



**REQUEST FOR PROPOSAL (RFP)**

**ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.**

<b>PROPOSAL NO.:</b> RFP-0304 <b>Issue Date:</b> November 17, 2023 <b>Procurement Officer:</b> Tonya Peters <b>Email:</b> <a href="mailto:Tonya.peters@kctcs.edu">Tonya.peters@kctcs.edu</a> <b>Schedule Name:</b> LEARNING MANAGEMENT SYSTEM (Price Contract)	<b>RETURN ORIGINAL COPY OF PROPOSAL TO:</b> <b>KCTCS/ PROCUREMENT TO PAYMENT DEPT</b> <b>ATTN: RFP-0304</b> <b>300 North Main St., Versailles, KY 40383</b> <b>See Section 6 for Submission Options</b>
<b>IMPORTANT: PROPOSALS MUST BE RECEIVED BY <span style="background-color: yellow;">JANUARY 3, 2024</span>, @ 4:00 PM EDT (Per Section 6)</b>	

1. It is the intention of the Request for Proposal (RFP) to enter competitive negotiation as authorized by KRS 45A.085.
2. Proposals for competitive negotiation shall not be subject to public inspection until negotiations between the purchasing agency and all Offerors have been concluded and a contract awarded to the responsible Offeror submitting the proposal determined in writing to be the most advantageous to the KCTCS, price and the evaluation factors set forth in the advertisement and solicitations for proposals considered.
3. An award of contract may be made upon the basis of the initial written proposals received without written or oral discussions.
4. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
5. The KCTCS reserves the right to request proposal amendments or modifications after the proposal receiving date.
6. The contents of the successful proposal shall become part of any contract awarded.

**SOLICITATIONS MAY ALSO BE VIEWED AT OUR WEBSITE:** <https://systemoffice.kctcs.edu/suppliers/opportunities-to-bid.aspx>

**All solicitations and contracts are subject to General Terms and Conditions of KCTCS. You may download/print a copy of these from our website [Procurement to Payment Services](#).**

**SIGNATURE REQUIRED:** This proposal cannot be considered valid unless signed and dated by an authorized agent of the Offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Authorized Signature** **Date**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Typed or Printed Name**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Email Address**

NOTICE

1. Any agreement or collusion among offerors or prospective offerors which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
2. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association which violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars nor more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
2. That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal;
4. That the offeror is legally entitled to enter into contracts with the Kentucky Community & Technical College System and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
5. That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS45A.110(2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

OFFEROR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The offeror by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the KCTCS by the successful offeror prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The offeror, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b), that prohibits the maintaining of segregated facilities.

## 1. **KCTCS OVERVIEW**

The Kentucky Community and Technical College System, the largest institution of higher education in the Commonwealth, is composed of 16 comprehensive two-year colleges with more than 70 campuses throughout the state that serve approximately 80,000 students and nearly 5,000 businesses each year in credit programs leading to certificate, diploma, and associate degrees, pre-baccalaureate education for transfer to four-year institutions, and non-credit programs, customized business and industry training, professional continuing education, and personal enrichment opportunities. For more information on each specific college and physical location, consult our website at <https://kctcs.edu/our-colleges/index.aspx>.

Key areas of emphasis include increased access to postsecondary education and educational attainment, community and economic development, workforce education and training, adult education and literacy, agriculture and rural development, nursing and allied health professions, emerging technologies and high-growth, high-wage occupations, online education, global partnerships and international education, firefighter and emergency medical professionals, and homeland security education and training. For more information consult our website at [www.kctcs.edu](http://www.kctcs.edu)

## 2. **STATEMENT OF INTENT AND PURPOSE**

The Kentucky Community and Technical College System's (KCTCS) Office of Procurement to Payment Services issues this Request for Proposal to solicit proposals from qualified, experienced, financially sound, and responsible firms to establish a contract through competitive negotiations for Learning Management System (LMS) services.

KCTCS requires the Offeror to provide, at a minimum, the following services and capabilities in the proposed solution:

- **Required Services & Capabilities**

Solution Details

Enterprise level solution and scalability

- LMS selected must be able to accommodate a minimum of 250,000 active accounts and 20,000 active courses.
- Must be able to accommodate 10,000 users enrolled in a single course.
- Must include an Application Programming Interface (API) that allows automated class creation, enrollments, and withdrawals.
- LMS selected must auto-scale to adjust its resources to balance different loads and demands.

Security

- Must meet or exceed industry data security standards, as assessed by SOC Type 2 assessments. (In response, affirm understanding compliance with the data security requirements and provide the following:
  - A Higher Education Cloud Vendor Assessment Tool (HECVAT) spreadsheet completed by the vendor. 2.5.1
  - A completed SOC 2 Type 2 report. This is an internal controls report capturing how a company safeguards customer data and how well those controls are operating. These reports are issued by independent third-party auditors covering the principles of Security, Availability, Confidentiality, and Privacy
  - Address the ability to provide the same levels and types of security through multiple data access methods (e.g., Web, mobile devices, or network).

Both the HECVAT and SOC 2 Type 2 report must be completed by the appropriate experts in this area.

- Must provide campus users access to the solution through seamless integrations with campus specific authentication applications such as: Azure AD & LDAPS
- Secure connections (SSL) required for web and mobile device app access to the LMS.

- If selected the Offeror will have access to KCTCS Education records as defined under the Family Educational Rights and Privacy Act (FERPA). The Offeror acknowledges that for the purposes of the subsequent agreement, it will be designated as a “school official” with “legitimate educational interests” in KCTCS Education records, as those terms have been defined under FERPA and its implementing regulations, and the selected offeror agrees to abide by the limitations and requirements imposed on school officials. The Selected Offeror will use the Education records only for the purpose of fulfilling its duties under the resultant agreement for KCTCS and its End User’s benefit and will not share such data with or disclose it to any third party except as provided for in the agreement, required by law, or authorized in writing by KCTCS. (In response, affirm understanding and compliance with FERPA requirements.)

