



REQUEST FOR INFORMATION

Scholarship Award Management System

Request for Information Issued: September 9, 2022

Deadline for Submittal of Informational proposals: September  
23, 2022, at 5:00pm

## I. INSTRUCTIONS

LaunchNW is seeking informational proposals from qualified Firms for scholarship award management software. LaunchNW is considering a platform that can be built upon internally and one that is designed and managed by an outside firm.

Interested Firms are invited to submit one original signed proposal and one (1) separate digital copy in PDF format. The submission shall be made in the format provided and the complete informational proposal, together with any and all additional materials, shall be received via email or in person by **September 23, 2022, at 5:00 p.m.** to the following address: 421 W Riverside Ave., Ste. 606, Spokane, WA 99201 or [jljenberger@innovia.org](mailto:jljenberger@innovia.org).

This Request for Information (RFI) does not commit LaunchNW to award a contract or pay any costs incurred in the preparation of an informational proposal responsive to this request. LaunchNW reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFI. LaunchNW further reserves the right to accept the proposal that it considers to be in the best interest of LaunchNW.

All requirements must be addressed in your submission. Incomplete informational proposals will not be considered. All informational proposals, whether selected or rejected, shall become the property of LaunchNW. Firms are responsible for checking the website periodically for any updates or revisions to the RFI.

Requests for Information

Questions related to this RFI should be submitted in writing to Jeff Lenberger ([jljenberger@innovia.org](mailto:jljenberger@innovia.org)) no later than **September 16, 2022, at 5:00 p.m.**

## II. BACKGROUND

LaunchNW, incubated by and born out of the strategic framework of Innovia Foundation, is a community and economic vitality initiative which spans 20 counties in Eastern Washington and North Idaho, impacting 102 school districts, nearly 150,000 students and over one million residents. A supported promise scholarship serves as an incentive and change agent to transform the trajectory of our communities. LaunchNW coordinates holistic, wraparound services and supports to break down the barriers to high school completion and post-high school career pursuit.

## III. SCOPE OF WORK

LaunchNW is seeking a software solution that allows it to manage the awarding of scholarships and dispersing funds to colleges that students attend. LaunchNW will consider a solution that allows it to design (based on an existing platform) and manage by its own personnel as well as a solution that is built and managed by an outside firm. The system should interface with LaunchNW, School Districts and Higher Education Institutions. We will consider the merits of both approaches and will determine which is the best approach for LaunchNW. Solutions shall be FERPA compliant. We seek to have a management system that is tested and ready for the September of 2023.

Service provider must develop an automated platform that will translate the policies reached by launch Northwest to gather data and calculate awards. The provider must also be able to export data from

scholarship management system, compare to prior year's data, perform quality control measures to understand and explain annual changes and update relevant high school and higher education data (enrollment, graduation, matriculation, higher education attendance by institution and income level, persistence). In addition, must be able to update model logic as required by any data structure changes, and must be able to revise any model logic consistent with changes in local policy. Service provider must have demonstrated experience working directly with both school districts and IHEs to gather enrollment and scholarship award data as needed to supplement data exported from management system. Provider must be able to support and advise local leaders, upon request, in their efforts to update scholarship policies and processes.

## IV. Contents of the Submittal

### **A. Submittal Letter**

Include the RFI's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding email address. The letter shall state that the proposal shall be valid for a 30-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with LaunchNW shall sign the cover letter.

### **B. Description of Organization**

This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of LaunchNW.

### **C. Organizational Structure**

This section should include a description of your organization's structure. Supply the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

### **D. References and Description of Experience**

This section should identify similar projects that the firm has completed as outlined in the RFI. Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable LaunchNW to benefit from that expertise.

### **E. Project Overview**

This section should clearly convey the consultant's understanding of the nature of the work related to scholarship award management and the general approach the consultant will use to complete the project. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach.

### **F. Detailed Work Plan**

This section should include a full description of each step your firm would take in completing the project. The work description should be in sufficient detail to show a clear understanding of the work and the proposed approach. This section should also include a description of the format, content and

level of detail that can be expected for each deliverable. A schedule showing the important milestones should also be included.

### **G. Cost Proposal**

This section must provide a full description of the expected expenditures for the work described in this RFI. The cost proposal must include all consultant fees, preparation of deliverables, travel expenses, printing, etc.

## **V. SELECTION CRITERIA**

Consulting firms submitting information are advised that all submissions will be evaluated to determine the firm deemed most qualified to meet the needs of LaunchNW. The selection criteria will include, but not be limited to, the items listed below:

- A. Demonstrated understanding and responsiveness to the RFI.
- B. Informational submitted and experience of firm and personnel named in the submission.
- C. Experience in providing solutions similar to the work described in the RFI.
- E. Project understanding and approach including an understanding of LaunchNW.
- F. Satisfaction of previous clients. Provide three (3) references that can speak directly to the work being proposed in this RFI.
- G. Oral interview.
- H. Completeness and quality of the proposal.
- I. Cost proposal.

## **VI. PROCESS FOR SELECTING FIRM**

A Selection Advisory Committee will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

The Selection Advisory Committee may choose to interview any, all or none of the respondents as may be in the best interest of LaunchNW. If interviews are held, the chairpersons will notify those companies selected as to the place, date and time. LaunchNW will make investigations as necessary regarding the financial stability of any or all respondents and may require review by LaunchNW's legal counsel. The names of all firms submitting informational proposals and the names, if any, selected for interview shall be public information. Firms that have not been selected shall be notified in writing after the conclusion of the selection process.

### **Schedule for Submission & Evaluation Process**

RFI distributed to vendors	September 9, 2022
Deadline for RFI questions	September 16, 2022
Deadline for RFI response to questions	September 20, 2022

Informational proposals due	September 23, 2022
Evaluation committee review	September 29, 2022
Negotiate contract/provider signed contract	October 6, 2022
Contract fully executed	October 13, 2022
Anticipated earliest begin date	To be determined

Late proposals will not be considered.

## VII. Award

### **Evaluation of Informational proposals**

Submittals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this RFI, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution and LaunchNW experience with the vendor.

The order of the criteria listed is of no consequence. The weight to which each criterion is considered at the sole discretion of LaunchNW will be based on the following: Cost, Security, Sustainability, Purchasing Power and Technology.

### **Award of Contract**

The award of the Contract will be made to the responsive organization whose submittal conforms, as specified in this document, and that is most advantageous to LaunchNW price and other factors being considered. LaunchNW reserves the right to reject any and all submittals or part thereof and waive any irregularities.

### **Timeline to Start Work**

Start time to begin the work shall be determined after LaunchNW Approval.