results.

1.7 Accessibility

Any vendor-hosted platform intended for University users or the public should meet applicable accessibility standards, including WCAG 2.1 Level AA. The Offeror must provide applicable accessibility documentation and identify any known accessibility limitations.

1.8 Implementation, Training, and Support

The Offeror must describe the proposed implementation approach and timeline, required University participation, initial data submission and delivery, included training, technical support, documentation, ongoing account-management services, and responsibilities for subsequent data refreshes.

The University's desired date for production access to the vendor-hosted platform, with initial data processed and results available for analysis, reporting, and download or other **data delivery, is May 1, 2027**. The Offeror must state whether it can meet this date and identify the University data, activities, decisions, and participation required to do so.

1.9 Additional Fees and Third-Party Dependencies

The Offeror must identify any functionality, data, users, exports, APIs, refreshes, training, support, or services that require an additional fee, separate license, third-party agreement, or subcontractor. These items must be clearly distinguished from the capabilities and services included in the proposed price.

2. Component A: Graduate Earnings and Employment Verification

The University seeks reliable information about graduates' employment and earnings following completion of a university credential.

The proposed solution should provide:

- Observed or verified earnings;

- Employment or covered-employment measures;
- Median earnings;
- Earnings and employment results at multiple points following graduation;
- Analysis by academic program, credential level, and graduation cohort; and
- Population counts and coverage rates.

Additional desired capabilities:

- Earnings distributions or ranges;
- Geographic analysis; and
- Peer or regional comparisons;

The Offeror must identify whether each earnings and employment measure is observed, self-reported, estimated, inferred, or based on a general occupational or geographic benchmark.

Preference will be given to earnings and employment information that is directly observed or verified through payroll, administrative, or other authoritative records. Estimated or inferred information may supplement verified information but must be clearly identified and distinguished from observed or verified information.

For each measure, the Offeror must describe the original data source, methodology, population covered, reporting lag, update frequency, expected match or coverage rate, and known exclusions or limitations. The Offeror must also explain whether the absence of an employment record indicates unemployment or only that no covered employment record was found.

3. Component B: Graduate Career and Education Outcomes

The University seeks information about graduates' career and continuing-education pathways following completion of a University credential.

The proposed solution should be provided when available:

- Current and prior employers;
- Job titles and occupations;
- Industries and employment locations;
- Career progression over time;
- Alignment between a graduate's academic program and subsequent employment;
- Enrollment in graduate, professional, or other post-secondary education, including enrollment or placement rates when available;
- Comparisons across academic programs, graduation cohorts, and time since graduation.

The Offeror must describe how job titles, occupations, industries, and employment locations are identified and classified. If the solution reports whether employment is related to a graduate's academic program, the Offeror must explain how that determination is made.

The Offeror must also describe the education-outcomes information available, including institutions attended, programs or fields of study, credentials pursued or completed, timing of enrollment, and graduate or professional education enrollment or placement rates when available.

The University currently collects information from alumni surveys. The Offeror should describe any ability to incorporate, compare, or analyze University-provided alumni survey results, as well as any alumni survey services included or available as an additional service.

Results should support longitudinal analysis and clearly identify the graduate population represented. Record matching and coverage must be addressed as described in Section 1.3.

4. Component C: Labor Market Demand, Skills, and Credentials

The University seeks information and analytical tools to evaluate the alignment of its academic programs with current and emerging workforce needs.

The proposed solution should include:

- Current and projected employment, job growth, and openings;
- Occupational and industry trends;
- Regional, state, and national analysis, including western Colorado;
- Occupational wages and advertised salaries;
- Job-posting trends;
- Employer-requested skills, competencies, and credentials;
- Emerging occupations and the effects of technological change or automation; and
- Alignment between academic programs and occupations, industries, skills, and credentials.

The Offeror must describe the data available, geographic coverage, update frequency, and methods used to connect academic programs with workforce needs. Occupational wages and advertised salaries must be clearly distinguished from graduate earnings provided under Component A.

5. Data Privacy, Security, and Governance

The Offeror must protect University data and comply with applicable privacy and data-protection requirements, including FERPA when applicable.

The University will retain ownership of all data it provides to the Offeror. The Offeror must describe the ownership and permitted use of vendor-supplied, matched, and derived data and any restrictions on the University's continued use of delivered data and reports.