#### Infrastructure

- Solution should be delivered as a cloud-based SaaS, hosted by the selected supplier or third party designate of the supplier and delivered via the internet with all data hosted in US-based datacenters.
- Offeror’s hosting service should provide the ability for flexible storage (i.e., storage that can be increased and/or decreased) on demand without requiring any downtime.
- The solution MUST be capable of automated bulk load import and export of data from and to the solution.
- Must have procedures for backup and disaster recovery.

#### Features

- Design and Layout
  - Course sites should be customizable (e.g., layout, banner).
  - Institutions should have access to prevent changes to course templates.
  - The LMS should support and review ADA compliance within a course design and layout.
- Content Authoring and Organization
  - Multiple file uploads and drag and drop capabilities.
  - Support of multimedia files (text, audio, video, etc.)
  - Support for multiple languages.
  - Offeror’s solution must have functionality to configure course templates that is adjustable at course, program, and institution levels and support custom design specifications.
  - Ability to create content modules to allow multiple levels of organization.
  - Ability to copy content between courses.
- Content Management
  - The LMS should auto-generate content items from multiple file uploads. (i.e., If an instructor uploads a folder (or set of folders), the system should autogenerate an individual content item for each item in the folder.
  - Instructor should be able to control item availability based on date/time.
  - LMS should have adaptive release options.
  - LMS should allow an instructor to bulk delete items or recycle a course.
  - Course materials and media should be stored in secure, persistent repositories for use in multiple courses and terms.
  - LMS should have the ability to upload course cartridges.
  - Instructor should be able to change a date once and have it updated in all instances.
- Course Import/Export Options
  - Ability for instructors to import/export/copy content between courses.
  - Ability to migrate content from Blackboard Ultra to your LMS.

- Communication – The LMS should allow for the following communications to students:
  - Announcements
  - Email
  - Attachments
  - Notifications
- Assignment Creation, Submission, and Grading
  - Secure online assignment submissions
  - Confirmation receipt for student submissions
  - Bulk download of student assignment submissions
  - Create a gradebook column when an assignment is created.
  - Inline grading/annotation feedback directly onto assignments
  - Feedback to students should include written, verbal, video etc.
  - Control assignment availability/due date
  - Flexibility to accept late submissions.
  - Ability to create group assignments.
- Plagiarism Detection Tool
  - The LMS should provide a plagiarism detection tool or should allow for integration with an external service.
  - The LMS should provide an AI detection tool or should allow for integration with an external service.
- Users and Groups
  - Instructor should have the ability to add and remove users from course.
  - Instructor should have the ability to assign permissions to specific users in the course.
  - Ability to create groups via:
    - Self-enrollment
    - Random enrollment
    - Manual enrollment
  - Group discussions, blogs, and other tools
  - Batch management tool to update common settings across all course content, such as content visibility and due dates.
- Student Portfolios
  - The LMS should have a built-in portfolio solution.
- Discussion Tools
  - Moderation tools
  - Grading options
  - Ability to post anonymously.
  - Collect all posts
  - Hide all threads until user's first post
  - Group discussions
- Testing and Assessment Tools
  - Time limited/Auto submit options.
  - Testing print options
  - Ability to set exceptions for tests (e.g., allow extra time for a student with accommodations)
  - Pools and randomization capabilities
  - Ability to grade by question (e.g., Grade all question #1 answers for every student before moving on to grade question #2, etc.)
  - Test re-grading option
  - Ability to add images/AV to test questions and answers.
  - Integration of equation editor for questions, student answers, and feedback
  - Ability to create question sets/random blocks.
  - Create questions with multiple parts.
  - Multiple feedback display options

- Anonymous Surveys
- Test import/export options
- Item analysis options for tests
- Develop rubrics (points, percentages, ranges, etc.)
- Gradebook
  - Store grades from assignments not generated within the system (e.g., paper hand-in)
  - Control how/when grades are released to students
  - Ability to drop grades
  - Ability to assign extra credit
  - Calculate totals based on percentage and/or points
  - Customized grading schemas
  - Contact students directly from gradebook link
  - Export/Import from Excel
  - Ability to create calculated columns
  - Ability to create custom gradebook views
  - Ability to create a custom grade scale for letter grades
  - Provide gradebook history that records all gradebook changes
  - Assign rubrics
- Calendar
  - Offeror's solution should have the ability to manage an integrated calendar based on criteria set by users at the department/program, and course/faculty levels. This calendar should have the ability to display items/events from multiple courses the student is enrolled in.
  - Solution should have the ability to integrate with the Office 365 Calendar (including .ical support).
- Learning Analytics
  - Solution should have integrated learning analytics.
- Self and Peer Assessment
  - Solution should have self and peer assessment capability.
- Course Reporting
  - History of login to LMS
  - History of login to course
  - History of activities performed by users.
  - View breakdown of time spent on page/section/activity for each student.
  - Course objectives and outcomes reporting.
- Video Integration – the LMS should allow for the following:
  - Ability to view videos (e.g., Stream, YouTube, etc.) within the LMS course. Examples might include Films on Demand, Alexander Street and Kanopy.
- Browser Support
  - System must support modern browsers, including but not limited to: Firefox, Edge, Chrome, Safari as well as mobile browsers.
  - Offeror's solution must have the ability to access course content on mobile devices (i.e. phones & tablets), and the website has a mobile responsive design (i.e. changes to fit the size of the device) that directly mirrors the non-mobile experience.
- Device Support
  - The LMS should be compatible with and allow integration and support for common client device types and associated operating systems (e.g., Apple, Chromebook, Microsoft)
- Mobile Access
  - A mobile device app for all common devices.
  - Functionality in the mobile app experience that is easy for the student and has similar features as the desktop experience.
- Third Party Integrations
  - The solution must have the ability to support LTI integration for 3rd party vendors.

