

REQUEST FOR INFORMATION

United States Air Force Academy A5/8/9 Office

1.0 Description

The United States Air Force Academy (USAFA) & United States Air Force Academy Preparatory School in support of the Cadet Administrative and Management Information System (CAMIS) Program Office is seeking information on how an interested contractor could provide a Student Information System that delivers an overall Cadet/Cadet Candidate (student) portfolio management including but not limited to recruiting, admission, scheduling, registration, academic/non-academic assessment, club management, discipline, inventory management, graduation, and alumni. Figure 1 represents the United States Air Force Academy Cadet Lifecycle. A similar, one year lifecycle, represents the USAF Preparatory School.

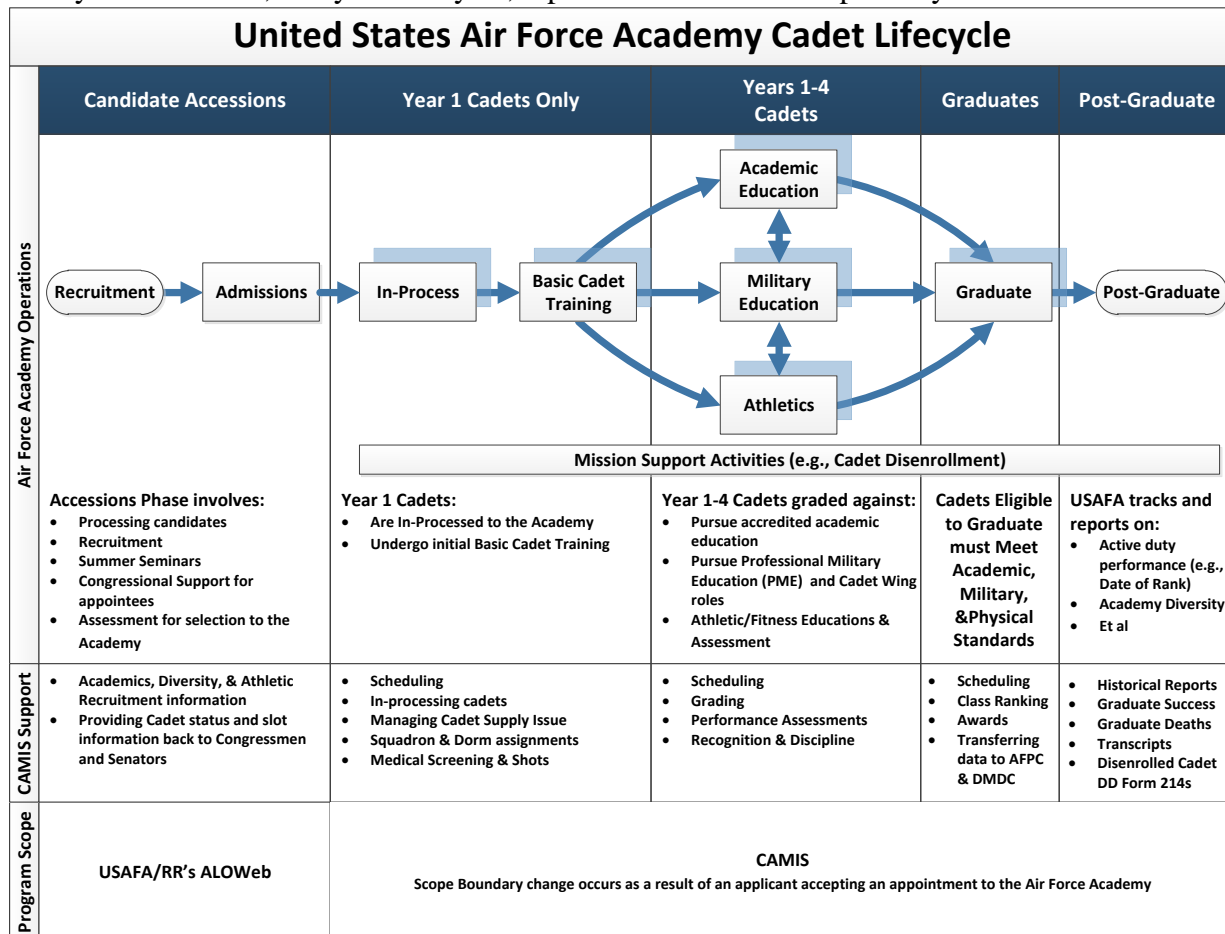


Figure 1. USAFA Cadet Lifecycle (Operational View-1)

2.0 Student Information System (SIS) Information

USAFA is requesting information on a platform; a Student Information System that can offer a total, enterprise-wide, integrated software solution for its cadets, faculty, staff, alumni and other users.

- Request information on a higher education system that can provide enhanced automation, flexibility and adaptability for USAFA.

- Attachment 1 details USAFA specific information in regards to enrollment, faculty, academics, military, sports, and degrees offered.

2.1 Recruitment & Admissions

USAFA is requesting information on a platform that can manage all data and business processes associated with recruitment and admissions, including prospects, screening of applicants based on eligibility requirements, organizations, staff, alumni, and volunteers.

- Request information on a systems ability to capture cadet demographic data to enable diversity management of enrollments.
- Request information on a systems ability to track application status, review grade information, and manage transcripts received from other institutions.
- Request information on a systems ability to capture USAFA application process requirements; Admission Liaison Officer coordination & communication, Congressional Nomination process, Candidate Fitness Assessment, and Medical Evaluation. Please reference www.academyadmission.com for further information in regards to application requirements.

