

Mississippi State University
Request for Proposals (RFP) 2026051
Planning, Design & Construction Project Management Software
System

ISSUE DATE: March 2, 2026

ISSUING AGENCY: Office of Procurement Services

Mississippi State University
405 Garrard Road East
Starkville, MS 39759

Sealed Proposals, subject to the conditions made a part hereof, will be received **March 31, 2026 at 2:00 PM** in the MSU Office of Procurement Services, same address above, for furnishing services and potentially, optional services as described herein.

IMPORTANT NOTE: Indicate firm name, and RFP number on the front of each sealed proposal envelope or package.

All inquiries concerning this RFP **must be in writing** and should be directed to:

Jennifer Mayfield
Office of Procurement Services, (Same address above)
jmayfield@procurement.msstate.edu

Any addendum associated with this RFP will be posted at <http://www.procurement.msstate.edu/procurement/bids/index.php> located under RFP 2026051. It is the respondent's responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.

1. UNIVERSITY OVERVIEW

Mississippi State University (MSU) is a comprehensive land-grant university. The main campus is located adjacent to the community of Starkville in northeast Mississippi, with a remote campus located in Meridian. Additionally, the university operates several remote agricultural experiment stations and has an Extension office located in each of Mississippi's eighty-two counties.

MSU's Office of Planning, Design & Construction Administration (PDCA) manages a diverse portfolio of academic, research, residential, agricultural, and auxiliary facilities across its campuses and statewide locations. Capital projects vary in size, complexity, and delivery method and may span early programming, design, construction, and closeout phases concurrently.

To support this portfolio, Mississippi State University is seeking to implement an enterprise Project Management Information System (PMIS) that will function as the authoritative system of record for owner-managed project information. The PMIS is intended to support consistent governance, financial management, approvals, and lifecycle continuity from project initiation through closeout, including the structured capture of asset-related data to support facilities operations and long-term asset management.

The University seeks a scalable, configurable solution that enables owner-governed workflows, integrates with existing enterprise systems, and reduces reliance on manual processes, spreadsheets, and fragmented document repositories, while supporting the University's long-term capital planning and facilities management objectives.

Additional information about MSU can be found at our website www.msstate.edu.

2. INVITATION TO SUBMIT PROPOSAL ON RFP

Mississippi State University, through PDCA, invites qualified vendors to submit proposals for a web-based Project Management Information System (PMIS).

PDCA is responsible for managing capital projects across the University's main campus in Starkville, the Meridian campus, and associated facilities statewide. The University's current capital project backlog exceeds \$450 million, with annual construction work-in-place exceeding \$50 million. PDCA manages more than 45 capital projects and over 50 minor or impact projects annually. These projects range from small renovations, utility work, and site improvements to new construction, major additions, and complex multi-phase projects.

The University seeks a PMIS that supports owner-centric project delivery and enables PDCA to manage project information, workflows, and financial oversight throughout the full project lifecycle. The system must support, at a minimum, financial management, document control,

approvals and workflows, schedules, meetings, action items, issue tracking, field and quality reporting, and structured closeout. While contractor-led systems may continue to be used for trade coordination activities, the PMIS must support PDCA’s owner-level oversight, governance, and reporting needs.

In addition to capital projects, PDCA manages MSU’s space inventory and administers smaller impact projects for which the University may act as its own construction manager. For these projects, the PMIS must support estimating, bid solicitation, bid receipt, and contract-related workflows in addition to standard project management functionality.

The proposed system must be flexible and configurable to align with PDCA’s existing business processes and governance requirements. The PMIS must support integration with MSU’s enterprise systems, including AssetWorks AiM for asset and facilities data and Ellucian Banner for financial transactions. Integration with design and space-related tools, including AutoCAD, is required to support consistency and accuracy of space and asset information.

The PMIS must support day-to-day project management activities for PDCA staff and authorized internal and external stakeholders, while maintaining appropriate security, auditability, and role-based access controls.

PDCA anticipates that this award will cover a five-year term from July 2026 through June 2031. Vendors shall provide detailed information regarding licensing models, implementation services, ongoing maintenance and support costs, and pricing for optional modules or future system enhancements. Annual support and maintenance services shall be identified separately and are expected to include system updates, patches, and product hotfixes.

This RFP provides a high-level description of Mississippi State University’s objectives, evaluation approach, and overall system expectations. Detailed functional requirements, including requirement classification and vendor response justification, are provided in the RFP Requirements Workbook.

Additional Technical Information:

- Potential PMIS Integration Points (High-Level)
 - **Ellucian Banner:** Financial System
 - **Jaggaer / “Bully Buy”:** Procurement & Contract Management
 - **AIM Assetworks:** Asset & Facilities Management Integration Requirements
 - **Power BI:** Business Intelligence & Reporting Integration Requirements
 - **Bluebeam:** Design Review Integration Requirements

3. SCOPE OF SERVICES REQUIRED

A. Functional and Technical Requirements

The PMIS must meet the 57 functional and technical requirements defined in the RFP Requirements Workbook (Supplemental Workbook). These requirements capture the full breadth of MSU's operational needs across departments, ensuring the platform supports both day-to-day workflows and long-term enterprise scalability. Compliance with these requirements will be the foundation of vendor evaluation and system configuration, establishing the baseline for functionality, usability, and integration capabilities. The excel spreadsheet is included as a Supplemental document must be filled out in full and returned to MSU with the proposal; It is a requirement.

Written Response Requirements

All vendors must submit a written response for every requirement identified in this RFP. The response to each requirement shall be written in the excel workbook. Written responses must be specific to MSU's requirements and clearly explain how the proposed solution meets or exceeds each requirement. Written responses must:

- Be clearly labeled by requirement name or number
- Explain how the solution satisfies the requirement
- Describe relevant system functionality, technical considerations, and business value to MSU
- Avoid generic product descriptions not tied directly to the requirement

Capability Classification and Solution Enablement Effort

To support an objective evaluation of proposed solutions and to better understand the effort required to enable each capability within the proposed software and the long-term support implications. Vendors shall classify each requirement using one (and only one) of the categories defined below.

