



UNIVERSITY OF
**NORTHERN
COLORADO**

Office of Purchasing & Contracts

REQUEST FOR INFORMATION

RFI UNC-001-23
Card Management System

for

University of Northern Colorado

RFI Issue Date
December 13, 2022

RFI Vendor Questions Date
January 12, 2023, by 2:00 p.m. MST

RFI Response Due Date
February 10, 2023, by 2:00 p.m. MST

REQUEST FOR INFORMATION ("RFI") – THIS IS NOT AN ORDER

Mailing Address

University of Northern Colorado
Attn: RFI #: UNC-001-21
501 20th Street
Campus Box 61
Greeley, CO 80639

Purchasing Agent: John Chaplain
E-Mail: Procurement@unco.edu

Request for Information #: UNC-001-23

RESPONSES MUST BE RECEIVED BY: February 10, 2023 at 2:00 PM MDT via email to Procurement@unco.edu.

Schedule of Activities	Timeline (All times are in Mountain Time)
RFI Notice Published on RMES	Tuesday, December 13, 2022
Prospective Responders Written Questions Deadline	Thursday, January 12, 2023, by 2:00pm
Proposal Submission Deadline	Monday, February 10, 2023, by 2:00pm

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SECTION I BACKGROUND, OVERVIEW & GOALS

A. BACKGROUND

The University of Northern Colorado (“UNC” or “University”) is a public research university in the state of Colorado with about 12,000 graduate and undergraduate students. The faculty and staff add another 1,000 people to the UNC community. UNC is a multipurpose institution offering a wide range of graduate and undergraduate degree programs in six academic colleges: Humanities and Social Sciences, Monfort College of Business, Education and Behavioral Sciences, Natural and Health Sciences, Performing and Visual Arts and University College. The University offers more than 2,000 academic courses.

UNC is located in the city of Greeley Colorado, about 50 miles north of Denver, 50 miles south of Cheyenne, Wyoming, and one hour east of Rocky Mountain National Park. The population of Greeley is approximately 110,000 people and continues to grow every year. The 250-acre UNC campus has two distinct, adjacent parts. Both have residence halls and classroom buildings. The central campus features tree-lined, mature buildings, while the west campus is distinguished by modern high-rise buildings.

UNC’s Mission Statement is as follows:

The University of Northern Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The University shall offer a comprehensive array of baccalaureate programs and master's and doctoral degrees primarily in the field of education. The University of Northern Colorado has statewide authority to offer graduate programs for the preparation of educational personnel.

Additional information about the University of Northern Colorado can be found at www.unco.edu.

B. OVERVIEW & GOALS

The University of Northern Colorado is seeking a Request for Information on available systems for the UNC Card Program to continue a “one card type platform” whether that be via smart card, mobile credentials, biometrics, or mobile applications through a one app solution. The intent of this solicitation is to obtain information to help guide the University in preparing the roadmap on the future direction. The University is seeking RFI’s from companies interested in presenting their solution for numerous platforms on the campus including all current areas and other proposed areas. The University acknowledges that temporary duality of systems may be necessary as new solutions are implemented.

The university is seeking information on various smart card solutions, mobile credential solutions, mobile application solutions, biometric solutions and variations of any of these.

C. CURRENT CARD SYSTEM USAGE & INFORMATION

The University of Northern Colorado currently utilizes its card program for the following purposes on campus:

1) Card Uses Currently:

- a. Dining
- b. Library
- c. Rec Center
- d. Exterior door access on-line with a few interior doors (Lenel)
- e. Interior door access off-line (CS Gold)
- f. Vending
- g. Printing
- h. Athletic events without tickets
- i. Career Readiness
- j. Student activity events without tickets
- k. Wells Fargo ATM/Pin based debit card
- l. Greeley Evans Transit
- m. Movie theater discounts
- n. Ski pass discounts
- o. Greeley business discounts
- p. Identity verification student teachers
- q. Identity verification IMT, facilities, nursing, PD

2) Areas currently using swipe cards or use the card as ID:

A. ID Shown

- a. UNC Athletics events
- b. Student discounts at retail
- c. Public transit – some buses do scan
- d. Some UNC events
- e. Some exams
- f. Parking

