



Request for Bids

Mississippi Valley State University

**THIS IS
NOT AN
ORDER**

14000 Hwy 82-W #7244
Itta Bena MS 38941-1400

Web Address: www.mvsu.edu/purchasing/

Phone No: (662) 254-3319 Fax (662) 254-3314

Bid Title:

Course Evaluation & Planning

Requester and Requesting Department:

Dr. Sharon Freeman
Institutional Research

Date:

09/07/2023

Bid No.

VSRB 1001044

Number of Pages

10

Change Order:

Original

Term – End of Month

Bids/Proposals – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

This bid/proposal will be awarded on a line by line basis

This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}

September 28, 2023 @ 2:00 p.m.

Mississippi Valley State University

Carla T. Williams

By: Carla T. Williams, Purchasing Director

Email: ctwilliams@mvsu.edu

NOTE: If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waive any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
		See Attachment for Bid packet.		
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within days from receipt of the order.

<p>Terms: <input style="width: 100%;" type="text"/></p> <p>Date: <input style="width: 100%;" type="text"/></p> <p>Phone/Fax: <input style="width: 100%;" type="text"/></p>	<p>Company Quoting</p>	<p>Name: <input style="width: 100%;" type="text"/></p> <p>Address: <input style="width: 100%;" type="text"/></p> <p>City, State: <input style="width: 80%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>Zip Code: <input style="width: 100%;" type="text"/></p>
<p>Official Signature: <input style="width: 100%;" type="text"/></p>		



ADVERTISEMENT FOR SOLE SOURCE

**Mississippi Valley State University
Course Evaluations and Planning
Itta Bena, Mississippi 38941**

Sealed bids for the **Mississippi Valley State University Course Evaluation and Planning Software** will be received by Mississippi Valley State University Office of Purchasing, 14000 Highway 82 West, Itta Bena, Mississippi 38941. Telephone: 662.254.3320 until 2:00 p.m., local time on Thursday, September 28, 2023, and thereby publicly opened and read:

Course Evaluations and Planning RFX3160006172

For the appropriate Sole Source information packet containing complete information visit our webpage at www.mvsu.edu/purchasing. Click on Current Bids and scroll down to the bottom of the page. Find VSRB-1001044 and click on it. Bids may be mailed, hand delivered, or entered into the MAGIC Portal electronically.

For information and questions concerning the Course Evaluations & Planning Software contact Dr. Sharon Freeman at (662) 254-3811 or Sharonf@mvsu.edu. All questions will be answered and posted as an addendum to www.mvsu.edu/purchasing under current bids.

If you are not a registered supplier and you wish to do business with the State of Mississippi, click here to register: [State of Mississippi Supplier Registration](#). If you attempt to complete the registration process and you are already a converted vendor in MAGIC, you will receive a duplicate error message. Please call the MMRS Call Center at 601-359-1343, Option 2 for assistance in locating your vendor information.

Dates of Publication

September 14, 2023

September 21, 2023



MISSISSIPPI VALLEY STATE
UNIVERSITY

September 1, 2023

Ms. Carla Williams
Purchasing Office
Mississippi Valley State University
14000 Highway 82 West
Itta Bena, Mississippi 38941

Dear Ms. Williams:

In attempting to acquire software that meets the accreditation needs of our unit, the Office of Institutional Research has met the following criteria for sole source purchases and included necessary attachments.

- 1. The product or services being purchased must perform a function for which no other product or source of services exists.** Anthology is the only vendor that can provide continuing services to our accreditation software. A continuation of their provide would seamlessly integrate and communicate with our existing Anthology products and provide the necessary data collection, management and analysis required.
- 2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services.** We currently use the Anthology Accreditation module, Planning module, and Course Evaluation modules to maintain accreditation records, measure institutional effectiveness, track compliance with accreditation standards, and prepare accreditation reports. Our business objective is to continue to build on those functions.
- 3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the production or services.** Key components of expanding our current software capabilities include high levels of integration, consistent user interface, and data sharing capabilities with our Anthology solutions. There are no other resellers who can provide an accreditation module that would interface seamlessly with our existing accreditation software. (See attached Sole Source letter)

Sincerely,

Sharon Freeman, Ed.D.
Assistant Vice President

OFFICE OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS

MVSU 7266 | 14000 Hwy. 82 West | Itta Bena, MS 38941-1400
662.254.3145 Phone | 662.254.3874 Fax
www.mvsu.edu



RE: ANTOLOGY SOLE SOURCE MANUFACTURER CERTIFICATION

To Whom it May Concern,

Anthology Inc. (f/k/a Campus Management Corp.) and its affiliated companies Anthology Inc. of NY (f/k/a Campus Labs, Inc.), Anthology Inc. of Missouri (f/k/a iModules Software Inc.), Blackboard Inc, and Blackboard International B.V. (collectively, "Anthology") provide solutions for admission and enrollment management; student success and retention; institutional and learning effectiveness; alumni and advancement; and enterprise applications and infrastructure.