- Training and Client Support
  - Support/training resources available to instructors and students. (e.g., documentation, communities of practice, training videos, etc.)
  - Support/training resources for technical staff.
- System Administration Tools
  - The Offeror must provide access to system, SIS, authentication, course, and user logs for troubleshooting.
  - Offeror must provide read-level access to a near real-time mirror of the production database.
  - The vendor should provide consolidated system-wide application data including but not limited to application features, alerts, analytics and system usage back to KCTCS DSS team at a regular interval in a secure process with detailed documentation.
  - The ability to extract information from the LMS database through automated processes.
  - The ability to manage users and courses by hierarchies or nodes.
  - The ability for LMS System Admins to impersonate users for troubleshooting.
  - Integration with other systems using industry standards such as LTI, Common Cartridge, and Caliper.
  - The offeror's solution MUST have the ability to integrate directly with Student Information Systems (i.e. PeopleSoft.). The offeror's solution should have the ability to use an existing solution integration with the PeopleSoft Student Information System. The solution must allow automated, transactional, and scheduled synchronizations for user accounts, course section creation, updates, and deletions, along with student/faculty enrollment adds and drops.
  - Automated grade transfer to our SIS PeopleSoft.
    - Offeror's solution should have the ability to backup/restore courses manually (i.e., independent of scheduled backups or archives) and the ability for archives to be restored in the learning environment with, or without, student submissions.
    - Offeror's solution should have the ability to mass archive courses and users' data based on term. The solution should archive email and/or communication between users associated with a course as part of the archived course data.
    - REST API access for custom application integrations.
  - A community platform open to LMS administrators, faculty, and staff that the vendor manages to allow engagement with other institutions.
- Accessibility
  - The LMS should comply with the Americans with Disabilities Act of 1990, amended Section 508 of the Rehabilitation Act of 1973, and the Web Content Accessibility Guidelines (WCAG) 2.0.
  - Provide access to the Voluntary Product Accessibility Template (VPAT) regarding the LMS.

#### Pricing

Provide an estimate of the cost of your platform/solution including implementation, one-time costs, and any travel related estimates.

Also, please include any other additional information you may wish to provide that is relative to providing the services as described in this RFP.

### **3. ADDITIONAL RELATED PRODUCTS OR SERVICES**

KCTCS reserves the right to add additional related services based on the original offer. Upon mutual consent of KCTCS and the Offeror on pricing, performance, etc., said additional services may be added to the contract.

### **4. EXTENSION TO OTHER INSTITUTIONS**

The offeror should be willing to extend the provision of services, under the resulting contract to any other public institution of higher education of the Commonwealth of Kentucky. Such extension will be under terms and conditions substantially the same as those in the resulting contract except that pricing will be negotiated based on then current rates for the specific level of services required.

**5. EVENTS BEYOND CONTROL**

Anything herein to the contrary notwithstanding, KCTCS shall not be liable or responsible for any failure to furnish the services set forth in this RFP and the contract, occasioned by strike or other work stoppage, federal, state or local government action, breakdown or failure of apparatus, equipment or machinery employed in supplying services, any temporary stoppage for the repair, improvement, or enlargement thereof, or any act or condition beyond its reasonable control.

**6. SUBMISSION OF OFFER**

Listed below are key action items related to this Request for Proposal. The Schedule of Events in Section 7 identifies the dates and time for these key action items. This portion of the RFP provides instructions regarding the process for reviewing the RFP, preparing a response to the RFP, and submitting a response to the RFP.

**A. Request for Proposal Released**

The release of this Request for Proposal is formally communicated through the posting of this Request for Proposal on the following websites:

<https://systemoffice.kctcs.edu/suppliers/opportunities-to-bid.aspx>

<https://bidlocker.us/a/kctcs/BidLocker>

**B. Request for Proposal Review**

The Request for Proposal consists of the following:

1. This document, and
2. Any and all documents provided by KCTCS as attachments to the RFP or links contained within the RFP or its attached documents.

Please carefully review all information contained in the RFP, including all documents available as attachments or available through links. Any difficulty accessing the Request for Proposal or opening provided links or documents should be reported immediately to:

1. The Issuing Officer (See section 22) and
2. **Bid Locker** at [info@equityhub.us](mailto:info@equityhub.us).

**C. Submitting a Response**

There are two (2 ways) to submit your RFP response. **(CHOOSE ONLY ONE OPTION)**

**Option 1 (Electronic): Upload RFP packet to Bid Locker.**

Suppliers can complete this RFP document and upload it, along with any other pertinent documents, to Bid Locker through a web browser. Click on the following link and then click on the Request for Proposal #RFP-0304.

**No exceptions will be made for delayed submissions including technology issues.**

<https://bidlocker.us/a/kctcs/BidLocker>

- One original file copy of proposal with all signatures and required pages included.
- **NOTE: Do not embed links to documents inside of electronically submitted proposals. All documents must be included in full with proposal submitted. Do not send files via drop box or shared links for downloading.**

**Option 2: Mail or drop off a completed RFP packet.**

Suppliers must supply the following number of copies of their RFP submission:

- 1 hard copy with original signature; and
- 1 External (flash) drive - must match the completed hard copy documents.

Do not bind paper together with an adhesive or mechanism such as a wire, staple, comb, ring, or strip.