University data may be used only to provide the contracted services and may not be sold, disclosed, reused for unrelated purposes, or used to train broadly available artificial-intelligence models without the University's written authorization.

The Offeror must describe:

- Security controls used to protect data during transmission and storage;
- Applicable security certifications or independent assessments;
- User access controls and incident-notification procedures;
- Data-retention, return, and secure-destruction practices;
- Privacy protections and suppression practices for individual and small-group results; and
- The identity and role of any subcontractors and third-party data providers that will access, store, process, or contribute to University data or results.

The Offeror remains responsible for ensuring that subcontractors and third parties comply with applicable privacy, security, and data-use requirements.

Section 4: Offeror's Response Format

- The proposal must be submitted as a single document.

- The proposal must not exceed 30 pages for one component, 45 pages for two components, or 60 pages for all three components. The page limit excludes the cover page, table of contents, required signature and pricing forms, references, software license agreements, security and accessibility documentation, and other required attachments.
- For each component proposed, the Offeror must clearly describe the applicable data sources, methodologies, capabilities, limitations, implementation requirements, and pricing. Component-specific information must be presented separately so that each component can be evaluated independently.
- Information that applies equally to multiple proposed components may be presented once and referenced within each applicable component response.
- An Offeror proposing multiple components must provide standalone pricing for each component and may also provide combined pricing. Any bundled discount and applicable conditions must be clearly identified.

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 5, 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

Each proposed component will be evaluated and scored independently using the criteria below. An Offeror proposing multiple components will receive a separate score for each component.

1. Overall Proposal, Understanding of Requirements, and Proposed Approach — 20%

The extent to which the proposal demonstrates an understanding of the University's goals and requirements and presents a clear, complete, and appropriate approach for the component being proposed.

2. Relevant Experience and Qualifications — 20%

The Offeror's experience providing comparable data, tools, and services to higher education institutions and the qualifications of the personnel assigned to the University.

3. Scope of Services, Data Quality, Methodology, Coverage, and Functionality — 35%

The extent to which the proposed data, methodology, coverage, functionality, reporting, and deliverables meet the requirements established for the component. Evaluation will include the transparency and reliability of data sources, known limitations, expected coverage or match rates, usability of the vendor-hosted platform, reporting capabilities, and data export and integration options.

For Component A, the University will give greater consideration to observed or verified earnings and employment information for University graduates than to values estimated or inferred from occupational benchmarks, publicly available profiles, or other web-derived sources.

4. Cost — 15%

The reasonableness and completeness of the proposed cost in relation to the services, data, functionality, and overall value offered. An Offeror proposing multiple components must provide the standalone price for each

component and may also provide combined pricing. Any bundled discount must be clearly identified, including the amount or percentage of the discount and any applicable conditions. Each component's cost score will be based on its standalone price. Combined pricing and bundled discounts may also be considered when determining the final award or combination of awards.

5. References — 5%

The relevance and quality of references from organizations receiving services comparable to those proposed for the applicable component.

6. Implementation, Training, and Ongoing Support — 5%

The feasibility of the proposed implementation plan and the quality of the Offeror's training, documentation, technical support, account management, and ongoing service.

TOTAL: 100%

While a numerical rating system may be used to assist the evaluation committee in selecting the competitive range, if necessary, and evaluating each component, the final award decision for each component will be a business judgment reflecting an assessment of the relative merits of the proposals using the established evaluation factors and weights.

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 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 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.

Component Awards

Awards will be evaluated and determined separately for each component based on the evaluation criteria established in this RFP. The University reserves the right to:

- Award all components to a single Offeror;
- Award individual components to different Offerors;
- Award one or more components and make no award for the remaining components; or
- Make no award for any or all components.

Section 6: Required Submittals

- Signed vendor signature form.
- All items required in the body of the RFP.
- Pricing per solicitation format.

- The University's desired production date is May 1, 2027, with initial data processed and available for analysis and reporting. Offerors must confirm they can meet this date and identify any University requirements needed to do so.
- Submittal must be in one document and must not exceed 30 pages for one component, 45 pages for two components, or 60 pages for all three components. The page limit excludes the cover page, table of contents, required signature forms, pricing forms, references, software license agreements, security documentation, accessibility documentation, and other required attachments.
- References

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 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. Students 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 2882

Academic Program Planning

Proposals Due: November 16, 2026, Time: 11:00 am MST

Bids 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 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 Academic Program Planning 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)