OSU
Oregon State
UNIVERSITY

REQUEST FOR INFORMATION
No. JD174149I

ELECTRONIC SIGNATURE SYSTEM

I. SCHEDULE OF EVENTS

SCHEDULE OF EVENTS:

Issue Date..February 12th, 2015

Due Date and Time..March 12th, 2015 (3:00 pm, PT)

II. ISSUING OFFICE AND CONTACT

ISSUING OFFICE:

The Procurement, Contracts and Material Management (PCMM) department of Oregon State University (OSU) is the issuing office and is the sole point of contact for this Request for Information. All concerns or questions pertaining to this Request for Information should be appropriately addressed to the individual identified below:

CONTACT PERSON:

Name: Joshua Dodson
Title: Procurement Contracts Officer

Telephone: (541) 737-3572
Fax: (541) 737-2160
E-Mail: joshua.dodson@oregonstate.edu

Address: Oregon State University
                    Procurement, Contracts and Materials Management (PCMM)
                    644 SW 13th Avenue
                    Corvallis, Oregon 97333

III. INTRODUCTION

INTRODUCTION:

This is a Request for Information (RFI), issued by Oregon State University (OSU) Procurement Contracts and Materials Management (PCMM). The purpose of this RFI is to solicit input from potential contractors for information pertaining to a campus wide Electronic Signature System.

BACKGROUND:
Oregon State University has a need for a campus wide Electronic Signature System. This system would help to consolidate our approval processes and centralize signature level documentation.

CHALLENGES:

OSU must pull data from other systems into documents (e.g. Ellucian Banner, Salesforce, Adirondack, Digital Measures, Cayuse).

Signed documents need to be pushed or scanned into document management system (Nolij), Salesforce or SharePoint.

Required signers are geographically dispersed.

Delays caused by misplaced approval documents.

Original documents get lost while being routed for signatures.

OREGON STATE UNIVERSITY:
Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. OSU is a member of the Oregon University System and one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. OSU is also the only Oregon institution to hold the Carnegie Foundation's top ranking for research universities, a recognition of the depth and quality of OSU's graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, OSU has a presence in almost every one of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. OSU offers undergraduate, master's and doctoral degrees through 12 academic colleges enrolling more than 25,000 students from every county in Oregon, every state in the country and more than 90 nations.

IV. REQUIREMENTS

We are looking for a solution that will centralize and digitize our signature approval process, integrate with existing software systems and allow for seamless storage into our existing digital storage systems.

Below is a list of critical and preferred requirements for an OSU electronic signature system.

Critical Requirements:

- Ability to add OSU branding to documents

- Single-Sign-On using CAS or Shibboleth

- Workflow routing functionality, with the ability to see where the document is within the workflow

- Document workflows that can be setup by a knowledgeable user (without the need for programmer/analyst)

- Ability to set document expiration dates

- Web-based application

- State of Oregon retention guidelines for Human Resources documents: 200 DPI; format TIF or PDF/1A

- Specify security and compliance certifications

Preferred Requirements:

- Support workflows that can take parallel routing, as well as synchronous

- Reporting and dashboard capabilities

- Audit trail available for documents (IP addresses)

- Mashup capability (embed-able in web page)

- Mobile friendly

- Natural Signature capable

- Application Program Interface (API) options for existing OSU software programs
    - Ellucian, Banner, Salesforce, Adirondack, Digital Measures, Nolij, Cayuse

V. SUBMITTALS

Respondents are requested to submit the following:

- Submit your response electronically to joshua.dodson@oregonstate.edu;
- OSU would like to see the vendor's possible solutions for the requirements listed above. Please provide whatever documentation you feel is necessary to meet this need.
- Marketing material or brochures of goods or services referenced in the narrative;
- Examples of work and materials from similar projects.
- Provide a list of security and compliance certifications

To be considered, responses to this RFI must be received no later than the due date and time indicated in the Schedule of Events. Responses must be sent to the contact person identified in Section II of this RFI.

Information gathered in this process could potentially be incorporated in an Invitation to Bid (ITB) or Request for Proposal (RFP). Any resulting RFP or ITB will be openly competitive and therefore responses should not be exclusive or restrict competition. This RFI does not obligate OSU to issue an RFP or ITB nor to include information submitted by respondents.

A contract will not be issued directly from this RFI, nor will issuance or acceptance of submittals or subsequent conversations bind OSU into any type of contractual obligation or relationship.