Sealed solicitations can be dropped off at the front desk **Mondays through Thursdays** from 8:00 AM – 4:30 PM EST or mailed directly to the Procurement to Payment department at the address below. **KCTCS offices will be closed December 18, 2023, through January 1, 2024. No in-person RFP drop-offs can be accepted during closing.**

**No exceptions will be made for delayed delivery including traffic delays.**



Kentucky Community and Technical College System

Attn: RFP-0304

300 North Main Street, Versailles, Kentucky 40383

All RFPs will be time stamped by the KCTCS Procurement to Payment department upon receipt. RFPs received after the due date and time will not be evaluated. RFPs that are faxed or emailed will be rejected.

Any proposal received after 4:00 pm EST will not be considered for an award of a contract. In accordance with KRS 45A.085, there will be no public opening. However, after the contract award, the solicitation file will become a public record. No pre-proposal conference is planned.

## 7. **SCHEDULE OF EVENTS**

Issue Date for RFP	November 17, 2023
Deadline for Written Questions (see section 22)	December 1, 2023, @ 4:00pm EDT
RFP Proposal Due Date	January 3, 2024, @ 4:00pm EDT
Offeror Presentations	*To be Scheduled as needed

If an oral interview session is scheduled, it will be held via Microsoft Team invitation from KCTCS. All costs associated with the Offeror's required oral presentation will be solely the responsibility of the respective Offeror. Promises and commitments made by Offerors during oral presentations and demonstrations will be considered a part of the Offeror's proposal. Virtual oral presentations will be recorded for reference by KCTCS.

## 8. **OFFEROR QUALIFICATIONS**

KCTCS will consider proposals from qualified offerors who are capable of meeting the terms and conditions stated herein and with demonstrated experience in payment processing and eCommerce solutions. The Offeror must be ordinarily engaged in the business of providing these services and have sufficient experience, financial and human resources to provide the services specified in this proposal.

The Offeror may be required to submit sufficient financial information, such as audited financial statements and Dunn & Bradstreet ratings, to allow KCTCS to evaluate the Offeror's ability to meet the responsibilities of the contract.

The Offeror must submit with the proposal, references of other successful programs similar in nature to this request and offered at other organizations. Proposal should include no less than three (3) client references which may be contacted by KCTCS. At least one of those references should be an institute of Higher Education, preferably a community college or equivalent. Each reference provided should include contact information as well as information that will assist the RFP evaluators in determining the relative value of that reference being comparable to our organization. KCTCS reserves the right to request additional information, which will aid in the further evaluation of any Offeror's fitness to provide a successful or comprehensive program and experience.

## 9. **GENERAL**

The resulting contract between KCTCS and the Offeror shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, and (2) the Offeror's proposal submitted in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. In the event that an issue is addressed in one document that is not addressed in the other document, no conflict in language shall be deemed to occur. However, KCTCS reserves the right to clarify any contractual relationship in writing with the concurrence of the Offeror, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern. KCTCS reserves the right to award one or multiple contracts from this RFP, at the sole discretion of KCTCS.

The successful offeror will invoice for services on a monthly basis. The schedule is for the convenience of the offeror and represents the lump sum payments for their fee for services rendered. Payment will be made within thirty (30) days upon receipt of a proper, correct invoice and documentation of completion of work.

**10. MULTIPLE PROPOSAL SUBMISSIONS**

Unless otherwise specified, Offerors are to only submit one version of their response based on the criteria outlined within this RFP. Not complying with this requirement will result in rejection of all Offeror submissions.

KCTCS reserves the right to audit the offeror relative to its ability to perform the required services.

**11. RIGHT TO REQUEST ADDITIONAL INFORMATION**

Prior to an award, KCTCS must be assured that the selected Supplier has all of the resources to successfully perform under the contract. This may include, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of KCTCS, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, KCTCS is unable to assure itself of the Supplier's ability to perform, if awarded, KCTCS has the option of requesting from the Supplier any information deemed necessary to determine the Supplier's responsibility.

**12. OFFEROR TERMS & CONDITIONS**

Proposals submitted that include any additional Offeror terms or conditions or contain terms and conditions in conflict with the Statutes of the Commonwealth of Kentucky will be rejected. Offerors should refrain from imposing conditions that would modify the terms and conditions of the solicitation or limit the bidder's liability to KCTCS on the contract awarded on the basis of such Invitation.

**13. CONTRACT CHANGES**

The contract, and any amendments thereto, awarded through this solicitation shall be managed by KCTCS and any modifications thereto must be mutually agreeable to both parties and executed in writing. Such modification or change of any provision in the resulting contract shall be made between the Offeror and KCTCS Procurement to Payment Services and incorporated as a written amendment to the KCTCS contract on KCTCS letterhead. Local modifications made between Offeror and individual KCTCS colleges shall not be construed as an amendment to the contract and shall not be considered binding.

**14. ENTIRE AGREEMENT**

The resulting contract will represent the entire agreement between the parties with respect to the subject matter thereof and will supersede all prior negotiations, representations or agreements, either written or oral, between the parties hereto relating to the subject matter hereof and shall be independent of and have no effect upon any other contracts. A record of formal contract negotiations between the contractual parties will be prepared by KCTCS and will become a permanent part of the contract file.

**15. PREPARATION OF PROPOSALS**

Offeror is expected to examine all specifications, terms, conditions, and instructions in this Request for Proposal. Failure to do so will be at the Offeror's risk.

Offeror will furnish the information required by this RFP. The Offeror will sign the RFP and print or type name, firm, address, and telephone number and date. Erasures or other changes must be initialed by the person signing the offer. An offer signed by an agent is to be accompanied by evidence of his or her authority unless such evidence has been previously furnished to the issuing office. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud, and that the signer is authorized to bind the principal offeror.

