

**Mississippi State University
Request for Proposals (RFP) 24-18
Academic Integrity Detection Software Solution for Canvas**

ISSUE DATE: February 8, 2024

ISSUING AGENCY: Office of Procurement and Contracts

Mississippi State University
610 McArthur Hall
245 Barr Avenue
Mississippi State, MS 39762

Sealed Proposals, subject to the conditions made a part hereof, will be received **March 5, 2024 at 2:00 PM in the MSU Office of Procurement and Contracts, 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 should be directed to:

Jennifer Mayfield
Office of Procurement and Contracts, (Same address above)
jmayfield@procurement.msstate.edu
662-325-2550

Any addendum associated with this RFP will be posted at <http://www.procurement.msstate.edu/procurement/bids/index.php> located under RFP 24-18. It is the respondent's responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.

UNIVERSITY OVERVIEW

Mississippi State University (MSU) is a comprehensive land grant university of 21,500+ students and approximately 5,000 faculty and staff. The main campus is located adjacent to the community of Starkville in northeast Mississippi, with a remote campus located in Meridian with an enrollment of around 700 students. Additionally, the university operates several remote agricultural experiment stations and has an Extension office located in each of the eighty-two Mississippi counties.

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

1. INVITATION TO SUBMIT PROPOSAL ON RFP

Mississippi State University seeks an academic integrity detection software solution and integrates with the learning management system, Canvas by Instructure that will detect originality in submitted work. The university desires to offer this service within all courses using Canvas. This solution should support a wide variety of user devices desktop pcs, laptops, tablets and smartphones. Additionally, it should be tested and supported in multiple internet browsers. MSU prefers a cloud-based solution but will consider hybrid and on-prem solutions. In their responses, vendors must describe the system architecture of their proposed solution.

2. SCOPE OF SERVICES REQUIRED

a) Technical Requirements

- a. Platform/System – should support a minimum of:
 - i. LTI integrates with Canvas by Instructure LMS. Canvas SpeedGrader integration.
 - ii. The system should include similarity reports, grammar, spelling, style, mechanics, and usage.
 - iii. Must be capable of similarity detection of student work submissions.
 - iv. Must be able to check submissions against repository of university papers.
 - v. Source database must include web sources, research journals, electronic encyclopedias, textbooks, education and reference materials, published sources and student papers.
 - vi. Source databases must be continuously updated with content with an independent web crawler.
 - vii. Must provide reporting options such as restricting specific databases, exclusion of references and quoted materials and different reporting formats.
 - viii. System reporting capabilities should include:
 1. Usage statistics available on an institution-wide basis, and a per-instructor basis
 2. Number of classes
 3. Number of assignments
 4. Number of peer reviews
 5. Number of graded assignments
 6. Similarity percentages
 7. Data can be exported to Microsoft Excel
 - ix. Must provide at no additional cost the ability for MSU to retrieve all documents submitted by students to vendor.

- x. The software must:
 - Provide applicable certifications such as SOC2 documentation.
 - The system must be secure and meet all local, state and federal data security standards.
 - Provide product interfaces that are compliant with WCAG 2.0 AA.
 - Provide a completed Higher Education Cloud Vendor Assessment Tool (HECVAT) (lite version available at: <https://www.ren-isac.net/public-resources/hecvat.html>).
- xi. Provide for single-sign-on and duo authentication.
 - i. Support peer review
 - ii. Must provide ability to permanently remove all documents submitted by a student from vendor infrastructure upon request.
 - iii. Must except submissions of text via multiple file types. This will be the primary submission method of content that needs to be evaluated. The Vendor should also accept the following media formats: .RTF, .DOC, .DOCX, .DOT, .DOTX, .TXT, .HTM, .PDF, .XML, .XLSX, .XLS, and .CSV., .PPT, .PPTX, .ODT, .ODP, .ODS. The Vendor should indicate in their response the plagiarism services that are supported.
 - iv. The system must have the ability to capture the content of the files within the native application in which the content was produced.
- xii. Must be cloud based.
- xiii. Must be compatible with commonly used browsers including Firefox, Internet Explorer, Edge, Chrome, and Safari.
- xiv. Must support multiple languages including but not limited to: English, German, Spanish, French, Italian, Dutch, Russian, Turkish, Mandarin Chinese, Japanese, and Arabic.
- xv. Must be able to import student papers from the current MSU Turnitin database. File will be provided to the vendor of exported papers.
- xvi. MSU will require access to the platform and all data 24 hours a day, 7 days a week for staff, students, and faculty.
- xvii. Originality checking for the possibility of contract cheating is desired.
- xviii. Ability to identify code plagiarism in assignments is desired.
- xix. The option for student self-checking within Canvas without assignment submission is desired.
- xx. Ability to identify code plagiarism in assignments is desired.
- xxi. Should include AI detection on all submitted works.

