



**WASHTENAW COMMUNITY COLLEGE**  
**Request for Proposal #6706**

**Program Assessment and Review Tool**

**RFP Release Date: February 10, 2025**

**Proposal Due Date: February 28, 2025 at 2:00 p.m. EST**

**Submit proposals electronically via email to:**

**Don Harrison**

**Washtenaw Community College**

[pur@wccnet.edu](mailto:pur@wccnet.edu)

RFP # 6706 Program Assessment and Review Tool

## 1.0 Proposal Invitation

Washtenaw Community College is seeking a comprehensive tool to enhance Program Review and Assessment processes. The tool should facilitate data-driven insights, support continuous improvement, and foster student success through better program alignment, resource optimization, and enrollment growth. Additionally, the tool must integrate with existing systems and provide capabilities for reporting, customization, and collaboration.

Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College. This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order. In submitting a proposal, Supplier agrees that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful Supplier and the College.

The College is not liable in any manner or to any extent for any cost or expense incurred by the Supplier in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the Supplier or indirectly through the Supplier's agents, employees, assigns, or others, whether related or not to the Supplier.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College also reserves the right to negotiate terms and conditions of a contract with the chosen Supplier. The College reserves the right to award a contract based on any combination of the specifications described herein.

The awarded Supplier's proposal response shall be subject to, and governed by the College's Terms and Conditions for Services located at <https://www.wccnet.edu/business/purchasing-terms-services.php> as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a Supplier's Proposal response, Supplier's quote, or listed on the Supplier's website, the Terms & Conditions of the RFP documents shall govern. Proposal submissions must include all exceptions to the College's terms and conditions of purchase. A purchase order signed by an authorized agent of the College is required to constitute acceptance of Proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Suppliers responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent Suppliers retained by the College now or in the future.

## **2.0 Planned RFP Schedule**

### **RFP Timeline:**

RFP Issued: February 10, 2025

Submission of Written Questions from Prospective Bidders: February 20, 2025

Written Questions Responded by the College: February 24, 2025

RFP Due Date: February 28, 2025

## **3.0 Specifications**

### **Program Review**

The tool should streamline program review processes, allowing us to:

- Identify program improvements and changes.
- Improve resource allocation and increase enrollment.
- Integrate with multiple data sources to provide actionable insights.

### **Assessment**

The tool should support a structured approach to:

- Evaluating learning outcomes
- Generating course- and program-level assessment reports
- Tracking changes over time through ongoing reports

## **4.0 Required Capabilities**

### **Program Review**

- Fully SaaS-based platform
- Integration with CourseLeaf CIM, CurricuNet and our new assessment tool for pulling course and program data
- Integration with Banner for Budget, Classroom/Lab Utilization, and Enrollment data
- Integration with TargetX CRM
- Capability to import historical data via .csv

- Document upload capability
- Customizable rating system
- Built-in approval process workflow
- Downloadable and printable reports

#### **Assessment**

- Import learning outcomes to be assessed, and assessment plan information for courses and programs from CourseLeaf CIM via .csv or similar
- Integration with Canvas Outcomes for importing scoring data via .csv or similar
- Integration with TargetX CRM
- Generate course- and program-level assessment reports, incorporating data and reflective commentary
- Permanently attach additional documents to reports
- Fully SaaS-based
- Extensive customization of forms and reports
- Automated generation of tables and charts from assessment data
- Import of previous assessment reports via .csv upload or similar document attachment
- Change tracking from one assessment report to the next
- Robust reporting capabilities to track assessment and improvement over time
- Customizable automatic scheduling, reminders, and cyclical tracking of submissions

## **5.0 Preferred Capabilities**

#### **Program Review**

- Integration with tools like Lightcast to pull job outlook data
- Integration with Argos
- Pull employment data into the system to generate reports (vendor should identify sources they integrate with).
- Pull student success data (attrition, retention, persistence, pass rates, licensure, and completion rates) into the system to generate reports (vendor should identify sources they integrate with).
- Customizable templates
- Reminder system for action step follow-ups

#### **Assessment**

- Live or near-live syncing of learning outcomes and assessment plans from CourseLeaf CIM
- Live or near-live syncing of Canvas Outcomes data
- Mass import of all previous assessment reports, ability to track changes from one to the next to create a timeline of changes
- Collaborative review platform with customizable approval workflows
- Multi-user engagement with collaborative features (comments, change recommendations, etc.)

## 6.0 RFP Requirements – General

- Proposals should showcase your product’s capabilities, highlighting those contained herein. Please state:
  - How your product meets each specification stated in 3.0
  - Which requirements your product meets and which it doesn’t from the bulleted item list in 4.0
  - Which preferred capabilities your product can perform from the bulleted item list in 5.0
- Proposals must include a comprehensive outline of all costs for products, services, rates by individual, travel expenses, and any other costs incurred as well as all assumptions.
  - Of the required and preferred capabilities, list which are included and which are available for an added cost.
  - List all components of the total cost and their associated costs, with cost of optional/customization for specific features separately.
  - Clearly identify which services/systems are hosted on-campus and which are hosted off-campus. Washtenaw Community College holds a tax-exempt status and shall not be charged any Federal or State taxes where allowed. Tax-exempt documentation shall be presented when required.
  - Clearly identify what licenses and hardware is WCC’s responsibility and what is included in supplier pricing.
  - Include license fees, maintenance fees, all hardware, software, and training costs required to meet the primary objectives as stated in this RFP.
  - List total Year 1 costs including licensing and implementation.

## 7.0 Proposal Evaluation

Proposals will be evaluated in the following areas:

- Ease of use of software
- Look-and-feel of software
- Scope of Service: whether the product meets the specifications in 3.0, requirements in 4.0 and degree to which the product can deliver on the preferred capabilities listed in 5.0
- Cost proposal
- Training and software support (if available)
- Additional modules available as add-ons in future

## 8.0 Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before February 28, 2025 at 2:00 p.m. EST, at the following location:

**Submit proposals electronically via email to:**

**Don Harrison**  
**Washtenaw Community College**  
[pur@wccnet.edu](mailto:pur@wccnet.edu)  
**RFP # 6706 Program Assessment and Review Tool**

- B. Submit **one (1) Proposal** and **one (1) signed copy of the Signature Page** in a single PDF format. Faxed and mailed replies are not acceptable and will be rejected. It is the responsibility of the vendor to ensure that proposals are received at the location stated above on or before the due date and time. The college's normal office hours are 8:00 a.m. to 4:30 p.m. EDST. The vendor assumes all responsibility for delivery to the location given above regardless of the method of shipment and delivery used and the time received to the specified location on campus.
- C. Questions must be addressed to Don Harrison, Purchasing Agent, at [pur@wccnet.edu](mailto:pur@wccnet.edu). The deadline to submit questions is **02/20/2025 at 2:00 p.m. EST**. All questions received by the deadline date will be posted with answers on the WCC Purchasing website <https://www.wccnet.edu/about/purchasing/bids-rfp.php> by **02/24/2025 at 2:00 p.m. EST**.

## **SIGNATURE PAGE**

### **This page must be signed and submitted with the proposal.**

By virtue of submittal of a proposal, Vendor acknowledges:

- That all of the requirements of this RFP have been read and understood.
- That Vendor is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Vendor warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Vendor.
- Supplier agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail
- Proposal shall remain valid for a minimum of ninety (90) days.

Signature

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

Indicate if your company is:

Minority-owned yes \_\_\_ or no \_\_\_

Woman-owned yes \_\_\_ or no \_\_\_

Include documentation to verify status if available.

The Vendor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.