The proposal should be prepared simply and economically, providing a straightforward concise description of the Offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal should be bound in single volume where practical. All documentation submitted with the proposal should be bound in the single volume except as otherwise specified.

Any proposal containing terms and conditions not in conformity with Kentucky law may be rejected.

Offeror shall include with their presentation all accompanying documentation, forms, etc. in which the Offeror would propose KCTCS to complete, agree, or sign in the event a contract is awarded from this solicitation to the Offeror. This includes enrollment documentation, authentication forms, etc.

KCTCS reserves the right to reject any proposal based on this documentation, in the event it directly conflicts or is non-conforming with the laws of the Commonwealth of Kentucky and/or KCTCS Policies and Business Procedures.

## 16. **PROPOSAL INSTRUCTIONS**

Proposals must include all information requested. Failure to submit all information may result in a lower ranking of the proposal. Any proposals that are substantially incomplete or lack key information may be rejected.

**NOTE:** Please keep proposals to a maximum of 50 pages.

- A. Proposals must address each of the requirements noted in this document in the same order as listed to be considered responsive. Proposals should reference each identified requirement explaining how the proposer's solution meets the specified requirement.
- B. Narratives should provide a concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on clarity, brevity and completeness of response.
- C. Where practical, the proposal should be bound or contained in a single volume. All documentation submitted with the proposal should be contained in that single volume. Any USB drives must be clear of any viruses and contain a complete copy of the proposal documentation. If supplier is submitting proposal electronically, please follow electronic submission requirements.

**A complete proposal will consist of the following. Number the sections of your response to relate to these criteria:**

1. Overview and Philosophy – Provide a general overview of the Offeror's organization and experience as it relates to providing the requested software services and the facets contained therein. Include a narrative history of the organization and explain the added value that your organization provides and distinguishes it from all others.
2. Proposed Services – Describe in detail your strategic plan and strategies for assisting KCTCS with **LMS services**. Describe in your response any additional services you will provide that are included in the fee at no additional cost. Please provide examples/exhibits of reports that would be available. Explain any optional services that your company could provide that are not part of the base fee for mandatory services.
3. Evidence of Successful Performance and Implementation Schedule – Demonstrate competence through explaining the experience your firm has with providing this type of solution for higher educational institutions particularly within a system of colleges. Provide a detailed plan and schedule for the implementation of the software being offered. Discuss any innovative or proprietary mechanisms the Offeror may bring to bear on this project as well as any technology used to fulfill the services.
4. Staffing – Describe the staff involved in the management of the organization as well as staffing resources available to complete the requirements of the proposal. Include training opportunities for KCTCS personnel.

5. Qualifications – Provide detailed information including:
  - History
  - Ownership and principal officers
  - Financial status
  - Experience pertinent to this request
  - Office and locations that would provide direction services and a full description of other resources that will be utilized to fulfill the services in this offer
  - Major claims or lawsuits, if any, pending against the firm or its principals that may impact deliverables. Evidence of Errors and Omissions insurance of at least \$1 million in liability limit, provided by a carrier acceptable to KCTCS.
  - Detail any criminal investigation, indictment, prosecution or other proceeding that has ever been brought against your firm (provide attachment if necessary). Also, describe any civil litigation pending or concluded within the last three years against your firm that may impair the firm’s ability to provide the requested services (provide attachments if necessary).
  - Disclose any potential conflicts of interest with representing KCTCS in this matter, including any potential conflicts of interest of employees assigned to this project. KCTCS reserves the unqualified right to disqualify an entity or cancel any contract for any potential conflict of interest issues raised initially and/or during the life of any contract awarded.
6. References – Include no less than three (3) client references and their contact information which may be contacted by KCTCS.
7. Fees - Provide a schedule or other method of proposed charges for services listing fees for specific services, PeopleSoft integration charges, potential ad-on expenses, implementation charges, hardware and equipment charges, and overhead costs.

Financial statements of current balance sheets, statements of income and statement of changes in financial positions may be requested by KCTCS. Offeror should be prepared to provide documents upon request.

**NOTE: All documents must be included in the full proposal submitted. Required pages such as signature page (Page 1), business classification (section 49), and any associated addendum issued during the solicitation process will not be counted in the total page count of 50 pages requested.**

#### **17. COST OF PREPARING PROPOSAL**

Costs of developing the proposals are solely the responsibility of the Offeror. KCTCS will provide no reimbursement for such costs.

#### **18. ORAL PRESENTATIONS**

As part of the evaluation process, after a review of the written proposals, the Offerors who submit a proposal in response to this RFP may be selected and required to give an oral presentation. All costs associated with the Offeror’s required oral presentation will be solely the responsibility of the respective Offeror. Promises and commitments made by Offerors during oral presentations and demonstrations will be considered a part of the Offeror’s proposal.

***KCTCS reserves the right to reject any and all proposals, or any part thereof, or to accept any proposals or any part thereof, or to waive any informalities or defects in any proposal, as deemed to be in the best interest of KCTCS. KCTCS reserves the right to re-issue or change the RFP, and to obtain the services by any other measures.***

#### **19. ADDENDA & AMENDMENTS**

KCTCS reserves the right to request amendments or modifications after the specified receipt date if in the best interest of KCTCS. In the event it is necessary to revise any part of the Request for Proposal after initial mailing, the revision will be mailed to all who received the initial RFP or who have subsequently requested one. Receipt of an amendment to a solicitation by an Offeror must be acknowledged by signing and returning the amendment or by letter. Such acknowledgment must be received prior to the hour and date specified for receipt of offers.

