REQUEST FOR PROPOSAL

sunapsis Implementation

Contact: Frank Calabrese
831.459.4214
fcalabre@ucsc.edu
831.459.2382 (fax)

Background/Introduction
The Division of Global Engagement, at the University of California, Santa Cruz, promotes international cooperation in teaching, research and other fields of mutual interest. Our International Student and Scholar Services (ISSS) unit provides advising and support on immigration, cultural and other matters to all members of the international community on campus.

Project Goals and Scope of Services
The Division of Global Engagement is seeking the services of a full-service consulting group to support us in the implementation of the sunapsis product (Production and Test) in a single-server application environment which has client and administrative interactions all handled on the same app server and domain.

The selected consultant will be required to complete and assist with the following:

- A review of server requirements
- Installation of the InternationalServices database server
- Installation of ColdFusion 2016 - Standard on the server
- Configuration of the Windows Server for SSL and MIME types
- Configuration of ColdFusion
  - ColdFusion Memory Variable Settings
  - Java and JVM Configuration
  - Request Tuning for Performance
  - Setup Mail Server Settings
  - Configure Data Sources
  - Scheduled Task Creation
Project Goals and Scope of Services (continued)

- Review Encryption Configuration and Setup
- Review and Configure Authentication Process
- Assist in the transition of data from fsaAtlas/ISSM
- Ongoing support for ColdFusion Updates and Patches

Anticipated Selection Schedule
The Request for Proposal timeline is as follows:
Request for RFP: June 3, 2019
Deadline for Bidders to Submit Questions: June 17, 2019
UC Santa Cruz Responds to Bidder Questions: June 21, 2019
Selection of Top Bidders / Notification to Unsuccessful Bidders: June 28, 2019
Start of Negotiation: July 8, 2019
Contract Award / Notification to Unsuccessful Bidders: July 15, 2019

Time and Place of Submission of Proposals
The RFP will be posted on our website, https://global.ucsc.edu/opportunities/issm.html, and can be downloaded from there directly as of 10:00am on June 3, 2019.

Respondents to the RFP must submit one PDF copy of their proposal. Responses must be received no later than June 17, 2019. Responses should be clearly marked “RFP-sunapsis Implementation” and mailed or delivered to the contact person listed above.

Timeline
The Division of Global Engagement needs the project completed by August 29, 2019.

Elements of Proposal
A submission must, at a minimum, include the following elements:
- Description of the Consulting Group that includes a general overview, names and credentials of creative team, and number of employees.
- A one-page narrative of the Consulting Group's strengths and distinguishing skills or capabilities as they might relate to sunapsis and immigration processing at a university level.
• A representative selection of current and past clients.

Evaluation Criteria
The successful respondent will:
• Have been operating continuously as a Consulting Group for a minimum of 24 months and possess full-service technical skills in the areas of sunapsis, ColdFusion, Microsoft SQL, Microsoft Windows Server and IIS, and fsaAtlas/ISSM.
• Have the education, experience, knowledge, skills and qualifications of the Consulting Group and the individuals who will be available to provide these services.
• The competitive cost of services.
• The expertise of the Consulting Group working with similar customers.

Budget:
The Division of Global Engagement’s budget for the project is $25,000