Anthology licenses the non-exclusive use of the following products and services to organizations, colleges and universities and is the sole source manufacturer for the following solutions.

- Anthology Academic Economics
- Anthology Apply
- Anthology Chat
- Anthology Course Evaluations
- Anthology Digital Assistant
- Anthology Encompass
- Anthology Engage (Admin Branch, API, Budget, Elections, Card Swipe, Paths, Room and Resource, Event Check in App, Org Accounting, Service Management)
- Anthology Enterprise
- Anthology Finance & HCM
- Anthology Insight (Connecters, Beacon)
- Anthology Institutional Effectiveness (Accreditation, Baseline, Outcomes Planning, Program Review)
- Anthology Occupation Insight
- Anthology Milestone
- Anthology Payroll
- Anthology Portfolio
- Anthology Raise
- Anthology Reach
- Anthology Student
- Anthology Student Verification
- Anthology Succeed

Please contact your Anthology Sales Representative if you need further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "MP", written over a light blue circular stamp.

Michael Pohorylo
Deputy General Counsel



To Whom It May Concern,

The Campus Labs products are currently being utilized at more than 750 institutions of higher education across the United States and Canada. The Campus Labs product set includes an Institutional Effectiveness Suite, which is an end-to-end solution for setting strategic goals, collecting evidence, and reporting results. This suite assists in the collection, analysis, and compilation of the mission-critical information needed to demonstrate institutional effectiveness and continuous improvement.

Campus Labs is the developer and sole source for the Institutional Effectiveness Suite, as well as the sole source provider for all associated product support and hosting services. Campus Labs licenses the non-exclusive use of the Institutional Effectiveness Suite to colleges and universities; the Institutional Effectiveness Suite is not available for resale through any third-party channels or entities.

The Institutional Effectiveness Suite is also the only commercially available integrated software solution specifically designed to provide institutional accreditation and submission reports, strategic planning and reporting, faculty credentialing, learning outcome management, and report management capabilities. The Institutional Effectiveness Suite is the only commercially available integrated software solution specifically designed to interact with other Campus Labs solutions.

Other commercially available software product capabilities are not interchangeable with the Institutional Effectiveness Suite, and will not offer equal levels of integration, consistent user interface, support, security, or data sharing capabilities with other Campus Labs solutions.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Reich". The signature is stylized and fluid.

Eric Reich
President, Campus Labs

Campus Labs: A Unique Solution for Higher Education

A growing number of organizations are serving higher education institutions by providing them with tools for specific areas of assessment, such as data collection, data reporting, benchmarking, outcomes tracking, and information management. Charged with fulfilling the various criteria of the assessment process, institutions must either procure tools to support their assessment efforts or dedicate significant internal resources to overcome the obstacles common to assessment work. Campus Labs offers a unique solution that supports colleges and universities throughout every phase of the assessment cycle with one comprehensive platform.

The Campus Labs integrated assessment solution delivers each of the following services to our Member Campuses:

Consultation:

Each Campus Labs Member Campus is provided access to a dedicated Assessment Consultant. These professionals have past experience as higher education practitioners as well as significant experience in developing and implementing assessment measures. Consultants work collaboratively with senior administrators, departmental staff, and assessment committees to provide a coordinated approach to assessment and help develop custom assessment instruments.

Assessment Planning Support:

Campus Labs Assessment Consultants work with institutions to conduct comprehensive assessment inventories and connect strategic planning to assessment planning. The Campus Labs® platform supports and encourages the development of comprehensive assessment programs, allowing institutions to complete assessment efforts in accordance with their strategic plans.