Any "addenda" issued by KCTCS Procurement to Payment Services prior to the time for receiving proposals shall be covered in the proposal and in closing a contract they shall become a part thereof. Such "Addenda" shall be acknowledged in the proposal. No instructions or changes shall be binding unless documented by a proper and duly issued Addendum. Offerors must acknowledge receipt of any addenda either with proposal or by separate letter prior to the award of contract.

## **20. EXPLANATIONS**

Unless it is demonstrated that an adequate response cannot be developed with the data provided in this RFP, KCTCS will not provide additional data based on request from individual respondents. Proposals should be based on the data contained in this RFP. If KCTCS decides to distribute additional information, it will be distributed to all offerors in accordance with section 13.0 above.

Any explanation desired by an Offeror regarding the meaning or interpretation of the solicitation, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach Offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective Offeror concerning the solicitation will be furnished to all prospective Offerors as an amendment of the solicitation if such information is necessary to Offerors in submitting offers on the solicitation or if the lack of such information would be prejudicial to uninformed offerors. KCTCS reserves the right to require verification or clarification of data and information presented in the Offeror's proposal.

## **21. RESTRICTIONS OF COMMUNICATIONS IN REGARD TO THIS RFP**

From the issue date of this RFP until a contract award is made, Offerors are strictly forbidden to communicate about the subject of the RFP with any KCTCS administrator, faculty, staff, or member of KCTCS Leadership or Board of Regents. Offerors may communicate only with KCTCS Procurement Officials.

KCTCS reserves the right to reject the Proposal from any Offeror violating this provision.

## **22. QUESTIONS**

All questions should be submitted in writing to:

Tonya Peters, Procurement to Payment Manager  
[Tonya.peters@kctcs.edu](mailto:Tonya.peters@kctcs.edu)

Questions must be transmitted via email no later than **December 1, 2023 @ 4:00pm EST**. Questions pertaining to this RFP will not be accepted after this date and time.

**Proposals will not be accepted via fax or email.**

## **23. TERM OF CONTRACT**

The contract/contracts resulting from this RFP and the successful Offeror's Proposal shall have an initial term of twelve (12) months. It shall be renewable on an annual basis upon mutual written agreement between all parties. Annual renewal shall be contingent upon Kentucky Community & Technical College's satisfaction with the services performed and the overall performance of the Offeror. Length of initial term and renewal terms may be subject to change if in the best interest of KCTCS during the solicitation or renewal process.

## **24. EFFECTIVE DATE**

The effective date of the contract is to be effective upon the date of award, upon mutual agreement of the successful offeror and KCTCS.

**25. TERMINATION OF CONTRACT**

The contract resulting from this RFP shall be subject to the following termination provisions:

- for default
- non-performance
- for Offeror bankruptcy
- for unavailability of funds and/or appropriations
- mutual agreement
- otherwise as specifically provided by the contract
- upon 30 days written notice, at the sole discretion and convenience of KCTCS

**26. METHOD OF AWARD**

KCTCS may award a contract to the responsive and responsible Offeror whose proposal, conforming to this solicitation, will be the most advantageous to KCTCS based on the criteria as shown in the Evaluation of Proposal section. Final determination shall be the responsibility of KCTCS. Only those proposals received which reflect a comprehensive appreciation of the requested services to KCTCS and offer a realistic solution which will benefit KCTCS will be considered for award of a contract. An award of a contract shall be made by KCTCS to the Proposer who offers the best proposal and with whom negotiations result in a contract package of greatest benefit to KCTCS based upon evaluation methods contained herein.

**27. EVALUATION OF PROPOSALS**

Contract award will be made by the office of KCTCS Procurement to Payment Services after evaluation by the committee selected solely for this purpose. Please prepare your offer addressing each of the criteria listed in order of relative importance. Number the sections of your response to relate to these criteria. Proposals will be evaluated using a predetermined method to ascertain which proposer best meets the needs of KCTCS. The evaluation will be based on:

1. The proposal's quality and responsiveness in clearly stating an understanding of the work to be performed and how these services will meet KCTCS's desired results.
2. Qualifications of the Offeror's personnel responsible for this project and the time commitments offered concerning this initiative.
3. The program's approach for planning, design, execution, and evaluation of the projects
4. The Offeror's experience and expertise in similar organizational assessment work and with institutions of higher education similar in size and/or scope to KCTCS and its colleges.
5. The firm's size, structure and resources
6. Proven results and demonstrated responsiveness to client needs.
7. References
8. Fees for proposed services. (KCTCS/RFP Budget information is not available. Please propose the best value your firm has to offer.)

**28. REJECTION OF PROPOSALS**

KCTCS reserves the right to reject any and all proposals and to waive technicalities and minor irregularities in proposals for good cause.

Grounds for the rejection of a proposal include, but shall not be limited to:

- Failure of a proposal to conform to the essential requirements of the solicitation.
- A proposal imposing conditions which would modify the terms and conditions of the solicitation or limit the Offeror's liability to KCTCS on the contract awarded on the basis of such solicitation.
- Failure of the Offeror to sign the required documents.
- Any proposal determined by KCTCS to be unreasonable as to price.
- Proposals received that are determined to be from Offerors who are not qualified.

Technicalities or minor irregularities in an Offeror's proposal may be waived, when KCTCS determines that it will be in their best interest to do so, are mere matters of form not affecting the material substance of a proposal or some immaterial deviation from or variation in the precise requirements of this RFP and having no or a trivial or negligible effect on price, quality, quantity or delivery of supplies or performance of the services being procured, the correction or waiver of which will not affect the relative standing of, or be otherwise prejudicial to other Offerors. KCTCS may either give an Offeror an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its proposal, or waive such deficiency where it is advantageous to KCTCS to do so.