These classifications are intended to distinguish between configuration, customization, and development effort, and to identify potential capability enablement and lifecycle risk. Classifications will be used for comparative evaluation and solution planning.

Label	Name	Definition
A	No-Code Configuration	Functionality supported through point-and-click configuration using native administrative tools. Does not require scripting, expressions, rule engines, or technical development resources. Configuration is fully upgrade-safe and may be performed by trained system administrators.
B	Low-Code Configuration	Functionality supported through vendor-provided low-code tools, including conditional logic, business rules, expressions, workflow routing, integration mappings, or advanced reporting configuration. Does not require custom source code but may require specialized platform configuration or solution enablement expertise. Configuration is expected to be upgrade-safe when implemented in accordance with vendor best practices.
C	Limited Customization	Functionality requiring minor custom scripting or extensions that do not modify the core data model, platform architecture, or upgrade path. Customization is isolated, documented, and supportable, with no anticipated impact on future upgrades when maintained per vendor guidance.
D	Custom Development	Functionality requiring bespoke development, custom code, or significant modification of system behavior, data structures, or workflows. Custom Development may introduce upgrade, support, or lifecycle risk and typically requires specialized technical resources.
F	Not Available	The requirement cannot be met by the proposed solution through configuration, customization, or development.

Justification

For each requirement, Vendors shall provide a concise justification supporting the selected capability classification (A–D or F). The justification must explain how the proposed solution satisfies the requirement and include the Vendor’s estimated effort to

enable the requirement, expressed as anticipated hours for comparative evaluation and planning purposes only. The same level of detail is expected for all classifications.

B. Validation Scenarios

Mississippi State University requires vendors to prepare short video demonstrations (“Requirement Validation Scenarios”) to validate the vendor’s ability to meet select MSU requirements. These videos must demonstrate how the proposed system performs in practice against MSU’s defined requirements and workflows using live system functionality. Each Requirement Validation Scenario represents a bundled, end-to-end demonstration of multiple related MSU requirements. Scenarios are intended to validate system behavior and workflow execution. **Videos will need to be available by the proposal due date, and MSU will contact vendors for videos once the proposals have been opened.**

Video Response Requirements

Video demonstrations are required for the identified validation scenarios and will be evaluated based on the relevance and clarity of the functionality shown, not on production quality or visual polish. Do not merge Validation Scenarios together. We are looking for each video to stand on its own. Failure to have required video responses ready for submission upon request may result in rejection of a vendor’s response, or a deduction of technical points in scoring.

Video responses must:

- Be 10–15 minutes in length (one video per validation scenario)
- Be clearly labeled by scenario title and applicable requirement numbers
- Demonstrate live interaction within the proposed system
- Focus on functionality directly related to MSU’s requirements
- Include a brief walkthrough explaining how the functionality supports MSU’s use

General product overviews, marketing materials, generic demonstrations, or links to external websites will not be evaluated in lieu of requirement-specific validation videos. Promotional or reusable marketing content is not acceptable.

Scenario Names and Information:

Foundation & Control (How MSU sets the system up)

1. Workflow Configuration

This scenario evaluates the PMIS’s ability to support owner-governed, configurable workflows that MSU can design, manage, and evolve independently across the full capital project lifecycle. The intent is to understand how workflows, approvals, and data

capture are configured and maintained to support consistent governance across business units without vendor-led customization.

Demonstration Focus:

Vendors should demonstrate representative workflows that illustrate:

- Creation and modification of workflows using configuration tools
- Assignment of forms, data fields, approvals, and requirements to workflow steps
- Conditional logic, role-based routing, and visibility controls
- Use of workflows across different business processes (e.g., planning, design, construction, closeout)
- Automated notifications, reminders, and status tracking (“auto-nagging”)
- Workflow mechanics and configuration capability

Functional Capabilities Required:

- Unlimited workflow creation and modification via configuration (not customization).
- Ability to assign specific data entry screens and forms to each step in the workflow.
- No restrictions on:
 - Number of workflow steps.
 - Number of user-defined data fields.
 - Types of business processes supported (e.g., real estate, legal, design, construction, closeout).
- Configurable conditional logic and field requirements per workflow stage.
- Ability to attach forms, checklists, approval gates, and document requirements at specific workflow milestones.
- Support for role-based access and visibility by workflow step.
- Automated notifications, reminders, and status tracking
- Integration-ready with internal and external systems (e.g., legal review, property management, facilities).

Business Drivers:

- Minimize reliance on vendor-led customization.
- Enable agility in adjusting processes across various departments (Real Estate, Construction, Legal, Maintenance, Property Management).
- Improve data consistency, reporting accuracy, and cross-functional coordination.
- Enhance accountability, especially around schedule, approvals, and document completion.
- Support continuous improvement and future scalability across MSU’s real estate and capital delivery programs.

2. Project, Program, and Portfolio Governance

This scenario evaluates the PMIS’s ability to support MSU’s owner-managed governance and oversight of its capital program across projects, programs, and portfolios. The intent is to understand how real-world project relationships are represented and how those structures enable authoritative reporting, oversight, and

decision-making by MSU independent of contractor-controlled systems or field execution platforms.

This scenario focuses on organization, governance, and portfolio-level visibility, not task-level execution or workflow configuration mechanics.

Demonstration Focus:

Vendors should demonstrate the PMIS's ability to support owner-centric project, program, and portfolio governance, including:

- Ability to define and manage projects, sub-projects, programs, and portfolios with clear parent-child relationships.
- Roll-up reporting across projects and sub-projects, individually or in aggregate, without manual reconciliation or duplicate data entry.
- Portfolio-level reporting by project, department, funding source, or program type.
- Visualization and navigation of hierarchical project structures to support program-level and executive oversight.
- Management of sub-projects with distinct budgets, schedules, and funding sources while maintaining consolidated portfolio visibility.
- Ability for users to locate relevant project, financial, and asset information across active and completed projects directly within the PMIS, without reliance on predefined reports or contractor platforms.