B. ID Swiped

- g. Exterior and office door access (Lenel)
- h. Residence Rooms (CS Gold)
- i. Campus Rec (RecTrac – moving to Fusion)
- j. Dining Halls.Retail (Atrium)
- k. Vending machines (Atrium)
- l. Student printers (Pharos)
- m. Package Tracking (Notifii EDU)
- n. Library book checkouts (Sierra)
- o. Debit Card (Wells Fargo)

- 3) Existing software currently being used:
- a. Card production – Vision Database Systems IDMS
 - b. Exterior doors (a few other on-line doors) – Lenel
 - c. Interior off-line doors – CS Gold
 - d. Campus Recreation – Rec Trac
 - e. Dining halls privatized contractor Sodexo – Infor interface to Atrium
 - f. Vending machines – Cantaloupe interface to Atrium
 - g. Student printers – Pharos
 - h. Package tracking – Notifi EDU
 - i. Library checkout – Sierra
 - j. ATM/DebitCard – Wells Fargo

The university is seeking information on various smart card solutions, mobile credential solutions, mobile application solutions, biometric solutions and variations of any of these.

The RFI should include information about the solution you are proposing, where you have successfully installed your services, what companies you have successfully done integration with, and include references from current contracts and previous contractual relationships that were not renewed.

UNC will ultimately issue an RFP seeking to contract for a multi-year period with a vendor capable of providing the products and services as described in this RFI. Potential option(s) to renew at the University's sole discretion and subject to annual appropriations may also be offered.

THE ESTIMATES OF PURCHASE AND USAGE SOLUTIONS ULTIMATELY PURCHASED UNDER ANY AGREEMENT RESULTING FROM AN RFP MAY BE MORE OR LESS THAN THE ESTIMATES PROVIDED IN THIS RFI. UNC DOES NOT REPRESENT, WARRANT, OR GUARANTEE THAT THE UNIVERSITY WILL PROCURE ANY PARTICULAR DOLLAR VALUE OR ANY PARTICULAR QUANTITY OF HARDWARE, SOFTWARE, USER LICENSES AND/OR SUPPORT UNDER ANY AGREEMENT RESULTING FROM THIS RFI.

D. UNDERSTANDING WHAT AN RFI IS AND WHAT IS BEING SOUGHT BY UNC

Requests for Information (RFI) are a tool used to assist Purchasing Agents prior to Solicitation and Vendor selection. RFIs help (i) facilitate the gathering of information from Vendors regarding Agency requirements, (ii) with specification writing, (iii) decide how to best proceed, determine potential Costs, and/or (iv) determine feasibility.

In keeping with this, the University is issuing this RFI primarily as a learning opportunity. We are looking to understand what experts recommend for the University. We seek creative, budget sensitive, yet potentially inventive solutions to providing a robust system in our dormitories. There will be no “winner” awarded under this RFI. The information collected and then any subsequent discussions between responding vendor(s) and our IM&T team will be used to help us in providing specifications in the scope of work when we write a future RFP, to be issued at a yet to be determined date.

As this document is subject to the Colorado Open Records Act, we understand that some information may be proprietary and confidential. We will work with you to help protect the interests of your entity from competitors as best as is feasible. However, like an RFP, you cannot request that your entire response be kept confidential. We ask that you truly identify that which is sincerely confidential and proprietary. We recommend providing pricing information in a range or as an estimate. We do not expect contract level amounts down to the penny.

We do not guarantee that every response received will lead to a follow-up discussion. It may be that the information you provide is complete enough for our needs as we embark on drafting the future RFP. Vendors responding to this RFI will be invited to respond to the RFP when published.

SECTION II

ADMINISTRATIVE INFORMATION

1. ISSUING OFFICE: This Request for Information (RFI) is issued for the University of Northern Colorado Board of Trustees, by the Purchasing Department. This RFI is governed by the University of Northern Colorado Procurement Rules in effect at the time of its issuance. The Purchasing Department is the SOLE point of contact concerning this RFI. All communication must be done through the Purchasing Department.
2. OFFICIAL MEANS OF COMMUNICATION: During the solicitation process for this RFI, all official Communication to Responders will be via postings on Rocky Mountain E-Procurement System ("RMES") www.rockymountainbidsystem.com. The Purchasing Department will post notices, which will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning Responder. **It is incumbent upon Responders to carefully and regularly monitor RMES for any such postings.**
3. INQUIRIES: Responders may make written (email) inquiries concerning this RFI to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities on Page 2 above. Send all inquiries via email to john.chaplain@unco.edu and please reference RFI UNC-001-22 in the subject line. Responders should not speak to or email any other UNC employee regarding this RFI during the full bid period. Phone calls will not be accepted or returned.