**29. NONCONTIGENT FEES**

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure the resulting contract, except bona fide employees of the Offeror or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For breach or violation of this provision, KCTCS shall have the right to reject the proposal, annul a resulting contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage, contingent fee or other benefit.

Firm must disclose any conflict of interest regarding this solicitation. Undisclosed conflict of interest could result in rejection of proposal.

**30. DATA PROTECTION/TRANSFER AFTER CONTRACT CONCLUSION**

The Offeror agrees that in the event of termination, cancellation or expiration of a contract resulting from this RFP, for any reason, Offeror shall either: Return or destroy, as notified by KCTCS, all Data (including sensitive data) provided to the Offeror by KCTCS. Offeror understands and agrees that in the event of a cancellation, termination, or completion of the contract without renewal, this data is to be made immediately available to KCTCS within forty eight (48) hours from the effective notice of cancellation, termination, etc. or any/all other circumstances in which this contract would conclude, and access will remain available to KCTCS for a minimum of at least 90 days thereafter.

Such Data shall include, but is not limited to, all data provided to Offeror's employees, subcontractors, agents, or other affiliated persons or entities; or in the event that returning or destroying the Sensitive Data is not feasible, provide notification of the conditions that make return or destruction not feasible, in which case, the Offeror must continue to protect all Sensitive Data that it retains and agree to limit further uses and disclosures of such Data to those purposes that make the return or destruction not feasible as Offeror maintains such Data.

**31. SERVICE PERFORMANCE**

All services performed under this contract shall be in accordance with the terms and provisions of the contract. It will be the responsibility of KCTCS to ensure that such services rendered are performed and acceptable.

Major deviations of services performed will not be made without the written approval of the Procurement to Payment Services Department, KCTCS. Problems that arise under any aspect of performance should first be resolved between the KCTCS Contract Owner/Subject Matter Expert and the Offeror. If such problems and/or disagreements cannot be so resolved they should be referred to the Director/Manager of Procurement to Payment Services, KCTCS for settlement by either party in writing.

**32. SUBCONTRACTING**

No part of the operation may be subcontracted without prior approval of Kentucky Community and Technical College System, KCTCS Procurement to Payment Services, or unless approved prior to the award of the contract.

**33. CONTRACT ASSIGNMENT**

The Offeror is prohibited from assigning, transferring or subletting the contract or its rights, title or interest or its power to execute the contract to any other person, company or corporation without written approval of KCTCS Procurement to Payment Services. In the event of a change in company ownership, KCTCS reserves the right to re-advertise the contract.

**34. METHOD OF PAYMENT**

Payments shall be made, and invoices received on a monthly basis, for work performed in the past calendar month. The successful Offeror shall submit billing/invoices to the KCTCS and/or colleges within the first ten (10) workdays of each following month. Payment will be made Net30 upon receipt of acceptable documentation and agreement that work was satisfactorily performed. Additional methods of payment (such as credit card) may be mutually agreed upon if in the best interest of KCTCS.

**35. PERSONAL INFORMATION SECURITY**

To the extent Offeror receives Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the "Act"), Offeror shall secure and protect the Personal Information by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as KCTCS' and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying KCTCS of a security breach relating to Personal Information in the possession of Offeror or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and Offeror abides by the requirements set forth in that exception; (iv) cooperating with KCTCS in complying with the response, mitigation, correction, investigation, and notification requirements of the Act, (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by Offeror; and (vi) at KCTCS' discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.

**36. ACCESS TO RECORDS**

The Contractor, as defined in KRS 45A.030 (9) agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.

**37. PUBLIC INFORMATION**

KCTCS is a governmental entity subject to disclosure obligations under KRS 61.870 through 61.884 or successor legislation. Information clearly marked "confidential" under this agreement shall be treated as information identified by the Offeror as confidential, trade secret, commercially sensitive information and shall not be disclosed except as provided by law.

**38. DISCLOSURE OF OFFEROR'S RESPONSE**

The RFP specifies the format, required information and general content of proposals submitted in response to this RFP. KCTCS will not disclose any portions of the proposals prior to contract award to anyone outside of KCTCS Procurement to Payment Services, KCTCS Administrative staff, representatives of the State of Kentucky or Federal Government (if required) and the members of the committee evaluating the proposals. After a contract is awarded in whole or part, KCTCS shall have the right to duplicate, use or disclose all proposal data submitted by Offerors in response to this RFP as a matter of public record.

Any submitted proposal shall remain valid twelve (12) months after the proposal due date.

KCTCS shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of this proposal will not affect this right.



**39. GENERAL TERMS & CONDITIONS SOLICITATIONS & CONTRACTS**

The General Conditions and Instructions for Solicitations and Contracts, hereby incorporated by reference, shall be an integral part of this solicitation and resulting contract. The General Terms and Conditions are not repeated in each Solicitation. Therefore, it is the bidder's responsibility to access the General Terms and Conditions at the KCTCS Website: [KCTCS Supplier Information](#) , or request a copy by contacting the Purchasing Officer listed in this RFP. By submitting a proposal to KCTCS an offeror agrees to these conditions and to comply with the information and instructions contained herein.

**40. SECURITY OF INFORMATION**

The offeror certifies that he/she shall not at any time release or divulge any information concerning the services covered by any contract award derived from the terms of this Request for Proposal to any person or any public or private organization without prior approval of KCTCS.

**41. ADA COMPLIANCE**

When applicable (e.g. webpages) the Offeror's products and services will be in compliance with current Americans with Disability Act (ADA) requirements including the applicable current ADA Standards for Acceptable Design, Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), Section 255 of the Communications Act, as amended and applicable regs.

