OSU
Oregon State
UNIVERSITY

REQUEST FOR INFORMATION
No. JK17218I

COURSE PLANNING AND FORECASTING SOFTWARE

I. SCHEDULE OF EVENTS

SCHEDULE OF EVENTS:

Issue Date……………………………………………………………………March 6, 2015
Due Date and Time……………………………………………March 20, 2015 (3:00 pm, PT)

II. ISSUING OFFICE AND CONTACT

ISSUING OFFICE:
The Procurement, Contracts and Material Management 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: Jennifer Koehne
  Title: Purchasing Analyst
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  Fax: 541-737-2170
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  Address:
      Oregon State University
      Procurement and Contract Services
      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 Material Management department. The purpose of this RFI is to solicit input from potential contractors for information pertaining to a Course Planning and Forecasting Software that will allow the Registrar's office to forecast course scheduling and classrooms based on academic department needs.

OREGON STATE UNIVERSITY:
Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. OSU is 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, 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, masters and doctoral degrees through 12 academic colleges enrolling more than 26,000 students from every county in Oregon, every state in the country and more than 90 nations.

IV. BACKGROUND

The Registrar's office at Oregon State University coordinates with academic departments to schedule courses and corresponding classrooms for departments. Scheduling is based on class demand, department preferences, and class time zone quotas/requirements. The process for the most part is a manual process involving several systems and coordination with departments. Registrar staff is responsible for most of the manual entries involved in room scheduling.

In order to better serve the departments and students, the Registrar's office is looking for a role-based software solution that will allow departments to pull reports based on student graduating requirements in order to predict class demand and size that will then allow the departments to schedule classes by term and submit their class schedule and preferences for classrooms via the software tool. The Registrar's office would then be able to finalize and publish classroom schedules. Ultimately, the software solution will allow departments to mindfully plan their course offerings for future terms.

V. REQUIREMENTS

The Registrar's office is seeking to obtain information around a scheduling software tool that integrates with both Banner and DegreeWorks (MyDegrees) and can either be cloud based or on premise. Following are the features or needs the Registrar's office would like to see addressed in a software solution—

Feature/Needs

- ❖ Role based.
- ❖ Integrates with both Banner and DegreeWorks (MyDegrees).
- ❖ Provides an audit trail.
- ❖ Provides both canned and customizable reports. In addition, the following reporting requirements would be ideal.
    - ➢ All departments need to be able to view a course/classroom zone spread report.
    - ➢ All departments need to be able to view the resulting changes, from instructor changes to course changes AND a way to notify the Schedule Desk that their schedule has been reviewed/approved by the department.
- ❖ Provides departmental access to read/view other department's course plans.
- ❖ Ability to schedule a complete year, schedule just one term.
- ❖ Ability to provide 1-3 year projections.
- ❖ Ability to add new sections.
- ❖ Ability to close term changes to all parties (outside of Schedule desk personnel) once classrooms are assigned.
- ❖ Ability to restrict classroom scheduling based on type of room, general purpose or department.
- ❖ Ability to break the schedule up into zones that can be viewed by end users.
    - ➢ Show the percentage of the department's classes scheduled in each scheduling zone.
- ❖ Ability to offer general purpose classrooms for scheduling, after room assignments have been completed.
- ❖ Ability to offer departments the ability to schedule their own department rooms once room assignments have been completed.
- ❖ Allow other parties in the university the ability to schedule department classrooms during peak teaching times.

VI. SUBMITTALS

Respondents are requested to submit the following:

- Submit your response electronically to jennifer.koehne@oregonstate.edu.
- Provide a narrative describing the respondent's approach to fulfilling OSU's requirements; include if the solution is cloud based or on premise and any options that may be available or of interest.
- Marketing material or brochures of goods or services referenced in the narrative;
- Examples of work and materials from similar projects.

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.