Response to any Responder's inquiries will be collected and published as an Addendum to this RFI on RMES in a timely manner. Responders should not rely on any other statements that alter any specification or other term or condition of the RFI.

Should any interested Responder, sales representative, or manufacturer find any part of the listed specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Agent of such matters immediately upon discovery, via email.

4. MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposals may be modified or withdrawn by the Responder prior to the established due date and time.
5. ADDENDUM OR SUPPLEMENT TO REQUEST FOR INFORMATION: In the event that it becomes necessary to revise any part of this RFI, an addendum notice will be sent via the RMES system.
6. RFI CANCELLATION: The University reserves the right to cancel this Request for Information at any time, without penalty.
7. REJECTION OF PROPOSALS: The University reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the University.
8. MINOR INFORMALITIES: Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other Responders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible. The Purchasing Agent may waive such informalities or allow any Responder to correct them depending on which is in the best interest of the University.
9. ORAL PRESENTATIONS/SITE VISITS: Responders who are deemed most qualified, after initial evaluation, may be asked to meet with the evaluation committee either in person or via Microsoft Teams. Such presentations and/or site visits will be at the Responder's expense.
10. CONFIDENTIAL/PROPRIETARY INFORMATION: The University neither requests nor encourages the submission of confidential/proprietary information in response to this Request for Information. Information submitted will be open for public inspection. However, written requests for confidentiality can be submitted to the Purchasing Agent provided that the submission is in strict accordance with the following procedures. This remains the sole responsibility of the Responder. The Purchasing Agent will make no attempt to cure any information that is found to be at a variance with this procedure. The Responder may not be given an opportunity to cure any variances after proposal opening. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Agent listed in this RFI.
 - a. A written request for confidentiality shall be submitted, by the Responder, with the proposal response package.
 - b. The written request will be enclosed in an envelope marked "Request for Confidentiality".
 - c. The written request must be accompanied by the information that is requested to be held confidential. Specific reasoning as to why each element is to remain confidential, other than recitation of a specific state or federal statute, is required.

- d. Confidential/proprietary information must be separated out from the rest of Responder's response. Co-mingling of confidential/proprietary information and other information is not acceptable.
- e. The Purchasing Agent will make a written determination as to the apparent validity of any request for confidentiality. In the event the Purchasing Department does not concur with the Responder's request for confidentiality, the written determination will be sent to the Responder. Ref. CRS §24-72-201 *et seq.*, as amended, Public (open) Records.

Proposals that are determined to be at variance with this procedure may be declared non-responsive by the Purchasing Agent, and not given further consideration.

11. RFI RESPONSE MATERIAL OWNERSHIP: The University has the right to retain the original proposal and any other RFI response materials for our files. As such, University may retain or dispose of all copies as is lawfully deemed appropriate. Proposal materials may be reviewed by any person after the "Notice of Intent to Make an Award" letter(s) has/have been issued, subject to the terms of CRS §24-72-201 *et seq.*, as amended, Public (open) Records. The University has the right to use any or all information/material presented in reply to the RFI, subject to limitations outlined in the clause, Confidential/Proprietary Information. Responder expressly agrees that the University may use the materials for all lawful University purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public Records Act.
12. PROPOSAL PRICES: Estimated proposal prices are requested. The estimated proposal price will be considered helpful in determining the feasibility of options for a future RFP.
13. EVALUATION PROCESS: All proposals received by the due date and time will be reviewed by an evaluation committee. As no award is being made to a specific vendor, no formal evaluation sheets will be used.
14. DISCUSSION WITH RESPONSIBLE RESPONDERS: Discussions may be conducted with responsible Responders for the purpose of clarification to assure full understanding of, and responsiveness to, the RFI. All prospective Responders shall be accorded fair and equal treatment with respect to any opportunity for discussions. Not all Responders are guaranteed to receive an offer for discussion however.
15. PAST PERFORMANCE: Each Responder's past performance may be reviewed as part of the University's overall evaluation. This evaluation will take into account past performance information submitted as a part of such Responder's proposal including but not limited to, information regarding predecessor companies, key personnel who have relevant experience, and subcontractors performing major or critical aspects of the service(s), if such information is relevant. Responders without a record of relevant past performance or for whom information on past performance is not available will receive a neutral past performance rating. The University will consider Responder's performance on past or current University contracts with requirements similar to the University requirements for this contract. The University will consider information provided by Responder regarding

any problems encountered on the identified contracts and any associated corrective actions.

