



Request for Proposals

Mississippi Valley State University

**THIS IS
NOT AN
ORDER**

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

Web Address: www.mvsu.edu/purchasing/

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

Proposal Title: _____

Requesting Department: _____

Date: _____

Proposals No. _____

Number of Pages _____

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.

Change Order: Original

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}
Mississippi Valley State University
<i>Carla T. Williams</i>
By: Billy D. Scott Purchasing Agent

Email: bscott@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 waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<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.

Company Quoting	
Terms:	_____
Date:	_____
Phone/Fax:	_____
Official Signature:	

Mississippi Valley State University



Request for Proposal #100082 Financial Aid Automation

Due August 19, 2021

All responses shall be addressed and returned to:

Mrs. Carla T. Williams
Mississippi Valley State University
Purchasing Director
14000 Hwy 82 West
Box 7244
Itta Bena, MS 38941-1400
662-254-3319

MVSU will only accept responses via the following methods. Hard copies hand delivered or received via a postal/package service or through the MAGIC portal. The MAGIC Supplier Self-Service Reference Guide is located here.

<https://srm.magic.ms.gov/SAP/EBP/DOCSEVER/MAGIC%20SERVICE%20REFERENCE%20GUIDE.PDF?PHIOGET&KPID=0200060000091EEAB5E2EF11D7B66450&KPCLASS=BBP P DOC&SAP-CLIENT=100>

1 Requirements Overview

The Mississippi Valley State University Financial Aid Office is seeking a solution that brings the financial aid office to each student 24/7 on the device of their choosing, thereby increasing our financial aid completion rate and reducing administrative overhead. The cloud-based solution will automate verification, professional judgements, SAP appeals, C code resolution, and other financial aid forms to improve efficiencies. In order to provide the best student experience, the solution must have DOE-compliant e-sign capabilities, ISIR data logic, mobile optimization, and configure text message communications. [Mississippi Valley State University] also requires "out-of-the-box" standard integration with our student information system, [INSERT SIS NAME]. After the proposals have been received, Mississippi Valley State University may request demonstrations from the bidders.

The solution must meet the following product functional and technical requirements:

2 Product Functionality: Staff

- 2.1 Does the solution support automation of verification tasks and communications online through integrated business rules that are updated by the vendor to support annual changes in regulations?
- 2.2 Does the solution allow staff a paperless review process for all documents and files?
- 2.3 Does the solution use integrated business rules to automatically identify conflicting data during the file review process, including cross-aid year conflicts?

- 2.4 Does the solution support unlimited automation of the professional judgement processes online, including review and decision outcome tracking and reporting as part of the standard annual subscription price?
- 2.5 Does the solution enable online C code resolution and document review?
- 2.6 Does the solution support unlimited automation of SAP appeals processing online, complete with appeal decision tracking and reporting as part of the standard annual subscription price?
- 2.7 Does the solution support the automation of other financial aid forms online, including user-defined workflows, custom triggers, and student/parent e-signature capabilities as part of the standard annual subscription price?
- 2.8 Does the solution provide workflow for staff to determine which files are complete and ready to process?
- 2.9 Does the solution provide customizable communication templates for automated notifications delivered via email and/or text/SMS as part of the standard annual subscription price?
- 2.10 Does the solution provide user-configurable follow-up reminder workflows?
- 2.11 Does the solution require 3rd-party review or outsourcing of any portion of the verification process?
- 2.12 Does the solution provide unlimited system users and administrative users at as part of the standard annual subscription price?
- 2.13 Does the solution capture ISIR corrections from the file review process and automatically generate a correction file for upload to the SAIG mailbox?
- 2.14 Does the solution provide operational reporting for file aging, outstanding documents, account creation, and file status with an export to Excel?
- 2.15 Does the solution include a utility that allows the comparison of ISIR values across multiple award years?

3 Product Functionality: Student Experience

- 3.1 Does the solution support a school-branded student portal for students to complete tasks online or via mobile device, including responsive design for different device form factors?
- 3.2 Does the solution provide a personalized task list for verification, professional judgements, SAP appeals, and custom financial aid forms online and via mobile device?
- 3.3 Does the solution support data-driven personalization of required tasks and form completion using ISIR data?
- 3.4 Does the solution provide built-in e-signature capabilities for student and parents as part of the standard annual subscription price, using knowledge base authentication in compliance with Title IV and E-Signature act requirements?
- 3.5 Does the solution provide web forms pre-filled with student demographic information to reduce conflicting information due to data entry errors?

- 3.6 Does the solution provide wizard-driven completion of forms with guided instructions and support tools?
- 3.7 Does the solution provide the ability for dependent students to request review and e-signature from parents?
- 3.8 Does the solution provide parent portal access with identity verification, DOE-compliant e-signature, and available two-factor authentication?
- 3.9 Does the solution provide management of profile settings for opting in/out of email or SMS communications?
- 3.10 Does the solution provide a student view for Financial Aid or Student Services staff to support student questions?

4 Integration

- 4.1 Does the solution provide bi-directional real-time web service integration with our existing student information system [SIS] as part of the standard annual subscription price?
- 4.2 Does the solution integrate with the school's existing imaging system [Name]?
- 4.3 Provide a list of 5 customers that are utilizing the integration between this application and [SIS].
- 4.4 Provide a list of 5 customers that are utilizing the integration between this application and [imaging system]
- 4.5 Does the solution provide for automated ISIR upload and ISIR correction file return?
- 4.6 Are you a certified Ellucian Alliance partner? [REMOVE FOR ALL SIS VENDORS]

5 Authentication / Authorization

- 5.1 Does the solution support Single Sign-on (SSO) with SAML, CAS, or ADFS?
- 5.2 Can two-factor authentication be configured for staff, students, and/or parents?

6 Implementation and Training

- 6.1 Can the solution be implemented in 30 days from kick-off with less than 30 hours of IT support for integration?

7 Additional Value

- 7.1 Do you have additional products or services that would add value to the financial aid office? If so, please describe below.

Schedule of Proposal Submission

- | | |
|---|-----------------|
| 1. First Date of Advertisement | July 29, 2021 |
| 2. Second Date of Advertisement | August 5, 2021 |
| 3. Deadline for submitting written inquires | August 4, 2021 |
| 4. Inquires Addressed | August 10, 2021 |
| 5. Proposal Due to the Purchasing Office | August 19, 2021 |

All inquiries concerning this Request for Proposal should be emailed to Mr. Letherio Zeigler, Financial Aid, Director at Letherio.Zeigler@mvsu.edu. All inquiries will be answered and added to www.mvsu.edu/purchasing as an addendum.