Functional Capabilities Required

The PMIS must demonstrate the ability to:

- Serve as an owner-managed system of record for MSU's capital program, independent of contractor-controlled PMIS platforms.
- Support portfolio-level reporting and analysis without dependency on contractor participation or field execution tools.
- Maintain consistent project, program, and portfolio structures across the full project lifecycle.
- Preserve historical project and portfolio data in a manner that remains searchable, reportable, and usable for long-term planning and governance.
- Scale governance and reporting structures as MSU's capital program evolves without requiring reconfiguration of individual projects.

Business Drivers

- Enable MSU to maintain full ownership and control of capital program data.
- Provide leadership and stakeholders with portfolio-level visibility independent of contractor systems.
- Reduce reliance on spreadsheets and manual aggregation for program oversight.
- Support long-term capital planning, governance, and institutional reporting needs.
- Align the PMIS with MSU's owner-centric operating model.

Core Execution (How MSU runs projects)

3. Budget Management and Financial Forecasting

This scenario evaluates the PMIS's ability to support owner-managed budgeting, forecasting, cashflow, and financial visibility throughout the project lifecycle. The intent is to understand how financial information is structured, maintained, and used to support informed decision-making related to spend timing, commitments, and project funding needs.

Demonstration Focus:

Vendors should demonstrate representative financial workflows, including:

- Support budget versioning, multi-contract reconciliation, early procurement tracking, cash flow forecasting, and cost forecasting at both project and program levels.
- Support for multiple budget versions with clear version history and approval workflow.
- Budget creation using templates and contract-derived values.
- Placeholder line items and pre-contract estimates.
- Forecasting tools tied to project phase, funding approval status, planned spend curves, and spend schedule.
- Comparative analysis between original estimates, updated budgets, cash flow projections, and actual contract amounts.

4. Schedule Management and Portfolio Visibility

This scenario evaluates how the PMIS supports owner-managed schedule visibility and oversight across individual projects and the broader capital portfolio. The intent is to understand how schedules are managed, tracked, and viewed at both project and program levels.

Demonstration Focus:

Vendors should demonstrate schedule management using representative examples that illustrate:

- Ability to manage different schedule templates, with the ability for PMs and others to add/edit subtasks as needed, but still provide centralized roll-up for reporting; ability to baseline, change baseline, and take snapshots.
- Ability to provide high-level graphical gantt view of multiple project schedules (filtered in various ways) on a single screen with scrolling and drill-down capabilities.
- Ability to track GC schedules, baselines, milestones, and provide version control and visibility across parent-child project structures.
- Multiple schedule templates for different project types.
- Ability for PMs to edit subtasks while retaining centralized roll-up reporting.

- Graphical Gantt chart views with filtering, drill-downs, and milestone tracking.
- Schedule baselining, change tracking, version control, and AOP planning snapshots.
- Integration or import from Microsoft Project and Primavera.

5. Reporting and Analytics

This scenario evaluates the PMIS's ability to provide meaningful insight through dashboards and reports that span multiple modules and levels of detail. The intent is to understand how MSU users access timely, accurate information without manual data consolidation.

Demonstration Focus:

Vendors should demonstrate:

- Ability to create dashboards and reports pulling from all available data in the system and formatting as needed across modules, ability to start at the highest level in a report and drill down to the lowest level easily (without navigating outside of the dashboard) - For example Connecting RFI, PCO to Contracts together in one report
 - Cross-module dashboards linking budgets, contracts, RFIs, PCOs, and schedules.
 - Drill-down functionality from high-level portfolio reports to granular details without leaving the report interface.
 - Flexible, real-time dashboard views for capital project status, spending, and forecasting.
 - Export and integration with Power BI for custom analytics.
 - How a completed project is formally closed out or archived within the PMIS while preserving asset, document, and data structure.
 - How project and asset data can be transitioned or exported to MSU-managed storage environments in a usable, organized format without manual rework or vendor intervention.
- How MSU can access and use completed project and asset information after closeout without reliance on contractor platforms.

Lifecycle & Change (How the system holds up over time)

6. Asset Management and Lifecycle Data Integration

This scenario evaluates the PMIS's ability to support asset-centric project delivery and ensure continuity of data from capital planning through design, construction, closeout, and ongoing operations. The intent is to understand how project data is structured to support long-term asset management, reduce re-entry of information, and enable integration with enterprise facilities and asset systems.

This scenario evaluates whether the PMIS functions as a single, authoritative system of record across the full project lifecycle. The intent is to understand how data, configuration, and governance established early in a project continue to be used as the project progresses through subsequent phases.

Demonstration Focus:

Vendors should demonstrate representative workflows, including:

- Association of projects, contracts, schedules, and costs to discrete assets (building, system, or component level)
- Demonstration that asset records are created and maintained independently of individual projects, and persist across multiple projects or phases over time
- Demonstration of native asset records with history, attributes, and reporting that are not dependent on workflow configuration or project-specific forms
- Demonstration of how asset data and related project information are grouped or segregated by MSU-defined program, portfolio, or domain, and how that structure persists through design, construction, and closeout
- Capture and management of asset attributes during design and construction (e.g., equipment data, warranties, O&M documentation)
- Structured closeout processes that produce asset-ready data rather than static document archives
- Integration or export of asset data to downstream asset or facilities management systems (e.g., AIM, CMMS, EAM platforms)
Ability to trace asset history from capital planning through operations without loss of context or data integrity

7. Change Management Without Reimplementation

This scenario evaluates how the PMIS supports changes to workflows, approvals, and business rules after initial configuration. The intent is to understand how MSU can adapt processes over time while maintaining continuity and auditability.

