



## **REQUEST FOR PROPOSALS FOR DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF A MICROSOFT POWER PLATFORM INSTITUTIONAL DATA WORKFLOW SYSTEM**

White Earth Tribal and Community College (WETCC) in Mahanomen, Minnesota issues this request for proposal (RFP) for qualified vendors to design, develop, implement, train, and support an institution-wide workflow and forms system built on Microsoft Power Platform, including Power Apps, Power Automate, Dataverse, and integrated with SharePoint and Microsoft Teams, leveraging WETCC's existing Microsoft 365 environment.

The successful bidder will deliver a production-ready system and provide initial training on or before September 30, 2026. In addition, one hundred (100) hours of ongoing training/support after the launch of the system. WETCC will make final acceptance of the System after the initial round of training is completed.

### **WORK TO BE PERFORMED**

The vendor will provide all labor, expertise, and materials necessary to:

- Design and implement a Microsoft Power Platform-based system
- Develop electronic forms and workflows
- Configure Dataverse as the institutional data layer
- Integrate with existing WETCC systems
- Train WETCC personnel
- Provide post-deployment support.

### **GENERAL SPECIFICATIONS**

WETCC requires the design, development, and implementation of a secure, scalable Data Workflow System integrated with Microsoft Power Platform, SharePoint Online, Microsoft Teams, and Microsoft or Adobe-based electronic forms to streamline data collection, collaboration, and workflow execution. This solution will enhance WETCC's operational efficiency, ensure compliance with data regulations, and improve user experience, effectiveness, and timeliness.

#### **1. Project Objectives**

- a. Leverage Microsoft Power Platform, SharePoint Online, and Microsoft Teams to modernize institutional workflows. SharePoint Online will serve as a core platform for workflow-related document storage, permissions, and collaboration.
- b. Replace manual processes with automated electronic forms (e.g., purchase requisitions, financial aid questionnaires, employee demographics, library resources) that produce electronic files for automated upload in WETCC's systems (e.g., ERP, SIS, HR, LMS).
- c. Centralize and secure organizational data using Microsoft Dataverse, with supporting document storage and collaboration in SharePoint Online.
- d. Improve transparency, compliance, and mandatory reporting (e.g., IPEDS, GAAP financial statements), and cross-database reporting (e.g., between WETCC's ERP (Oracle NetSuite) Library (Destiny Follett), LMS [Canvas], and SIS [Populi]).
- e. Enable real-time data access and reporting through integrated Microsoft 365 tools
- f. Ensure compliance with relevant data privacy (e.g., FERPA, HR) and security standards.

## 2. Scope of Work

### a. System Design & Architecture

- Requirements gathering and workflow analysis.
- Power Platform environment strategy (Dev/Test/Prod).
- Dataverse schema design and seamless integration planning.
- Security role and permission modeling across Dataverse, SharePoint, and Teams.
- The system must support export/import of data (e.g., CSV, Excel) and secure role-based access aligned with FERPA and HR data requirements.

### b. Development & Implementation

- Power Apps development.
- Power Automate workflow development.
- Electronic form creation with validation and automation.
- Conversion from electronic form to electronic file (e.g., CSV, Excel)
- Integration planning with WETCC's systems (e.g., ERP, HR, Library, LMS, SIS) using API or file-based methods.
- SharePoint Online site, list, and document library configuration to support workflow-related data and document management.
- Microsoft Teams will support workflow access, notifications, approvals, and user collaboration. The selected solution will modernize administrative processes with respect to data stewardship, collaboration, and higher-education compliance obligations.
- Role-based access control and audit trails across Power Platform, SharePoint, and Teams.
- Develop electronic forms (e.g., facility request, faculty book orders, IT request, purchase requisition) and develop queries of those electronic forms that produce CSV and Excel file for support.

### c. Testing & Quality Assurance

- Functional testing.
- Security and permission testing.
- User acceptance testing.

### d. Deployment, Training, & Support

- User training sessions. Training may be virtual or on-site at the vendor's expense.
  - Level 1: End users of electronic forms, workflows, and Teams-based interactions
  - Level 2: Mastery of Level 1 with the ability to edit developed forms, manage SharePoint content-related workflows, and run established queries to create electronic files for upload into WETCC databases
  - Level 3: Mastery of Levels 1 and 2 with the ability to develop new electronic forms, workflows, queries, files, and manage supporting SharePoint and Teams configurations (system administrators/builders)
- Documentation and training materials.
- Six months or 100 hours, whichever comes first, of post-launch technical support at no additional cost.