b) **Workflow**

- University suggest that the vendor comply with the following:
 - Text/Document is uploaded to Canvas LMS
 - Vendor automatically evaluates submission.
 - Vendor provides a detailed analysis and report of similarity.
- Desired average turnaround for reports is 60 minutes or under
- Describe the workflow and report average turnaround time for your solution.

c) **Maintenance and Support**

- **Support** - Vendor must provide support via email and telephone. The vendor will describe the expected timeline. Include Service Level Agreement in regard to low, medium and high-level problems and issues.
- **Updates and Development** - Vendor must describe the process for and frequency of system upgrades. What process is used for notifications on updates? Does vendor maintain a list of known issues? What is the product roadmap?
- **Training** - Vendor will provide training for administrators and support personnel. Describe training available. Additionally, it is desired that the vendor will provide one day on site training for instructors.
- **Privacy, Security and Copyright - Data** transmitted during plagiarism detection should not be made available to third parties and is considered confidential. A content security and privacy policy should be included in this proposal.

3. 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 24-18”

4. ADMINISTRATIVE INFORMATION

a) **Issuing Office**

This RFP is issued by the following office:

Office of Procurement and Contracts
Mississippi State University

245 Barr Avenue, 610 McArthur Hall
Mississippi State, MS 39762

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	February 8, 2024
Questions from Vendors Due	February 20, 2024
MSU Q&A Response Due	February 27, 2024
Proposal Submission Deadline – 2:00 p.m.	March 5, 2024
Award Date (Estimated)	April 15, 2024
Contract Effective Date (Estimated)	July 1, 2024

5. PROPOSAL CONTENTS

- a. This is a two-step RFP process. The technical proposals and the cost proposals are to be submitted in separate sealed envelopes. 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.

- b. At a minimum, the following items should be included in the contents of the Technical Proposal:
 - i. 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.)
 - ii. Corporate Structure and Credentials
 - 1. Number of years of experience
 - 2. Staffing levels and support proposed.
 - 3. Examples of similar previous work.
 - iii. Operations and Ability to Perform
 - 1. 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.

2. Describe how services will be provided to MSU.
- c. At a minimum, the following items should be included in the contents of the Cost Proposal:
- i. Fees for initial purchase of academic integrity detection software solution (including all preparation, installation, rollout, training and first year maintenance and support)
 - ii. Annual license and maintenance support/fees for subsequent years after the first year
 - iii. Cost for integration with Canvas

6. 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 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 with higher education institutions of comparable size and complexity to MSU
- 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 – 35 pts
- Operation Plan/Ease of Use/Services Offered – 30 pts
- Seamless Integration with Canvas – 10 pts
- Fees – 25 pts.

7. PROPOSAL SUBMISSION

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 5, 2024**. It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement and Contracts office on-time. The proposal package should be delivered or sent by mail to:

**Office of Procurement and Contracts
Mississippi State University
610 McArthur Hall
245 Barr Avenue
Mississippi State, MS 39762**

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 should be in blue ink.

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 other electronic means will not be accepted.

8. 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 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 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. Banner integration not required.

9. 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.

10. TERM OF CONTRACT

It is MSU's intention to enter into a three (3) year contract beginning July 1, 2024, payable in three annual payments.

MSU reserves the right to terminate this agreement with thirty (30) days-notice, by the Director of Procurement and Contracts 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.

11. ACCEPTANCE TIME

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

12. 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.

13. 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.

14. 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.

15. 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 http://www.procurement.msstate.edu/pdf/standard_rfp_contract.pdf. 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 <http://www.procurement.msstate.edu/contracts/standardaddendum.pdf>) 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 package containing the proposals from each responding firm will be opened publicly and the name of each respondent will be announced.
- 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 signature and return this page with your proposal:

Name of Firm: _____

Complete Address: _____

Telephone Number: _____

E-mail Address: _____

Authorized Signature: _____

Printed Name: _____

Title: _____