04/17/2020

RE: Letter of Interest (LOI) – Request for Demonstration – Promotion & Tenure Software

Prospective Offeror:

Towson University, a constituent institution of the University System of Maryland (USM), invites demonstrations from firms on behalf of the Office of the Provost.

**Purpose.** Towson University is considering the use of a software-as-a-service (SaaS) program that can manage faculty activity reporting related to promotion, tenure, reappointment and merit (PTRM) decisions, support the creation of a wide variety of reports and summaries, and manage workflows and role hierarchies as they are modified. Demonstrations will serve to acclimate internal stakeholders to the concept, and determine support and feasibility of a SaaS solution.

**Schedule.** Interested firms are requested to participate in a demonstration of your SaaS solution. The following dates have been reserved and are available on a first-come, first-served basis:

- Thurs., May 14, 2020, 11AM – 1PM, EST
- Fri., May 15, 2020, 10AM – 12PM, EST
- Fri., May 15, 2020, 3PM – 5PM, EST
- Tues., May 19, 2020, 8AM – 10AM, EST
- Wed., May 20, 2020, 11AM – 1PM, EST
- Wed., May 20, 2020, 2PM – 1PM, EST

Demonstrations shall not exceed one-hundred twenty (120) minutes, including time for Q&A. Due to COVID-19, logistics for completing demonstrations (in-person/virtual) will be coordinated with Prospective Offerors closer to scheduled demonstrations.

**Response.** Submit interest in participating in a demonstration to rzengel@towson.edu on/before close of business on May 6, 2020. Direct questions and inquiries to my attention by email (preferred), or by phone to 410.704.3492.

This LOI imposes no contractual obligation on the part of Towson University, or Prospective Offerors, and costs for demonstrations are entirely the obligation of the Prospective Offerors.

**Qualifications.** If Towson University determines the use of a software-as-a-service (SaaS) is in its best interest, a subsequent Request for Proposals (RFP) may be issued publicly. Please note that respondents to a potential RFP must have the ability to document:
- Offeror experience providing not less than three (3) comparable projects previously undertaken by offeror.
- Third-party verification of SOC 2 compliance (preferred), or other confirmation of SOC 2 compliance.
- Compliance with the accepted industry standards for web-based products and services features (WCAG 2.0 Level AA). Documentation may include third-party verification of a Voluntary Product Accessibility Template (VPAT) or other confirmation of WCAG 2.0 Level AA compliance, and disclosure of noncomplying features.

Thank you for your interest in doing business with Towson University.

Sincerely,

[Signature]

Robert Zengel, CPPB, CPCP
Associate Director of Procurement