Demonstration Focus:

Vendors should demonstrate:

- Modification of an existing workflow or rule through configuration
- Application of changes to new and in-progress projects, where appropriate
- Preservation of historical approvals, versions, and audit trails

8. Integration Architecture and Enterprise Data Flow

Demonstrate how the proposed PMIS supports long-term integration with enterprise systems commonly used by higher education owners, without requiring system reimplementation as MSU's technology landscape evolves.

Demonstration Focus:

The Vendor shall provide a short validation video demonstrating:

- How the PMIS functions as an owner-facing system while integrating with enterprise platforms such as financial/ERP systems, procurement and contract

systems, asset management systems, reporting platforms, and design collaboration tools

- A representative example of how project, financial, or asset data flows between the PMIS and external systems, including system boundaries, data ownership, and the point at which data becomes authoritative.
- Demonstration of how integrations respect MSU-defined program, portfolio, or domain structures, including how data is filtered, grouped, or isolated as it moves between systems
- Demonstration of how asset data transitioning at project closeout is transferred in a structured, system-aware format rather than as static documents or flat files
- A representative example of how financial data (e.g., budgets, commitments, pay applications) and/or asset data transitioning at project closeout flows between the PMIS and an external system, including system boundaries and data ownership
- The Vendor's standard approach to integration, including typical methods used and how integrations are maintained over time

Operations & Reality (How people actually live in it)

9. User Administration, Security, and Role Management

This scenario evaluates how MSU administers users, roles, and permissions across internal staff and external participants. The intent is to understand how access is managed securely and efficiently as part of ongoing operations.

Demonstration Focus:

Vendors should demonstrate:

- Creation and modification of users and roles
- Assignment of permissions by project, workflow step, and data type
- Differentiation between internal users and external stakeholders
- Visibility into audit history related to access changes

10. Exception Handling and Auditability

This scenario evaluates how the PMIS supports real-world conditions where workflows require revision, re-routing, or correction. The intent is to understand how exceptions are managed while maintaining transparency and accountability.

Demonstration Focus:

Vendors should demonstrate:

- Rejection and revision of submitted or approved items
- Non-linear workflow paths and re-routing
- Visibility into exception status, reasons, and impacts
- Audit trails capturing changes, timing, and responsibility

C. References

Required References

To demonstrate experience implementing and supporting PMIS solutions in higher education environments, vendors must provide client references that reflect sustained system use and operational maturity. References should confirm the vendor’s ability to support owner-side project management functions, system administration, executive oversight, and enterprise integrations within a university capital program setting.

Item	Reference Details
Owner	Provide references for 4 university owner project managers, system administrators, and directors / VPs of construction who have been using your system for 2 or more years.
#1	
#2	
#3	
#4	

D. Ownership Model and Licensing

Mississippi State University (MSU) intends to implement a Project Management Information System (PMIS) as an enterprise, owner-managed platform supporting capital planning, design, construction, closeout, and long-term oversight across its capital program.

The PMIS is expected to function as an institutional system of record, not a limited pilot, department-specific tool, or contractor-driven platform. Vendors should assume broad participation by internal stakeholders and appropriate external partners throughout the project lifecycle.

Ownership and Use Model

MSU’s operating model assumes the PMIS will be:

- Owned, governed, and managed by MSU as the authoritative system for its capital program.
- Used across multiple departments and functional areas, including Planning, Design, Construction, Facilities, Finance, Legal, and Property Management.
- Applied consistently across projects, programs, and portfolios.

- Configurable and evolvable over time without artificial system or licensing constraints.

Licensing Expectations

Vendors shall propose a licensing model that supports MSU's enterprise ownership and collaboration goals, including:

- Unlimited users without per-user, per-seat, or role-based licensing restrictions.
- Flexible access for external participants (e.g., designers, consultants, contractors) without restrictive or cost-prohibitive licensing structures.
- Enterprise pricing that does not discourage collaboration, workflow usage, or reporting.
- Predictable, scalable costs aligned with portfolio usage rather than individual user counts.

Any licensing limitations or assumptions must be clearly disclosed in the Vendor's response.

Information Stewardship

Mississippi State University retains full ownership of all data generated, stored, and managed within the PMIS. The system is expected to support long-term institutional access to project, financial, document, workflow, and asset information beyond individual project lifecycles.

E. Information Technology Requirements

Platform Architecture & Deployment Model

Cloud-Based SaaS

The PMIS shall be delivered as a cloud-based Software-as-a-Service (SaaS) solution.

- No on-premises infrastructure shall be required.
- The platform shall be scalable to support enterprise-wide adoption.
- Vendor shall be responsible for system availability, maintenance, and upgrades.

Infrastructure & Hosting

- The system shall be hosted in a commercially recognized cloud environment (e.g., AWS, Azure, or equivalent).
- Vendor shall provide documentation describing:
 - Hosting architecture
 - High availability strategy
 - Backup and disaster recovery approach
 - Business continuity planning

Identity, Authentication & Access Management

Authentication & Single Sign-On

The PMIS shall integrate with Mississippi State University's enterprise authentication services.

- Support for CAS and/or Shibboleth
- Support for Single Sign-On (SSO)
- Compatibility with MSU's identity provider (IdP)

Multi-Factor Authentication (MFA)

- The system shall support Multi-Factor Authentication (MFA) in alignment with MSU security standards.
- MFA shall integrate with MSU's existing authentication ecosystem.

Security & Compliance

Security Certifications & Assessments

Vendors shall provide evidence of compliance with recognized security standards, including:

- SOC 2 Type II certification (or equivalent)
- HECVAT Lite (or equivalent higher education security assessment)
- Annual penetration testing, with results available upon request

Audit Logging

- The system shall provide system-level audit logging for authentication events, access activity, and administrative actions.
- Audit logs shall be retained in accordance with vendor-defined retention policies and made available to MSU upon request.

Data Governance & Ownership

Data Ownership

- Mississippi State University shall retain full ownership of all data stored in the PMIS.
- Vendor shall not restrict MSU's access to, use of, or rights to its data.