2.2 Curriculum Management, Planning, and Mapping

USAFA is requesting information on a platform that can provide the ability to manage approved programs (Bachelors) through tracking and documentation.

- Request information on a systems ability to provide USAFA's degree program offices (Departments) with workflows to manage current and future course requests and approvals
- Request information on a systems ability to track complex certificate paths accounting for pre-requisites and degree timing gates.
- Request information on a systems ability to evaluate and maintain transfer credits, for example AP, IB, DANTES, CLEP, ACE, etc. scores and credits, SAT/ACT scores, and others as necessary for degree program admission and placement recommendations for cadets.

2.3 Course Management

USAFA is requesting information on a platform that can provide the capability to add, approve, and maintain course data, including prerequisites and core requisites, distribution and division designations, titles, descriptions, cross-listings, enrollment restrictions, and enrollment exclusions.

- Request information on a systems ability to generate course catalogues and/or separate course catalogues for programs such as Airmanship, Military Education, and Character and Leadership.

2.4 Academic Scheduling

USAFA is requesting information on a platform that can provide the capability to create and maintain program/course/class offerings by course duration.

- Request information on a systems ability that includes the instructor(s) name, course/program information, course meeting day/time(s), and information about course events to include lectures, labs, war games, simulations, discussion sections, etc.

- Request information on a systems ability to assign classrooms and teaching resources for all course-related events based on collected/stored classroom requirements and location preferences.
- Request information on a systems ability to provide an academic suspense calendar to include items such as last day to add/drop a course, course start, end of term, and graduation applications due date, etc.

2.5 Department/Class Year Operations

USAFA is requesting information on a platform that can provide the capability to determine department/class year demographics, population, establish the order of merit, select distinguished graduates and assign awards criteria.

- Request information on a systems ability to take Grade Point Average (GPA), Military Point Average (MPA), and Physical Education Average (PEA) to determine order of merit based on weighted criteria.

2.6 Educational Program Progress

USAFA is requesting information on a platform that can provide the capability to maintain the University's unique education requirements and the requirements for each program (Academic, Military, Majors, Military Programs, Summer Non-Academic Courses, etc) activities from the start of the program to its completion.

- Request information on a systems ability to report each cadet's progress in each category as well as in aggregate to identify the future demand for courses, manage retention, and meeting graduation requirements.
- Request information on a systems ability to provide online access to cadets and advisors to track cadet program progress.

2.7 Faculty Management Services

USAFA is requesting information on a platform that can provide the capability to manage faculty records to include faculty population, academic rank, promotion and tenure history, awards, professional memberships, demographic information, qualifications to include degrees, professional development, classroom observations, etc.

- Request information on a systems ability to track and manage course instructor evaluations to include metrics and management indicators/reports.
- Request information on a systems ability to manage faculty certifications and reporting needed for university accreditation; faculty preparation, special degree, non-degree and professional continuing education.

2.8 Transcripts

USAFA is requesting information on a platform that can allow cadets and administrators to view and print "Issued to Cadet" transcripts, course completion certificates/diplomas, and unofficial cadet records.

- Request information on systems ability for cadets/alumni to request official USAFA transcripts to be sent securely and electronically to another accredited institution.

2.9 Cadet, Advisor, Faculty, and Staff Portal

USAFA is requesting information on a platform that can provide online tools for managing biographical information, submitting administrative requests, viewing and updating electronic notes, and providing an efficient means of viewing cadet status, military/academic schedule, and discipline information on a single screen.

2.10 Cadet Services

USAFA is requesting information on a platform that can provide a secure, automated self-service functionality to USAFA cadets throughout the cadet lifecycle from admissions through graduation.

- Request information on a systems ability to allow cadet access to authorized information to include registration, grades, transcripts, completion portfolios, class schedules, and community information.
- Request information on a systems ability to allow cadets from non-.edu devices, to perform functions such as: reviewing course materials for individual courses via USAFA's Learning Management System, USAFA community information, USAFA master calendar of events and activities, and individual squadron community information.

2.11 Cadet Records Management

USAFA is requesting information on a platform that can maintain cadets' biographical, status, and academic information in a secure, accessible system.

- Request information on a systems ability to flow cadet records directly into the System of Record (SOR) and then be made available to internal and external stakeholders where they will be managed throughout progress in the course/lifecycle.

2.12 Cadet Equipment and Logistics Management

USAFA is requesting information on a platform that can manage required cadet equipment issue and inventory functions for USAFA.

- Request information on a systems ability to control and monitor the following: the distribution and inventory management of logistical items supporting cadet lifecycle management. Specific items include military equipment and uniforms.

2.13 Reports

USAFA is requesting information on a platform that can provide a dynamic reporting capability to produce ad hoc and standard reports.

- Request information on a systems ability to present multiple variations of SOR data as determined by the user.

2.14 Alumni Services

USAFA is requesting information on a platform that can provide an automated self-service functionality for alumni to access securely and maintain their personal information.

- Request information on a systems ability for alumni to stay connected with fellow graduates through online directories to view and contribute to collaboration forums, research forums, community involvement efforts, & donor management.

2.15 Personally Identifiable Information (PII) Data

- Request information on a systems ability that appropriately segregates and links PII and non-PII data between systems and respective offices such as Admissions Office, Registrar, SIS and LMS functions.

2.16 Security

- Request information on a systems ability to use or integrate with Common Access Card (CAC)/Public Key Infrastructure (PKI) compliant security access.