



**REQUEST FOR INFORMATION
FOR
POLICY AND PROCEDURE
TRACKING SOFTWARE**

SUBMISSIONS ARE DUE
NO LATER THAN:

March 19, 2021



REQUEST FOR INFORMATION FOR POLICY AND PROCEDURE TRACKING SOFTWARE

Table of Contents

DESCRIPTION OF REQUEST	2
OVERVIEW OF JOLIET JUNIOR COLLEGE.....	2
VISION STATEMENT	3
MISSION STATEMENT	3
RFI OBJECTIVE:	3
RFI RESPONSE CONTACT	3
FORMAT OF RFI RESPONSES	3
COPYRIGHTED MATERIAL	3
TERMS, CONDITIONS AND DISCLAIMERS	3
QUESTIONS REGARDING THIS RFI.....	3
REVIEW PROCESS	4
CLARIFICATION	4
SCHEDULE.....	4
EVALUATION AND NEXT STEPS.....	4
INSTRUCTIONS TO RFI RESPONDENTS	5



Description of Request

The ultimate goal of this software package is to provide a process for tracking, storing and distributing College policies and procedures.

Overview of Joliet Junior College

Joliet Junior College (JJC), the nation's first public community college is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 14,318 full time and part time students enrolled in Fall 2019 classes and 1,950 staff on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

JJC is the only public postsecondary institution within District 525 boundaries. JJC is located approximately 45 miles south of Chicago, the third largest city in the United States. Today, the 1,442-square mile district serves over 700,000 residents in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties. Multiple locations exist to serve residents throughout the district. The College consists of one (1) main campus (2) extended campuses, three (3) education centers, and multiple satellite locations throughout the district

Vision Statement

Joliet Junior College is the first choice for learning, working and cultivating pathways to prosperity.

Mission Statement

Joliet Junior College inspires learning, strengthens communities and transforms lives.

RFI Objective: The objective of the project is to automate Joliet Junior College's policy and procedure, creation, edit and approval process. The RFI will serve to gather preliminary information on software packages, general pricing structures and available options that would inform a formal RFQ or RFP process.



Format of RFI Responses

The following outline is offered to assist in the development of your response. You should include:

- A cover letter -- the cover letter should include a brief summary of your response, indicating to which areas you are responding and must also indicate if supporting documentation is included in your response.
- The response itself, covering all of the areas of information stated in the RFI Objective above.

Copyrighted Material

All responses received will be kept confidential by Joliet Junior College staff unless prior permission is received from vendor to treat as a public document.

Terms, Conditions and Disclaimers

The Respondent's RFI preparation and response is voluntary and at the expense of the responding institution. Any expenses incurred during the response to this RFI may not be charged to Joliet Junior College.

Responses to this RFI will not bind the Respondent to Joliet Junior College contractually, monetarily or in any other way.

Questions Regarding this RFI

Questions concerning this RFI will be answered if sent through the ESM sourcing solutions tool, under the Q & A section for the solicitation on or before **March 11, 2021 @ 2:00 p.m. CST**.

All questions and answers will be published on the ESM sourcing tool in the Q&A section by end of business day on **March 12, 2021**.

Review Process

Joliet Junior College's RFIs are issued with the intent to obtain information which will provide guidance and may be used in the preparation of RFPs depending on the responses received. Based on those responses; Joliet Junior College will augment its roadmap and may prepare one or more RFPs. **If the college receives a great deal of interest from the RFI, a formal Request for Proposal (RFP) may be issued at a later date in order to select the appropriate vendor for our institution.**

Clarification

To fully comprehend the information contained within a response to this RFI, the reviewing group may seek further clarification on that response. This clarification may be requested in the form of brief verbal communication by telephone, written communication, or electronic communication.

Schedule

The following schedule represents dates that respondents should use for planning purposes. Respondents will be notified of any schedule changes via an addendum posted to the JJC website and in ESM.



Date (2021)	Event
March 5, 2021	Post RFI and notify vendors
March 11, 2021 2:00 p.m. CST	Last date/time for submission of written questions through the ESM sourcing solutions tool under the Q & A section.
March 12, 2021 4:30 p.m. CST	Responses to questions will be addressed through the ESM sourcing solutions tool under the Q & A section.
March 19, 2021 by 2:00 p.m. CST	Proposals must be submitted electronically through the ESM Solutions electronic sourcing site.

Evaluation and Next Steps

Responses to this RFI will be evaluated based on the following criteria:

- Compliance with stated requirements and provisions of the RFI
- Value- added offerings to further enhance the partnership

Instructions to RFI Respondents

Submission

The submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed and hard copy proposals ARE NOT acceptable. All responses must be submitted by the date and time above. All responses must be submitted electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your response.

A step-by-step [supplier registration guide](#) is posted to the college’s website for your reference. [General supplier guides](#) are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

Registration Link: <https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

General Supplier Guide (ESM Documents): <https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

Supplier Registration Guide (JJC Document):

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

Please note the electronic sourcing tool will allow you to attach supporting documentation.

Responses not submitted in the format as instructed by this RFI will not be accepted.

Responses received after the date and time specified shall be considered LATE, and shall not be opened.



Required Information

The submitted proposals must include, but are not limited to the following information:

1. An overview of your firm to include history and principals.
2. A list of your firm's top five (5) current clients indicating the type of services the organization has performed for each client.
3. Indicate any third-party firms involved with your solution and state their role(s).
4. Your firm's ability to provide the following features/functionality:
 - a) Provide real-time view access in a centralized location to current and archived documents.
 - b) Provide version control, edit tracking, and access control, including archival of all updates, versions, change history, and approval tracking.
 - c) Provide approval workflow processing, as well as a method for tracking changes, tracking individual approvals, and tracking feedback received throughout the approval process.
 - d) Must have mobile device interface capabilities
 - e) Must be Section 508 compliant
 - f) Must meet WCAG 2.0 success criteria guidelines.
 - g) In addition, the College is also hoping to learn about options for templates and formatting controls, tools for reporting violations, tools for attestation completion, tools to make the interface user-friendly, coordination with Office 365 and the College portal and website and the ability for single sign-on.
5. Pricing for the features and functionality listed in #4 above.
6. Contact information (name, phone number, and email address of at least three (3) references for projects of similar size and scope.
7. RFI Response Contact - Firms responding to the RFI shall designate a single contact within that company for receipt of all subsequent information regarding this RFI and any forthcoming RFP.