Data Export & Portability

- The system shall support data export in standard formats.
- MSU shall be able to retrieve its data during and after the contract term without penalty.

Data Residency

- All system data shall be stored and processed within the United States of America.

Accessibility Compliance

Accessibility Standards

The PMIS shall comply with applicable accessibility standards.

- Vendor shall provide a completed Voluntary Product Accessibility Template (VPAT)
- Compliance with WCAG 2.1 AA requirements is required for all user interfaces

Integration Architecture (Technical Perspective Only)

API & Integration Support

- The PMIS shall provide secure, documented APIs to support integration with MSU enterprise systems.
- APIs shall support industry-standard authentication and encryption methods.

Business workflows and functional integration requirements are defined elsewhere in the RFP. This section addresses only the technical capability to integrate, not functional behavior.

System Operations & Supportability

Vendor Support Model

The vendor shall provide an established system support model that includes:

- Defined support roles
- Escalation paths
- Service level commitments (SLAs)
- Incident and issue management procedures

Maintenance & Upgrades

- Vendor shall be responsible for routine system maintenance and upgrades.
- MSU shall be informed in advance of scheduled maintenance activities.
- The solution shall remain fully supported throughout the contract term.

Regulatory & Policy Compliance

The PMIS shall comply with all applicable local, state, and federal regulations governing data security, privacy, and information systems applicable to public universities.

F. Security & Compliance

The PMIS must comply with MSU's enterprise IT security standards, including Single Sign-On (SSO), Multi-Factor Authentication (MFA), SOC 2 Type II certification, and audit logging for all system activities. Vendors must undergo annual penetration testing and provide results upon request.

G. Integrations

The selected Project Management Information System (PMIS) must be able to seamlessly integrate with Mississippi State University's (MSU's) critical enterprise systems to create a connected, authoritative ecosystem for capital project data. The PMIS is intended to orchestrate project workflows and data, not replace MSU's enterprise systems of record.

Key integrations will support financial management, document collaboration, and executive reporting. These integrations must reduce duplicate data entry, eliminate manual reconciliation,

and provide timely, accurate data to support operational oversight and executive decision-making.

The PMIS shall support robust, API-based bi-directional integrations with MSU's enterprise platforms and clearly identify which integrations are available out-of-the-box versus requiring custom integrations.

Financial System (Ellucian Banner)

- The PMIS should support possible integration with Ellucian Banner for exchange of project expenditure data (Ethos Integration preferred) while maintaining Ellucian Banner as the system of record.
- The system should support tracking of multiple funding sources per project (e.g., E&G, auxiliaries, grants, legislative funding).
- The PMIS should support cost breakdown structures compatible with Ellucian Banner financial coding and reporting needs.
- The integration should ensure project spending does not exceed Ellucian Banner-approved funding limits.
- Financial approvals, changes, and adjustments shall maintain a clear audit trail.

Procurement & Contract Management (Jaggaer / "Bully Buy")

- The PMIS should support possible integration with MSU's Jaggaer (Bully Buy) system for procurement and contract records and information.
- The PMIS should be able to coordinate with Jaggaer while preserving procurement authority and approvals within Jaggaer.
- The PMIS system should support storage, reference, or linkage of executed contract documents within Jaggaer.
- Integration should support both eProcurement and Contracts modules where applicable.
- The PMIS should not have any effect on any of the eProcurement or Contract module workflows or approvals already managed within Jaggaer.

Asset & Facilities Management Integration Requirements (AIM Assetworks)

- The PMIS should support possible integration with AIM for property, building, and asset data.
- The system shall allow reference to AIM data during project initiation and execution.
- At project closeout, the PMIS shall support structured handoff of key asset-related data and documents to AIM, including:
 - As-built drawings
 - Warranties
 - O&M manuals
 - Asset replacement or new asset identification

- The PMIS shall support validation of required closeout data prior to transfer to AIM.

Business Intelligence & Reporting Integration Requirements (Power BI)

- The PMIS shall natively support or expose secure APIs to enable Power BI reporting.
- The system shall provide structured data for:
 - Project milestones and schedules
 - Budgets, commitments, actuals, and forecasts
 - Approval status and governance milestones
 - Contract values and change activity
- The PMIS shall support live or scheduled data refresh for Power BI dashboards.

Design Review Integration Requirements (Bluebeam)

- The PMIS shall support integration with Bluebeam (including Bluebeam Studio) to enable collaborative design review workflows.
- Integration shall support:
 - Version control of drawings
 - Comment tracking and resolution
 - Approval workflows at SD, DD, and CD milestones
- Design review comments and approvals shall be traceable within the PMIS.

H. Implementation

Implementation Services shall include, but will not necessarily be limited to, the following business functions within the selected system

1. PMIS System Change Request and Approval
 - A. PMIS System Change Request
2. PMIS System administrative management (e.g. roles, requests, etc.)
 - A. PMIS New User Add process
 - B. PMIS permission updates process
3. Project Request and Approval workflow
 - A. Project Request and Approval - Public process for submission and approval
4. Project Budget creation and changes
 - A. Budget Approval process
 - B. Budget change requests
5. Early project planning and programming
 - A. Project concept plan/study review and approval process (Feasibility Study Phase)
 - B. Project review and approval process
6. Project pre-bidding, design bidding, and selection; including the ability for public bidding
 - A. RFQ/P Development process
 - B. Public Bidding process including bidding RFIs and Addenda

