



January 13, 2012

**Request for Information (RFI) #2012-42
ePortfolio System**

Florida State College at Jacksonville ("College") (f/k/a Florida Community College at Jacksonville) employs over 1,300 full time employees and serves over 80,000 students a year. The College has in North East Florida 4 campuses and 5 centers providing instructional services to the students of North East Florida.

This RFI #2012-42 is to solicit the submittal of proposals /responses relative to different types of ePortfolio Systems the college may consider procuring.

The College at this time is requesting information from qualified ePortfolio System companies who can provide a variety of services, who have previously successfully completed the following statement of work (SOW) to consider submitting a written response to this RFI #2012-42 prior to the defined deadline below.

Draft Statement of Work:

Note the College reserves the right to consider contracting with an ePortfolio company that competed for and won a competitively solicited / awarded contract with any federal agency, any of the 50 United States or any City, School Board, County or public university or College in the US or for the College to use responses to this RFI 2012-42 to help the College develop /issue and award its own separate Request for Proposal as deemed in the College's best interest.

It is the College's intent to review timely submitted responses, evaluate submittals of the publicly awarded contracts, and evaluate the firms' ePortfolio past experience and qualifications to determine which finalist would potentially be invited to an optional finalist interview.

The College further reserves the right to reject any or all RFI submittals and to re-solicit RFP proposals or not, as deemed in the College's best interest.

Listed below is a brief overview of the SOW:

The College is exploring ePortfolio software for its students and faculty/staff to create professional portfolios based on academic and co-curricular experiences. The College currently uses Blackboard as the Learning Management System (LMS) for courses and communities. This ePortfolio system would not replace the LMS, but would work in concert with it to provide students and staff/faculty a platform for creating an ePortfolio.

The College prefers a hosted ePortfolio system, but will consider RFI responses that require the College to load proposed systems onto a College server. College students currently are required to log on to all college computers with use of a College "Connections" user id and password.

The goals of the ePortfolio System are to:

- Enable students to upload artifacts based on critically-reflective experiences that are tied to skills and competencies that they have learned through their participation.
- Enable students to create a professional resume and expanded ePortfolio to showcase to potential employers and for academically-related purposes.
- Allow for the display of academic and co-curricular transcripts within the ePortfolio.

Information and usage data from the ePortfolio System should be available for download and analysis for the purpose of enhancing institutional effectiveness.

Responses to this RFI will help provide (later this Spring 2012) a College review committee the ability to provide College Senior Management recommendations on an e-Portfolio solution potentially by procuring an existing ePortfolio System application.

Information to be included in your response to RFI 2012-42 ePortfolio should include the answer to the following questions.

Does your e-Portfolio System:

1. have the ability to integrate into an existing student portal, thereby enabling a single sign-on within the College's current portal?
2. have the ability to track usage and provide data on various elements (i.e. skills used/cited, artifact types uploaded, student demographic information, access keys created, etc).
3. include a document /artifact repository that has the capacity to upload documents, presentations, reflections, etc.?
4. have the ability to create multiple versions of a portfolio (i.e. customized content for different uses - Finance Portfolio versus MBA/Graduate School Portfolio)?
5. contain a skills matrix, in which skills and competencies can be tied to particular learning experiences that will be uploaded/created by the user (i.e., development of a matrix of skills/competencies upon which students can upload their artifacts and document their various experiences across different categories, such as Coursework, Employment, Internship, Community Involvement, etc.)?
6. have the ability to incorporate existing co-curricular transcripts and academic transcripts from the College's main Student Information System (Orion)?
7. have the ability to upload a number of different types of resumes per user?
8. provide password protected links ("access keys") to give to employers and/or other users (i.e., faculty, staff, graduate schools, etc.)? If so, do these "access keys" also track referred user usage of the link (e.g. how many times an employer accessed a particular portfolio)?
9. have the ability to make a portfolio "public" or "private"?
10. have the ability for others to leave comments and/or "recommendations"?
11. include a search feature to find profiles related to key terms?
12. have visual customizability for the institution and for each user, including HTML capabilities?
13. include video embedding?
14. include a "print friendly" option to print a copy of each portfolio?
15. have the ability to interconnect experiences, skills, and artifacts within the system (e.g. a student posts a reflection about time in Iraq; in that story, the student discusses family (link to page/pic) and then discusses career goals (link to page and content))?
16. include a site map or other organization tool?
17. include a link to help/tutorials/examples?
18. have the ability to survey/poll users?
19. have mobile accessibility (iPhone/iPad/Android app for basic access)?
20. have the ability to save a portfolio as a .pdf and/or other downloadable versions?

21. The College prefers the ePortfolio system in a cloud/hosted environment. If you support cloud/hosting, please provide the following items:
- What is the location of your hosted server farm facilities and what is the location of your redundant sites?
 - Does your system support single sign on from the College student portal? If so, please describe how this is accomplished. The College uses Active Directory and can support a variety of single sign on solutions.
 - Please define your ePortfolio level of security/levels of integration available and database and system requirements.
 - Please provide documentation relating to the above items.
22. If you do not support cloud/hosting, please describe the minimum server configuration requirements, operating system, security requirements, etc.
23. Is your solution Browser neutral? What types of browsers are compatible with the software?
24. Is your solution supported on mobile devices?
25. Is your solution ADA compliant?
26. Does your company provide 7 days a week, 24 hour a day support?
27. What type of raw data extracts can your system support for user-defined report inquiries? (Excel, MS Access, etc.)?

The College, through this RFI, is trying to identify such providers that have won a competitively awarded public contract for providing ePortfolio services.

The College's point of contacts are:

IT Contact

Mr. Chris Martin (cmartin@fscj.edu)

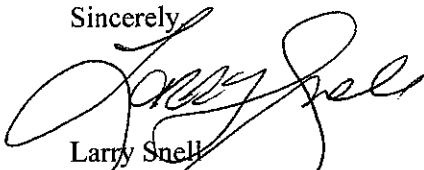
ePortfolio System functionalities Point of Contact

Dr. Kimberly Hardy (kimberly.hardy@fscj.edu)

For e-Portfolio services RFI #2012-42 **responses to be considered, they should be emailed no later than 2:00 p.m. EST February 9, 2012** to Dr. Kimberly Hardy, kimberly.hardy@fscj.edu and Debbie Smith in Purchasing at dsmith@fscj.edu to include the following:

- A brief overview of the company's past performance, experiences, and longevity that make it uniquely qualified to provide the defined ePortfolio services.
- A brief description of company's ePortfolio system functionalities and capabilities.
- Overview of your higher education discounted ePortfolio rates for licensing, hosting, and system maintenance.
- A reference to and/or link to a copy of the public agency solicitation and resultant contract which was competitively solicited and awarded to your company to provide ePortfolio services.
- Three (3) references (including contact names, phone numbers, and email addresses) for ePortfolio services.
- A point of contact for your company, including name, title, telephone number, email address, and mailing address.

Sincerely,



Larry Snell
Associate Vice President of Purchasing and Business Services
Florida State College at Jacksonville