

RFP 25-47

Questions and Answers

May 15, 2025

Q1. Specifically, should we use the format I outlined or provide 2 different RFP responses?

A1. Please submit your proposal as originally outlined. The RFP states: "In addition to responding directly to the requests in this RFP, vendors are encouraged to propose alternatives that they believe are in the best interests of both parties."

Please keep in mind that the total cost of the project cannot exceed \$249,999. This amount is not a reflection of the available budget, but rather a procurement threshold for IT purchases. Any IT acquisition exceeding \$249,999 requires additional approvals and is subject to different procurement regulations.

Q2. "Self-Service Tools: Users must be able to create ad hoc reports, dashboards, and visualizations without relying on IT". This can be accomplished with iseek Analytics. Ideally we would know up front what specific fields and views you plan to manipulate to set it up properly. Recent Veterinary implementations with Analytics have spent planning time during the implementation to achieve this end. Is this information available?

A2. It is not available at this time.

Q3. Does MSU plan to post the text files of audio transcripts? Or do you expect the software to convert audio to text?

A3. All lectures are recorded and stored on Mediasite. Currently, Mediasite does not provide transcription or audio transcripts. Please submit a proposal that outlines the pricing for converting the audio to text, as well as the pricing if transcript text files are provided.

Q4. How many individuals will be utilizing the tool? In other words, understanding each login will be aligned with SSO credentials, how many SSO profiles should have access to this?

A4. I think this tool would initially only be used by a relatively small number of faculty, admin staff and administrators. I'm thinking 15 max. and that is likely much more than the 2-3 who would use it regularly. We could have all requests come through a central office to minimize needing so many users.

Q5. Is it meant for faculty, students or both?

A5. Faculty

Q6. When you say the total cost cannot exceed 249,999- do you mean during the first 2 years and is it per year? We would consider doing a pilot phase where we prove out the project prior to it going into production.

A6. The total cost of the project, calculated over all six years, must not exceed \$249,999. This amount does not reflect the available budget, but rather represents the procurement threshold for IT purchases. Projects exceeding this amount require additional approvals and are subject to different procurement regulations.

Q7. Will you accept non-COTS solutions?

A7. Commercially available products are the preferred solution and will be a key factor in evaluating proposals under the “Operational Plan/Ease of Use/Services Offered” criterion. While non-COTS (Commercial Off-The-Shelf) proposals will be accepted, they are unlikely to score as highly as commercially available alternatives.