**42. CYBER SECURITY**

Offeror shall use commercially reasonable efforts (i) to keep its systems and networks secure (including, but not limited to its e-mail systems) and (ii) to prevent any hacking or data breaches thereof, or other activities that may compromise its systems or networks. Within two (2) business days of the date Offeror discovers or reasonably should have discovered that any of its systems and/or networks have been hacked, breached, or otherwise compromised, Offeror will (a) send KCTCS a written report via e-mail, describing the nature of such activities to permit KCTCS an opportunity to take any necessary preventive measures and (b) use commercially reasonable efforts to respond to the activities on an urgent basis to reduce, stop, or prevent any impact to KCTCS. KCTCS will not be liable for the activities of any third party who hacks, breaches, or compromises Offeror's systems and/or networks, and Offeror understands and agrees that if KCTCS makes an errant payment due to the hacking, breach, or compromised system or network, KCTCS will not be required to re-issue the payment.

**43. INDEMNITY**

The Offeror shall hold harmless and indemnify KCTCS against all claims, suits, actions, costs, counsel fees, expenses, damages, and judgment in decrees by reason of persons or property being damaged or injured by the Offeror during the term of the contract, whether by negligence or otherwise.

**44. AUTHORIZATION TO DO BUSINESS IN KENTUCKY**

The Offeror affirms that it is properly authorized under the laws of the Commonwealth of Kentucky to conduct business in this state and will remain in good standing to do business in the Commonwealth of Kentucky for the duration of any contract awarded. The Offeror shall maintain certification of authority to conduct business in the Commonwealth of Kentucky during the term of this Contract. Such registration is obtained from the Secretary of State, who will also provide the certification thereof. A copy of your registration should be included with your response.

**45. KENTUCKY RECIPROCAL PREFERENCE LAWS**

In accordance with KRS 45A.490 to 45 A.494, Kentucky Resident Bidder Status or Qualified Bidder Status, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluation proposals, KCTCS will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror.

Residency and non-residency shall be defined in accordance with KRS 45A.494 (2) and 45A.494 (3), respectively. Any Offeror claiming Kentucky residency status must submit with its bid/proposal a notarized affidavit with support documentation affirming that it meets the criteria as set forth in the above referenced statute.

An affidavit for Qualified Bidder Status forms is available from KCTCS Procurement to Payment Services, upon request.

**46. GOVERNING LAW**

The contract shall be construed according to the laws of the Commonwealth of Kentucky. Any legal proceedings against KCTCS regarding this RFP or any resultant contract shall be brought in Commonwealth of Kentucky administrative or judicial forums.

**47. NOTICE OF AWARD**

The solicitation results will be posted at the link below. No offeror should assume personal notice of the solicitation results will be provided by KCTCS.

<https://opportunity-to-bid.kctcsweb.com/bids>

**48. INTELLECTUAL PROPERTY**

Ownership of the intellectual property generated for KCTCS by any contract resulting from this solicitation and paid for in accordance with the agreed upon fee schedule shall reside with KCTCS. Furthermore, KCTCS shall use any images, slogans or other concepts developed under the terms of the resulting contract without additional charge for royalties to the Offeror. Any intellectual or commercial property rights created or obtained through performance of a contract with KCTCS shall belong to KCTCS. Offeror, nor its officers, directors, agents, or employees shall have authority to apply for the ownership or registration of any intellectual or commercial property rights created or obtained through performance of services provided. Nor shall offeror, its officers, directors, agents, or employees use KCTCS intellectual or commercial property during the term of the agreement for any purpose other than providing the services and after the termination of the agreement for any purpose.

**49. BUSINESS CLASSIFICATION**

This section is for informational purposes.

Select all that apply (does not apply to publicly traded entities).

<input type="checkbox"/> <b>Minority Business Enterprise/MBE</b> (please choose one sub-classification at right): <i>Defined as a business at least 51% owned by one or more African Americans, Hispanics, Native Americans, Asian Pacific Americans, Asian Indian Americans, and other groups as defined by Federal law.</i>	<input type="checkbox"/>	<i>Hispanic-American</i>	<input type="checkbox"/>	<i>African American</i>
	<input type="checkbox"/>	<i>Asian-American</i>	<input type="checkbox"/>	<i>American Indian</i>
	<input type="checkbox"/>	<i>Other (explain):</i>		
<input type="checkbox"/> <b>Women-Owned Business Enterprise/WBE</b> <i>Defined as a business at least 51% owned by one or more women.</i>	<input type="checkbox"/>	<b>Disadvantaged Business Enterprise/DBE</b> <i>Defined as a business at least 51% owned by at least one differently abled, socially, or economically disadvantaged individual as defined by Federal law.</i>		
<input type="checkbox"/> <b>Veteran Owned Business/VOB</b> <i>Defined as a business at least 51% owned and operated by a service veteran.</i>	<input type="checkbox"/>	<b>Disadvantaged Veteran Owned Business/DVOB</b> <i>Defined as a business at least 51% owned and operated by a service veteran with a service-related disability of at least 10 percent.</i>		

**50. SUPPLIER REGISTRATION WITH KCTCS**

New and Existing Suppliers must register and/or update their information through the KCTCS Supplier Registration Portal so we may obtain your full contact information for ordering and payment. Use the following navigation below:

- Click on the following link <https://systemoffice.kctcs.edu/suppliers/registration.aspx>
- Select Supplier Registration Portal (left side menu)
- Click on NEW SUPPLIER or EXISTING SUPPLIER
- Follow the steps in the instructions and online
- If you encounter any issues while registering, please contact [KCTCS-Purchasing@kctcs.edu](mailto:KCTCS-Purchasing@kctcs.edu)
- **NOTE: Offerors do not have to register as a supplier with KCTCS in order to submit a bid.**