Organizational Tools:

Tiered access to the Campus Labs online assessment portal ensures that users only have privileges to their assigned departments or areas. Once logged in, users have access to: a dynamic Project List that provides a comprehensive view of pending, active, and completed projects; an automatically updated Project Calendar that allows for easy access to scheduling and managing tools for all institutional projects; and individual Project Dashboards that serve as the complete record for every project, storing assessment plans, associated notes, and summary reports that archive completed project data.

Data Collection:

Sophisticated data collection tools enable users to efficiently collect data via mobile devices or the Internet. Member Campuses have the ability to collect data directly from students at programs, events, or

points of service using Apple or Android-based devices. Data can also be collected through a proprietary email client and traditional web survey interfaces. Additionally, specific tools such as real-time "clicker" polls and rubrics capture formative assessment data related to classroom or performance evaluation.

Reporting:

The Campus Labs assessment platform provides online data analysis tools such as frequency tables, graphing options, and filters. Data from student information systems can be integrated to provide rich reports for more detailed analysis. The Campus Labs assessment platform also provides the ability to save views of data so users can customize their findings and create reports with ease. Assessment results, including graphs and saved views, can be exported into Word, Excel, or a PDF file. When custom statistical analyses are required, the raw data can also be exported into Excel or SPSS.

Integration of Outside Data:

Other assessment projects—such as national studies (e.g., NSSE, CIRP, etc.), focus group reports, and participation data—can also be imported into the system, allowing users to take advantage of the reporting tools and Project Listing management and archive system.

Connecting Assessments to Strategic Plans or Other Guiding Documents:

Campus Labs provides an efficient means to connect strategic plans, accreditation reports, and annual reports to assessment data. Member Campuses use the software to connect actual assessment evidence with departmental, divisional, and institutional outcomes. The resulting reports can be easily modified, exported, and showcased to all stakeholders.

Accreditation and Program Review Self-Study:

The Campus Labs suite includes online hubs for managing the workflow and reporting associated with the accreditation and program review processes. These hubs include pre-loaded templates for regional and specialized accrediting bodies or for self-developed program review processes. The suite also includes a faculty credentialing and reporting tool, aligned with the requirements of many regional accrediting bodies.

Data Security and Accessibility:

All data collected through Campus Labs is owned by the institution licensee. Numerous safeguards protect the physical data-hosting environment and online transmission of those data. In addition, the web survey application achieves the level of compliance necessary for W3C WAI 'AA' and 508 Accessibility Standards to ensure that those with visual disabilities can participate and complete online assessments.

Comparison of Services Offered by Higher Education Assessment Organizations

Campus Labs
 - Assessment Planning
 - Data Collection
 - Reporting Tools
 - Benchmarking Studies
 - Course Evaluations
 - Faculty Development
 - Accreditation Self-Studies

Consultation and professional development opportunities	✓				
Assessment planning support	✓				✓
Multiple data collection capabilities	✓	✓			
Online course evaluations	✓			✓	
Ad-hoc reporting tools	✓				
Ability to integrate data from multiple sources	✓				✓
Dedicated faculty and advisor portals	✓				
Data ownership	✓	✓		✓	✓
Shared survey and rubric library	✓				
Benchmarking studies	✓		✓		
Course-based formative assessment tools	✓				
Connection to strategic planning documents	✓				✓
Mobile-ready and dedicated Apple/Android apps	✓				
Accreditation self-studies	✓				✓
Faculty roster	✓				
Comparative assessment and outcomes reporting	✓				
Outcomes taxonomy analytics	✓				
Council for Advancement of Standards in Higher Education (CAS) self-study templates	✓				
Connection between outcomes assessment and accreditation self-study	✓				
Customizable outcomes assessment and planning templates	✓				
Automated curriculum maps	✓				
Normative faculty diagnostic form	✓				

Shared Resources and Other Community Features:

Campus Labs offers the only place on the web where faculty and staff can connect with colleagues from hundreds of colleges and universities about assessment. Member Campuses can share effective assessment strategies, assessment instruments, and best practices through functional area resource centers, online forums, blogs, and webinars.

Benchmarking Studies:

Campus Labs offers a number of opportunities for Member Campuses to participate in national benchmarking studies, including many sponsored by national associations and professional organizations.

