TO: DRAFT RFP REVIEW TEAM – Curriculum & Catalog Management System

From: Alice Perez, Vice Chancellor Educational Services and Support

RE: Review of DRAFT Curriculum inventory RFP w/ attached Non-Disclosure (NDA)

Colleagues, thank you for your participation in this important review process. **The first required step** is to review and sign the attached Non-Disclosure Agreement form (using Docusign). Once you return this Form, Nabil Fares will forward you the DRAFT RFP.

We are providing this DRAFT RFP for your review and comment prior to release to the public. In reviewing this RFP, I am providing some high-level bullet points of business requirements imbedded into the RFP.

1.   This RFP has been designed to ensure that current business requirements are met through increased functionality, but that the scope of business requirement functionality is increased, allowing us to take advantage of new technologies which will support the growth of our curriculum processes.

2.   This RFP has been designed to provide schools a **choice** in terms of how they would like to conduct business at the local level. Business requirements outlined in the RFP support a system-wide solution which would allow schools to utilize the product selected by the CCCCO. If, however, a school chooses to utilize a system already installed locally at the campus or engage with a different vendor, business requirements dictate that any vendor chosen by the CCCCO **must** have the ability to integrate through API's with any system chosen by the campus. The use of the same system or the use of different systems with integration ensures that schools will experience enhanced efficiencies and data integrity.

3.   This RFP has included catalog functionality in order to support enhanced processes at both the CCCCO and the school level, should they choose to utilize the product. The CCCCO currently provides a public facing site. Catalog functionality will enable the CCCCO to provide an enhanced public facing site. If a campus chooses to utilize a different product, they will still be free to use whatever catalog product so desired.

4.   The RFP also ensures that any system chosen by the CCCCO is able to incorporate C-ID through governance, workflows and automation of C-ID numbers, should the Academic Senate **choose** to be included. If the Academic Senate determines that C-ID is to remain a separate entity, the RFP requires integrations through API's with external systems, such as C-ID to provide the communication and efficiencies desired.

5.   Finally, the Chancellor's Office has identified ongoing funding to support systemwide adoption.

        Please submit comments back to the CCCCO (Alice Perez, Rhonda Mohr, Barney Gomez, Nabil Fares, Deb Barker-Garcia by ***1 week after we provide Draft RFP