



REQUEST FOR INFORMATION

RFI 01-2027 – E Procurement System

DUE: Friday September 25, 2025, at 5:00 PM MT

College of Western Idaho

Attn: RFI

c/o Thayne Pearson, Procurement Management

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1. PURPOSE

The College of Western Idaho (CWI) is a public, open-access community college serving residents throughout Western Idaho with campuses and facilities in Nampa and Boise. Committed to providing affordable, high-quality education and workforce development opportunities, CWI offers academic transfer degrees, career and technical education, continuing education, workforce training, certificates, and dual-credit programs.

CWI is issuing this Request for Information (RFI) to gather information from vendors offering procurement management solutions that can support and enhance the College's procurement operations. The purpose of this RFI is to better understand available technologies, industry best practices, implementation approaches, and solution capabilities in the procurement software marketplace.

This RFI is for planning and market research purposes only. Responses will be used to assist in determining future procurement strategies and requirements. Participation in this RFI is voluntary and does not guarantee participation in any future solicitation

2. BACKGROUND

CWI seeks information regarding cloud-based or hosted platforms that provide end-to-end procurement lifecycle functionality, including but not limited to purchase requisitions, sourcing and solicitations, supplier management, contract lifecycle management, approval workflows, spend analytics, document management, and integration with existing enterprise systems.

3. CURRENT SOFTWARE

CWI currently utilizes the ESM Solutions platform to support various procurement and supplier management activities. Over time, the College has leveraged the system to facilitate procurement processes and related workflow functions. Vendors are encouraged to describe how their solutions compare to and expand upon traditional procurement platforms, including capabilities related to sourcing, contract management, supplier management, workflow automation, analytics, system integration, and scalability to support the College's evolving operational requirements.

4. DESIRED SPECIFICATION

The specifications contained herein reflect the College's desired functional, technical, and operational outcomes for a procurement management solution. Vendors shall identify how their solution meets, supports, or enhances these capabilities and provide additional information on any comparable or alternative functionality available within their platform.

4.1. INTEGRATION REQUIREMENTS

The procurement software solution must provide the following integration capabilities:

1. Full compatibility and bidirectional data exchange with the College of Western Idaho's Colleague/Ellucian environment.
2. Support for standardized integration methods, including application programming interfaces, secure data transfers, and single sign-on authentication.
3. Real-time or scheduled synchronization of vendor records, purchase data, and financial information.
4. Compatibility with existing user directories and role-based access structures maintained by the College of Western Idaho.
5. Data migration support to import historical procurement, vendor, and contract records into the new platform.

4.2. CORE FUNCTIONAL REQUIREMENTS

The solution must deliver an end-to-end procurement platform that addresses the complete source-to-contract and procure-to-pay lifecycle. Required functional areas include:

4.2.1.SOURCING AND SOLICITATION MANAGEMENT

- Creation, publication, and management of solicitations, requests for proposals, requests for quotes, and invitations to bid.
- Vendor registration and self-service supplier portals for participation in solicitation events.
- Electronic submission, receipt, and secure storage of vendor responses.
- Evaluation tools to support scoring, comparison, and documentation of award decisions.
- Audit trails capturing all solicitation activity for transparency and compliance

4.2.2.CONTRACT MANAGEMENT

- Centralized repository for all executed contracts, amendments, and related documentation.
- Automated tracking of contract terms, renewal dates, expiration dates, and milestones.
- Configurable notifications and alerts for upcoming renewals, deadlines, and required actions.
- Version control and document history for contract revisions.
- Workflow support for contract creation, review, approval, and execution, including electronic signature capability with ability of CWI to create new approval structures.
- Ability to provide communication between vendors and CWI regarding contract terms and negotiations that are maintained within contract system.
- Ability to generate daily and weekly reports of outstanding agreements or expected replies from vendors.
- Ability for CWI assign permissions for viewing, upload and editing to CWI personnel.
- Ability to review and identify alert nonstandard terms.
- Communication between contract system and invoice system that is automatic.
- Deep search capabilities that allow search within documents in system.

- Ability to include notes and follow up information in system regarding contract and contract development.
- AI ability to develop contract templates based on training data of CWI contracts that are limited to use of data within the CWI system and not used as training data for other models outside CWI system.
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4.2.3. PURCHASING AND REQUISITION MANAGEMENT

- Electronic requisition creation, routing, and approval workflows configurable by the College of Western Idaho, ID.
- Purchase order generation, distribution, and status tracking.
- Catalog and non-catalog purchasing support, including hosted and punch-out catalogs.
- Budget checking and encumbrance visibility during the requisition process.
- Receiving and invoice matching capabilities to support accurate payment processing.

4.2.4. VENDOR AND SUPPLIER MANAGEMENT

- Comprehensive supplier database with searchable vendor profiles.
- Vendor onboarding, qualification, and compliance documentation tracking.
- Vendor performance monitoring and record retention.

4.2.5. REPORTING AND ANALYTICS

- Configurable dashboards providing visibility into spending, sourcing activity, and contract status.
- Standard and ad hoc reporting tools with export capabilities in common file formats.
- Spend analysis to identify savings opportunities and support strategic decision-making.
- Compliance and audit reporting to support institutional accountability.

4.2.6. TECHNICAL AND SECURITY REQUIREMENTS

The proposed procurement software solution must meet the following technical and security expectations:

- A secure, reliable platform with defined uptime and availability commitments.
- Data encryption in transit and at rest.
- Role-based access controls and configurable user permissions.
- Regular data backup, disaster recovery, and business continuity provisions.
- Compliance with applicable data privacy and security standards relevant to a public higher education institution.
- A web-based, browser-accessible interface compatible with commonly used operating systems and devices.

4.2.7.IMPLEMENTATION AND SUPPORT REQUIREMENTS

The selected provider must deliver a structured implementation and ongoing support model that includes:

- A detailed implementation plan with defined milestones, timelines, and responsibilities.
- Configuration of workflows, approval structures, and system settings to align with the operational needs of the College of Western Idaho, ID.
- Data migration and validation services.
- Training for administrators, procurement staff, and end users through a combination of documentation, live sessions, and reference materials.
- Ongoing technical support with defined response times and escalation procedures.
- Regular software updates, enhancements, and maintenance releases.

4.2.8. SCALABILITY AND EXTENSIBILITY

The procurement software solution must be capable of scaling to accommodate growth in users, transaction volume, and functional needs of the College of Western Idaho, ID. The platform should support the addition of new modules, features, and integrations over time, allowing the College of Western Idaho, ID to expand its procurement capabilities beyond sourcing and contract management as institutional requirements evolve.

5. INFORMATION REQUESTED

- Company Experience

Describe your organization's experience providing solutions or services similar to those outlined in this RFI. Include examples of comparable projects or customers.

- Solution Overview

Provide an overview of your product, service, or proposed approach, including key features and differentiators.

- Implementation and Delivery

Describe your typical implementation, deployment, or delivery methodology, including expected timelines and critical success factors.

- Pricing Model

Describe your pricing structure and licensing model, if applicable. Include any available budgetary pricing information.

- Technical and Operational Requirements

Explain how your solution or service addresses common technical, operational, security, compliance, or performance requirements.

- Customer Support and Service

Describe your support model, service levels, training options, and ongoing account management approach.

- Industry Trends and Recommendations

Based on your experience, what industry trends, best practices, or recommendations should organizations consider when evaluating solutions in this area?

- References

Provide a minimum of three (3) references from higher education institutions of similar size and complexity that have successfully implemented the proposed solution, including at least one (1) reference involving a migration from a Colleague/Elucian environment.