



# Request for Proposal

RFQ769-25-06092025BS

Software as a Service (SaaS) Products

Proposals due on  
Monday, August 11, 2025, 2:00 p.m.



# Software as a Service (SaaS) Products

## Pre-Proposal Meeting

Monday, July 7, 2025, 11:00 a.m.



# **AGENDA**

- INTRODUCTION
- PROJECT DESCRIPTION
- SUBMISSION REQUIREMENTS/CRITERION
- SELECTION PROCESS/SCHEDULE
- REQUIREMENTS
- QUESTIONS



## **PROJECT DESCRIPTION**

The primary objective of this Request for Qualifications (RFQ) is to identify off-the-shelf Software as a Service (SaaS) solution that aligns with the operational, academic, and administrative needs of UNTS. The initiative supports our strategic goal of modernizing systems and improving user experience. Proposed solutions must be based on an existing, fully supported SaaS platform.



# SUBMISSION REQUIREMENTS/CRITERION

- Mandatory requirements can be found in Section 3.3
- Custom-built functionality or significant modifications to the base product are outside the scope of this procurement. Only SaaS solutions that are delivered as standard, non-customized offerings will be considered. Configuration options within the standard product are acceptable; custom code development is not.
- Evaluation Criteria
  - Experience and qualifications of the Proposer
  - Relevant experience
  - Academic Initiatives
  - Value added options



## SELECTION PROCESS

- Responses are due Monday, August 11, 2025, 2:00 p.m.
- **Please submit your response electronically via the link below:**  
<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>.
- QR codes will not be accepted as part of your response.



# CONTRACT

- A sample contract is included in the solicitation package. We have included the sample contract so it can be reviewed by your company and, if selected, you know what you will be signing and agreeing to.
- Make sure you have reviewed the contract as NO CHANGES to the contract will be accepted.



## REQUIREMENTS

- Provide a single point of contact with phone number and email.
- Make sure you address each criteria listed in RFP in section 4.3 of the pdf. document, “Evaluation Criteria”.
- Make sure to review and provide all items in Section 5: PROPOSER’S SUBMITTAL CHECKLIST
- Signature is required on Completed Section 7: AFFIRMATION AND CONFLICT OF INTEREST DISCLOSURE



# QUESTIONS

- Questions should be directed to Melissa Anderson, Strategic Sourcing Coordinator – please email questions to: [Melissa.Anderson@untsystem.edu](mailto:Melissa.Anderson@untsystem.edu)
- NOTE: If you submit questions thru the Jaggaer website, please list all questions on 1 page and upload to submit.
- Questions must be received by July 21, 2025 by 2:00p.m.
- Questions & Answers will be posted to Jaggaer website by July 28, 2025 by 2:00p.m.
- Questions & answers and any addendums will be posted to:  
<https://finance.untsystem.edu/vendor-resources/bid-inquiry/bid-opportunities.php> ,  
<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>