16. CONFLICTS OF INTEREST. Responder avers that to his/her knowledge, no University of Northern Colorado employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS §24-18-201 and CRS §24-50-507.

The signatory hereto avers that he/she is familiar with CRS §18-8-301, *et seq.* (Bribery and Corrupt Influence) and CRS §18-8-401, *et seq.* (Abuse of Public Office) as amended, and that no violation of such provisions is present.

17. AWARD OF CONTRACT: There will be no award of contract under this RFI.

18. INCURRING COSTS: The University is not liable for any cost incurred by Responders prior to issuance of a legally executed contract, purchase order, or other authorized acquisition document. No property interest, of any nature shall accrue until a contract is awarded and signed by all concerned parties.

19. NEWS RELEASES: Neither the University, nor any Responder, shall make news releases pertaining to this RFI prior to execution of the contract without prior written approval.

20. CONTRACT CANCELLATION: The University reserves the right to cancel, for cause, any contract resulting from this RFI by providing timely written notice to the successful Responder.

21. ASSIGNMENT AND DELEGATION: Except for assignment of antitrust claims, neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

PLEASE NOTE: It is successful Responder's responsibility to purchase parking permits when visiting the UNC Campus. Permits can be obtained by contacting UNC Parking Services Division. (see <http://www.unco.edu/parking/>)

SECTION III SCOPE OF WORK

The University of Northern Colorado is seeking proposals for a new "one card" program. UNC has had a one-card program in place since 1993. The one-card platform currently consists of a mag stripe (with PIN in some areas) giving access to interior doors, exterior doors, dining halls, library, sporting events, recreation center, city bus access, ATM/debitcard access with contracted bank, printing, package pick ups, and other identifying services.

The interior door solution being used on most residence hall doors is an off-line mag swipe plus pin.

The exterior door solution currently being used is an on-line mag stripe swipe.

The card office has one location with one card production station and three mag stripe printers.

The university uses Banner for our student information system. All proposed solutions must integrate with Banner.

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The RFI should address the following:

- Scalability options.
- A list of features included in a base purchase and all applicable add on possibilities
- List the types of locks your system can integrate with
- Network and electrical requirements
- Equipment requirements, capacities, and specifications (readers, controllers/switches/ports, server, pcs)
- Communication options (hardwire, wireless) and typical schematic for network. Distance limitations or maximums from the controllers, etc.
- Reports and audit features (including list of reports, sample of at least two reports)
- Back up of data, battery backup for equipment, etc.
- Licensing requirements and typical on-going fees such as maintenance fee expectations
- What training is typically needed, suggested for implementation and acceptable rollout/use. What training is desirable for ongoing maximization of the system

- Include a recommended timeline for installation, training and implementation from the point of the PO, and timeline to obtain 'cards' or 'equipment' based on current shipping challenges
- Integration list – what companies have you successfully completed integrations
- Include a list of at least 5 references for Higher Education installations

SECTION IV

EVALUATION CRITERIA FOR THE RFI

PROPOSAL EVALUATION.

While there is no award for an RFI, in preparing responses, Responders are asked as a courtesy to the University to describe in detail how they propose to meet the specifications as detailed in Section III, Scope of Work. While no points are awarded, items that will be considered as helpful towards drafting a future RFP include:

1. Overall quality of services/products proposed
2. Company qualifications, experience, and demonstration of technical and management competence
3. Estimated Pricing
4. Integration with existing systems
5. The timeline of the proposed solution.

A discussion may be requested by the reviewers after the bid deadline has passed. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your proposal.

SECTION V.

PROPOSAL SUBMISSION & FORMAT

The electronic proposal (sent to Purchasing@unco.edu) must be received on or before the date and time indicated in the Schedule of Activities. Late proposals may not be accepted. It is the responsibility of the Responder to ensure that the proposal is received by the University of Northern Colorado on or before the proposal due date and time.