Course Evaluations:

A flexible platform for managing student evaluations, this module accommodates university-wide, college, department, course-type, and faculty-specific questions. Evaluations can be completed on any web browser or via mobile devices. Robust reporting tools allow faculty to create reports for curricular enhancements as well as promotion and tenure. Campus Labs is also the exclusive partner for providing IDEA Education's Student Ratings of Instruction System, a normed, research-based instrument that focuses on student learning on faculty-selected course outcomes and provides feedback reports and recommendations for improvement.

Professional Development Opportunities:

Campus Labs offers a wide range of professional development webinars for beginner and experienced student affairs, academic, and administrative professionals. The ongoing webinar series, conducted by Campus Labs Consultants or expert guest presenters, covers topics such as measuring learning outcomes, survey design, and how to use assessment results.



210 Ellicott Street · Suite 200 · Buffalo, New York 14203
 716-270-0000 · www.campuslabs.com

About Campus Labs:

Campus Labs is the leader in providing innovative web-based technology, assessment resources, and expert consultation to colleges and universities across North America. Campus Labs provides the means to organize assessment activities, collect data, benchmark with peer campuses, and report outcomes in meaningful ways. Through the utilization of the Campus Labs assessment platform, colleges and universities are able to measure student learning, enhance programs and services, and encourage student success.



**OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
SOLE SOURCE DETERMINATION (SSD)**

(TO BE SUBMITTED TO OPTFM UPON COMPLETION OF RFIN)

AGENCY CONTACT INFORMATION SUBMITTING SOLE SOURCE DETERMINATION

Agency Name: Mississippi Valley State University
Agency Contact: Carla Williams Phone: 662-254-3320
Agency Contact Email Address: ctwilliams@mvsu.edu
RFIN #: _____

SOLE SOURCE INFORMATION (Part A)

Vendor: Anthology (formerly Campus Labs)
Vendor Contact: Regina Salas Phone: 202-303-9003
Vendor Contact Mailing Address: 5201 Congress Avenue, Boca Raton, FL 33487
Vendor Contact Email Address: regina.salasmartinez@anthology.com
Vendor Contact Fax Number: 561-999-0096
Date Form Submitted: September 1, 2023 Commodity: Software
Other Description/Information: Course Evaluations and Planning
Total Value \$ _____

QUALIFYING INFORMATION (Part B)

Were any objections to the sole source determination regarding this commodity received by the Agency?

YES NO

If "yes", did the Agency appeal to PPRB? YES NO

What was the outcome of the appeal to PPRB? _____

**If Agency received no objections to sole source determination, complete entire form and submit with P-1 Request. If PPRB approval received, please complete the remainder of this form and submit with P-1 Request. If PPRB did not approve, the Agency is required to submit the procurement of the commodity to an advertised competitive bid or selection process. Once competitive bid or selection process is complete, attach this form (SSD) as an internal attachment to P-1 request and do not complete (Part C).*

PPRB APPROVAL RECEIVED (Part C)

What efforts were made by the Agency to determine that the proposed provider is the only entity that can provide the commodity needed?

The software is an add-on to an existing product used by the university. Through internet searches we found there is no other vendor that provides the compatibility and integration necessary to work with our existing system.

What efforts were made to ensure the best possible price for the commodity was obtained?

When purchasing our previous Anthology software, MVSU reviewed several vendors and found them to be the most appropriate for our needs, at the most reasonable cost. In reviewing this add-on product for capability and cost, MVSU again identified Anthology because it is the most appropriate in terms of compatibility. In addition, MVSU was able to get the add-on product at a discounted price.

Why is the commodity the only one that can meet the needs to the Agency?

This product is the only one that can meet our needs because it is designed to integrate seamlessly with the existing software platform we currently use. It is the only compatible system that exists that is compatible and would not require an extensive amount of costs related to re-programming, training, and trying to force it to meet our needs.

Why is the amount expended for the commodity reasonable?

The amount is reasonable because it offsets the cost of purchasing an entirely new software platform. Instead, we are able to add-on to our existing software and extend its capabilities for our needs. The cost of our existing product was already shown to be reasonable in that the original purchase was already approved.

We are simply adding another reasonably priced product to an existing reasonably priced product.

The following items must be attached to your P-1:

1. Letter from Agency head, or designee, outlining the results of the procedures that have been detailed above.
2. Copy of SSD form and any accompanying documents.
3. Copy(s) of OSS, if applicable.
4. Original quote, signed by Vendor. Electronic quotes do not require the signature of the Vendor.

See 31-7-13(b) or 3.108.03.1 of Procurement Manual.

