Request for Information (RFI)
Online Calendar and Event Management

September 18, 2020

To All Potential Respondents:

The University of Arkansas is currently in the process of gathering information related to online calendar and event management. Specifically, the University has a product needs for a campus calendar to replace our current implementation of our Active Data Exchange calendaring platform.
We are taking this opportunity to reach out to companies that offer various product(s) in this space.

Please note that this is not a request to participate in a formal bid at this time. We are simply gathering information that will help to inform next steps, which may include the release of a Request for Proposal. The University reserves the right to not conduct a bid. If the University elects to move forward with a formal bid, you will receive notification from the relevant University procurement official. Any costs to prepare for the meeting, including preparation of materials, travel costs, etc., will be borne by the vendor. The University of Arkansas will not be responsible for any costs related to this meeting.

The software should have at least the following features:

- Open API
- WCAG 2.0 Level A & AA / Section 508 (2017) and web standards compliant
- Great event SEO
- Publicly accessible calendar event submission form
- Event review and approval workflows with different permission groups
- Can easily handle multi-day events without overwhelming the single-day events on the calendar
- Event categories and event tags - ability to show views of all events under categories and tags
- Campus group/office/department pages where sponsored events appear.
- Ability to display separate event calendars - Reunion, Commencement, Family Weekend, Homecoming, special multiple-day events, etc
- Ability to hide some events and calendars - accessible by link or can be displayed on an external website, but not shown within the main calendar
- Can pull in events from event RSS feeds from other external calendars, e.g., athletic game schedules
- Ideally hosted by calendar provider through a subdomain, e.g., calendar.domain.edu
- MS Azure for authenticating university accounts
- Automated calendar promotion email a plus (ability to do weekly automated campus event emails to Exchange distribution lists and external calendar subscribers).
- RSVP and ticketing functionality
- Google maps for directions
- Turnkey implementation

The software must meet the following compliances:

When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. Instructure expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that system meets the statutory requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2019 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2019 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

ACCORDINGLY, CONTRACTOR SHALL EXPRESSLY REPRESENT AND WARRANT to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template ("VPAT") or similar documentation to demonstrate compliance with 36 C.F.R. § 1194.21, as it existed on January 1, 2019 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2019 (web-based intranet and internet information and applications) that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:

- - Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means;
- - Presenting information, including prompts used for interactive communications, in formats intended for non-visual use;
- - After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired;
- - Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means;
- - Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact;
- - Integrating into networks used to share communications among employees, program participants, and the public; and
- - Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

If the information technology product or system being offered does not completely meet these standards, the Respondent must provide an explanation within the VPAT detailing the deviation from these standards.

The committee tasked with gathering information would like to invite you to speak with the committee members, either in person or virtually, to learn more about solutions your company offers. **We are looking to schedule visits the week of October 5th for 2.5-hour increments**. We would appreciate you/your team providing information about products and services available to meet needs like those

UNIVERSITY OF
ARKANSAS

we've listed above. We also invite you to share your experiences implementing these solutions with other clients, especially higher education clients.

If you are interested, your acceptance of this invitation must be received by 2:30 PM CST on October 1, 2020. Please send your acceptance to Ellen Ferguson, ellenf@uark.edu by said deadline. Please note that by accepting the University's invitation, you acknowledge that this is not a formal bid request of any sort, nor are there any guarantees of future business.

Chris Nixon, Director of Digital Strategy, will be the primary point of contact during the University's information gathering process. He will reach out to you to schedule visits once your acceptance has been received. Then if you have any questions, or need additional information, please do not hesitate to contact Chris.

We thank you in advance for your willingness to participate with the University of Arkansas in this information gathering process and look forward to hearing from you.

Ellen Ferguson
Ellen Ferguson, Sr. Procurement Coordinator
Business Services
ellenf@uark.edu