- C. Closed bidding process
- D. IDIQ selection process
- 7. Contract approval, creation, and changes
 - A. Contract Approval
 - B. Contract Change Requests
- 8. Contract/PO and general invoicing
 - A. Contract / PO invoice process
 - B. General Invoice process
 - C. Interdepartmental funds process
- 9. Design including design reviews with integration to Bluebeam
 - A. Design review submission and approval (integrated with Bluebeam) - Tracking submissions at SDs, DDs, CDs
 - B. Project Risk Tracking process - Continuing through Construction and Closeout
- 10. Construction Bidding and Contracting (some may be able to be combined with design bidding processes above)
 - A. RFQ/P Development process
 - B. Public Bidding process including bidding, RFIs, and Addenda
 - C. Closed bidding process
 - D. IDIQ selection process
- 11. Pre-Construction, Permitting, and Mobilization
 - A. Pre-construction submission and approval
 - B. Permit submission and approval process
- 12. Construction Management including all Construction Administration Activities
 - A. Construction RFIs
 - B. Construction Change Directives
 - C. ASIs
 - D. Construction Submittals
 - E. Potential Change Order
 - F. Change Order
 - G. Project Status Update
 - H. Field Inspections and Surveys
 - I. Utility Outage request and approval
- 13. Construction Inspections and Commissioning
 - A. Life Safety inspections scheduling and tracking process
 - B. 3rd party inspection scheduling and tracking process
 - C. Jurisdictional inspection scheduling and tracking process
 - D. Commission tracking and approval process
 - E. Punch List creation and tracking
- 14. Activation and Occupancy
 - A. Substantial Completion process
 - B. Insurance Coverage transition process
- 15. Closeout including financial reconciliation and warranty management
 - A. A/E Contract Closeout

- B. CM/GC Contract Closeout
 - C. Final Acceptance
 - D. Project Budget Closeout
 - E. A/E Performance Evaluation
 - F. CM/GC Performance Evaluation
16. Transition to Operations
- A. Turnover process
 - B. Warranty closeout process
17. Contingency
- A. Assume 10 more to be determined business processes

I. Data Migration

Mississippi State University anticipates that the selected PMIS will be implemented while multiple capital and impact projects are already in progress. As part of implementation, the University will require the ability to establish these active projects within the PMIS, including the migration or structured setup of existing project information currently maintained across shared network drives and multiple Excel-based workbooks.

Vendors shall describe their approach and capabilities for supporting data migration and project onboarding for in-progress projects, including assumptions regarding data preparation, validation, and mapping. MSU does not expect a full historical data conversion for closed projects as part of initial implementation; however, the PMIS must support the structured ingestion of key project, financial, document, and schedule information necessary to support continuity of project oversight and reporting.

J. Reporting & Dashboards

The team will fully utilize the out of the box reporting and dashboards available within the PMIS, as well as need the following quantities of other reports configured:

Report Type	Data elements (not comprehensive)	Quantity
Tabular Reports	All project data including cost, schedule, custom fields, CA items, workflows, etc.	20
Matrix Reports	All project data including cost, schedule, custom fields, CA items, workflows, etc.	10
Dashboards	All project data including cost, schedule, custom fields, CA items, workflows, etc.	5

Type	Quantity of sessions	Cadence
Admin	6	Once at initial go-live
Train the Trainer	6	Once at initial go-live
Client PDC	6	Once at initial go-live, then on session monthly for 3 month period after go-live
Client Facilities	4	Once at initial go-live, then on session monthly for 3 month period after go-live
External Vendors	4	Once at initial go-live, then on session monthly for 3 month period after go-live

L. Go-Live Support

The implementation team will provide scope and services for One (1.0) Full Time Equivalent (FTE) for ongoing support for 3 months after the initial full system go-live, and for another 3 months after the PMIS system go-live.

M. Optional References

Vendors may also provide optional references to further demonstrate experience with enterprise system integrations and external project participants. These references are intended to support evaluation of the vendor’s integration capabilities and the effectiveness of the system for external users, including architects, engineers, and contractors.

Item	Reference Details
Integrations	Provide references for 1-3 other clients currently integrating between your system and the ones listed below. If your system has not integrated with a specific

	software, provide a reference for that type of system (financial, procurement, asset management, work orders)
#1	Aim {Asset & Facilities Management System}
#2	Ellucian Banner {Financials}
#3	Jaggaer {eProcurement & Contracts}
External Users	Provide 1-3 references for architects, engineers, and contractors working on owner accounts who have been using your system for 1 or more years.
#1	
#2	
#3	

4. INQUIRIES ABOUT RFP

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. **Questions should be submitted either via a Word document or plainly typed in the email itself.** Responses to these inquiries may be made by addendum to the Request for Proposal (RFP). Please send your inquiries to Jennifer Mayfield via electronic mail at jmayfield@procurement.msstate.edu.

All inquiries should be marked “URGENT INQUIRY. MSU RFP 2026051”

5. ADMINISTRATIVE INFORMATION

a) Issuing Office

This RFP is issued by the following office:

Office of Procurement Services
Mississippi State University

b) Schedule of Critical Dates

The following dates are for planning purposes only unless otherwise stated in this RFP progress towards their completion is at the sole discretion of the university.

RFP Posted	March 2, 2026
Questions from Vendors Due	March 13, 2026
MSU Q&A Response Due	March 20, 2026
Proposal Submission Deadline – 2:00 p.m.	March 31, 2026
Award Date (Estimated)	May 31, 2026
Contract Effective Date (Estimated)	July 1, 2026

6. PROPOSAL CONTENTS

This is a two-step RFP process. The technical proposals and the cost proposals are to be submitted in separate sealed envelopes (if submitting a hard copy). Indicate firm name, RFP# and word “Technical Proposal” on the front of the sealed technical proposal envelope or package. Indicate the firm name, RFP# and the word “Cost Proposal” on the front of the sealed proposal envelope or package.

