REQUEST FOR PROPOSALS (RFP) SOLICITATION

IMPLEMENTATION CONSULTING PARTNER

Solicitation No: RFP-2026-SSE-02 | **Grant Program:** Title III Strengthening Institutions Program (SIP) | **Governing Compliance:** Uniform Guidance (2 CFR Part 200) & EDGAR (34 CFR Part 75)

Issuing Institution:	Azusa Pacific University Global
Procurement Method:	Request for Proposals (RFP) (2 CFR § 200.320(b)(2)) - Deliverable-Based Fixed-Price / Milestone Schedule
Federal Funding Disclosure:	Financed via U.S. Department of Education & Department of Labor Title III SIP Grant. Federal terms apply to transactions.
Submission Deadline:	January 8, 2027, 5pm PST
RFP Solicitation Contact	Submit all questions about this RFP and the final RFP by email to Belen McDaniel, bmcdaniel@apuglobal.edu

1. STATEMENT OF WORK & OBJECTIVE

Azusa Pacific University Global ("Institution") is seeking competitive proposals from experienced and qualified systems integration (SI) consulting firms to lead the technical deployment, data architecture, and configuration of its Student Success Ecosystem. The consulting partner will be responsible for migrating the entire APU Global ecosystem including surrounding systems that integrate Student Success with other critical student-related cross-functional supporting databases or platforms. Additionally, the consulting partner will conduct a full migration of the student success department off the legacy system and onto the selected system.

2. IMPLEMENTATION & DELIVERABLES

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  Architecture Discovery, Data Governance, & Security Review: Comprehensive discovery workshops, data dictionary mapping between Tertiary Systems and Selected Grant-Funded System, and privacy architecture review.
- **Jenzabar SIS Bi-Directional Integration:** Development and unit testing of automated bi-directional API pipelines ensuring real-time/scheduled data synchronization of courses, rosters, grades, and student records without disrupting registrar operations.
- **Advising Worksheet & Sub-Term Workflow Configuration:** Implementation of the automated advising worksheet, multi-year degree mapping, 120-credit delta calculator, and configuration of non-standard sub-terms/sessions.
- **Pathify Single Sign-On (SSO) & Portal Embedding:** Frictionless UI/UX integration into the Pathify portal ensuring students and staff access advising worksheets via unified institutional credentials.
- **User Acceptance Testing (UAT), Train-the-Trainer, & Go-Live Hypercare:** Rigorous end-to-end testing, admin/advisor training sessions, system documentation hand-off, and dedicated post-launch hypercare support.

3. COST PROPOSAL INSTRUCTIONS (DELIVERABLE-BASED FIXED PRICE)

In accordance with federal grant guidelines, this procurement requires a **Deliverable-Based Fixed-Price** proposal tied to formal milestone acceptance. Uncapped Time-and-Materials proposals will not be accepted. Bidders must submit fixed pricing itemized by project phase. Vendor to determine milestones and schedule which will be monitored for compliance and payment.

- **Deliverable #1:** Expect vendor to do a full migration of student success department off the legacy system and onto selected system
- **Deliverable #2:** Expect vendor to migrate the entire APU Global ecosystem including surrounding systems that integrate Student Success with other cross-functional supporting departments
- **Deliverable #3:** Expect vendor to have configured new system to enable APU Global's subterm and session support for advising
- **Deliverable #4:** Expect vendor to set up automated email and SMS campaigns on behalf of student success department
- **Deliverable #5:** Expect vendor to deliver technical documentation and functional training
- **Deliverable #6:** Expect vendor to deliver AI internal coworkers for student success and a) student facing autonomous service agent

Clarification of RFP Solicitation:

- Any questions requesting clarification of information constrained in this Request for Proposal **must** be submitted in writing via email to the RFP Solicitation contact by **Wednesday, December 23, 2026.**

- Vendors may contact the RFP Solicitation contact via email with non-substantive questions at any time prior to the submission deadline.

Legal Signatory
An official authorized to bind the vendor(s) to a resultant contract **must** be the one to sign the final contract.

Pricing
The Institution will make a Best Value award to the responsible offeror whose proposal is most advantageous considering price and evaluation factors combined; the lowest-priced proposal will not automatically be selected.

Successful Vendor Selection
The ranking of vendors **shall** be determined by the score each receives during evaluation. APU Global will enter negotiations with those responsible offers determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

APU Global will communicate the selected vendor either on its website or directly to responsible offerers, though caution is given that these are preliminary results during the negotiation period.

Publicity
Vendor **shall not** issue a news release pertaining to this RFP or any portion of the project without APU Global's prior written approval.

Additional Instruction

APU Global **shall not** pay costs incurred in the preparation of a RFP.

4. EVALUATION & SELECTION CRITERIA

The following evaluation and selection criteria will be used to decide on the selected vendor. All proposals must be submitted by or before the submission deadline to the RFP point of contact to be considered and scored. Proposals received after the designated deadline shall be considered late and will not be reviewed.

Evaluation Factor	Weight
Platform Approach & Ecosystem Consolidation: Expertise in migrating legacy point solutions to a unified ecosystem and streamlining cross-functional workflows.	25 Points
Higher Ed Experience (Jenzabar & Salesforce): Proven track record in SIS bi-directional synchronization and education cloud advising workflows.	25 Points
Implementation Methodology & Staffing: Rigor of project management plan, sub-term modeling expertise, technical architect qualifications.	20 Points
Cost Proposal & Milestone Feasibility: Reasonableness of deliverable-based fixed fees evaluated against the Independent Cost Estimate.	20 Points
Client References & Post-Launch Performance: Verification of comparable higher ed deployments completed on schedule.	10 Points

5. FEDERAL GRANT TERMS & INVOICING GOVERNANCE

Prohibited contract type: Cost-Plus-a-Percentage-of-Cost (CPPC) is strictly prohibited (2 CFR § 200.324(c))

Contract Provisions: The awarded partner's contract must contain any and all applicable contract provisions as listed in Appendix II to Part 200 including but not limited to the SAM.gov Debarment certification, Byrd Anti-Lobbying certification, Termination for Cause and Convenience, and Covered Telecom Ban under 2 CFR § 200.216. Invoicing will be released exclusively upon written institutional acceptance of each milestone deliverable; cost-plus markups are strictly prohibited. To see an example of the Uniform Guidance Federal Funding Contract Addendum.