## 3. Deliverables

- a. Fully functional and integrated data workflow system leveraging Power Platform, SharePoint Online, and Microsoft Teams.
- b. Configured SharePoint sites, libraries, and permissions supporting workflow solutions.
- c. User manuals and training materials.

- d. Governance and support documentation for Power Platform, SharePoint, and Teams components.
- e. Maintenance and ongoing support plan.

4. Timeline

Please incorporate the following schedules into your proposal:

Phase	Duration	Completion Date
System Design & Architecture	X weeks	[Date]
Development Implementation	X weeks	[Date]
Testing & Quality Assurance	X weeks	[Date]
Deployment	X weeks	[Date]
Training	X weeks	August 30, 2026
Project Firm Deadline		September 30, 2026
Support – no-cost	Up to 100 hours used within six months of the launch,	Six months after launch

5. Relevant Experience & Reputation

Include the following information:

- a. Your company’s profile.
- b. Summary of relevant experience delivering solutions using Microsoft Power Platform, SharePoint Online, and Microsoft Teams, particularly in workflow automation, electronic forms, and Microsoft 365-based systems.
- c. Certifications in Microsoft Power Platform, SharePoint Online, Microsoft Teams, and Microsoft 365 administration or development.
- d. Contact information: name, title, contact information, and address.
- e. Three professional references from similar efforts. Higher education experience preferred.

6. Price, Terms, Payments, & Conditions

Include the following:

- a. Provide one inclusive price for the project that includes design, development, implementation, training, launch, support, and travel for training.
- b. Payment schedule: 40% upfront, 30% at Implementation, 30% upon completion.
- c. Vendor agrees to six months or 100 hours, whichever one comes first, of post-launch technical and training support.
- d. Rate for ongoing support: e.g., ongoing training, support with system upgrades that impact electronic forms or files beyond the 100-hour no-cost period.
- e. Confidentiality and data protection clauses (e.g., FERPA, HR).
- f. Written warranty information, including items covered under warranty.

**SUBMISSION INSTRUCTIONS**

This RFP is solicited on a design, develop, implement, train, launch, and support basis. Bidders are to respond to this RFP in writing, addressing all items under General Specifications. Answers must be clear and concise, with the corresponding number listed.

**THE RIGHT OF WETCC TO AWARD OR REJECT ANY AND ALL RESPONSES**

WETCC reserves the exclusive right to reject, for any reason at its sole discretion, the response of any bidder.

**AWARD AND RATING**

WETCC will award the contract to the proposal it deems the most responsible and responsive. The final determination for the award of this contract belongs exclusively to WETCC. WETCC reserves the right to waive omissions in responses that it deems immaterial. Price is important, but price alone will not be the sole determinant for the award. WETCC will rate proposals based on the following factors. By submitting a bid to this RFP, you agree to the award criteria and process stated in this paragraph and the following table.

Factor		Points Available
Price		30
Technical Ability	Conformance to Specifications	60
	Development Quality Proposed	
	Design Details	
	Microsoft Power Platform, SharePoint Online, and Microsoft Teams Architecture and Integration	
	Training Plan	
	Completeness of Proposal	
Business Soundness	Business Reputation	10
	Experience with Similar Projects	
	Time in Business	
Total		100

A contract will not be awarded to any party on the government-wide exclusions list in the System for Award Management (SAM).

**BUY AMERICA PROVISION**

To the greatest extent practicable, vendors are encouraged to purchase American-made equipment and products with funding provided under the U.S. Department of Education (ED) financial assistance.

**FEDERAL PARTICIPATION DISCLOSURE**

This project will be funded by federal funds from ED and is subject to the Federal laws and regulations associated with that program.

**COMMUNICATION AND DEADLINES**

	Contact	Deadline
Proposal Questions	Submit written questions about the proposal to Kennedy Heisler at k.heisler@wetcc.edu.	April 28, 2026, by 4:00 p.m.
Proposal Submission	Submit electronic proposals to finance@wetcc.edu. Late submissions will not be considered.	May 7, 2026, by 4:00 p.m.
Proposal Opening	Location: WETCC, 2250 College Road, Mahnomon, MN	May 8, 2026, at 9:00 a.m.

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