At a minimum, the following items should be included in the contents of the Technical Proposal:

- Cover letter, indicating the scope of the proposal. The letter should include an overview of the services being offered. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP. (Cover letter should be no more than 3 pages in length).
- Corporate Structure and Credentials
 - Number of years of experience.
 - Staffing levels and support proposed.
 - Examples of similar previous work.
- PMIS Functional Technical Requirements excel Workbook
 - Requirements tab: Response in each row for:
 - Capability Classification (A, B, C, D, F) assigned per row/requirement
 - Justification narrative per row/requirement
 - Contract Information tab: Narratives written in each colored cell
 - Other Information tab: Narratives written in each colored cell

- Validation Scenarios
 - Provide 1 video per scenario for a total of 10 videos
- Operations and Ability to Perform
 - Provide operation plan. This should include, but not be limited to, acknowledgement and agreement with all requirements as well as explanations, where applicable, of the intended plan to achieve the requirements.
 - Describe how services will be provided to MSU without disruption to current day to day workflow.
 - Provide references, including all contact information

At a minimum, the following items should be included in the contents of the Cost Proposal:

Vendors shall submit a separate Cost Proposal using the provided Bid Form. Pricing shall be clear, itemized, and fully aligned with the structure of the Bid Form. All costs shall be provided in U.S. dollars.

At a minimum, the following items shall be included in the contents of the Cost Proposal:

1. Core PMIS Software Costs

Vendors shall provide pricing for the proposed PMIS platform, including:

- **Account Activation Costs**
One-time costs associated with initial system setup and activation.
- **Annual Licensing and Support Fees**
Annual licensing and standard support costs for Years 1 through 5, listed separately for each year.
- **Five-Year Total Cost**
A cumulative total that includes Account Activation Costs and all annual Licensing and Support fees.

2. Optional Services (Priced Separately)

The following services shall be priced separately as optional items, as reflected in the Bid Form. MSU reserves the right to procure these services independently, defer them to a later phase, or select a different provider.

- **Implementation and Configuration Services (one-time)**
- **Initial Training and Support**

- **Ongoing Annual Support (post go-live)**
- **Data Migration Services**
Pricing shall be provided on a per-unit basis as defined in the Bid Form (e.g., per 50 in-progress Excel-based projects).
- **Integrations**
Vendors shall provide pricing for integrations with the systems identified in the Bid Form.
 - Integration fees shall be provided on a per-integration, per-software basis.
 - Each listed integration shall include:
 - A separate Initial Integration Build Fee
 - A separate Annual Subscription and/or Maintenance Fee, if applicable
 - Bundled or aggregated integration pricing across multiple systems will not be accepted.

3. General Pricing Requirements

- All pricing shall be fully burdened and inclusive of all fees, licenses, subscriptions, and services necessary to deliver the described scope.
- Costs not explicitly identified in the Cost Proposal shall be deemed included.
- MSU may evaluate and award the PMIS software independently from optional services, integrations, and future phases.
- MSU reserves the right to negotiate, defer, or separately procure any optional or add-on items.
- Fees for initial purchase of software/items/service (including all preparation, installation, rollout, training and first year maintenance and support). Please note that some of these are Optional/Add-On per the Bid Form as MSU retains the right to procure these separately from the Software Vendor and/or at a later date. MSU may select the software first, then the other items separately.
- Annual Support and Maintenance Costs after initial purchase.

7. DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS

MSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on the evaluation of the written proposals. MSU reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. MSU likewise reserves the right to

designate a review committee to evaluate the proposals according to the criteria set forth under this section. MSU may make a written determination showing the basis upon which the award was made and such determination shall be included in the procurement file.

MSU reserves the right to award this contract in whole or in part depending on what is in the best interest of MSU with MSU being the sole judge thereof.

The evaluation factors set forth in this section are described as follows:

- The Vendor's ability to deliver an application meeting the overall objective and functions described in the RFP
- Competitive fees
- Availability and access technical support
- Vendor's experience with similar systems
- Compliance with applicable State and Federal laws and regulations
- The committee may invite finalists for interviews and/or presentations

Failure to attend a requested interview presentation before the committee may result in a proposal not being considered.

Upon award of contract(s), successful respondent(s) will be asked to provide a transition plan and timeline and obtain MSU's input and concurrence before moving forward.

Proposals will be scored based on the following weights (100 points total):

- Corporate Structure/Years of Experience/References – 20 pts
- Operation Plan/Ease of Use/Services Offered – 50 pts
- Fees – 30 pts

8. PROPOSAL SUBMISSION

Responses Submitted Electronically in Bully Buy:

Technical Proposal: Proposal must be submitted in PDF format and state "Technical Proposal" in the title of the document. This document must be separate from the cost proposal or the response may be considered non-responsive.

Cost Proposal: Cost proposal must be submitted in PDF format and state "Cost Proposal" in the title of the document. This document must be separate from the technical proposal or the response may be considered non-responsive.

Responses Submitted via mail or delivery service:

Proposals shall be submitted in two packages (envelopes or boxes) as set forth in Section 7. Please make sure that the RFP number is clearly visible on the outside of the package.

Technical Proposal – One (1) original and one (1) electronic copy (of the complete technical proposal in one pdf file on a flash drive) of parts 7(b)(i) (Cover Letter), 7(b)(ii) (Corporate Structure and Credentials), and 7(b)(iii) (Operations and Ability to Perform) should be sealed in a package with “Technical Proposal” in the lower left hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”.

Cost Proposal – One (1) original and one (1) electronic copy (of the complete cost proposal in one pdf file on a flash drive). Should be sealed in a package with “Cost Proposal” in the lower left-hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original.”

The proposal package must be received on or before **2:00 p.m. on March 31, 2026**. It is the responsibility of the respondent to ensure that the proposal package arrives to the stated address on time. If you are not responding electronically, the proposal package should be delivered or sent by mail to:

**Office of Procurement Services
Mississippi State University
405 Garrard Road East
Starkville, MS 39759**

Your response must include the signature page included in this RFP (See Appendix A) and contain the signature of an authorized representative of the respondent’s organization. The signature on the “Original” signature page can be electronic.

MSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items bid if deemed in the best interest of the University to do so.

Proposals received after the stated due date and time will be returned unopened. Submission via facsimile or electronic means other than officially through Bully Buy will not be accepted.

9. PCI COMPLIANCE ISSUES (IF APPLICABLE)

The vendor must provide a PCI compliant processing environment using one of the approved options below. If the vendor is unable to fully adhere to one of these options, the proposal will be removed from consideration.

