Procurement and Contracting Services

Request for Proposals Faculty Activity Reporting and Promotion and Tenure Reviews

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L191913
Due on April 12, 2019 no later than 2:00 PM, MST
The following questions were received before the technical question/inquiry due date of March 19, 2019 at 12:00PM MST:

1. 5.1.1: Can you provide a list of systems that you wish to integrate with and the detailed types of integration that exist today?

   We’d like to integrate with university systems such as: Single-sign on (SSO) authentication, HR, Student, Active Directory, Grants & Contracts Management, and UA websites, such as Profiles and Undergraduate Research Opportunities.

   Currently SSO/authentication is integrated, as well UA websites, such as Profiles and Undergraduate Research Opportunities. Bulk data files are uploaded and managed locally, or by the vendor.

2. 5.1.2: What authentication mechanism will the interface require to use (LDAP, SSO, etc.)?

   SSO

3. 5.1.2: Is it possible to integrate that authentication mechanism with a cloud-based solution?

   Yes

4. 5.1.3: Are there process flows of the workflow mentioned?

   Yes. For annual reviews, this can vary by department and college.

   For promotion reviews, the workflow begins at the department level (including the request and collection of external letters) and forwards to the college and university levels.

5. 5.1.3: Will the workflow change over time, and if so, how much?

   Yes, must be customizable and flexible. For promotion reviews, some colleges or units, do not have a department level. Therefore, the workflow may only consist of the college or unit and the university level.

   With this in mind, a system that is easily customizable on the user-end is needed for the annual and promotion review evaluations.

6. 5.1.4: Do you have any mock-ups or existing copies of the reports that you want the new system to generate?
7. 5.1.5: What format does the API need to be in (REST, SOAP, etc.)?

REST

8. 5.1.5 Will the API need to be secured? If so, by what method (OAuth2, Username/Password, API Key, etc.)?

Yes, API needs to be secure. Usually the vendor will determine the method, such as providing a token.

9. 5.1.8 Can you provide some examples of what needs to be “setup and maintained locally” and college/unit bylaws and leadership expectations”?

College bylaws may differ by college in what they are measuring for faculty review. One college may determine that along with a 1 year review of faculty performance, the schools or departments should also review 3 years of research activity. Additionally, the ability to set up activity input areas locally has been a benefit, for quick turnaround, to meet usage training needs, and to customize by discipline. For instance, the College of Medicine’s needs are much different than the College of Agriculture and Life Sciences.

Additionally, we would like to locally maintain setup and configuration of forms used for evaluation ratings & comments, evaluation forms, and faculty activity input for a specified time period.

10.5.1.9: Can you elaborate on what you mean by “built-in security architecture that can be maintained locally”?

Security architecture includes system roles and permissions. For example, we currently have administrative roles at the university, college, department levels that can create and edit records, forms, and reports. We also use non-administrative roles that can be used to grant proxy access to records. There is also a role that can access and generate reports.

11.5.1.12: Can you share a copy of the “organizational hierarchy” of the University in the context of this system?

Organizational hierarchy consists of parent and child levels. For instance, the University / college / school / discipline.

12.5.1.14: Are you implying that the system will maintain a separate username and password for each user?
Yes. Each user must have their own username and password, according to university security standard.

13.5.3.1.1 Can you share examples of reports and charts that will be on the dashboard? Also, can you please define what you mean by “configurable”?

Reports should meet not only a standard set of metrics such as how many evaluations have been submitted, but should be configurable enough to also meet ad-hoc needs as well. For example, activities by gender or the number of scholarly citations by College.

14.5.3.1.2: Can you please clarify what you mean by “customize fields”? For example, select which fields are show on the page, re-order fields on the page, create new fields to capture additional data, etc.

Example: The College of Fine Arts has many disciplines including photography, dance, and music. These disciplines may each have a need to collect different types of information from their faculty.

Customizable fields may also translate into customizable forms and it may vary from the type of documents attached, whether a field is going to be a text field or multiple choices. Whatever field may be, we would like to be able to download the information into excel or other formats needed.

15.5.3.1.4: Can you provide some examples of the data sets that need to be imported?

People, bio/demo, grants, scholarly citations of publications/books, graduate advising, courses taught, publications, and teacher course evaluations.

16.5.3.1.4: How are these files generated?

We primarily generate these files from a data repository (warehouse), or the system of record

17.5.3.1.6: Can you please provide a comprehensive list of all “platforms, browsers, data sources, and systems provided by the contracting University or other vendors”?

Platforms: Windows and Mac operating systems

Browsers: Include all latest versions of Safari, Chrome, Edge, and Firefox.

Systems: We don’t currently integrate any other systems for our faculty annual review and reporting product, but I believe this covers API and data loading functionality.
18.5.3.2.: Is there a pre-defined list of fields that need to be captured by the system? If so, can you please share that list?

This would include information needed for an individual record, such as an Employee Identifier, First & Last Names, etc. It would also include fields for faculty activity entry, such as scholarly citations/publications, courses taught, etc.

19.5.3.2.3: Can you clarify with an estimate as to what "large data feed and data files" means?

Our largest uploaded data file size is around 18,174 KB

20.5.3.2.6 Are there published APIs for these “databases and other external sources” that you can share?

No

21.5.3.3: Are there process flows of the workflow mentioned?

Yes

22.5.3.3.1: Are there process flows of the workflow mentioned?

Yes

23.5.3.3.2: How would a “large list of names” be added? Would they be added as an attachment or would each name be added as a separate row?

For annual reporting and other uses, each name would be added as a separate row, so that any updates or changes in titles, rank, departments, employment status, can be properly reflected when viewing the person’s record.

24.5.3.3.4: Can you please elaborate on what it means by “collaborate on their responses”?

Review committees typically collaborate in person, or via updates such as commentary within the system.

25.5.3.3.7: Will the system have a pre-defined number of roles, or are you expecting end-users to be able to create roles where needed?

The system should have pre-defined roles to meet security and permissions standards.

26.5.3.3.7: Regarding proxy roles, can any role be “proxy-able” or only specific ones? What would be the procedure required to proxy a role to another user?
Only specific roles should have proxy access to other user’s records. These should either be granted by default, i.e. an administrative role, or users themselves will be able to grant proxy access to other users. In the case of faculty granting access to someone else in a support role.

27.5.3.3.8: Can you provide some examples of different department procedures?

Please find more information here
https://facultyaffairs.arizona.edu/content/about-promotion

28.5.3.5.1: Do you have an example or mockup of what a “standard faculty profile webpage” looks like?

Example: https://profiles.arizona.edu/person/romeroa

29.5.3.5.3: What format do the APIs need to be in? Will they be public, or will authentication be required?

Yes, authentication is required.

30.5.4.3: Can the solution on the Public Cloud like Oracle, Amazon, or Azure?

Yes

31.5.7: Will the University allow Phase Approach Pricing? Phase 1 is for detail assessment of the requirements and Phase 2 will be priced based on the Phase 1?

This question is unclear. Please respond to section 5.7 as requested.

32.6.0: Will the University accepts SBE and MBE Certificates from another State?

Yes, however the certifications under section 6.0 must be filled out and returned with the proposal.

End of addendum, all else remains the same.