



Illinois Institute of Technology

Technology Platform Services for High School STEM Initiative

Request for Proposal

RFP#: PS0002

Date of Issuance: Thursday, April 11, 2024

Response Due Date: Thursday, April 25, 2024

RFP Contact Information:

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Separate Attachment: Debarment and Suspension Form

Illinois Institute of Technology Background

Founded in 1890, Illinois Institute of Technology (Illinois Tech, the University) is a private, Ph.D.-granting research university with programs in engineering, sciences, architecture, psychology, design, humanities, business, and law. Illinois Tech's inter-professional, technology-focused curriculum is designed to advance knowledge through research and scholarship, to cultivate invention improving the human condition, and to prepare students throughout the world for a life of professional achievement, service to society, and individual fulfillment.

Mission: To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.

Vision: Illinois Tech will be internationally recognized in distinctive areas of education and research, using as its platform the global city of Chicago, driven by a professional and technology-oriented focus, and based on a culture of innovation and excellence.

More information about Illinois Tech and its operation, mission and structure can be found on our Website – www.iit.edu and http://www.iit.edu/about/quick_facts.shtml. Respondents are encouraged to review this information before submitting their proposals.

RFP Objectives and Scope

The Illinois Institute of Technology (Illinois Tech) is seeking proposals from qualified and experienced technology solution providers to collaborate on a groundbreaking initiative aimed at serving thousands of high school students in STEM tracks. This initiative is designed to support students in earning dual credit, gaining admission to college-level degrees, and significantly reducing the time required to transition from high school to a college degree.

Project Overview:

Illinois Tech is committed to fostering STEM education and empowering high school students with the tools and resources necessary for future academic success. The selected partner will be instrumental in providing a robust technology platform that facilitates online instruction, mentoring, and tutoring services. The platform should be scalable to accommodate potentially thousands of students and support seamless collaboration between students, educators, and mentors.

Scope of Services:

The selected vendor is expected to provide the following services as part of the initiative:

Technology Platform Development: Develop a user-friendly and scalable technology platform that enables online instruction, mentoring, and tutoring services tailored to high school students in STEM tracks.

Content Delivery System: Implement a content delivery system that supports dual credit programs, aligning with high school and college curriculum standards.

User Engagement Features: Incorporate features that enhance user engagement, collaboration, and communication among students, educators, and mentors.

Data Security and Privacy: Ensure the highest standards of data security and privacy compliance to safeguard sensitive student information.

Scalability and Flexibility: Design the platform to accommodate potential growth in user numbers and adapt to evolving program requirements.

RFP Response Instruction and Format

- A. **Response Submission:** The RFP timeline outlined above must be strictly followed and the completed RFP response, along with any applicable attachments, **MUST** be submitted **electronically via email** to **Jess Goode** (jgoode1@iit.edu), Vice President for Strategy and External Affairs, and **received no later than 5pm CT, Thursday, April 25, 2024**. Submissions received after this date and time will not be considered or evaluated.
- B. **Proposal Component and Format:** Please follow the below instructions on developing the key components of the proposal response and the required format. **The RFP proposal response must be in PDF format and not to exceed 10 pages**. All proposal related documents must be combined in a zipped file and submitted via email.

The RFP proposal **MUST** include the following key components:

1. An Executive Summary / Cover Letter – Page RFP Response (PDF): The Cover Letter should specify the services for which the vendor is submitting a proposal, a commitment to perform these services in accordance with this RFP, and a summary as to why the vendor believes itself the best qualified to provide the services, including any relevant prior experience in this area. The Cover Letter should also contain a certification that (i) all information provided in connection with your proposal is true and accurate as of the date of its submission, and (ii) if any of the information subsequently becomes (or is discovered to be) false or inaccurate, you will promptly notify the University. The Cover Letter should be kept to one (1) page and must be signed by an authorized officer of the vendor company.
2. A Narrative describing detailed response to the following sections(2-5 Pages):
 - **Technology Platform Development:** Develop a user-friendly and scalable technology platform that enables online instruction, mentoring, and tutoring services tailored to high school students in STEM tracks.
 - **Content Delivery System:** Implement a content delivery system that supports dual credit programs, aligning with high school and college curriculum standards.
 - **User Engagement Features:** Incorporate features that enhance user engagement, collaboration, and communication among students, educators, and mentors.
 - **Data Security and Privacy:** Ensure the highest standards of data security and privacy compliance to safeguard sensitive student information.
 - **Scalability and Flexibility:** Design the platform to accommodate potential growth in user numbers and adapt to evolving program requirements.
3. Budget / Pricing Breakdown and ROI estimation – Part RFP Response (PDF): The vendor must provide a detailed breakdown of their professional service / advising fees associated with implementing the planned paid media campaign(s) as well as estimation and support for return on investment for if the plan is accepted by the University and Illinois Tech decides to move forward with deployment.
4. Summary Strategy for Integration – Part RFP Response (PDF): The vendor must summary how this particular campaign for Kent Law would integrate with existing Illinois Tech wide marketing and media strategies.
5. Debarment and Suspension Form - PDF Format: The vendor must carefully review, complete, and sign **Attachment: Debarment and Suspension Form** and return it as part of the RFP proposal packet.
6. Supplemental Attachments: PDF Format: The vendor may choose to provide additional information and support documents in PDF format to supplement the required proposal, including but not limited to certification of minority/diverse vendor status, any additional product and service offerings that the vendor can provide, and that may be relevant to the subject matter of this RFP.

- C. **Questions:** All RFP related questions must be addressed to **Jess Goode** (jgoode1@iit.edu), Vice President for External Affairs.
- D. **Cost of Response Preparation:** The University is not responsible for and will not pay any costs associated with the preparation and submission of the vendor's RFP response.
- E. **Non-Discrimination Policy:** In compliance with all applicable federal and state laws and regulations, the University does not unlawfully discriminate in employment, contracts, or any other activity.

RFP Evaluation Criteria and Process

- A. **RFP Response Evaluation Criteria:** The vendor's RFP response will be evaluated based on the following criteria:
 - The strength and quality of the response
 - The vendor's understanding of this initiative's objectives
 - The vendor's proposed budget/pricing breakdown
 - Ability to estimate and articulate well supported return on investment
- B. The award decision will be communicated to all RFP respondents once all clarifications are concluded and not before.
- C. The University, at its sole discretion, reserves the right to re-advertise; reject all proposals; to reject individual proposals for failure to meet any requirement; to award in part or total; and to waive minor defects and non-compliance. We may seek clarification of the proposal from the vendor at any time, and failure to respond may be cause for rejection. Clarification is not an opportunity to change the proposal. Submission of a proposal confers on the vendor no right to an award or to a subsequent agreement. This process is for the University's benefit only and is to provide competitive information to assist in our selection process. All decisions on components, evaluation, terms and conditions shall be made solely at the University's discretion.