- **Option 1** – Integrate with MSU’s existing third-party solution (NelNet Business Solutions – Commerce Manager), because all hardware, software and back end processing have been vetted and credit/debit card payments are automatically posted to Ellucian Banner.

- **Option 2** – Use alternative third-party solution. Use a different MSU Merchant ID but same bank account.
 - Work with members of MSU’s PCI Council and third-party PCI Compliance consultant to review business needs and proposed solution.
 - Ensure card transactions processed by university personnel are performed using a PCI-validated point to point encrypted (P2PE) solution. The solution must be listed on the PCI council’s website (<https://www.pcisecuritystandards.org>), must not be expired, and devices to be used with the solution must have a PIN transaction security (PTS) expiration date at least 3 years past the date of installation.
 - Obtain the following solution information
 - Attestation of compliance (AoC) from all parties involved in handling or that affect the security of cardholder data.
 - Verify that all devices have a current PTS certification and have an expiration date at least 3 years past the installation date of the solution.
 - Obtain a data flow diagram showing where payment card data will be introduced to the proposed solution and all steps/hops it will take until payment information is delivered to the merchant processing bank. This will determine all of the service providers that must provide an AoC.
 - Require specific reporting requirements and interfaces to support Ellucian Banner integration and automatic posting of credit/debit card payments to the ERP. The exact file layout will be provided upon request.

- **Option 3** – Use alternative third-party solution. Use vendor’s Merchant ID.
 - Work with members of MSU’s PCI Council and third-party PCI Compliance consultant to review the solution.
 - Ensure card transactions processed by university personnel are performed using a PCI-validated point to point encrypted (P2PE) solution. The solution must be listed on the PCI council’s website (<https://www.pcisecuritystandards.org>), must not be expired, and devices to be used with the solution must have a PIN transaction security (PTS) expiration date at least 3 years past the date of installation.
 - Obtain the following solution information
 - Attestation of compliance (AoC) from all parties involved in handling or that affect the security of cardholder data.

- Verify that all devices have a current PTS certification and have an expiration date at least 3 years past the installation date of the solution.
- Obtain a data flow diagram showing where payment card data will be introduced to the proposed solution and all steps/hops it will take until payment information is delivered to the merchant processing bank. This will determine all of the service providers that must provide an AoC.
- Payments due MSU will be remitted on a predetermined basis, net of all applicable fees and merchant discounts. Ellucian Banner integration not required.

10. TWO-PHASE, BEST AND FINAL OFFER

If the initial proposals do not provide MSU with a clear and convincing solution, or if MSU feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, MSU reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submittals (Phase-One), MSU may choose a specific business model, and potential providers may be asked to submit revised proposals based upon that specific model.

The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through initial RFP submittal process. Proposers may be asked to reduce cost or provide additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

11. TERM OF CONTRACT

It is MSU's intention to enter into a five (5) year contract, estimated to begin in July 2026.

MSU reserves the right to terminate this agreement with thirty (30) days-notice, by the Director of Contract Administration via certified mail to the address listed on the signature page of this RFP (See Appendix A) if any of the terms of the proposal and/or contract are violated.

In the event the contractor fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, MSU will notify the contractor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the contractor must submit, in writing, why such corrective action has not been performed. The University reserves the right to determine whether or not such noncompliance may be construed as a failure of performance of the contractor.

Termination of contract by contractor without cause can only occur with at least one-hundred and twenty (120) days-notice prior to the proposed termination of the contract.

In the event MSU employs attorneys or incurs other expenses it considers necessary to protect or enforce its rights under this contract, the contractor agrees to pay the attorney's fees and expenses so incurred by MSU.

12. ACCEPTANCE TIME

Proposal shall be valid for one-hundred and eighty (180) days following the proposal due date.

13. RFP CANCELLATION

This RFP in no manner obligates MSU to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of MSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. MSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

14. INDEPENDENT CONTRACTOR CLAUSE

The contractor shall acknowledge that an independent contractor relationship is established and that the employees of the contractor are not, nor shall they be deemed employees of MSU and that employees of MSU are not, nor shall they be deemed employees of the contractor.

15. DISCLOSURE OF PROPOSAL CONTENTS

Proposals will be kept confidential until evaluations and award are completed by MSU. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential.

IMPORTANT! The offeror/proposer should mark any and all pages of the proposal considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23 1 (1972, as amended). Each page of the proposal that the proposer considers trade secrets or confidential commercial or financial information should be on a different color paper than non-confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL."

Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

16. OTHER CONTRACT REQUIREMENTS

Award Terms: This contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Supplier, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from the University.

Standard Contract: The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with MSU's standard contract <https://www.contracts.msstate.edu/resources/standard-forms>. Proposal should include any desired changes to the standard contract. It should be noted that there are many clauses which the MSU cannot change (see Standard Addendum). Significant changes to the standard contract may be cause for rejection of a proposal.

The Procurement Process: The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.

- Request for Proposals (RFP) is issued to prospective suppliers.
- A deadline for written questions is set.
- Proposals will be received as set forth in Section 8.
- Unsigned proposals will not be considered.
- All proposals must be received by MSU no later than the date and time specified on the cover sheet of this RFP.
- At that date and time, the name of each responding firm will be read publicly. No other information will be given at that time.
- Proposal evaluation: The University will review each proposal.
- At their option, the evaluators may request oral presentations or discussions for the purpose of clarification or to amplify the materials presented in the proposal
- Respondents are cautioned that this is a request for proposals, not a request to contract, and the MSU reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the University.
- The proposals will be evaluated according to the criteria set forth in Section 7.

APPENDIX A: SIGNATURE PAGE

Provide information requested, affix your signature, and return this page with your proposal:

Name of Firm: _____

Complete Address: _____

Telephone Number: _____

E-mail Address: _____

Authorized Signature: _____

Printed Name: _____

Title: _____