Florida State College at Jacksonville's (FSCJ) Financial Aid Department is soliciting proposals for the purchase of a Scholarship Application System. The system will be used in an educational environment at the College to provide an online scholarship application solution.

Note: In that this planned purchase will be using state of Florida funding, the College is soliciting the submittal of competitive proposals with prices quoted to be fixed for the next 3 years (where the College each year would be invoiced for that years cost) or on an "or technically equivalent basis".

A responsive proposal:

A. Shall include in the appropriate section below information about past experience, unique qualifications, and staff experience.
B. Shall notate in the appropriate section below the ability of the system to meet the required and preferred functionalities
C. Shall describe the level of customer service support and training that can be provided.
D. Shall notate in the appropriate section below the fixed cost.
E. Shall include with the proposal a copy of any agreement document required by the College to review and approve.

To be responsive your proposal shall be submitted to Lindsey Thomas by email or fax.
Email: lthomas@fscj.edu
Fax: 904-632-3049

prior to 2:00 PM EDT on July 7, 2011.

Please call Lindsey Thomas at 904-632-5010 with: 1.) any questions you may have and 2). to confirm the timely receipt of your emailed or faxed quote.

 Proposer Co. Name:_____ **Signature:**_____

A. **Experience and Qualifications**

1. Please describe your past experience with working with educational institutions.
2. Please provide two client references, preferably from public educational institutions in Florida.

B. **System Functionalities**

Florida State College at Jacksonville's Financial Aid department is looking for an online scholarship application solution that will allow students to complete one application and be matched to scholarships based on student answers to application questions and data from our records system. We would like the ability to create an automated ranking system of the applicants to quickly identify the top candidates based on a scoring matrix which is composed of data from the students' records. Another feature we are looking for in a scholarship application system is an online student portal that shows the status of the scholarships (i.e. awarded, pending, etc.) and has the functionality to email students award/denial letters.

To be responsive ensure your proposal includes a response to all of the following questions:

Required Minimum Functionalities

1. Does your product offer an online scholarship application?
2. Does your product have the ability to match students to scholarships based on their answers in the application?
3. Is the application system hosted on a server that is monitored by your company?
   a. Where are the servers located?
   b. Is the server farm security SAS level 70 certified?
4. Does your product allow information from a records system to be imported into the student's application in regular intervals? If yes, please provide details about the process and a timeline for each import after the data has been provided by the school.
5. Can students be manually added to a candidate pool if they were not initially matched to the scholarship through the automated matching process?
6. Does your product have the capability of handling a rolling deadline with preference given to applications completed by a particular date?
7. We need to have the application system in place and ready to begin accepting applications by January 1, 2012. What is the approximate timetable from initial implementation to when a scholarship system can go live for students to apply? What date would a contract need to be signed to meet our deadline?

Preferred Functionalities

1. Does your product have the capability of sending electronic notifications to scholarship recipients and/or applicants not selected?
2. Does your product feature a student user interface that allows student to view scholarship award status and accept awards online?
3. Does your product have the capability of interfacing with another ERP system so that applicants are only required to sign in once to our ERP system (single sign on)?
4. Is your product capable of ranking candidates that meet a set of defined criteria in addition to the specified criteria so top candidates can be easily identified?
5. Does your product allow the candidate pool to be narrowed before the committee view the applications online?
6. Does your product monitor a student's scholarship status to determine whether they continue to meet the eligibility requirements?
7. Are the website colors and graphics customizable to be consistent with the look and feel of the school's website? If so, what would be the additional charge?

C. Customer Service and Training

1. Is customer service available to scholarship staff? If so, is there a toll free number to call or would the College be assigned a representative?
2. What training options do you have available for staff (i.e. webinars, in person training, conference call)?

3. Do you provide technical support for students completing the application process? If so, what means of communication are provided (i.e. online form, email, phone number)?

D. Fixed Costs

#	Scope of Work Description	All inclusive Fixed Lump Sum cost
1	Year 1 – Hosted application system and provide support and updates as needed	$
2	Customization of Website to include School logo and colors	$
3	Training	$
4	Any additional implementation costs (please include a description if this is applicable)	$
5	Year 2 – Host website and provide support and updates as needed	$
6	Year 3 – Host website and provide support and updates as needed	$
	Three Year Grand total all inclusive Cost	$

E. Agreement Documentation

Include a copy of any agreement document that you require the College to review and approve.

The College reserves the right to reject non responsive quotes, determine responsiveness, waive informalities and award this RFP to the responsive proposer that provides the best combination of company experience and qualification, system functionalities, customer service and training, and total value (where each of these 4 criterion will be assigned 0-25 points each) where that firm that achieves the highest total evaluation points will be recommended for award of a resultant agreement.